

**Minutes of the Poudre River Public Library District
Board of Trustees – Regular Meeting**

**November 14, 2016
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Linda Gabel	217-0467
VICE PRESIDENT:	Amanda Quijano	818-0687
(Interim) EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jenn Birks (left early)
Fred Colby
John Frey
Linda Gabel
Amanda Quijano
Joe Wise

BOARD MEMBERS ABSENT:

Becki Schulz

DISTRICT STAFF PRESENT:

Tova Aragon Cynthia Langren
Jeff Barnes Currie Meyer
Holly Bucks Sarah Scobey
Chris Cortez Rob Stansbury
Ken Draves Sabrina Strømnes (via telephone)
Kim Doran Paula Watson-Lakamp
Carol Gyger
Vicky Hays

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Kim Seter, Legal Counsel
Cameron Richards, Legal Counsel
Linda Hopkins, Library Trust Secretary
Eric Sutherland

I. **CALL TO ORDER**

President Gabel called the meeting to order at 4:00 p.m.

II. **DECLARATION OF QUORUM**

President Gabel declared a quorum of the board present with five members present.
(Trustee Birks arrived late and had to leave early.)

III. AGENDA REVIEW

President Gabel amended the agenda as follows:

Move IX. NEW BUSINESS, a. PUBLIC HEARING and APPROVAL OF PRPLD BUDGET
Amendment re: CAPITAL PROJECTS FUNDS *before* the Public Hearing and Approval of
2017 PRPLD Budget item.

IV. PUBLIC COMMENT

Linda Hopkins representing the Library Trust:

Encouraged participation in the Colorado Gives Campaign. An information packet for each board member was distributed. She noted that this is the first year that state and federal employees will have PRPLD as one of their choices for ongoing giving.

Eric Sutherland:

Mr. Sutherland presented a book from the Library's collection to Executive Director Slivken and said that he marked pages that he feels would be worthy of his study. He expressed congratulations on the "non-election". He also explained why he feels the need to take the Library District to court as it relates to mill levy approved by the voters in 2006 and what the Library District has collected. He expressed his opinion that the board completely failed to step up in a meaningful way to address the corruption that is defrauding public entities of public revenue to which they are entitled to and pointed out that the Town of Timnath does not support this Library District monetarily. As he concluded, he welcomed Mr. Slivken to Colorado.

V. OUTREACH SERVICES PRESENTATION by Johanna Ulloa, Manager

Manager Johanna Ulloa gave an update on the Outreach Department and the services it provides.

VI. CONSENT AGENDA

Consideration and approval of:

- a. October 10, 2016 Regular Board Meeting Minutes
- b. October 2016 Financial Report
- c. October 2016 Legal Status Report

Trustee Frey moved to approve the items on the consent agenda. The motion was seconded by Trustee Colby. The motion carried unanimously, 6 – 0.

VII. REPORTS

a. Director's Report – *Slivken*

The written report was accepted as presented. Mr. Slivken noted that starting with the December Director's Report it will be in the summary format requested by the board at their retreat. He also briefed the board on the following:

- Has met several key community members so far with more meetings scheduled in December
- Is working on the Strategic Plan with the Leadership Team

- Will meet weekly with the Leadership Team to get on the same page and move forward (through the end of the year)
- Posted the job description for the Old Town Library Manager position after first revising it to move customer service up higher under essential duties to more accurately reflect expectations of the job
- November is National Homeless Awareness month – he received a proclamation from the Fort Collins City Council along with Outreach Services Manager Johanna Ulloa
- Announced that Mr. Barnes again received a certificate of achievement in excellence in financial reporting

b. Library Trust Update – Colby

Trustee Colby reported that:

- The Trust received a \$60,000 check and will probably receive an additional check in the amount of \$30,000 from the estate of Wayne and Jenny Garst who are longtime supporters of the libraries. Will be deposited to the endowment.
- He included the Poudre River Library Trust Funding Policy in the board packets as an FYI and he briefly described it. The Trust gave the Library District \$2,000 for the campaign fund which was a huge step and great to have their support. He noted that he would like to see the board write a letter of support thanking the Trust and the Friends of the Library as well.

