

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

**August 12, 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  
Matt Schild  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Brenda Blake  
Holly Bucks  
Kim Doran  
Ken Draves  
Vicky Hays  
Mark Huber  
Angela James  
Cynthia Langren  
Erin Lucero  
Eileen McCluskey  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Cam Richards, Legal Counsel  
Kirsten Silveira, City of Fort Collins

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

President Schulz requested

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES – June 10, 2019, Regular Meeting Minutes**

***There was a motion by Trustee Wise to approve the minutes as presented. The motion was seconded by Vice President Colby, and it carried unanimously, 7 – 0.***

**V. REPORTS**

**a. Director’s Report – Draves**

Deputy Director Draves highlighted a couple of items included in the written report. The report was accepted as presented.

**b. Financial Report – Miller**

Finance Director Miller provided the July report in the packet and went over it verbally. She noted that the report reflects we are \$15k under budget in fines. After a discussion, it was agreed that at the next board meeting, staff will provide a report specifically on fines.

***There was a motion by Trustee Frey to approve the July financial report as presented. Seconded by Vice President Colby. The motion carried unanimously, 7 – 0.***

**c. Legal Status Report – Richards**

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

**d. Lean Basics Presentation – McCluskey, Bucks, Blake, Lucero**

Old Town Library Manager Eileen McCluskey explained that Lean is defined as the systematic elimination of waste. The program teaches employees how to take a structured approach to problem-solving. Ms. McCluskey and Ms. Bucks attended the training last year and encouraged others to take it and identified library issues that could be “leaned” out. Additional employees were also encouraged to attend the training and teams were formed to improve processes that had staff asking each other, “How can we do better” and “Why do we perform a task this way?” Through the Lean proves improvement, they are empowered to problem-solve.

Brenda Blake, Holly Bucks, and Erin Lucero each presented to the board the projects that each one completed using Lean and the resulting positive impacts.

## VI. UNFINISHED BUSINESS

### a. Board of Trustees Annual Calendar - *Schulz*

President Schulz distributed the draft calendar and explained that this is a living document that can be added to at any time and this version is just to get the ball rolling. If anyone has anything to add, please let her know.

It was recommended by Mr. Richards for the board to take action re the question on the calendar about whether the Board's annual meeting should be moved from March to April from now on. The board did agree that holding it in April is preferable to March.

*There was a motion by Trustee Wise to move the annual meeting to the month of April from this point on. The motion was seconded by Trustee Schild and passed unanimously, 7 – 0.*

## VII. NEW BUSINESS

### a. Budget Work Session - *Schulz*

President Schulz announced that the budget work session will be held on Wednesday, September 18 at 4 p.m. A location will be determined and Ms. Langren will let everyone know where it will be.

### b. Board Retreat in November 2019 – *Schulz*

President Schulz noted that there will be a half-day board retreat in November. Ms. Langren will send out a Doodle poll to determine which date works best for the majority. She envisions the retreat will focus on the new Strategic Plan and goals for what's next plus some team building will be incorporated into the day.

### c. First Reading, 2019 – 2022 Strategic Plan – *Draves*

Deputy Director Draves said that everyone was given a hard copy of the plan today and that if there are any questions or comments, please direct them to Executive Director Slivken before next month.

The board discussed the plan briefly and did ask that staff return to the board next month with firmer cost data related to the Strategic Plan.

## VIII. ANNOUNCEMENTS

### a. Friends of the Library - *Wise*

- The July book sale grossed \$10k.
- Next year the July sale will be at Old Town Library.
- On October 19, there will be a sale at Old Town Library that will tie in with the Book Fest theme. Therefore, all the books at the sale will be food related.

### b. Library Trust - *Arnold*

- Reminded the board of their invitation to the Trust donor event that will be held at Old Town Library on August 14 at 9:30 a.m. It would be great to have this board represented.

### c. Change in Meeting Location – *Schulz*

- The September 9 and October 14 regular board meetings will be held at Harmony Library.

## IX. ADJOURNMENT

There being no other business before the board, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer