

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

**August 13, 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
John Frey
Matt Schild
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Fred Colby (excused)
Amanda Quijano (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes Eileen McCluskey
Herman Chavez David Slivken
Vicky Hays Rob Stansbury
Mark Huber Johanna Ulloa
Cynthia Langren Paula Watson-Lakamp
Leah Weatherman

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel

I. CALL TO ORDER

Vice President Schulz called the meeting to order at 4:03 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES – June 11, 2018, Regular Meeting Minutes

There was a motion by Trustee Schild to approve the minutes as presented. The motion was seconded by Trustee Wise and carried unanimously, 5 – 0.

V. REPORTS

a. Director's Report – *Slivken*

In addition to the written report, Executive Director Slivken:

- Reported that due to changes this year in the preparation for New West Fest, parking around the library was affected earlier than usual, much to our surprise. Customers were very unhappy and vocal about it. He added that next year, the Library District will be proactive and warn people in advance that parking will not be available around the library before and during the New West Fest event.
- Announced that as of 3 p.m. today, there were just under 12,300 people signed up for the Summer Reading Challenge. That's 1,800 more than last year at this time.
- Noted that several Library District staff are enrolled in the Lean Training and Certification program which will enable participants to learn how to streamline processes and build a Lean Culture. This process was utilized recently when the Circulation Supervisors reviewed the holds and pick-up process; it worked exceptionally well.

Trustee Wise referred to the July statistics sheet and had a question about the Wi-Fi versus computer usage numbers and said he would like to know more about the database figures. What is the difference in how we report versus change in usage? Executive Director Slivken responded that he would check with Collections Manager Tova Aragon who compiles the statistic reports and will provide answers to Trustee Wise and the board next month.

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 – *Seter*

Mr. Seter commented that he had nothing to add to the written report but was excited to share that three new library districts may come on board with his firm in the near future.

d. IMLS Internship Presentation – *Herman Chavez*

Johanna Ulloa introduced her intern, Herman Chavez, who gave a presentation on what has happened during his internship to date. It started with the Kickoff Event from PLA, and the IMLS to the Inclusive Internship Initiative (III) held in Washington,

D.C. He attended this three-day event with Outreach Manager Johanna Ulloa Giron. He took the group on a visual tour of the sessions he attended and shared the outcomes of the exercises and assignments he and/or his group were given.

He then focused on Learning, Programming, and Outreach. He described how he went about learning everything he could about the Poudre River Public Library District, helping with and understanding library programming and internal processes, and working in the Outreach Department.

Lastly, he discussed his Internship Project. A primary goal of an intern is to develop a connected learning project to be completed over the summer. He created and revised five proposals to present to the Library Leadership team, but first reviewed the proposals with building managers and the Outreach Manager. He gave an overview of the five proposals and the current progress he is making in pursuing proposals #2 and #5. He is also developing proposal #3 for the Innovation Challenge submission.

VI. UNFINISHED BUSINESS

a. Master Plan RFP Update – *Slivken*

Executive Director Slivken reported that:

- the initial Planning Advisory Committee meeting on July 26 was well attended; 32 people came.
- The next event in the process will be the Strategic Visioning Workshop in the Prairie Sage room at the Senior Center on September 13, from 9 a.m. to 3 p.m. He asked that board members submit names of anyone they would like to invite to Ms. Langren.
- A Dropbox has been set up so that LLT and Group 4 can share information.
- An Intercept training will take place on August 30 from 9 a.m. – noon. These are staff and volunteers who will go out in the community and ask people a few questions. They will collect this data and then form new sessions with new questions.

b. Update on Meeting Room Procedures – *Slivken*

Mr. Slivken explained that Manager Eileen McCluskey has been leading up the staff team involved in reviewing the community room rules and making necessary revisions. Of the several changes, one is that the term “community room” has been changed to “large meeting room.” Another is that when reserving a meeting room online, the user will have to click on **I agree to the large meeting room terms of use** link. The revised rules will be go live for the public on Wednesday, August 15.

c. Update on Old Town Library Chiller – *Slivken*

Mr. Slivken explained that the final bid came to \$179,858 and that staff is working on the final details. We are looking at a November/December installation date.

Mr. Slivken also noted that the Verizon cell tower is not installed yet atop the Old Town Library. He learned that the Library will receive a signing bonus since it's taking so long. That will amount to \$900 for four months.

VII. NEW BUSINESS

None

XIII. ANNOUNCEMENTS

None

IX. ADJOURNMENT

At 4:45 p.m., ***there was a motion by Trustee Schild to adjourn the meeting which was seconded by Trustee Arnold. The motion carried unanimously, 5 – 0.***

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Matt Schild
Secretary-Treasurer