

**Meeting Minutes  
Board of Trustees  
Regular Meeting  
August 8, 2022 —4:00pm  
Old Town Library**

**Board Members Present:**

Fred Colby  
Randyn Heisserer-Miller  
Anuja Riles  
Matt Schild  
Becki Schulz  
Joe Wise

**Board Members Absent:**

Corey Radman

**Staff Present:**

Africa Garcia	Irene Romsa
Mark Huber	Ludy Rueda
Cynthia Langren	Rob Stansbury
Diane Lapierre	Sabrina Stromnes
Jamie Moyer	

**Guests Present**

Linda Hopkins, Trust  
Kim Seter, Legal

**I. CALL TO ORDER AND DECLARATION OF QUORUM**

President Colby called the meeting to order at 4:07 p.m. and declared a quorum present.

**II. AGENDA REVIEW**

No changes to the agenda.

**III. PUBLIC COMMENT:**

None

**IV. APPROVAL OF MINUTES**

- June 13, 2022, Regular Board Meeting
- July 7, 2022 Special Meeting
- July 15, 2022 Special Meeting

***There was a motion by Trustee Heisserer-Miller to approve all three sets of minutes as presented. Trustee Schulz seconded the motion which passed unanimously, 6– 0.***

**V. REPORTS**

**a. Director’s Report –Diane Lapierre**

Executive Director Lapierre introduced the new Equity, Diversity, and Inclusion Coordinator, Jamie Moyer.

In addition to the written report, Executive Director Lapierre noted that tomorrow, United Way will be announcing our community’s participation in the Dolly Parton

initiative “Imagination Library” which is dedicated to inspiring a love of reading by gifting books free of charge to children from birth to age five, through funding shared by Dolly Parton and local community partners. The Library is proud to be participating in this initiative.

Ms. Lapierre reported that staff is concluding the Strategic Plan’s community conversations phase. By the time of the retreat, she will have complete data from all those exercises.

The name of the Outreach van, as determined by a naming contest, is Evie. The drivers of the van will be dubbed the “Vantastics”.

Branch Manager Search Update – four of six candidates have been interviewed so far. The remaining two will be interviewed on August 16.

The Development Officer starts tomorrow, August 9. Her name is Selena Paulsen.

**b. Financial Report –Amy Lyons**

Ms. Lyons is absent due to illness. If any questions about the report, please contact her or Ms. Lapierre.

**c. Legal Status Report –Kim Seter**

Mr. Seter referred to the “CASE” Act topic in the written legal report and suggested the board consider opting out from it. No action is needed at this time.

Human Resources Director Sabrina Stromnes noted that she has been talking with the City about this and will have more information that she can share at the September meeting. In the meantime, the board asked Mr. Seter to send more information to them regarding this act, specifically what would be the benefit in doing so.

**VI. OLD BUSINESS**

**a. Strategic Plan – Approve Changes to Mission & Values and Discuss Plan for Workshop**

Executive Director Lapierre asked for approval of the proposed new statement:

***The Poudre River Public Library District inspires ideas, builds connections, and creates opportunities that strengthen our diverse community and transform lives.***

President Colby asked that the statement be shared out with the board with approval next month so they have time to thoroughly review it. Ms. Lapierre suggested that it be tabled until the Strategic Plan work shop on September 14. President Colby agreed.

Ms. Lapierre asked the board what outcomes they would like to see for the Strategic Plan workshop. Suggested ideas were:

- A discussion about where resources go and what are the priorities
- What are the opportunities for more donations especially now that we have a Development Officer on board?
- Strategic thinking about who we can partner with

**b. Master Plan Review Reports**

Ms. Lapierre gave an update on each of the three areas: Outside Services, Technology and Facilities.

Trustee Wise brought up the need for a facility for Spanish speaking residents in the northeast area of Fort Collins. Something like a community center with a library presence with a focus on the Hispanic population.

**c. Second Reading and Approval of Revised Policy 3.8 Hours of Operation and Emergency Closures – Lapierre for Draves**

President Colby asked if there was any discussion. There being none, he asked if there was a motion to approve.

*There was a motion to approve the revised policy 3.8 Hours of Operation and Emergency Closures by Trustee Schulz. Second by Trustee Riles. The motion carried unanimously, 6 – 0.*

**VII. NEW BUSINESS**

**a. Authorize Executive Director to Sign on Behalf of Library – All**

Ms. Lapierre explained that at the last special meeting, the board approved an authorization for her to sign a retirement account document. Now the question is, does the board need to do a blanket authorization for her to be able to sign on behalf of the District for anything that may come up.

Mr. Seter indicated that the only need he is aware of is an authorization for her to be able to sign bank related documents on behalf of the District. With that said, he will look at the procurement policy and see if a statement needs to be added that states the board gives Ms. Lapierre authority to sign budgets and contracts and the like.

President Colby recalled that there was a document that the entire board signs on an annual basis and he didn't think that had happened yet. Mr. Seter said he would check into this.

**b. First Reading, Personnel Policy Updates - Stromnes**

Executive Director Lapierre referred to the Summary of Changes and the draft Policy Manual in the packets. She explained that the summary has four yellow highlights in it and that the same highlights are noted in the draft manual so it's easy to see what will need board approval at the next meeting.

Trustee Wise voiced a concern with #19 on the Summary of Changes list, *Emergency Leave for Hourly Employees*, that the wording is vague and needs to be more detailed as to what constitutes an emergency and how often an employee can use the leave. Since this is a new policy and follows City policy, Ms. Stromnes indicated that she will consult with her contact at the City and see what can be done to change the wording. The

board asked that she send the information out ahead of time instead of presenting it at the meeting so they have time to review and digest any proposed new wording.

The board thanked Human Resources Director Stromnes for all her work in revising and updating the manual as much as she did. The second reading and request for approval will occur at the September board meeting.

**c. Future SE Library Update – *Lapierre***

There will be a City Council work session on August 24 at which this topic will be discussed. President Colby requested that the board be supplied with speaking points as questions from community members have already come up.

**d. Strategic Plan and Budget Workshop Dates - *Lapierre***

Strategic Plan: September 14, 9 a.m. to 3 p.m. at Primrose Studio  
Budget: October 6, 4 to 6:30 p.m. at Harmony Library

**VIII. ANNOUNCEMENTS**

**a. Friends of the Library Update – *Riles***

Trustee Riles reported that there was no June meeting and that she was unable to attend the July meeting. The FOL board is attempting to change the time of the meeting so that Trustee Riles will be able to attend future meetings.

**b. Library Trust Update – *Heisserer-Miller***

Trustee Heisserer-Miller reported that he couldn't make the July meeting and that there was no meeting in August. He hopes to have something to report next time.

Ms. Hopkins expressed thanks on behalf of the Trust to Trustee Radman for her past work with the Trust and looks forward to working with Trustee Heisserer-Miller. She added that the Trust is on pause right now as they'd like to see what comes out of the Strategic Plan. Then they will assess what they can focus on out of that. She expressed her agreement with Trustee Wise regarding the need for a library presence in the northeast area of Fort Collins with a focus on the Hispanic population.

**IX. ADJOURNMENT**

There being no other business before the board, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Cynthia Langren  
Recording Secretary

Corey Radman  
Secretary/Treasurer