

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

**June 11, 2018  
4 p.m.**

Harmony Library  
4616 S. Shields 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 (late, excused)  
Matt Schild  
Joe Wise

**BOARD MEMBERS ABSENT:**

Becki Schulz (excused)

**DISTRICT STAFF PRESENT:**

Tova Aragon            Eileen McCluskey  
Jeff Barnes            Currie Meyer  
Crystal Bollman        Louise Mosnik  
Gayle Brakefield       David Slivken  
Ken Draves             Rob Stansbury  
Mark Huber             Paula Watson-Lakamp  
Cynthia Langren

**OTHERS IN ATTENDANCE:**

Elizabeth Dauer, Legal Counsel  
Annie Fox, FRCC

**I. CALL TO ORDER**

Secretary-Treasurer Schild called the meeting to order at 4:02 p.m. and declared a quorum of the board present. It was noted that President Quijano is expected to arrive at 4:15 p.m.

**II. AGENDA REVIEW**

No changes.

**III. PUBLIC COMMENT**

None

**IV. APPROVAL OF MINUTES – May 14, 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, 6– 0.*

**V. REPORTS**

**a. Director’s Report – *Slivken***

In addition to the written report, Executive Director Slivken:

- Noted that after the board approved the quote for the Old Town Library chiller replacement, the City recommended changing the process to a formal bid process. Hopefully this will not impact the dates for the replacement. More to come.
- Announced that Ms. Langren has a new title and added duties in the area of Human Resources administrative support. Since the District brought the recruitment side of HR functions in-house, HR Manager Stromnes needed additional assistance, so this was assigned to Ms. Langren.
- Announced that thanks to a grant from the Public Library Association, Outreach Manager Ulloa was able to hire an intern, Herman Chavez, for the summer. The two will be going to Washington, D.C. to attend a conference all expenses paid by the grant.
- Reported that as a follow-up to an (employee) theft issue a few months ago, the police department recommends that the cost to pursue further investigation is not warranted and everyone involved has agreed to close the case.
- Announced that Graphic Designer Laura Carter won an award for the FoCo ComicCon marketing design. She won last year too. She will be traveling to New Orleans to receive her award in person this time.
- Has asked the library managers and Communications Manager Watson-Lakamp to review the meeting room policies and report back to him in August with any recommended revisions. Trustee Wise requested that in the future if staff are given talking points for the press regarding a specific issue, that the board would appreciate being on the distribution list as well. It is good information for them to have as well.

**b. Financial Report – Barnes**

Mr. Barnes asked if there were any questions about the written report. There were none. *The report was accepted as presented.*

**c. Legal Status Report – Dauer**

Ms. Dauer (re)introduced herself to the board, stating that she used to support this board a few years ago, left for a short time and is now back with the Seter law firm. She is substituting for Mr. Seter and Mr. Richards today.

Ms. Dauer commented that she had nothing to add to the written report but wanted to highlight that the Elbert County Library District case is on a good track to settle soon which is good news. Those details are included in the written legal status report.

**d. Sustainability Presentation – Green Team**

Library District staff members Louise Mosnik, Crystal Bollman, and Gayle Brakefield represented the Green Team and gave a presentation about the district's efforts and participation in the City of Fort Collins' ClimateWise program. The District has achieved platinum status. The presentation explained all the activities and accomplishments staff have carried out to be successful in this endeavor.

Trustee Wise was especially impressed with the success of the Green Team's efforts and suggested that the team think about taking on a leadership role to train other businesses.

**VI. UNFINISHED BUSINESS**

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

Executive Director Slivken stated that staff continues to review and tweak the contract with Group 4. There is a question for the board about the community engagement process later on the agenda. President Quijano suggested that the issue be addressed at this time instead of later.

**b. Strategic Visioning Workshop – Slivken**

Mr. Slivken explained that to address community engagement process as part of the Master Plan process, Group 4 proposes an extensive "strategic visioning" workshop, community town halls, and appearances at fairs and festivals.

The cost to include this is \$20,000 more than the original contract. Mr. Barnes noted that there are leftover funds from the previous consultant/MFP process and savings in personnel costs to cover it. Mr. Slivken said that staff would like to move forward with it pending board approval.

***There was a motion by Trustee Colby to approve the extra amount needed to incorporate the Strategic Visioning workshop and the components mentioned above. There was a second by Secretary-Treasurer Schild, and the motion carried unanimously, 6 – 0.***

**c. Urban Renewal Authority Board Representative Job Description – Slivken**

Mr. Slivken explained that the description was included in the agenda packets and would like the board to approve it formally. Trustee Wise is the designated representative to the URA board.

***There was a motion by Trustee Frey to approve the URA Representative job description as proposed. A second was made by Trustee Schild. The motion carried unanimously, 6 – 0.***

**VII. NEW BUSINESS**

**a. 2017 Audit Report, Acceptance – Barnes**

Finance Officer Jeff Barnes reviewed the audit report with the board and explained that there were no exceptions from the auditors.

President Quijano asked Mr. Barnes about her concern regarding earnings on investment. He explained why and how the District piggybacks in with the City's investments stating that it can be changed if desired.

***Trustee Colby moved to accept the 2017 Audit Report as presented. There was a second by Trustee Frey. The motion carried unanimously, 6 – 0.***

**XIII. ANNOUNCEMENTS**

**a. Poudre River Library Trust Update – Colby**

Trustee Colby reported that the Trust is currently setting up a fund outside of the Community Foundation and opening avenues to see how they can support the District.

**b. Friends of the Library Update - Wise**

Trustee Wise reported:

- The last book sale netted just under \$5,000
- The next sale is in July
- Again, if anyone is aware of any space available that is inexpensive for the Friends' sorting area, please let him or Executive Director Slivken know. They will soon be asked to leave the current space at the United Way building.
- There is a fundraiser event for the Friends at Pinot's Palette next week. Please come if you can.

**IX. ADJOURNMENT**

At 5:26 p.m., ***there was a motion by Trustee Colby to adjourn the meeting which was seconded by Trustee Schild. The motion carried unanimously, 6 – 0.***

At 5:27 p.m., President Quijano asked the board to briefly reconvene to address a question about whether or not to hold the July board meeting.

**July Board Meeting**

President Quijano asked if there would be any business to come before the board in July. Library staff then discussed that the bid for the chiller replacement at Old Town Library would be received in the interim and staff would like to act on that item. ***Upon motion by Trustee Frey and second by Trustee Colby, and a unanimous vote of the board, staff was authorized to move forward with the select bid in an amount not to exceed \$200,000.***

After a brief discussion, it was agreed that meeting in July would not be necessary. ***President Quijano moved to cancel the July 9 board meeting. There was a second by Trustee Wise. The motion carried unanimously, 6 – 0.***

At 5:30 p.m., ***there was a motion to adjourn the meeting which was seconded by Trustee Colby. The motion carried unanimously, 6 – 0.***

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer