

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

**May 8, 2017  
4 p.m.**

Harmony Library  
4616 S. Shields 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  
Linda Gabel  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

John Frey  
Amanda Quijano

**DISTRICT STAFF PRESENT:**

Tova Aragon	Eileen McCluskey
Jeff Barnes	Currie Meyer
Ken Draves	David Slivken
Audrey Glasebrook	Sabrina Stromnes
Mark Huber	Rob Stansbury
Erin Kirchoefer	Johanna Ulloa
Cynthia Langren	Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

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

**I. CALL TO ORDER**

President Gabel called the meeting to order at 4:03 p.m. and declared a quorum of the board present.

**II. AGENDA REVIEW**

No changes.

### III. PUBLIC COMMENT

Staff member Rob Stansbury shared a comment from a woman who stopped him today while running a business-related errand in the Library District van. She wanted him to know that that every penny that she is paying extra on her property taxes is worth it because of the library district.

### IV. CONSENT AGENDA

#### Consideration and approval of:

April 10, 2017 Regular Meeting Minutes

***Trustee Colby moved to approve the consent agenda. The motion was seconded by Trustee Wise. The motion carried unanimously, 5– 0.***

### V. REPORTS

#### a. Director's Report (April 2017) – *Slivken*

Mr. Slivken briefly spoke about the items in his written report and asked if there were any questions. There were none and the report was accepted as presented.

#### b. Financial Report (April 2017) – *Barnes*

Jeff Barnes highlighted several items from the April financial report including that two departments – Collection Development and Programming – are above the year-to-date budget.

Trustee Wise asked whether the Collection Development budget was due to timing or if the budget would be exceeded for the full year. Mr. Barnes responded that due to outside funding for collection items and some items that were expected to be paid late in 2015 but actually were incurred in 2016, that the budget would exceed the annual amount budgeted. The budget could be amended to increase the total for these items or allocations made from areas that will be underspent which would not require a formal budget amendment. Mr. Wise requested that more details be provided at the next board meeting.

#### c. Legal Status Report – *Seter*

Mr. Seter updated the board on two items included in the written report:

- The review of the Intergovernmental Agreement (IGA) is on track and a written summary will be provided soon.
- The review of the bylaws continues; he is working with the board's Bylaw Committee on a draft document that they hope to present to the board as a whole in June.

#### d. Impact Team Presentation – *Aragon, Kirchoefer, & Ulloa*

The Impact Team, comprised of Tova Aragon, Erin Kirchoefer, Johanna Ulloa (and member at large Katie Auman who was not present) gave an overview of the team's purpose and mission. The purpose of this new team is to provide guidance, assistance and support to

the library staff in creating systematic and valuable processes for monitoring and evaluating programs and services that support the District's vision to be responsive and integral to the fabric of our community.

They will carry this out in these ways:

- Assist in creating evaluation tools for programs and services
- Provide tools for monitoring activities listed in logic model
- Assist staff in evaluating the impact of their program or service
- Assist staff in creating user friendly reports for stakeholders, community and staff
- Guide managers in using evaluation and data analysis for decision making, funding cycles, and allocation of resources

Discussion ensued about the statistical report with suggestions for changes. Ms. Aragon distributed surveys for the members to fill out and return.

## VI. UNFINISHED BUSINESS

### a. Revised Behavior Policy (APPROVAL) – *Slivken*

Executive Director Slivken presented a revised policy to the board that incorporated the suggestions brought up at the April board meeting.

***There was a motion by Trustee Colby to approve the revised Behavior Policy as presented. Trustee Schulz seconded the motion. It carried unanimously, 5 – 0.***

## VII. NEW BUSINESS

### a. Staff Day, May 12 – *Slivken*

Executive Director Slivken reminded the board that the annual Staff In-service Day is on Friday this week and encouraged members to attend. Trustee Arnold asked that the agenda for the day be sent to her. Trustees Wise, Colby and Gabel have RSVP'd.

### b. Innovation Contest - *Slivken*

Executive Director Slivken reported that his predecessor set aside \$10,000 to support innovation in library services. To use those funds, he decided to hold a contest for staff. Staff were invited to submit their innovative ideas to incorporate into our library services. The contest ended April 15 and the winner will be announced at Staff Day on May 12. He added that there were about 10 staff who submitted several great ideas and it was tough to select a winner.

### c. Board Retreat – *Gabel*

Before addressing the board retreat topic, President Gabel wanted to discuss the July board meeting. She noted that the board typically does not hold its July meeting due to lack of agenda items and/or vacation plans. She indicated there is an author visit on the same date as the board meeting, July 10, which she would like to attend. Trustee Arnold indicated she would like to attend the visit as well. Trustee Schulz said she will be out of town on that date. The remaining members indicated they could still meet if there is a

need to. President Gabel will revisit this at the June meeting when Trustee Frey and Vice President Quijano are present and can weigh in.

With regard to the board's annual retreat, President Gabel reminded the board that it is usually held during August or September. She asked that if members have any ideas for topics to cover at the retreat to send them to her. She requested that Ms. Langren send out a poll and find out which Fridays in September will work for the group so that a date and location can be reserved.

#### VIII. ANNOUNCEMENTS

##### **Friends of the Library (FOL) Update - Wise**

Trustee Wise reported that:

- The FOL won an award for the United Way Volunteer Hero Award in the Education category
- Book removal service
- Trust member Linda Hopkins shared her concerns about the Facilities Master Plan consultants
- The FOL enjoyed a presentation by PRPLD staff member Diane Tuccillo and teen Samantha Yee who attended a conference in Denver that was paid for by the FOL.
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**How'd We Do Listing - #22.** Trustee Arnold shared that she was taken aback at the manager's response to the patron when she included in her statement that while it is appreciated when people choose to do so, we do not expect people to act with respect, civility, and kindness. Ms. Langren will send the entire response to Trustee Arnold so she can see the full context.

#### IX. ADJOURNMENT

There being no other business before the board, ***Trustee Schulz moved to adjourn the meeting at 5:20 p.m. Trustee Arnold seconded the motion. It carried unanimously, 5 - 0.***

Respectfully submitted,

*Cynthia Langren*

Cynthia Langren  
Recording Secretary

Fred Colby  
Secretary/Treasurer