

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

**April 8, 2019
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

PRESIDENT:	Becki Schulz	556-9499
VICE PRESIDENT:	Fred Colby	858-414-5635
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 Currie Meyer
Ken Draves Rachel Miller
Vicky Hays David Slivken
Ian Holmes Rob Stansbury
Mark Huber Sabrina Stromnes
Cynthia Langren Paula Watson-Lakamp
Eileen McCluskey

OTHERS IN ATTENDANCE:

Cameron Richards, Legal Counsel
Josh Birks, City of Fort Collins
Annie Fox, FRCC
Linda Hopkins, Poudre Library Trust

I. CALL TO ORDER

Vice President Schulz called the meeting to order at 4:01 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

Executive Director Slivken requested the addition of Approval of the Intergovernmental Agreement for the Urban Renewal Authority under Unfinished Business as item “b.”. This addition to the agenda was approved.

III. ELECTION OF OFFICERS

Vice President Schulz read the proposed slate of officers:

President: Becki Schulz
Vice President: Fred Colby
Secretary/Treasurer: Matt Schild

The floor was opened for other nominations. There were none. The floor was closed, and Schulz asked for a motion.

Trustee Arnold moved to approved the proposed slate of officers as presented. There was a second by Trustee Frey, and the motion carried unanimously, 6 - 0.

IV. PUBLIC COMMENT

None

V. APPROVAL OF MINUTES – March 11, 2019, Regular Meeting Minutes.

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

VI. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION

Mr. Richards explained that the purpose of the Annual Administrative Resolution is for the board to reaffirm its statutory obligations on several requirements ranging from banking, the official newspaper, locations for posting of meetings, insurance, the law firm representing the District, and more. He went through the resolution highlighting each requirement.

There was a motion by Schild to approve the Annual Administrative Resolution. There was a second by Trustee Arnold, and the motion carried unanimously, 6 – 0.

VII. REPORTS

a. Director’s Report – Slivken

Executive Director Slivken highlighted a couple of items contained in the written report and noted that this week is National Library Week. He asked if there were any questions.

Trustee Wise inquired what the Library District is doing in light of National Library Week and suggested that it take advantage of the special week and find opportunities to capitalize on it with the public.

b. Financial Report – Miller

Finance Director Miller gave an overview of the March and Q1 2019 Financial Report; general fund revenue, general fund expenditures, and the capital projects fund. In the report, she also included General Fund Expenditures Summarized by Department for the first quarter as well as General Fund Budget vs. Actual Detail.

Trustee Colby thanked Ms. Miller for the report and new format and asked if she would also include a column on the outside that has last years' balance numbers, so it's quick and easy to compare numbers between then and now.

Trustee Wise asked if going forward; the board could receive the financial report with the packet, so everyone has time to adequately review it before the board meeting. Ms. Miller explained how the timing of the City accounting works and that once the information is released to her, it takes a full day to work on and finalize the report. In this case, the City closed the month out on the end of the day April 3, and on April 4 she was required to participate in a day-long Library Leadership retreat, so she wasn't able to start on the report until April 5. She pointed out that the only way to ensure that the board will always have the financial report in plenty of time is to consider changing the monthly meeting date from the second Monday of the month to perhaps the third or fourth Monday of the month. Otherwise, this will continue to happen on occasion during the year whenever the second Monday falls earlier in the month as opposed to later.

c. Legal Status Report – Richards

Mr. Richards had nothing to add to the written report and asked if there were any questions. There were none.

d. Urban Renewal Authority Presentation – Josh Birks

Economic Health & Redevelopment Director (City of Fort Collins) Josh Birks addressed the board by requesting approval of the Tax Increment Revenue Agreement re the College & Drake Urban Renewal Plan. He noted that even though the item has been removed from the April 16 City Council agenda due to an impasse with the Poudre School District, it would be beneficial for this board to go ahead and approve the agreement tonight. It will likely go before Council in the fall and will demonstrate strong support if the Library District and others involved have approved their agreements.

There were a few questions and a brief discussion. Trustee Wise, serving as the liaison to the URA, concurred with Mr. Birks in that approving the agreement today is recommended.

It was agreed that instead of waiting until Unfinished Business, item "b." as initially requested during Agenda Review, the board will take action now.

There was a motion by Vice President Colby to approve the Tax Increment Revenue Agreement conditional upon final legal review by the District's legal counsel. There was a second by Trustee Arnold. The motion carried unanimously, 6 – 0.

e. Development Office – Slivken

Director Slivken spoke about the status of the Development Office that was first shared with the board in November 2018 by Trustee Arnold. In his quest to explore the idea and gather information, he met one-on-one with several stakeholders. He found that a very good Development Officer comes at a fairly high price. He listed several variables why the district is not ready, might be ready, and will be ready. The bottom line is that the district is not ready at this time.

The next steps are to:

- Conduct a non-profit environmental scan
- Completion of a 3-year strategic plan
- Completion of 2020 budget, plus the board has requested staff identify capital funding strategies for recommended additional facilities no later than by end of 2019

Recommendations moving forward:

- Complete strategic plan and align budget with strategic plan priorities
- Have a clear picture of property tax revenue for 2020 and 2021
- Adopt capital funding strategies for potential ballot initiative
- For now, in the interim, promote the Poudre Library Trust

Upon conclusion of the update, there was a brief discussion both for and against the recommendations made by Director Slivken. It was agreed that the topic will be revisited later in the year and placed on a fall board meeting agenda.

VI. UNFINISHED BUSINESS

a. Library Board of Trustees Job Descriptions - Schulz

President Schulz reported that the revised descriptions in the agenda packet should be ready for approval. Trustee Wise inquired about a revision that he'd suggested that wasn't included in the final draft. President Schulz apologized for the oversight and will incorporate that revision into the document. There was consensus that the board is in agreement of the job descriptions including the change suggested by Trustee Wise.

VII. NEW BUSINESS

None

VIII. ANNOUNCEMENTS

a. Friends of the Library – *Wise*

Trustee Wise reported:

- The March 15 – 17 book sale at Harmony Library only yielded \$8,200 gross.
- The Friends plan to hold an outdoor Saturday book sale in May or June at Library Park and will sell CDs, DVDs, Children's and media. Details coming.

b. Library Trust - *Arnold*

Ms. Arnold attended the meeting held at Jay's Bistro. At the meeting Director Slivken presented about the Development Office which was well received by the Trust.

IX. ADJOURNMENT

Since there was no other business before the board, the meeting adjourned at 5:17 p.m.

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Matt Schild
Secretary-Treasurer