

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

**March 19, 2018
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

PRESIDENT:	Amanda Quijano	818-0687
VICE PRESIDENT:	Becki Schulz	556-9499
EXECUTIVE DIRECTOR:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Valerie Arnold
Fred Colby
John Frey
Amanda Quijano
Matt Schild
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Jeff Barnes
Holly Bucks
Kristen Draper
Ken Draves
Vicky Hays
Mark Huber
Angela James
Cynthia Langren
Eileen McCluskey
Currie Meyer
Rob Stansbury
David Slivken
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Cam Richards, Legal Counsel

I. CALL TO ORDER

President Quijano called the meeting to order at 4:00 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

Vice President Colby requested the addition of “Executive Director Evaluation Process” under New Business. The addition to the agenda was approved.

III. ELECTION OF OFFICERS

President Quijano stated that she was nominated for President and opened to floor to other nominations. There were none. The floor was closed.

Two trustees indicated interested in the Vice President position: Fred Colby and Becki Schulz. Attorney Richards distributed blank slips of paper and asked everyone to write in the person's name they are voting for. Mr. Richards tallied the votes: Colby – 2 and Schulz – 5. Schulz accepted the position.

Trustee Schild indicated interest in the Secretary/Treasurer position if no one else was interested. There being none the floor was closed.

There was a motion by Trustee Frey to accept the above slate of officers. Trustee Arnold seconded the motion. It carried unanimously, 7 – 0.

IV. PUBLIC COMMENT

None

V. CONSENT AGENDA

Consideration and approval of February 12, 2018, Regular Meeting Minutes

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

VI. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION

Mr. Richards explained that the purpose of the Annual Administrative Resolution is for the board to reaffirm its statutory obligations on a number of requirements ranging from banking, the official newspaper, locations for posting of meetings, insurance, the law firm representing the District and more.

There was a motion by Trustee Frey to approve the Annual Administrative Resolution. There was a second by Trustee Arnold. The motion carried unanimously, 7 – 0.

VII. REPORTS

a. Director's Report – Slivken

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

He also mentioned staff is investigating alternative ways in providing in-house security. There was a question of liability and Mr. Slivken will report back to the board in April.

b. Financial Report – Barnes

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

c. Legal Status Report – Richards

Mr. Richards had nothing to add to the written report that was accepted as presented.

d. Digital Services Presentation – Draper

Digital Services Librarian Kristen Draper gave an overview of the digital services that the Library District provides to patrons. Digital Literacy is defined as the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills, per the American Library Association. Further, digital literacy builds on the foundation of traditional literacy.

She explained that Poudre Libraries help children and families use digital media in a safe and fun environment such as during storytimes and programs. Digital access is for all ages and is offered in a variety of ways: programs, computer classes, downloading of library materials, coding, and 3D printing, etc. She shared 2017 statistics and survey results from computer classes that reflect patron satisfaction and heavy use of digital devices related to the library.

The board thanked Ms. Draper for her informative presentation and expressed appreciation for her and library staff who provide this service to our patrons.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

a. Approval – Executive Director’s Pay Increase – Quijano

President Quijano recommended that the board approve a 3% pay increase for Executive Director Slivken retroactive to January 2018 based on his performance evaluation.

There was a motion by Trustee Frey to approve the pay increase as recommended. Trustee Arnold seconded the motion which carried unanimously, 7 – 0.

b. Background Check for Volunteers – Slivken

Executive Director Slivken explained that in March 2016 the board approved a \$10 charge for background checks for new volunteers. He talked to many other directors to see what the policy is throughout libraries in Colorado. From those who responded, he learned that no one else charges potential volunteers for background

checks and the reaction from some was great surprise that we do. He recommended that the board consider dropping the \$10 fee for volunteers and that the district pay the whole amount for background checks. It is estimated that the cost to the district would be about \$2,000/year. There was a discussion about trying it for a year and reassessing the impacts then and about having a space on the application where people can write in an amount they would like to contribute, if any, towards the background check.

It was agreed that the board would like more data before making a decision. Executive Director Slivken will collect data on the actual expenditures, how many applicants walk away due to the fee, and how many new volunteers do we hire per month. This item will be placed on the April board meeting agenda for consideration.

c. Project Review Committee for Urban Renewal Projects – Slivken

Executive Director Slivken gave background information on the Tax Increment Financing – Intergovernmental Agreement (IGA). Referring to the material in the agenda packet, he explained how we got to this point and the basics of the draft IGA. There are two boards. A project review committee and an Urban Renewal Authority Board (URAB). Mr. Slivken recommends the selection of a board member to sit at the URAB table.

During the discussion about the URAB, Trustee Frey indicated support of the idea but wanted to make sure everyone knows that this is not a decision making position. However, he fully agrees that being represented at the table is important.

Trustee Wise expressed interest in participating on the URAB. Mr. Slivken will relay that to the Hospital District of Northern Larimer County, the only other special district that has expressed interest in URAB involvement. The board thanked Trustee Wise for his willingness to serve on the URAB.

d. Executive Director Evaluation Process – Colby

Trustee Colby explained that the document before the board is simply meant to codify what has been established with regard to the evaluation process. He felt it would help to put it in writing and have it ready for the evaluation. During the discussion, there was a consensus to distribute the evaluation form to all Board members as opposed to each committee member – this is in the fourth paragraph. Trustee Colby will modify the document to reflect that change.

There was a motion by Trustee Wise to approve the process with the revision noted above. Vice President Schulz seconded the motion which carried unanimously, 7 – 0.

X. ANNOUNCEMENTS

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

Trustee Wise reported that the Friends continue to ask him to reiterate to the board and staff about their need for space as we go through the Master Plan process.

b. Poudre River Library Trust Update – *Colby*

No report.

XI. ADJOURNMENT

Since there was no other business before the board, the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Matt Schild
Secretary-Treasurer