

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

**October 14, 2019  
4 p.m.**

Harmony Library  
4616 S. Shields 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  
Amanda Quijano  
Matt Schild  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Kim Doran	Currie Meyer
Ken Draves	Rachel Miller
Vicky Hays	David Slivken
Amy Holzworth	Rob Stansbury
Mark Huber	Sabrina Stromnes
Angela James	Paula Watson-Lakamp
Cynthia Langren	Jennifer Zachman

**OTHERS IN ATTENDANCE:**

Kim Seter, Legal Counsel

**I. CALL TO ORDER**

President Schulz called the meeting to order at 4:03 p.m. and declared a quorum of the board present.

**II. AGENDA REVIEW**

No changes.

### III. PUBLIC COMMENT

None.

### IV. APPROVAL OF MINUTES – September 9, 2019, Regular Meeting Minutes

***There was a motion by Vice President Colby to approve the minutes as presented. The motion was seconded by Trustee Schild, and it carried unanimously, 4 – 0.***

***\*\* Trustee Wise and Arnold arrived at this point. \*\****

### V. REPORTS

#### a. Director's Report – *Slivken*

Executive Director Slivken verbally 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 September report in the packet and went over it verbally. The report was accepted as presented.

#### c. Legal Status Report – *Seter*

Mr. Seter distributed redlined copies of the Library District's Bylaws for the board's consideration and approval next month.

He noted that his office will take care of the required legal posting of the public hearing for the amendment to the 2019 budget and approval of the 2020 budget for the meeting next month.

The legal report was accepted as presented.

#### d. 2019 Summer Reading Challenge Report – *Amy Holzworth & Jennifer Zachman*

Ms. Hays and Ms. Zachman gave a presentation on the 2019 Summer Reading Challenge, complete with statistics and photos. Many thanks to all the staff who were involved in implementing the program. Special thanks to the Friends of the Library because without their support and funding of the program, it could not be done. The board was very appreciative of the presentation and expressed how pleased they were with the successful SRC.

#### e. Apollo 11 Display – *Hays*

Ms. Hays gave a presentation on the Apollo 11 display that she created which honors its 50<sup>th</sup> anniversary. Executive Director Slivken commented that the display was well done and received numerous compliments from customers. The board thanked Ms. Hays for the excellent presentation and display.

## VI. UNFINISHED BUSINESS

### a. Board Retreat, November 15 – Proposed Agenda - Schulz

President Schulz and Executive Director Slivken met with the facilitator, Ariana Friedlander, to discuss the purpose of the retreat. There will be team building at the beginning and then the group will focus on how to achieve the Strategic Plan; how to build community; build our priorities; and how to fund it.

Executive Director Slivken noted that the new board member to replace John Frey will not be appointed in time for the retreat which is unfortunate, but can't be avoided. The position has been posted with a deadline of November 8. The interview team has been compiled and consists of Commissioners Kefalas and Johnson and Councilpersons Stephens and Pignataro.

## VII. NEW BUSINESS

### a. 2020 Poudre River Public Library District Budget, First Reading – Miller

Finance Director Miller presented the draft 2020 budget to the board. Vice President Colby had a question regarding the Worker's Comp numbers and Ms. Miller agreed she will review them again.

This will come to the board next month for public hearing and approval, along with an amendment to the 2019 budget.

### b. City of Fort Collins 401k/457 Deferred Comp Loan Repayments – Slivken

Executive Director Slivken explained that in the agreement between the Library District and the ICMA Retirement Corporation, dated November 5, 2007, if an employee took a loan out of their retirement account, they were allowed to repay the loan via payroll deduction.

The proposed change, initiated by ICMA-RC, dictates that any new loans administered from this point on must be paid back via the employees' bank account. Payroll deduction will no longer be an option. The one exception to that are those employees who are currently repaying a loan today will be grandfathered in and their loan repayment will continue via payroll deduction until paid off.

***There was a motion by Trustee Quijano to approve this change. Vice President Colby seconded the motion which carried unanimously, 6 – 0.*** Mr. Seter noted that Executive Director Slivken will need to write in the words, "Now known as Poudre River Public Library District" below his signature.

### c. Revised Human Resources Policies – First Reading – Stromnes

Human Resources Manager Stromnes projected the memo with the proposed changes on the screen and briefly explained the reason for each edit. Trustee Wise noted that the language in the pregnancy policy needs to be changed to gender neutral.

Ms. Stromnes will make that change and will be back next month to ask for approval of all the revisions including those proposed for the 2020 pay plan.

## VIII. ANNOUNCEMENTS

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

- The final payment to the Library District for the 2020 Wish List – the FOL would like to get this taken care of by the end of the year. Finance Director Miller noted she will make sure she sends an invoice by the second week of November.
- The next book sale will be 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.
- Friends of the Library Week – what better way to show support than to become an FOL member? Please consider joining if you haven't already.

### b. Library Trust – *Arnold*

No report.

## IX. ADJOURNMENT

There being no other business before the board, the meeting adjourned at 6:11 p.m.

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Matt Schild  
Secretary-Treasurer