

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

**April 10, 2017
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
EXECUTIVE DIRECTOR:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Valerie Arnold
Fred Colby
John Frey
Linda Gabel
Amanda Quijano
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon	Mark Huber
Jeff Barnes	Cynthia Langren
Holly Bucks	Eileen McCluskey
Kim Doran	Currie Meyer
Ken Draves	David Slivken
Vicky Hays	Rob Stansbury

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC

I. CALL TO ORDER

President Gabel called the meeting to order at 4:00 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None.

IV. CONSENT AGENDA

Consideration and approval of:

- March 13, 2017 Annual Meeting Minutes

Trustee Frey moved to approve the consent agenda. The motion was seconded by Trustee Schulz. The motion carried unanimously, 7 – 0.

V. REPORTS

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

Mr. Slivken verbally touched on the items in his written report and asked if there were any questions.

Trustee Wise inquired when the Tax Incremental Financing (TIF) presentation will be. Mr. Slivken indicated that it will be in the next couple of months.

Trustee Wise asked if the District has taken a position on the broadband issue mentioned in the report. Mr. Slivken responded that it has not.

Trustee Schulz expressed appreciation for the outreach efforts to seniors and asked if the volunteers would be from the library or from the outside. Mr. Slivken indicated it would be from both.

b. Financial Report (1st Quarter 2017) – Barnes

Mr. Barnes provided a written report in the board packets and briefly highlighted that expenditures are 21% of the annual budget and that a significant portion of the first payroll in January and vendor invoices paid in January are considered costs incurred in 2016, so it is not surprising that expenses are under budget at this point.

Trustee Wise asked for clarification re: the commodities page which shows 44% of budget spent already. Mr. Barnes explained that is due to several database annual renewal payments and the timing of those payments.

c. Legal Status Report – Seter

Mr. Seter reiterated a couple of points included in the written report and concluded that the bylaws do not require revision from a legal standpoint, but stylistic minor changes could be made should the board desire.

Vice President Quijano made a motion that before the next board meeting she, and anyone who wants to help, will make suggested revisions of the bylaws and remove duplications in the policies for approval at the meeting.

Discussion: Trustee Colby stated he would support the motion if the review could be next month and approval the month following that. Trustee Frey suggested a bylaws committee be formed to undertake this task and bring a recommendation to the board. Wise suggested the bylaws be reviewed and finalized first, and then address the policies. Frey suggested the bylaws committee review them on an annual basis.

Vice President Quijano amended her motion which is to form a bylaws review committee which will, within a week prior to the next meeting, come up with a draft revised bylaws.

Discussion about the timeline in the amended motion ensued. Vice President Quijano was asked if she would accept ***removing the timeline from her motion and she agreed*** as long as the committee is agreeable to being nudged, in order to meet deadlines, if needed.

There was a second by Trustee Colby. The motion carried unanimously, 7 – 0.

Trustees Schulz and Frey volunteered to be on the Bylaws Review Committee, along with Vice President Quijano.

d. IT Report – Huber

IT Manager Mark Huber gave a PowerPoint presentation entitled: *Library Network 2017 Overview*. The overview included information about the current City/District infrastructure, how the branches are connected via fiber links using the Platte River Power Authority ring, and internet access through Fort Collins Community Network via CSU. The current library network design was discussed as well as some of the challenges that design presented when making changes that impacted the larger City network like internet failover and redundancy. The City has proposed making some changes to the library network that would simplify the structure. The next steps are to continue to discuss the network redesign with City IT while also evaluating the feasibility of an independent IT infrastructure. Public wireless service is, essentially, a separate network and the SA department will improve public wireless at Harmony Library this year by upgrading the wireless Access Points.

VI. UNFINISHED BUSINESS

a. Master Facilities Plan Update – Slivken

Executive Director Slivken reported that the consultants met last week with several community groups as well as the Poudre Library Trust, this board, and the library leadership team (LLT). The only area where there was not a good turnout was with the non-users group, but there is an option to capture that group via a phone survey. Outreach Manager Johanna Ulloa will be meeting with Spanish users this weekend. Mr. Humphries plans to present at Staff Day on May 12.

Before the final report is given to the district, there are some things that can be done in the meantime to address some facility issues. Mr. Waters concluded that the libraries have too many books on the shelves; they are crammed full. He feels that makes browsing harder.

At Executive Director Slivken's request, Collections Manager Tova Aragon met with building managers to create a plan to weed materials soon. Also, instead of weeding on an annual basis which has been the practice in the past, there will be an ongoing, living document that will outline where the collection should be at all times. The discards will also benefit the FOL for their used book sales as they have been lacking in adult fiction.

b. Follow-up on Policy Review Process – Quijano

Vice President Quijano explained what is hoped to be a streamlined process for reviewing and updating policies. The plan is for the board to receive a current policy and proposed revisions for consideration. At the meeting there will be opportunity to discuss any concerns about the proposed revisions. The revision before the board today is the Behavior Policy which will be addressed later on the agenda.

VII. NEW BUSINESS

a. Directing Change Statement – Slivken

Executive Director Slivken attended a workshop in February on advocacy for non-profits at the Community Foundation for Northern Colorado. Several members in attendance wanted to form a more cohesive non-profit alliance to advance their programs. They formed the following statement which is essentially their mission statement.

“We treat all people with dignity and respect, regardless of race, religion, gender identity, disability, nationality, country of origin, or belief system. We, a growing collective of nonprofits in the community, are committed to making Fort Collins a great place to live for everyone. We will continue to advocate for and provide quality services to all who need them.”

Mr. Slivken asked if the board would like to endorse this statement for Directing Change and added that the District partners with a lot of these organizations. Supporting the statement would be a positive gesture.

There was a motion by Trustee Frey to endorse this statement to show support for the Directing Change organization and non-profits in general. There was a second by Vice President Quijano. It passed by a unanimous vote, 7 – 0.

b. Executive Director's Goals and Objectives - Slivken

Executive Director Slivken referred to the list included in the board packet. He reiterated that this is a draft document and added that the library's leadership team (LLT) has not had a chance to review it yet. He plans to bring this to LLT once a month for input and to make sure that he is on task. He asked that the board review it and let him know if anything needs to be changed. Secretary/Treasurer Colby noted the IT department is not included. Mr. Slivken will make sure they are brought into the fold. President Gabel reminded the board that the annual evaluation of the Executive Director will be in December.

c. Behavior Policy DRAFT – Slivken

Executive Director Slivken referred to the draft revised behavior policy in the packets. He explained that the current behavior policy is on the harsh side and gave examples. He noted that the protocols/guidelines were taken out, leaving a concise policy. Guidelines will be approved by the Executive Director and will remain what staff uses to enforce the policy.

Trustee Wise suggested a change to the last sentence in the fourth paragraph to the word “trespass”. Trustee Frey agreed and suggested the word “trespass” be replaced with wording such as “prevented from entering”.

It was also suggested that information about the appeal process be added at the end of the policy.

Mr. Slivken will incorporate these suggestions and will present a revised policy for the board to approve next month.

VIII. ANNOUNCEMENTS

Friends of the Library (FOL) Update - Wise

Trustee Wise reported that:

- The March sale brought in \$8,000
- There was concern about the loss of the green book removal service March 31. That means that books that cannot be sold can't be recycled anymore, so the district will have to do something else with those books.
- The FoCo Book Festival, Books & Beats, will be October 21

IX. ADJOURNMENT

There being no other business before the board, ***Vice President Quijano moved to adjourn the meeting at 5:40 p.m. Trustee Frey seconded the motion. It carried unanimously, 7 - 0.***

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Fred Colby
Secretary/Treasurer