

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

**February 13, 2017
4 p.m.**

Council Tree Library
2733 Council Tree Avenue
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Linda Gabel	217-0467
VICE PRESIDENT:	Amanda Quijano	818-0687
EXECUTIVE DIRECTOR:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jenn Birks (late)
Fred Colby
John Frey
Linda Gabel
Amanda Quijano (late)
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Jeff Barnes	Sarah Scobey
Ken Draves	David Slivken
Vicky Hays	Rob Stansbury
Mark Huber	Sabrina Strømnes
Cynthia Langren	Jenny Thurman
Currie Meyer	Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Kim Seter, Legal Counsel
Cameron Richards, Legal Counsel

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 with five members present.
(Trustees Birks and Quijano arrived late.)

III. AGENDA REVIEW

No changes.

IV. PUBLIC COMMENT

None.

V. CONSENT AGENDA

Consideration and approval of:

- January 9, 2017 Regular Board Meeting Minutes
Trustee Frey moved to approve the consent agenda. The motion was seconded by Trustee Schulz. The motion carried unanimously, 5 – 0.

VI. REPORTS

a. Director's Report (January 2017) – Slivken

The written report was accepted as presented. In addition to the report, Mr. Slivken touched on several points included in the written report:

- Old Town Library Manager Eileen McCluskey will begin on February 27
- Book Bike will hopefully be in operation by the end of May
- All staff will receive training on the new Disaster and Emergency Response Plan by the end of April. Special thanks to Currie Meyer for heading up the plan and the trainings.
- Encouraged board members to attend some or all of the spring Author Series
- A new board member was selected and will be present at the March board meeting. Her name is Valerie Arnold. Both President Gabel and Mr. Slivken were present for the interviews and the interview committee asked for their input on the candidates.

b. Financial Report (January 2017) – Barnes

Trustee Wise inquired if Mr. Barnes received the request from the January board meeting to provide a balance sheet that included buildings, equipment, inventory, etc. as part of the quarterly reports in order to see the whole picture. There was also a question in January with regard to commodity expenditures. Trustee Wise noted those numbers are over by quite a bit and asked why. Mr. Barnes apologized that he didn't know about the request for clarification/information and will provide answers next month.

Trustee Colby inquired about the budget difference for the transfer to the Capital Projects Fund when there was no budget or actual transfer made. Mr. Barnes agreed that a budget difference should also have been "0" and will make that correction.

c. Legal Status Report – Seter

Mr. Seter indicated there is nothing to report in addition to what was included in his written report.

d. Communication Plan for Years 2 & 3 of Strategic Plan – Watson-Lakamp

Communications Manager Paula Watson-Lakamp presented via PowerPoint the plan for communications as it relates to years 2 and 3 of the current Strategic Plan. Following the presentation and brief question and answer session, Trustees thanked Ms. Watson-Lakamp for the informative presentation.

VII. UNFINISHED BUSINESS

a. Status of Master Facilities Plan - Slivken

Executive Director Slivken reported that the architects will let him know tomorrow or the next day about their plans to return to Fort Collins. He will inform the board of these plans as soon as he can.

b. 1st Step in Policy Review - Quijano

Vice President Quijano initiated a discussion about whether or not it would be worthwhile to revisit the 2007 Intergovernmental Agreement (IGA) between the Library District, City of Fort Collins, and Larimer County. Mr. Seter noted that he estimates about 80% of what is in the IGA is now obsolete. President Gabel expressed her thoughts and thinks it would be worthwhile to have Mr. Seter review it.

Vice President Quijano moved to ask Mr. Seter to review the Intergovernmental Agreement and bring his findings back to the board before any further action is taken.

There was a second by Trustee Schulz. Discussion: Trustee Wise noted the importance of the historical aspect of the IGA and expressed concerns related to losing that if the current IGA is revised and portions that are no longer relevant are deleted. Mr. Seter clarified that it would still exist and be retrievable. Trustee Frey commented that he agreed it would be worthwhile to review the IGA every two years or so. Mr. Seter indicated he could include a summary in his monthly Legal Status Report as a means to share his findings and would keep the cost to a minimum. ***The motion carried unanimously, 7 – 0.***

Vice President Quijano then indicated she would like to review the policies, starting at the beginning, and see if they can be streamlined by removing duplicative policies. Trustee Colby asked that the board receive the section of policies she referred to in the board meeting packets for March so members have time to review them. She agreed and will send them to Ms. Langren for inclusion in the March meeting packets.

The board received a hand-out regarding the Collections Policy and will review it together in March.

President Gabel announced that all board members will receive a copy of The Successful Library Trustee Handbook by Mary Y. Moore next month.

c. Public Comments – Gabel

President Gabel reported that she met with Executive Director Slivken and Vice President Quijano to consider revising the current Public Comment statement on the meeting agenda. In the end, they agreed that changing the wording won't necessarily change a person's behavior and are hesitant to potentially violate any one's First Amendment rights.

Trustee Wise noted that he understands the concerns but feels it is useful to have high expectations; it is not out of place for people to be respectful and civil in their comments.

Trustee Frey agreed that changing the wording isn't the solution, but feels it is the responsibility of the President to be active in maintaining stability at the meetings. He added that an opening comment from the President outlining the expectations of respect and civility would be beneficial. President Gabel agreed and thanked everyone for their input.

VIII. NEW BUSINESS

a. Presentation of Proposed Slate of Officers – Nominating Committee

Trustee Birks read the proposed slate of officers:

President:	Linda Gabel
Vice President:	Amanda Quijano
Secretary/Treasurer:	Fred Colby

The floor was then opened to allow for other nominations. There were none. This proposed slate will be voted upon at the Annual meeting on March 13, 2017.

IX. ANNOUNCEMENTS

Friends of the Library (FOL) Update - Wise

Trustee Wise reported that:

- The board approved tiers 1 & 2 of the Wish List; \$63,000 in total
- Book sale at Old Town Library in January; no figures yet
- The next book sale will be in March at Harmony Library
- Tomorrow is the Kevin Cook program at 1 p.m.
- The Friends tried to capture volunteer hours for 2016, but there was a glitch. Did manage to capture 7,800 hours which is pretty remarkable.

Library Trust Update – Colby

Trustee Colby reported that:

- The President is leading the Trust on a path of formalizing procedure. For example, they are working on a written understanding of how incoming unrestricted funds should be designated.
- Funds in the Trust endowment fund at the Community Foundation of Northern Colorado continue to grow with the addition of the latest Colorado Gives campaign in December.

- They are working to become more structured and are open to having help from the Library District IT and Communications Departments.

X. ADJOURNMENT

Trustee Frey moved to adjourn the meeting at 5:37 p.m. Vice President Quijano seconded the motion. It carried unanimously, 7 - 0.

Respectfully submitted,

Cynthia Langren
Recording Secretary