

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

**September 10, 2018  
4 p.m.**

Council Tree Library  
2733 Council Tree Avenue  
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 (late)  
Amanda Quijano (late)  
Matt Schild  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

John Frey (excused)

**DISTRICT STAFF PRESENT:**

Jeff Barnes                      Eileen McCluskey  
Kim Doran                        Currie Meyer  
Ken Draves                       David Slivken  
Vicky Hays                       Rob Stansbury  
Mark Huber                       Jennifer Zachman  
Cynthia Langren

**OTHERS IN ATTENDANCE:**

Cameron Richards, Legal Counsel  
Annie Fox, FRCC

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

Trustee Wise requested the addition of a discussion about the process to reach agreement re the IGA for the Urban Renewal Authority Board. It was agreed that this would be added to the end of the Legal Report.

### III. PUBLIC COMMENT

None

### IV. APPROVAL OF MINUTES – August 13, 2018, Regular Meeting Minutes

***There was a motion by Trustee Wise to approve the minutes as presented. The motion was seconded by Trustee Schild and carried unanimously, 4 – 0.***

### V. REPORTS

#### a. Director's Report – *Slivken*

In addition to the written report, Executive Director Slivken:

- Noted that all Library District staff have completed the mandatory workplace harassment training and all new employees coming onboard are required to complete it as well.
- Announced that author Matt de la Pena will make an appearance this Friday, September 14, 6 – 8:30 p.m. at Block One Event Center at 428 Linden Street.
- Has been working in conjunction with Loveland Public Library, Estes Valley Public Library, and the Estes Park Non-Profit Resource Center assisting nonprofits in building their professional capacity to manage and execute a comprehensive and sustainable fund development plan.

#### b. Financial Report – *Barnes*

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

#### c. Legal Status Report – *Seter*

Mr. Richards noted that as explained in the report, the board will need to consider implementation of a Personal Identifying Information document disposal policy consistent with HB 18-1128 and Section 24-73-101 *et seq.* C.R.S. He encouraged the members to read it and added that all board members must be present at the first reading of the proposed new policy so this month it is just an FYI.

#### **Intergovernmental Agreement Re TIF**

Trustee Wise referred to page three of the Legal Report. Larimer County is forming a TIF financing committee by intergovernmental agreement that will assist the County and taxing entities in developing information to fairly distribute the opportunity cost of TIF. At the last Urban Renewal Authority Board (URAB) meeting, a timeline was presented re approval of TIF increments that only gives four weeks to complete the approval process. Because there is no process currently in place for this District, the board needs to develop one and quickly. Trustee Wise also suggested that Finance Officer Jeff Barnes join the new TIF financing committee, so the District has a voice at the table.

The board discussed the topic and ideas were bounced around. The floor was then opened for staff comment. Mr. Barnes noted that there is a tool that has been established; new development proposals go to the City of Fort Collins first and then it goes to the special districts. In conclusion, the board asked that Executive Director Slivken appoint Mr. Barnes to the committee and for staff to work on drafting a general policy to bring to the board for approval. If needed, the board may adjourn into Executive Session to discuss per Mr. Richards.

**d. Summer Reading Challenge Presentation – *Vicky Hays & Jennifer Zachman***

Ms. Zachman and Ms. Hays gave a presentation on the 2018 Summer Reading Challenge, complete with statistics and photos. Many thanks to all the staff who were involved in implementing the program. The board was very appreciative of the presentation and expressed how pleased they were with the successful SRC.

**VI. UNFINISHED BUSINESS**

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

Executive Director Slivken reported that:

- The intercepts have been very successful so far. The goal is to reach 2,000 people by the end. He displayed a board used in the intercept process, explaining that each person is given three dots to place on the board to identify what is of most importance to them re the library.
- 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. So far, he is aware of two board members who plan to attend.

**VII. NEW BUSINESS**

**a. 2019 PRPLD Budget Study Session Date – *Quijano***

President Quijano explained that the board will need to plan their annual study session to discuss the next years' budget. Ideally, it needs to be held between now and the October regular meeting of the board.

Monday, September 24 at 4 p.m. was suggested. All members present affirmed that they could attend. Ms. Langren will reserve a room and let the board know of the location.

**XIII. ANNOUNCEMENTS**

**a. Friends of the Library – *Wise***

Trustee Wise reported that:

- The Friends are now an accredited non-profit with the Better Business Bureau.
- Anne Macdonald came to the meeting and spoke about the upcoming Book Festival, and the theme is *The Big Think*. Author Andy Weir will be part of the line-up.

- There will be a mini-book sale during the Book Fest at Old Town Library featuring mostly sci-fi books to match the theme.

**b. Library Trust - Colby**

Trustee Colby indicated that the Trust has not met recently, so there is no report this month.

**IX. ADJOURNMENT**

At 4:45 p.m., *there was a motion by Vice President Schulz to adjourn the meeting which was seconded by Trustee Arnold. The motion carried unanimously, 6 – 0.*

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer