

**Meeting Minutes
Board of Trustees
Regular Meeting
September 11, 2023 — 4:00pm
Old Town Library – 201 Peterson Street**

Board Members Present:

Fred Colby
Josh Fudge
Randyn Heisserer-Miller
Hilary Herrmann
Corey Radman
Anuja Riles
Matt Schild

Board Members Absent:

Staff Present:

Tova Aragon	Cynthia Langren
Xochil Arellano	Diane Lapierre
Katie Auman	Sabrina Leslie
Holly Bucks	Amy Lyons
Kristen Draper	Jamie Moyer
Ken Draves	Selena Paulsen
Mark Huber	Rob Stansbury
Angela Kettle	Molly Thompson

Others in Attendance:

Elizabeth Dauer, Legal (virtual)
Laura Puls, FRCC
Anna Thigpen, Forvis (virtual)

I. CALL TO ORDER AND DECLARATION OF QUORUM

President Schild 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

- August 14, 2023, Regular Board Meeting

Trustee Colby moved to approve the minutes as presented. There was a second by Trustee Riles. The motion carried unanimously, 7 – 0.

V. REPORTS

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

Ms. Lapierre had nothing to add to her written report. She introduced Angela Kettle, Programming & Events Coordinator, to share highlights of this year's Summer Reading Challenge.

Ms. Kettle gave a Power Point presentation that covered:

- What do we mean by "summer slide"?
- Summer Reading Challenge Outcomes
- Prioritized youth who have been historically excluded
- Strengthened community partnerships
- Provided a variety of ways to stay engaged
- Reduced barriers to participation

The board thanked Ms. Kettle for the update.

b. **Financial Report – Amy Lyons**

Ms. Lyons presented the August financial report.

There was a motion by Trustee Colby to approve the August financial report as presented. Second was made by Trustee Heiserrerr-Miller. The motion carried by unanimous vote, 7 – 0.

Audit Report Review: Forvis auditor Anna Thigpen joined the meeting virtually and reviewed the audit results with the board. ***There was a motion by Trustee Colby to accept the audit report as presented. There was a second by Trustee Fudge and the motion carried unanimously, 7 – 0.***

c. **Legal Status Report – Beth Dauer**

Ms. Dauer referred to the memorandum included in the written report regarding Executive Session Protocols. She explained that the purpose of the memo is to refresh everyone on the protocols. No action is needed.

Deputy Director Draves updated the board on the progress being made in an amendment to the Intergovernmental Agreement with Front Range Community College. After a brief discussion, Ms. Dauer recommended that the Library Board approve the amendment when it is finalized. Executive Director Lapierre indicated it will likely be on the October board agenda.

VI. UNFINISHED BUSINESS

a. **Pay Analysis Recommendation – Sabrina Leslie and Amy Lyons**

President Schild noted that due to the lateness of the supporting documents to this agenda item, the board may decide not to take any action today so they have time to digest all the information.

Human Resources Director Leslie explained the back history of the process and went over the summary and timeline of Poudre Libraries Compensation Administration from 2022 through 2024. She used an illustration on the whiteboard which the board found very helpful as expressed by several members at the end of her discussion.

Finance Manager Lyons explained that staff is asking for two separate action items.

- 1) Market Adjustment Approval (today, if possible)
- 2) Approval of Annual Increases for 2024 (as part of the 2024 budget approval in the next two months)

President Schild suggested that the board take some time to digest all the information and formulate any questions they may have, and then revisit the potential approval of this at Monday's special board meeting. There was a consensus to consider approval at the September 18 special meeting. It was noted that Monday's meeting will be posted as a special meeting and not a work session since action will likely be taken.

VII. NEW BUSINESS

a. **Technology Cyber Audit Review – Mark Huber**

Information Technology Director Huber explained that this review will be a continuous process; something he will do periodically to keep the board up-to-date.

He presented a PowerPoint that went over the 2023 Cyber Risk Updates and areas of focus: Data Storage and Backups, Staff Awareness of Cyber Risks, Email Security, Community Awareness and additional projects Library IT is working on related to cyber security. The board thanked Mr. Huber for the update.

b. **Banned Book Week Proclamation – Diane Lapierre**

Executive Director Lapierre referred to the proclamation included in the meeting packet and asked for board approval. ***There was a motion by Vice President Radman to adopt the Banned Book Week Proclamation as presented. There was a second by Trustee Riles. The motion carried unanimously, 6 – 0 (Trustee Herrmann had to leave early and was not present)***

c. **Executive Director's Evaluation – Matt Schild**

President Schild briefly explained the usual process for the Executive Director's annual evaluation. This year, HR will release a survey to gather input and Ms. Lapierre will be asked to complete things on her end. Once that is complete, scores are determined by the ED Evaluation subcommittee and then results are shared with Ms. Lapierre in January.

President Schild asked for a volunteer to join him and Vice President Radman on the committee. Trustee Riles volunteered. Ms. Dauer reminded the board that if there are three or more board members meeting, it must be posted.

VIII. ANNOUNCEMENTS

a. Friends of the Library Update – *Corey Radman*

Vice President Radman reported that the special warehouse sale is this Saturday, September 16 from 9 a.m. to 3 p.m. at Civic Center Park.

b. Library Trust Update – *Selena Paulsen*

Development Officer Paulsen reported that the Trust met in September to discuss the Library's capital projects wish list for the Colorado Gives campaign on December 5, 2023. We presented them with several items that will be packaged and marketed as improvements to our Library Spaces. The items include new children's and teen furniture at Old Town Library, and new accessible computer tables at Council Tree Library. The Trust may also look at finding a special funder for new smart monitors at Harmony Library.

The Trust has budgeted \$13,500 for library capital requests this year, and will meet again in October to finalize everything. Staff will then begin marketing efforts for Colorado Gives day.

IX. ADJOURNMENT

There being no other business before the board, the meeting was adjourned at 6:23 p.m.

Respectfully submitted,

Cynthia Langren
Recording Secretary

Randyn Heisserer-Miller
Secretary/Treasurer