

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

**May 14, 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:

Tova Aragon David Slivken
Ken Draves Rob Stansbury
Amy Holzworth Sabrina Stromnes
Mark Huber Paula Watson-Lakamp
Cynthia Langren Leah Weatherman
Eileen McCluskey
Currie Meyer

OTHERS IN ATTENDANCE:

Cam Richards, Legal Counsel
Annie Fox, FRCC

I. CALL TO ORDER

President Quijano called the meeting to order at 4:01 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

President Quijano added an item under New Business: item *d. Verizon Rooftop Lease at Old Town Library - Approval.*

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES – April 9, Regular Meeting Minutes

There was a motion by Trustee Colby to approve the minutes as presented. The motion was seconded by Trustee Arnold and carried unanimously, 7 – 0.

V. REPORTS

a. Director's Report – *Slivken*

In addition to the written report, Executive Director Slivken:

- Introduced new employee Leah Weatherman who is a Library Assistant in the Outreach department.
- Noted that during the employee recognition portion of Staff Day, Councilperson Ray Martinez was a guest speaker on behalf of employee Dolores Mata who has been with the library for 45 years.
- Reported that the second FoCo Speaks Out event was held, and the library was a sponsor.
- Brought the *Coloradoan* newspaper and showed an article to the group written by Kevin Duggan about the library.

b. Financial Report – *Slivken*

Mr. Slivken asked if there were any questions about the written report. There were none.

There was a motion by Trustee Wise to accept the financial report as presented. The motion was seconded by Trustee Colby. It carried unanimously, 7 – 0.

c. Legal Status Report – *Richards*

Mr. Richards indicated he had nothing to add to the written report. He did note that with regard to the question about the Executive Director evaluation process document submitted by Trustee Colby, he conferred with Mr. Seter who agreed that it is not considered a policy. It is a process document. No further action is needed.

d. Hearing Loop Demo – *McCluskey*

As board members arrived at the meeting, Old Town Library Manager, Eileen McCluskey, conducted a one-on-one demonstration of the hearing loop via an audio clip and headphones.

Ms. McCluskey explained that a hearing loop (sometimes called an audio induction loop) is a special type of sound system for use by people with hearing aids. The hearing loop provides a magnetic, wireless signal that is picked up by the hearing aid when it is set to 'T' (Telecoil) setting. This is the same system as the Lincoln Center has and cost approximately \$8,000.

The suggestion to install a hearing loop was brought forth by a library customer via a *How'd We Do?* form.

VI. UNFINISHED BUSINESS

a. **Revision to Fee for Background Check for Volunteers - Approval – *Slivken***

Executive Director Slivken stated that at the April meeting, not all members were present, so this item was considered a first reading in April. Today, staff requests that the board take action on the recommendation.

Staff's recommendation is two-part: 1) Waive the fee for background checks, and 2) Provide space on the volunteer application form for applicants to pay the entire fee as a donation if they wish to.

President Quijano opened the floor for questions. There were none. ***There was a motion by Trustee Colby to approve staff's recommendation as requested. Trustee Schild seconded the motion which carried by a unanimous vote, 7 – 0.***

VII. NEW BUSINESS

a. **Master Plan RFP Update – *Slivken***

Mr. Slivken reported that there were two proposals to consider. The one submitted by Group 4 was more favorable than the other by LSSI which was lacking. Representatives from Group 4 met with the Master Plan committee on May 3 for an interview.

There was some discussion about the best time to start the community engagement portion of the process. Summer/early fall is ideal, but that would push the original end date out. The board discussed and decided extending the deadline is not an issue because it was agreed that the end product would be better if the deadline were extended.

Vice President Schulz shared her impression of the interview and felt confident in their ability to do a great job for us. She liked that they hold meetings out in the community to get input instead of holding meetings at the libraries.

b. **Old Town Library Chiller Bid – *Slivken***

Executive Director Slivken referred to the Agenda Item Summary in the board packet. It contains the background information about the need to replace the chiller at Old Town Library. He noted that it is important to move forward as it will take three months for the new unit to arrive once it has been ordered. He noted that staff is requesting board approval of the quote from Tolin Mechanical so the replacement process can move forward.

There was a motion by Trustee Frey to approve the quote from Tolin Mechanical and authorize the Executive Director to move forward with this project. Trustee Colby seconded the motion. It passed unanimously, 7 – 0.

c. UJ Design Institute – Quijano & Arnold

President Quijano and Trustee Arnold recently attended this workshop in Salt Lake City along with Deputy Director Draves and Old Town Library Manager McCluskey. Each person shared their thoughts on the workshop. Ms. McCluskey was asked to forward this link to the board <https://www.screencast.com/t/By6tL9uyv>. It is a recap video she created. She will send it to Ms. Langren who will send it out to the board.

d. Verizon Rooftop Lease at Old Town Library – Slivken

Executive Director Slivken explained that Verizon requested permission to lease space on the rooftop for a cell tower. Attorneys Seter and Richardson reviewed the proposed lease from Verizon and Verizon in turn completed several changes as they requested. The lease is now ready to be executed and delivered pending board approval. The monthly amount the district will receive is \$900.

There was a motion to approve the Verizon rooftop lease by Trustee Wise. Second by Trustee Colby. The motion carried unanimously, 7 – 0.

XIII. ANNOUNCEMENTS

a. Poudre River Library Trust Update – Colby

No report.

b. Friends of the Library Update - Wise

Trustee Wise reported that the Friends:

- Applied for BBB Non-profit certification
- Moved into their new space at the Webster House Admin building. They express their appreciation to staff, especially Rob for all the help with the move.
- Held a book sale at Harmony Library; there are no numbers to report yet.
- Donated \$1,500 to Fort Collins Reads FYI

IX. ADJOURNMENT

Since there was no other business before the board, the meeting adjourned at 4:46 p.m.

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Matt Schild
Secretary-Treasurer