President Gabel thanked Trustees Wise and Colby for serving as liaisons to the Friends and the Trust this past year.

c. Friends of the Library (FOL) Update - Wise

Trustee Wise reported that:

- The latest book sale was at Harmony last weekend; too early to have figures yet
- The next book sale will be January 27 – 29 at Old Town Library in the Community Room and children’s area
- The Friends are working on the 2017 budget
- At the next FOL meeting, there will be a discussion about the lack of heat at the Webster House Administration Center sorting location. They will also hold their annual election of officers at that meeting

**Recording Secretary’s note: Trustee Birks had to leave unexpectedly at 4:43 p.m.*

VIII. UNFINISHED BUSINESS

a. Public Hearing and Approval of 2016 PRPLD Budget Amendment re: Capital Projects Fund – Barnes

President Gabel opened the public hearing on the amendment of the 2016 Poudre River Public Library District Budget related to Capital Projects at 4:45 p.m. There were no comments.

At 4:46 p.m., **President Gabel moved to close the Public Hearing and Trustee Frey seconded the motion. It carried unanimously, 5 – 0.**

Trustee Frey moved to approve a resolution amending the 2016 PRPLD budget as presented today. There was a second by Trustee Wise. The motion carried unanimously, 5– 0.

IX. NEW BUSINESS

a. Public Hearing re: 2017 Poudre River Public Library District Budget - Barnes

Finance Officer Barnes contacted Human Resources Manager Sabrina Stromnes via telephone so she could participate in the discussion.

Mr. Barnes presented an overview of the proposed 2017 budget which is basically the same as what was presented to the board on October 10, and in addition, he included a budget draft with salary/wage increases of 2% for consideration.

President Gabel opened the Public Hearing on the 2017 PRPLD budget at 5:58 p.m. There were no comments. At 5:59 p.m., **Trustee Frey moved to close the Public Hearing, seconded by Vice President Quijano. Motioned carried unanimously, 5 – 0.**

b. Approval of the 2017 Poudre River Public Library District Budget - Barnes

Mr. Seter noted that prior to the meeting the Trustees were notified of the date, time and place of the meeting and the purpose for which it is called. He further reported that this is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted at three places within the boundaries of the District and also at the office of the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of his knowledge, remains posted to the date of this meeting.

President Gabel asked for a motion.

There was a motion by Trustee Frey to approve the 2017 PRPLD budget and resolution as drawn with the 3% salary increases and the balance would stay the same – see below. There was a second by Trustee Colby.

- Set mill levy at 3.034 mills including abatements and refunds,
- Appropriate General Fund expenditures of \$10,056,300 (3% salary increases), and
- Appropriate Capital Project Fund expenditures of \$125,000 for Capital Replacement items

President Gabel called the question. The motion carried by a majority vote, 3 – 2.

President Gabel indicated she would like to see in the monthly financial reports where we are with personnel costs. Trustee Wise asked that staff seriously look at figuring out how to take advantage of advances in technology to help offset some of the costs in personnel.

Not have more people than is needed and added that this would apply whether it's a library or private business. Use technology to keep the headcount at a minimum to do a good job.

c. Policy Review Process – Gabel and Quijano

Vice President Quijano noted that she compared our policies to those of the Colorado Association of Libraries (CAL). She explained that starting next year, the board will review one policy per meeting. The first policy up for review in January will be the Collections policy. It hasn't been reviewed since Jan 2011 and it is supposed to be reviewed every three years. Will try to have Collections staff will be present for a discussion. President Gabel thanked Quijano for heading up this project.

X. ANNOUNCEMENTS

President Gabel inquired if the board would like to have a December meeting or cancel it. ***There was a motion by Trustee Frey to cancel the December 2016 board meeting. The motion was seconded by Trustee Quijano and carried unanimously, 5 – 0.***

XI. ADJOURNMENT

Trustee Frey moved to adjourn the meeting at 6:13 p.m. Trustee Colby seconded the motion. It carried unanimously, 5- 0.

Respectfully submitted,

Cynthia Langren
Recording Secretary