

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

**November 12, 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 (late)  
Matt Schild  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jeff Barnes	Eileen McCluskey
Holly Bucks	Currie Meyer
Karla Cribari	Sarah Scobey
Kim Doran	David Slivken
Vicky Hays	Rob Stansbury
Mark Huber	Paula Watson-Lakamp
Angela James	Victor Zuniga

**OTHERS IN ATTENDANCE:**

Cameron Richards, Legal Counsel  
Annie Fox, FRCC  
Robin Gard, Friends of the Library  
Bill Mygdahl, Poudre River Library Trust

**I. CALL TO ORDER**

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

## II. AGENDA REVIEW

Trustee Wise reminded the board there is an Executive Director evaluation process document that the board approved last year and that we may already be behind process wise. He requested that the topic be added to the agenda under New Business.

President Quijano arrived at this point.

## III. PUBLIC COMMENT

None

## IV. APPROVAL OF MINUTES –October 8, 2018, Regular Meeting Minutes

Executive Director Slivken noted that on page 2, V REPORTS, a. DIRECTOR'S REPORT, first bullet wording should be revised as follows: *Was pleased to report that there were only ten incidents at Old Town Library during September compared to 46 incidents in September 2017.*

*Trustee Colby asked that the LIBRARY TRUST report under ANNOUNCEMENTS on page 3 be removed as he was not present at that meeting.*

*He also noted a typo under ADJOURNMENT, the vote should reflect 5 – 0, not 56 - 0.*

***There was a motion by Trustee Colby to approve the minutes with the amendments noted above. There was a second by Trustee Wise and it carried unanimously, 7 – 0.***

## V. REPORTS

### a. Director's Report – *Slivken*

In addition to the written report, Executive Director Slivken reported that:

- Colorado Gives is on December 4 but donors are welcome to contribute at any time; they are not required to wait until the 4<sup>th</sup> if they'd like to take care of it earlier.
- Customers are now able to send faxes for free due to a recent change in technology.
- The Day of the Dead celebration event at Northside was a huge success and the alter at the museum was fabulous.
- Digital Literacy Librarian Kristen Draper launched a new Coding Club for kids which had a tremendous turn out.

### 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 – *Richards*

Mr. Richards said there was nothing to add to the written report. ***The report was accepted as presented.***

Trustee Wise updated the board on the Tax Increment Financing topic as it relates to the Legal Status Report. He spoke with the Larimer County Attorney and it sounds like the county will not be acting on this as only two districts responded; the Library District and the Health District. There was board member discussion about what to do from here. In conclusion, it was agreed that Executive Director Slivken, Deputy Director Draves and Finance Officer Barnes will continue their work on a policy with Mr. Richards which they will then present to the board for review at a later date.

**d. Teacher Cards Presentation – *Currie Meyer***

Council Tree Library Manager Currie Meyer gave a presentation entitled “What Happened When We Showed our Teachers Some TLC – The Teacher Library Card at Poudre Libraries.” She explained that she headed up the project along with Victor Zuniga and Holly Bucks. The project started with a question – “Does anyone provide a special library card for teachers?” and then asking, “why not?” The presentation covered the research findings, outcomes for teachers, outcomes for the library, how it was rolled out to library staff, statistics on the number of teacher cards by type of school, and results of the cardholder survey. There was a question and answer period at the end and the board members expressed their appreciation for the team, implementing the project, and the presentation.

**e. Innovation Awards – *Slivken***

Executive Director Slivken presented information to the board about the winners of the 2018 Innovation Awards. He described each proposal along with cost information. There were eight projects submitted and all eight will be implemented. The board applauded the projects and gave kudos to all the innovative thinking staff the Library District is fortunate to have.

**VI. UNFINISHED BUSINESS**

**a. Urban Renewal Authority Projects Policy, Discussion - *Slivken***

It was agreed that this topic was discussed earlier under the Legal Report.

