

**Meeting Minutes
Board of Trustees
Regular Meeting
November 14, 2022 —4:00pm
Old Town Library - 201 Peterson Street**

Board Members Present:

Fred Colby
Corey Radman
Matt Schild
Becki Schulz
Joe Wise

Board Members Absent:

Randyn Heisserer-Miller
Anuja Riles

Staff Present:

Katie Auman	Currie Meyer
Kristen Draper	Selena Paulsen
Ken Draves	Sabrina Stromnes
Mark Huber	Rob Stansbury
Cynthia Langren	Molly Thompson
Diane Lapierre	
Amy Lyons	

Others in Attendance:

Kim Seter, Legal

I. CALL TO ORDER AND DECLARATION OF QUORUM

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

II. AGENDA REVIEW

No changes to the agenda.

III. PUBLIC COMMENT:

None

IV. APPROVAL OF MINUTES

- October 10, 2022, Regular Board Meeting

There was a motion by Trustee Schulz to approve the minutes as presented. Trustee Schild seconded the motion which passed unanimously, 5– 0.

V. REPORTS

a. Director's Report –Diane Lapierre

In addition to the written report, Executive Director Lapierre:

- Reported that the initial data from the compensation study is in. The Executive Leadership Team (ELT) will meet to go over the data tomorrow. She hopes to have more information for the board at the December meeting.

- Reported that 87% of library district staff completed the Denison Culture Survey. She will bring results to the board at the December meeting.
- Reminded the board that Colorado Gives Day is coming up on December 6, however, for those wishing to donate, it is not necessary to wait for the 6th. It can be done anytime before then. The Trust is leading the campaign for the library. The money received will go towards an electric assist book bike and bells and whistles for the new electric van if there is additional funding. She asked that everyone contribute and hand out the Colorado Gives Day cards that she then distributed. There will also be an electronic version sent out so it can be forwarded.

b. Financial Report – Amy Lyons

Ms. Lyons presented the financial report which was accepted as presented.

Trustee Wise reminded the board that staff was to prepare a report that compares the fine-free period to before, so basically compare 2019 with 2022. Executive Director Lapierre said she will get a report to the board in early 2023 after 2022 closes.

c. Legal Status Report - Seter

Mr. Seter referred to the written legal report and noted that the Boulder Library District passed. The report was accepted as presented.

VI. UNFINISHED BUSINESS

a. Discussion of FAMLI Act and Public Hearing to Determine Participation in the Program – Seter & Stromnes

Vice President Radman asked for a brief summary/background of the Family and Medical Leave Insurance (FAMLI) Act Program. Mr. Seter referred to the memo in the packets and went over the act in detail. The bottom line is that the program is not that beneficial to employees when compared to existing benefits.

Public Hearing: President Colby opened the public hearing for the FAMLI Act Program at 4:23 p.m. There were no comments. The public hearing was closed at 4:24 p.m.

There was a motion to approve the resolution declining participation in the Colorado Paid Family and Medical Leave Insurance Program by Vice President Radman. There was a second by Trustee Schild. The motion carried unanimously, 5 – 0.

b. Strategic Planning Framework & Mission Statement - Lapierre

Executive Director Lapierre provided the background and process to arrive at the document presented to the board today.

The next steps are to create measurements that will be reported to the board.

Trustee Wise noted that a vision is typically something actionable and feels that the one presented is passive. However, he commented that overall, he really likes what has been presented.

There was a motion by Trustee Schild to approve the 2023 – 2025 Strategic Plan Overview document as presented. There was a second by Trustee Radman and it carried unanimously, 5 – 0.

c. Executive Director Review Committee Process – Colby

President Colby reported that the committee met and plans to give Ms. Lapierre some “homework” to complete. The final completion of the review is slated for January 2023.

VII. NEW BUSINESS

a. Technology Cyber Audit – Huber

IT Manager Huber asked if there were any questions regarding the Cyber Risk Assessment. There being none, the audit was accepted as presented. Several board members expressed that the report was well done and very thorough.

b. 2023 Holidays & Closures – Lapierre

Ms. Lapierre shared the list of 2023 Holidays and Closures for the board’s information.

c. First Reading of New Paid Parental Leave Policy – Stromnes

Human Resources Director Stromnes explained that the new Paid Parental policy allows up to 120 hours of paid parental leave for all employees. Hours allotted are pro-rated based on number of hours worked. This leave runs concurrently with FMAL, where applicable. Effective date if approved is December 26, 2022.

This will be brought to the board in December for second reading and approval will be requested by staff.

d. First Reading of Revised Vacation Policy – Stromnes

Human Resources Director Stromnes explained that the update to the existing Vacation Policy will make up to 40 hours of vacation time immediately available to newly hired classified and unclassified management employees. Effective date if approved is December 26, 2022.

Trustee Wise expressed that he is opposed to the change and will be voting against it. He feels that the employee should be employed for a period of time first before earning vacation time.

e. Public Hearing re: 2022 Poudre River Public Library District Budget Amendments – Lyons

President Colby opened the public hearing at 4:59 p.m. There being no public comment, the public hearing was closed at 4:59 p.m.

- f. Approval of the 2022 Poudre River Public Library District Budget Amendments - Lyons**
There was a motion to approve the 2022 Poudre River Public Library District Budget amendments as presented by Trustee Schild. There was a second by Trustee Schulz. The motion carried unanimously, 5 – 0.

- g. Public Hearing re: 2023 Poudre River Public Library District Budget - Lyons**
President Colby opened the public hearing at 5 p.m. There being no public comment, the public hearing was closed at 5 p.m.

- h. Second Reading and Approval 2023 PRPLD Budget - Lyons**
Finance Manager Lyons went over a summary of changes that she made between the version she presented at the recent work session and today's version.

Trustee Wise moved to approve the 2023 Poudre River Public Library District budget as presented today. There was a second by Trustee Schulz. The motion carried unanimously, 5 – 0.

VIII. ANNOUNCEMENTS

- a. Friends of the Library Update**
Deputy Director Draves reported that the recent book sale was very successful.

- b. Library Trust Update**
Colorado Gives Campaign – please donate if you haven't already!

- c. Website Board Communication Form Update – Radman**
Trustee Radman reported that she asked IT Manager Huber to set up a web form due to all the issues with the old Board of Trustees e-mailbox. That mailbox received mostly spam mail and it was confusing knowing which board member was going to respond to the rare legitimate email from a customer. With the new set up, anyone who emails the board will now get an auto-reply acknowledging that their email was received and thanking them for taking the time.

IX. ADJOURNMENT

There being no other business before the board, the meeting adjourned at 5:08 p.m.

Respectfully submitted,

Cynthia Langren
Recording Secretary

Corey Radman
Secretary/Treasurer