

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

**June 10, 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
Amanda Quijano
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Matt Schild

DISTRICT STAFF PRESENT:

Karla Cribari
Ken Draves
Vicky Hays
Angela James
Cynthia Langren
Currie Meyer
Monique Ramos
David Slivken
Rob Stansbury

OTHERS IN ATTENDANCE:

Cam Richards, Legal Counsel

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES – May 13, 2019, Regular Meeting Minutes

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

V. REPORTS

a. Director’s Report – Slivken

Executive Director Slivken highlighted a couple of items included in the written report and provided today’s registration numbers for the Summer Reading Challenge which is off to an excellent start with respectable numbers so far.

b. Financial Report – Slivken

Finance Director Miller provided the May report in the packet and went over it verbally. She highlighted some process changes that she has implemented such as standardizing cash handling practices district-wide and the reason for the changes. The floor was then opened for questions.

Trustee Wise asked if Ms. Miller would be providing a detailed quarterly report at the July meeting as they had discussed via email. Ms. Miller explained that the City would not be closing the books until the end of the first week of July so she wouldn’t have enough time to prepare a detailed report for the July 8 board meeting. She needs time to analyze the data and make comparisons in order to produce an accurate report.

President Schulz reminded the board that they will be discussing the summer schedule later on the agenda and pointed out there may not even be a July meeting so this may be a moot point.

There was a motion by Vice President Colby to approve the May financial report as presented. Seconded by Trustee Arnold. The motion carried unanimously, 6 – 0.

c. Legal Status Report – Dauer

Mr. Richards had nothing to add to the written report and there were no questions.

d. Book Bike Presentation – Cribari & Ramos

Executive Director Slivken noted that the book bike is the brainchild of former District staff and the summer book bike schedule and program were created by Library Assistants Karla Cribari and Monique Ramos through a grant application they submitted for innovation funds that the District established.

Ms. Cribari and Ramos then presented the Library District's Book Bike, named the REO Readwagon, to the board. It consists of a bicycle and custom-made trailer that is equipped with library books to check-out, a hot spot unit to provide Wi-Fi, and supplies to provide new customers with library cards. The bike goes to story times, outdoor music concerts, community events and other unexpected locations. It is very popular at all the various events it makes an appearance at. Special thanks to the Poudre Library Trust for providing the funds to make the book bike possible.

VI. UNFINISHED BUSINESS

a. Strategic Plan Update - *Slivken*

Executive Director Slivken gave a brief update on the Plan.

b. Review of the Urban Renewal Authority Drake/College Tax Increment Financing Revenue Sharing Intergovernmental Agreement (Acceptance Requested) – *Slivken*

Mr. Richards reviewed the four key protections for the Library District that were incorporated into the Intergovernmental Agreement along the way between the first draft and the final that is before the board for approval.

1. Through application of the Fiscal Impact Model, the Library is retaining 34% of the generated tax increment to cover increased operational costs expected to result from the development, 66% of the increment is pledged to the URA project;
2. The IGA identifies a specific, defined, set of public improvements that constitute the project for which the Library's tax increment may be used, so the scope of the project cannot expand;
3. The IGA provides for a lifetime cap of \$573,000 of total increment the Library is pledging to the project. When the cap is met, the Library will retain all revenues generated by its mill levy;
4. The IGA provides if, in the future, the Library obtains a mill levy increase, the Library increment remains that which is based on the current 3.000 mill levy. Any revenues generated by mill levy above 3.000 are retained by the library.

Vice President Colby inquired if everything about the agreement is ready for board approval from a legal standpoint. Mr. Richards indicated it is legal counsel's opinion the TIF revenue sharing IGA is properly before the board for consideration and adoption.

There being no other questions, President Schulz asked for a motion. ***It was moved by Vice President Colby to approve the Urban Renewal Authority Drake/College Tax Increment Financing Revenue Sharing Intergovernmental Agreement. There was a second by Trustee Quijano. The motion carried unanimously, 6 – 0.***

Mr. Richards noted that in the absence of Secretary-Treasurer Schild today, the board is required to appoint a back-up Secretary-Treasurer who can sign the agreement. ***There was a motion by Trustee Frey to appoint Vice President Colby as the back-up Secretary-Treasurer. The motion was seconded by Trustee Arnold. It carried unanimously, 6 – 0.***

VII. NEW BUSINESS

a. Summer Vacation Survey - Schulz

President Schulz inquired what everyone's thoughts were about cancelling either the July or the August board meeting due to vacation plans or lack of agenda items. After a discussion, it was agreed to cancel the July 8, 2019 meeting. The board will resume its regular meeting schedule on August 12, 2019.

VIII. ANNOUNCEMENTS

a. Friends of the Library

No report.

b. Library Trust

Trustee Arnold reported that the Trust held a work session. Library Manager McCluskey updated them on status of potential project involving musical instruments in front of the Old Town Library. A donor expressed interest in this project and Ms. McCluskey has done a lot of research on it. She plans to talk with a landscape architect and do more research prior to moving forward so that the project can be done correctly.

IX. ADJOURNMENT

There being no other business before the board, the meeting adjourned at 4:48 p.m.

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Matt Schild
Secretary-Treasurer