

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

**February 11, 2019  
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  
Matt Schild  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

Amanda Quijano

**DISTRICT STAFF PRESENT:**

Tova Aragon                      Rachel Miller  
Ken Draves                        David Slivken  
Vicky Hays                         Rob Stansbury  
Ian Holmes                         Sabrina Stromnes  
Mark Huber                         Johanna Ulloa  
Cynthia Langren                 Paula Watson-Lakamp  
Eileen McCluskey  
Currie Meyer

**OTHERS IN ATTENDANCE:**

Cameron Richards, Legal Counsel  
Annie Fox, FRCC  
Rich Alper, Poudre Library Trust  
Josh Birks, City of Fort Collins  
Rachel Rogers, City of Fort Collins  
Lynn Thompson  
Cheryl Distaso

**I. CALL TO ORDER**

Vice President Schulz called the meeting to order at 4:00 p.m. and declared a quorum of the board present.

**II. AGENDA REVIEW**

No changes.

### III. PUBLIC COMMENT

None

### IV. APPROVAL OF MINUTES –January 14, 2019 Regular Meeting Minutes.

***There was a motion by Trustee Wise to approve the minutes as presented. The motion was seconded by Trustee Frey and it carried unanimously, 6 – 0.***

### V. REPORTS

#### a. Director’s Report – *Slivken*

In addition to the written report, Executive Director Slivken noted:

- February 28, *An Open Mind is a Terrible Thing to Close* with Dr. Steve Robbins, 9 – 11 a.m. at the Lincoln Center – Magnolia Theater. If board members would like to attend, let Mr. Slivken know.
- The Summer Reading Challenge Report was included in the packets as an FYI. Please take time to look it over; a lot of great data.
- Sylvia Garcia is leading a new library program series “New Directions: 50 & Better”, in collaboration with Volunteers of America. This series will focus on recently retired seniors who are planning an active retirement.

Trustee Wise commented that he appreciated the inclusion of the Outreach Fort Collins report and asked that it be included with the Old Town Library report periodically.

#### b. Financial Report – *Miller*

Ms. Miller reported that the expenses seem higher than normal for January. She confirmed with Mr. Barnes that the year-end accrual that was supposed to happen did not and it is throwing off the January expenses. The City was unable to make the adjustment in January since the month is closed so the total expenses recorded in January that will be credited in February is \$91,116.48.

Ms. Miller noted in her financial summary that she hopes to work in the next few months to develop a more accurate budgeting model. Trustee Wise mentioned that he looks forward to that and considers it to be very important. Ms. Miller added that she also plans to work on more detailed budgeting for the department managers.

***There was a motion by Trustee Arnold to accept the Financial Report as presented. Second by Trustee Schild and the motion carried unanimously, 6 – 0.***

#### c. Legal Status Report – *Richards*

Mr. Richards had nothing to add to the written report. It was accepted as presented.

**d. Update on Strategic Plan and Staff Values Exercise – *Slivken***

Executive Director Slivken gave an update on the 2019-2021 Strategic Planning Process via a PowerPoint presentation. Highlights included:

- A review of the current Mission Statement and Values
- Staff participation in discussing values
- Focus areas – the mission statement gives the library a degree of focus already, but Focus Areas help provide that extra degree of clarification on our thinking about the best way to get there.
- Goals vs Focus Areas – a goal is a result; an area of focus is a path.
- Identify 3-4 Focus Areas and Activities – analyze Master Plan’s broad themes and develop wide-ranging focus areas for the 2019 – 2021 strategic plan
- Collected and Reviewed Data (went over a long list of sources)
- Master Plan Next Step Recommendations
- What is the process? Explained the role of the Project Management Team (PMT) and Library Leadership Team (LLT)
- External Public Document and what it will include
- Internal Staff Document and what it will include
- Communication – explained the plan to keep staff updated on the strategic plan
- Timelines – shared what he will present at the February 25<sup>th</sup> board retreat
- Final thoughts

Trustee Arnold requested the board receive a summary of the last Strategic Plan that just ended 2018; an analysis of what worked and what didn’t. Executive Director Slivken said he is happy to provide that to the board.

