

**Meeting Minutes  
Board of Trustees  
Regular Meeting  
February 12, 2024 — 4:00pm  
Council Tree Library**

**Board Members Present:**

Fred Colby  
Josh Fudge  
Hilary Herrmann  
Corey Radman  
Anuja Riles (virtual)  
Matt Schild

**Board Members Absent:**

Randyn Heisserer-Miller

**Staff Present:**

Xochil Arellano  
Katie Auman  
Ken Draves  
Mark Huber  
Cynthia Langren (virtual)  
Diane Lapierre  
Sabrina Leslie (virtual)  
Selena Paulsen  
Rob Stansbury

**Others in Attendance:**

Elizabeth Dauer, Legal (virtual)  
Laura Puls, FRCC  
Valerie Thomas (Denison)  
Robin Gard, FOL  
Allison Jonas  
Saeed S.  
Tommy Sporleder  
Kathy Marquis, FOL

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

President Schild called the meeting to order at 4:05 p.m. and declared a quorum present.

**2. AGENDA REVIEW**

No changes to the agenda.

**3. PUBLIC COMMENT:**

No comment

**4. APPROVAL OF MINUTES**

- January 2023, Regular Board Meeting

Vice President Radman noted corrections needed.

Page 1: President Schild called the meeting to order.

Page 2: The BookFest Theme is One Community, Many Stories.

***Vice President Radman moved approval of the minutes with the two corrections above.  
Trustee Herrmann seconded the motion. It carried unanimously, 6– 0.***

## 5. REPORTS

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

Ms. Lapierre had nothing to add to her written report. She introduced staff member Xochil Arellano who is the new EDI Manager for the Library District and added that she is a member of the Library Leadership Team.

### b. Financial Report – *Amy Lyons*

Ms. Lyons presented the January 2024 financial report.

*There was a motion by Trustee Colby to approve the January 2024 financial report as presented. Second was made by Trustee Radman. The motion carried by unanimous vote, 6 – 0.*

### c. Legal Status Report – *Elizabeth Dauer*

Ms. Dauer had nothing to add to the written report.

## 6. UNFINISHED BUSINESS

### a. Front Range Community College IGA Amendment - *Draves*

Deputy Director Draves presented the background information on the IGA and first amendment, explaining that the purpose of the amendment is to clarify roles and responsibilities between the two parties. It addresses unforeseen operational matters, particularly with regard to technology and abolishment of late fees.

*Trustee Colby moved for approval of the First Amendment to IGA for District Operations within the Front Range Community College. Vice President Radman seconded the motion. It carried unanimously, 6 – 0.*

### b. New Board Member Recruitment Update – *Auman*

Communications Manager Auman reported that there are 12 applicants so far and the posting will close on Thursday, February 15. Ms. Lapierre and President Schild will participate in the interviews. The process is on track and there will be a new member seated in time for the April board meeting.

## 7. NEW BUSINESS

### a. 2024 Goals

Executive Director Lapierre gave an overview of the draft 2024 goals list that the leadership team has been working on. She indicated that work plans will be built around each one and that some will require teams to work on the plans.

The board provided some feedback on the list. The leadership team will continue to work on this list of goals and it'll come back to the board next month.

**b. Policy Update Process – Lapierre**

Ms. Lapierre demonstrated the way the current online policies appear via a link on the Poudre Libraries homepage. It's not very user-friendly and may not reflect the most up-to-date policies. She is looking at policy manuals from other libraries to get an idea of how to best streamline ours.

In addition to getting a facelift in general appearance and accessibility, the policies need to be reviewed and some may need to come before the board for approval throughout 2024.

**c. 2023 Denison Culture Survey Results – Sabrina Leslie and Valerie Thomas**

Ms. Lapierre introduced Valerie Thomas with Denison who presented results from the 2023 culture survey with the board. At the conclusion of the presentation, the floor was opened for questions. President Schild would like to see the raw data score which Ms. Thomas said she could provide.

Executive Director Lapierre informed the board that she plans to share the results out with library staff and will be holding a meeting in each building and one virtually. She would then like to send out another survey in a few weeks to gauge progress in the areas that need improvement.

**8. ANNOUNCEMENTS**

**a. Friends of the Library Update – Robin Gard, FOL**

- the FOL is on track to donate \$54k to the district
- the FOL ramped up Amazon sales and earned \$16k
- the FOL is currently revamping the role of Treasurer
- the FOL is currently working on membership incentives
- there is an upcoming used book sale at Harmony on Feb 19 - 21

**b. Library Trust Update – Selena Paulsen**

- The Trust reviewed its annual budget and is \$7500 above where they have been in the past for giving books at the beginning and end of the Summer Reading Program.
- Ms. Paulsen is reviewing a new procedure for how we recognize the contributions that the FOL and the Trust make to Poudre Libraries.

**9. EXECUTIVE SESSION An executive session of the Board of Trustees may be held pursuant to §§ 24-6-402(4)(e) and (f), C.R.S., to conduct the annual review of the executive director.**

The board exited executive session at 6:18 with a quorum of five trustees (Trustees Riles and Heisserer-Miller were absent).

***Vice President Radman moved for an Executive Director Salary increase at the same standard percent salary and cost-of-living increase applied to District employees, effective January 1, 2024.” Trustee Hermann seconded the motion. It passed 5-0.***

**10. ADJOURNMENT**

There being no other business before the board, Trustee Colby moved to adjourn at 6:19 p.m. Trustee Fudge seconded the motion. It passed 5-0.

Respectfully submitted,

Cynthia Langren  
Recording Secretary

Randyn Heisserer-Miller  
Secretary/Treasurer