

**Minutes of the Poudre River Public Library District
Board of Trustees – Regular Meeting**

**January 8, 2018
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

PRESIDENT:	Amanda Quijano	818-0687
VICE PRESIDENT:	Fred Colby	282-9375
EXECUTIVE DIRECTOR:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Valerie Arnold
Fred Colby, Vice President
John Frey
Amanda Quijano, President
Matt Schild
Becki Schulz
Joe Wise, Secretary-Treasurer

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon	Cynthia Langren
Jeff Barnes	Eileen McCluskey
Holly Bucks	Currie Meyer
Kim Doran	David Slivken
Ken Draves	Rob Stansbury
Mark Huber	Sabrina Stromnes

OTHERS IN ATTENDANCE:

Cameron Richards, Legal Counsel

I. CALL TO ORDER

President Quijano called the meeting to order at 4:02 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None

IV. CONSENT AGENDA

Consideration and approval of:
November 13, 2017, Regular Meeting Minutes

Motion by Trustee Frey to approve the consent agenda as presented. There was a second by Trustee Schulz. The motion carried unanimously, 7 - 0.

V. REPORTS

a. Director's Report – Slivken

Mr. Slivken briefly spoke about each item in his written report which was accepted as presented.

Trustee Wise noted that when appropriate, board members would appreciate being invited to staff events at which staff are being rewarded or recognized so they can show their support.

President Quijano indicated she would like to hear the details of the meeting with the school district (mentioned in the Director's Report) at some point.

b. Financial Report (November and December 2017) – Barnes

Mr. Barnes highlighted several items from the written report which was accepted as presented.

Trustee Wise inquired about the cost for Hoopla and wondered if there is a point that a cap is put on it explaining that his concern is that "power" users could really drive up the cost. Collections Manager Tova Aragon can provide a breakdown of cost/use.

c. Legal Status Report – Seter

Mr. Richards had nothing to add to the written report.

d. Advocacy Toolkit Presentation – Watson-Lakamp

Communications Manager Paula Watson-Lakamp gave a PowerPoint presentation about the Advocacy Toolkit. In her presentation she discussed why awareness and advocacy, definitions of public awareness, public advocacy, and library advocacy; gave an overview of the toolkit and what it includes; gave examples of elevator speeches that communicate a value-impact-benefit statement; myths and misconceptions; and concluded with talking points.

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

a. **Master Plan RFP Review – Draves**

Deputy Director Draves summarized how and why staff is presenting a draft Request for Proposals (RFP) to the board today for the benefit of new board member Matt Schild. Thanks to the last RFP process, we were able to learn what we didn't want. Staff set out to review other Master Plans and liked the one from Olathe, KS. A committee consisting of Trustees Schulz and Quijano, Finance Officer Barnes, Business Librarian Anne Macdonald, and Deputy Director Draves met to go over the Olathe plan and adapted what they liked from that plan and created the RFP before the board today.

In the packets, there were three documents related to the RFP. Mr. Draves explained each one. He indicated that if the RFP is approved today, it can be posted yet this month. It would be posted for three weeks. The thought is to reconvene the same group, along with Executive Director Slivken, screen the applicants, and make a recommendation to the board.

Vice President Colby recommended some edits to the documents which Deputy Director Draves recorded.

Trustee Arnold noted that parking is not mentioned and asked if it is just implied that it will be addressed. Deputy Director Draves confirmed that parking would indeed be addressed. She also asked if the consultants who created the Olathe plan will be invited to submit a proposal. Deputy Director Draves responded affirmatively.

There was a motion to approve the RFP documents pro forma by Vice President Colby. Trustee Frey seconded the motion which carried unanimously, 7 – 0.

b. **Public Hearing and Amendment of the 2018 Budget for Leased Office Space – Aragon & Barnes**

Mr. Barnes explained that when the 2018 budget was approved, staff was aware that it needed to look for and select suitable office space because Webster House Admin Center is overflowing. He and Collections Manager Tova Aragon were tasked with looking at office space. They looked at several and finally found a great space located on Research Boulevard. Mr. Barnes apologized that details of the budget impacts were not distributed prior to the Board meeting but it couldn't be helped.

He described the 4,700 sq. foot space and noted that it will be for the Collections and Interlibrary Loan (ILL) staff. This move will then free up space at WHAC (Collections is there now) and at Harmony where ILL is currently housed. The cost per foot is \$12 which is a good deal considering there were other office spaces as high as \$35/foot.

CSURF currently owns the property and are willing to give us a bit of a break as a nonprofit. He added that \$96,000 is summary of additional leased space cost. There will be a 3- year contract and the move could possibly happen in early March if all goes well.

President Quijano opened the Public Hearing to amend the budget as proposed at 5:09 p.m. No comment. President Quijano closed the Public Hearing at 5:09 p.m. ***There was a motion by President Quijano to amend the PRPLD budget as proposed. Vice President Colby seconded the motion. It carried unanimously, 7 – 0.***

There was a motion by Vice President Colby to authorize Executive Director Slivken to enter into a lease agreement. There was a second by Trustee Schild and the motion carried unanimously, 7 – 0.

c. Executive Director Evaluation Process - Quijano

President Quijano asked for three volunteers to be on the Executive Director evaluation committee. Trustees Wise, Colby and Arnold volunteered. President Quijano said she would share some information with them to get them started. Due date: by the end of February 2018.

d. Discussion and Approval of Revised Mission Statement – Quijano

President Quijano provided background about how the board arrived at the proposed statement and briefly went over the notes from Jacqueline Murphy who facilitated the work session with the board a few months ago. She read the proposed statement aloud: *We enrich our community by providing universal access to resources for knowledge, innovation, and enjoyment.*

There was a motion by Trustee Arnold to approve the revised mission statement as written. Trustee Wise seconded the motion which passed unanimously, 7 – 0.

VIII. ANNOUNCEMENTS

a. Poudre River Friends of the Library (FOL) Update - Wise

Secretary-Treasurer Wise reported that it isn't official yet, but the FOL Board will likely approve both tiers on the request sheet from the Library District.

The November book sale was indeed the most profitable one yet. The sale netted \$11,000+.

b. Poudre River Library Trust Update – Colby

No report.

IX. ADJOURNMENT

Since there was no other business before the board, ***Vice President Colby moved to adjourn the meeting at 5:16 p.m. Trustee Frey seconded the motion, which carried unanimously, 7 - 0.***

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Joe Wise
Secretary-Treasurer