**VII. NEW BUSINESS**

**a. Public Hearing re 2018 Poudre River Public Library District Budget Amendments – *Barnes***

Finance Manager Barnes briefly explained the proposed amendments which were given to the board in the packets.

President Quijano opened the public hearing on the amendments to the 2018 Poudre River Public Library District budget at 5:08 p.m. There was no public comment and the hearing was closed at 5:08 p.m.

**b. Approval of 2018 Poudre River Public Library District Budget Amendments – *Barnes***  
***There was a motion by Trustee Colby to approve the resolution amending the 2018 PRPLD budget as presented today (details below). There was a second by Trustee Arnold.***

- Increase the Appropriated General Fund expenditures for 2018 from \$10,594,345 to \$11,594,345 including transfers to increase the transfer to the Capital Projects Fund.

***President Quijano called the question and the motion carried unanimously, 7 – 0.***

**c. Public Hearing re 2019 Poudre River Public Library District Budget – Barnes**

Mr. Barnes presented an overview of the proposed 2019 budget that was presented to the board on first reading last month.

President Quijano opened the public hearing at 5:18 p.m. There was no public comment. The hearing was closed at 5:18 p.m.

**d. Approval of 2019 Poudre River Public Library Budget – Barnes**

***There was a motion to approve the resolution (details below) to approve the 2019 PRPLD budget and resolution by Trustee Colby. There was a second by Trustee Schild.***

- Set mill levy at 3 mills
- Appropriate General Fund expenditure of \$10,801,970 including transfers
- Appropriate Capital Project Fund expenditures of \$125,000 for Capital Replacement items

***President Quijano called the question and the motion carried unanimously, 7 – 0.***

**e. Approval of 2019 Pay Plan Amendments**

Mr. Barnes stated he is asking for approval of a resolution to increase the minimum and maximum levels of pay grades LDH07, LDH08, and LDH09 by 90 cents per hour. ***There was a motion by Trustee Arnold with a second by Trustee Colby to approve the resolution. The motion carried unanimously, 7 – 0.***

**f. Development Office Discussion – Arnold**

Trustee Arnold gave a presentation that outlined her proposal for the addition of a Library Development Officer. She discussed intergenerational wealth figures, Denver Public Library development, gift planning assets and strategies, the philosophy, and current steps.

She shared that the trust officer at Wells Fargo feels there is plenty of donor support for a library foundation in the community. Most bequests to foundations are from individuals, not from companies or corporations.

Executive Director Slivken noted that a very good development officer comes at a fairly high price and that the trend is to have a development officer be employed by the Library, even though the funds go to the Trust or Friends.

**g. Executive Director Annual Evaluation, Process – Quijano**

Trustee Colby reminded everyone that the board approved an evaluation process document last year and it seems that nothing has been done yet that was supposed to be by now. He looked up the process document online and read it aloud to the board.

President Quijano apologized for dropping the ball and said she will generate a calendar with the tasks and dates due and share it out to the rest of the board to get back on track for the evaluation process.

**VIII. ANNOUNCEMENTS**

**a. Friends of the Library – Wise**

Trustee Wise reported that:

- October 28 was the rain date for the brunch fundraiser event to benefit the Friends. It was sold out. He hasn't seen the numbers yet, but it was a terrific turnout.
- The Friends gave \$30,000 to the Summer Reading Challenge again.
- The book sale at Harmony was held this past weekend, but no numbers to report yet.
- The Friends will lose their sorting space at the United Way building for certain in January so if anyone has any ideas at all for a new space that would be greatly appreciated. The space needs to have a restroom, heat and AC, and be located on a main floor.

**b. Library Trust - Colby**

Trustee Colby reiterated Mr. Slivken's earlier announcement that the Colorado Gives Day is December 4, but donors can give at any time, not just on the 4<sup>th</sup>.

**IX. ADJOURNMENT**

At 5:52 p.m., ***there was a motion by Trustee Colby to adjourn the meeting which was seconded by Trustee Schild. The motion carried unanimously, 7 – 0.***

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer