

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

**August 14, 2017
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

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, Secretary/Treasurer
John Frey
Linda Gabel, President
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Amanda Quijano, Vice President

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Holly Bucks
Chris Cortez
Kim Doran
Vicky Hays
Angela James
Mark Huber

Cynthia Langren
Eileen McCluskey
Currie Meyer
Peggy Shaughnessy
David Slivken
Sabrina Stromnes
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Cameron Richards, Legal Counsel
Kim Seter, Legal Counsel
Robin Gard, Friends of the Library
Rich Alper, Poudre Library Trust

I. CALL TO ORDER

President Gabel called the meeting to order at 4 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 June 12, 2017, Regular Meeting Minutes

Trustee Frey moved to approve the consent agenda. The motion was seconded by Trustee Arnold and carried by a unanimous vote, 6– 0.

V. REPORTS

a. Director's Report (June & July 2017) – Slivken

Mr. Slivken briefly spoke about the items in his written report highlighting:

- The addition of a projector, which was in direct response to a patron's suggestion, to the Gadgets collection and is now available for check-out.

Trustee Wise asked if the checkout time for items in the Gadget collection should be shortened since there is only one of each gadget; three weeks seems too long. Executive Director Slivken will check into this.

- This year's Summer Reading Challenge has broken new records.
- The BookFest is on Saturday, October 21.
- Harmony Library has a new wireless upgrade.
- Staff is currently looking into options for replacing the AC compressor at Old Town Library.

Trustee Wise encouraged Executive Director Slivken to replace the old units without further ado.

Trustee Wise complimented Manager McCluskey on the new layout of the entryway at Old Town Library. He finds it much more open, welcoming, and easy to see where the checkout stations are.

b. Financial Report (June & July 2017) – Barnes

Jeff Barnes highlighted several items from the report including the information the board requested last time for personnel costs. Trustee Wise commented that it appears the managers are doing a wonderful job managing employee time.

Trustee Wise had a question about an item on page 2 of the report about the *construction in process* account and balance. Mr. Barnes answered it was the preliminary cost of the elevator refurbishment incurred in 2016.

c. Legal Status Report – Seter

Mr. Seter distributed two additional documents: 1) Supplemental Status Report re Facilities Planning Contract and 2) Supplemental Status Report re City and County IGA Review. He noted that the report re the IGA reflects items that have been completed and there are notations on portions that are already governed by statute. No action is required at this time and he does not believe it is necessary to draft a new IGA. He added that the second item, the one re the facilities plan, is listed on today's agenda and will be discussed then.

Mr. Seter added that at the last board meeting, his firm was asked to summarize financing options the Library District can consider to fund the facilities plan. That summary is included in the original Legal Status Report on page 2. Mr. Seter recommends the lease/purchase financing as the best option and explained why.

d. History Connection Demonstration – Shaughnessy

Ms. Shaughnessy demonstrated the newly revised History Connection website and its various components. The board was very appreciative of the presentation and expressed how pleased they were with the new site.

VI. UNFINISHED BUSINESS

a. Master Facilities Plan (MFP) Update – Gabel & Seter

President Gabel explained that she asked Mr. Seter to draft a notice of termination of contract with Humphries Poli Architects, P.C. that he handed out earlier. In order to terminate the contract, the board needs to take this action.

Trustee Wise moved to authorize President Gabel to sign the letter to terminate the Professional Services Agreement with Humphries Poli Architects as drafted by Mr. Seter. There was a second by Trustee Frey and the motion carried unanimously, 6 – 0. President Gabel will sign the letter and see that it is sent to Mr. Humphries tomorrow.

b. Board Retreat (September 11) - Gabel

President Gabel suggested that the bulk of the time at the retreat be dedicated to the Master Facilities Plan process. It is imperative that the board decide where to go from here and in a timely manner.

She noted that the start time on the 11th will be 8:30 a.m. with 30 minutes for getting coffee, chatting and settling in for the rest of the day. She suggested that Mr. Barnes and Mr. Slivken search for and provide the board members with recently completed facilities plans from other libraries so the group can determine what it wants in a plan and what it doesn't which will help better formulate the next RFP. She asked the group what their thoughts are about asking Mr. Barnes to talk to the second, third, and fourth place bidders from the first round to do a presentation at the retreat.

Trustee Colby indicated he is hesitant to have presentations as it makes sense for the board to first reach an agreement on what when went right and what went wrong first. There was consensus to wait before having any presentations. President Gabel said she is open to ideas for the retreat. It was agreed that a facilitator is not necessary. Trustee Wise suggested that agenda topics be set at 90 minutes or less to help keep the group on task.

President Gabel inquired if the group would like to review the Strategic Plan at the retreat. Trustee Schulz suggested a 30-minute update and that it doesn't necessarily have to be done at the retreat. Trustee wise agreed and suggested the group stick to the Facility Plan.

Mr. Seter was asked to take care of the public notice for the Board retreat and regular meeting that will follow.

VII. NEW BUSINESS

a. Lending Policy Revision, 1st Reading – Slivken

Executive Director Slivken presented, via PowerPoint, the proposed revisions to the library lending policy and outlined the reasons for them. The revisions are:

1. Fine-free Children's and Teen materials
2. Limited library card for children and teens and new residents
3. Teacher library card for classroom collections

Research suggests that one barrier to library access is fines for late items. The Colorado State Library recommends public libraries eliminate fines for children and teen materials. Local data was included in the presentation drawn from the Poudre School District and the Library District. The change in lending policy is just for fines and not lost materials. The Library will still hold patrons responsible for lost or damaged materials, following its current protocols.

Trustee Wise had questions about the cause and effect of fines on the low circulation of that group, specifically, he would like to see data within a reasonable amount of time showing the revision is having a positive effect.

Trustee Frey suggested the board adopt this as a trial policy for perhaps one year and see what the outcome is.

President Gabel reminded the board that this is the first reading and action will be taken at the September board meeting.

b. Budget Study Session - Gabel

President Gabel explained the background of the annual study session to discuss the next year's budget. A special meeting is usually held in late September. A draft

budget is usually included in the October board packet and then it is approved at the November board meeting.

After a brief discussion, it was agreed that September 21 from 4 – 6 p.m. works for all. Ms. Langren will find a location and send out a meeting invitation to the board and appropriate staff.

VIII. ANNOUNCEMENTS

a. Poudre River Friends of the Library (FOL) Update - Wise

Trustee Wise reported that the Friends of the Library voted to give the Library District an additional \$3,000 for the purchase of more Summer Reading Challenge prizes. They have also given the District \$30,000 for the Wish List and the July book sale was a great success.

b. Poudre River Library Trust Update – Colby

Nothing to report this month.

IX. ADJOURNMENT

Since there was no other business before the board, Trustee Frey moved to adjourn the meeting at 5:24 p.m. Trustee Arnold seconded the motion, which carried unanimously, 6 - 0.

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Fred Colby
Secretary/Treasurer