
MEMORANDUM

TO: Poudre River Public Library District Board of Trustees

FROM: Seter & Vander Wall, P.C.

DATE: April 5, 2023

RE: Legal Status Report

This is our legal status report for the April 10, 2023 meeting of the Board of Trustees.

First Amendment to IGA with Front Range Community College

Task: Draft First Amendment to IGA with Frant Range Community College (“FRCC”) to clarify roles and responsibilities between the parties.

Status: The original IGA between the District and FRCC was entered into in February, 1996. The relationship between the District and FRCC has evolved over this time requiring an amendment to the IGA to address unforeseen operational matters, particularly with regard to technology and abolishment of late fees.

Action: None at this time, but this item will eventually require Board approval.

Donor Agreement Template

Task: Draft template for donor gift agreement regarding name recognition.

Status: The proposed policy revisions regarding “naming opportunities” provides that all naming/renaming opportunities require an agreement between the donor(s) and the District executive director. Counsel has drafted a suggested template.

Action: None at this time.

Executive Director Salary Survey Information

Task: **On hold until the fall.** Obtain a copy of the State’s Executive Director Salary survey for the budgeting process every September.

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Status: This matter will remain on the report as a reminder for next fall.

Action: None required.

Second Amendment to IGA with the City and County

Task: Consider Second Amendment to formation IGA with the City of Fort Collins and Larimer County. The Second Amendment amends the Trustee selection process to provide that the Library District will recommend Trustee candidates to the City and the County. The City and County will then consider the recommended candidates and determine whether to appoint. This procedure considerably streamlines the Trustee appointment process.

Status: **On hold until 2024.** Counsel was informed by the City that the City staff will make a commitment to bring this discussion to City Council in late Summer/Fall to consider a change in the process for 2024.

Action: None at this time.