Mr. Slivken noted that this will be a topic at the Board’s upcoming retreat, along with formulating next steps re the Master Plan.

**VI. UNFINISHED BUSINESS**

**a. URA & Library District Update - *Slivken***

Mr. Slivken reported that there is not much to report today other than negotiations are currently underway. Mr. Birks concurred with Mr. Slivken’s report.

**b. Board Retreat – *Slivken***

The retreat will be held at the Tamasag Event Center in Bellvue. Crystal Schimpf with the Colorado State Library has agreed to facilitate. Mr. Slivken will send out an agenda and more details prior to the retreat.

**c. Poudre Trust Liaison Replacement – *Schultz***

Trustee Colby is no longer serving as liaison to the Poudre Trust and a replacement is needed. Trustee Arnold volunteered to serve as liaison starting with the meeting next month.

**VII. NEW BUSINESS**

**a. Board of Trustees Officers and Member Position Descriptions – *Schulz & Slivken***

Vice President Schulz explained that at the last board meeting, Trustee Wise requested position descriptions as the election of officers is coming up. Slivken and President Quijano compiled the descriptions before the board today.

Trustee Wise further explained that he felt it is vital that members serving as President and Vice President are active in the community and are willing to be in front of the organization and advocating for future needs of the library district. The descriptions should help in outlining expectations as members consider submitting a nomination and accepting a nomination for an office.

Vice President Schulz noted that the document is a great start but probably needs some work. Executive Director Slivken will send it out in Word format and members can make suggested changes that they will send back to him. He will compile the changes.

Trustee Colby asked if the election could be delayed one month to April. Mr. Richards said that would be fine. That will give everyone time to review the position descriptions. The deadline to get any changes to Mr. Slivken is March 1. Vice President Schulz will work with Mr. Slivken to finalize the document.

**b. Nominating Committee for Board Elections – *Schulz***

This item is tabled until the March 11, 2019 board meeting.

**VIII. ANNOUNCEMENTS**

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

Trustee Wise reported that the Friends' annual budget was approved in January, with \$55,000 allocated to the PRPLD 2019 "wish list," down from 2018 due to the higher rent being charged at FOL's new sorting facility. The Friends continue to hope we can include sorting space for them, free or at a greatly reduced rent, in any library expansion plans. The preliminary numbers from the January book sale at OTL indicate gross sales of \$11,700 - the best sale numbers in a long time! No info yet on why sales were better than usual. The next book sale is scheduled for March 15 - 17 at Harmony library.

**b. Library Trust - *Slivken***

Mr. Slivken attended the meeting. A former Trust member, Tom Peterson, passed away about a year ago. Linda Hopkins was contacted by Laura Davis to arrange for the purchase of a memorial bench to be placed in Library Park. The City doesn't want more benches so another idea was hatched. The money will instead be used for kinetic type sculptures in the front of the library. At last report the amount went from \$5k to \$10k because she is so very pleased with the concept.

**IX. EXECUTIVE SESSION**

Trustee Wise moved to enter into the executive session for the sole purpose of discussing personnel matters concerning Executive Director, David Slivken, as authorized by 24-6-402(4) (e), C.R.S. Second by Trustee Schulz. Upon unanimous vote (6-0) of the Trustees, an executive session of the Board of Trustees of the Poudre River Public Library District convened at 5:32 p.m. The Board did not engage in substantive discussion on any matter not enumerated in Section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

Trustee Colby moved to end the executive session. Upon second and unanimous vote, the executive session ended at 5:55 p.m. and the Board reconvened the regular meeting.

There was a motion by Trustee Wise to accept the committee report, to approve the contractual salary increase effective January 1, 2019, and to authorize the committee to present the findings and comments to the Executive Director. Second by Trustee Schild. Motion carried unanimously, 6 – 0.

**X. ADJOURNMENT**

Since there was no other business before the board, the meeting adjourned at 5:55 p.m.

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer