

**Meeting Minutes
Board of Trustees
Regular Meeting
March 18, 2024 — 4:00 pm
Council Tree Library**

Board Members Present:

Fred Colby
Josh Fudge
Hilary Herrmann
Corey Radman (virtual)
Matt Schild

Board Members Absent:

Randyn Heisserer-Miller
Anuja Riles

Staff Present:

Xochil Arellano
Katie Auman
Kristen Draper
Ken Draves
Holly Fritz
Amy Holzworth
Mark Huber
Angela Kettle
Cynthia Langren
Diane Lapierre
Sabrina Leslie
Selena Paulsen
Serina Pulido
Monique Ramos
Rob Stansbury
Jenny Thurman

Others in Attendance:

Elizabeth Dauer, Legal (virtual)
Laura Puls, FRCC
Kathy Marquis, FOL
Pat McGinley

1. CALL TO ORDER AND DECLARATION OF QUORUM

President Schild called the meeting to order at 4:04 p.m. and declared a quorum present.

2. AGENDA REVIEW

It was noted that Kathy Marquis would be giving the Friends of the Library Update; not Trustee Radman.

3. PUBLIC COMMENT:

No comment

4. APPROVAL OF MINUTES

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Trustee Colby moved approval of the minutes as presented. Trustee Fudge seconded the motion. It carried unanimously, 5 – 0.

5. REPORTS

a. Director’s Report – *Diane Lapierre*

Ms. Lapierre highlighted items in the written report and then asked Ken Draves and Kristen Draper to give a brief presentation on our Social Services partners including Homeward Alliance and Outreach Fort Collins in 2023. In addition, coming in 2024 are Summitstone Health Partners and CSU Occupational Health Partners. There will be now be someone available at Old Town Library to provide services seven days a week.

b. Financial Report – *Amy Lyons*

Ms. Lyons presented the February 2024 financial report.

There was a motion by Trustee Colby to approve the February 2024 financial report as presented. Second was made by Trustee Fudge. The motion carried by unanimous vote, 5 – 0.

c. Legal Status Report – *Elizabeth Dauer*

Ms. Dauer referred to the Surplus Property Resolution included in the Legal Status Report and asked for the board’s approval. ***Motion was made by Trustee Herrmann to approve the resolution as presented. Second by Trustee Colby. The motion carried unanimously, 5-0.***

6. UNFINISHED BUSINESS

a. Urban Renewal Authority (URA) Representation - *Draves*

Deputy Director Draves presented the background information on the URA and asked for a volunteer from the board to take outgoing member Colby’s place to represent the Library District. President Schild volunteered and will meet with Trustee Colby soon to be briefed.

b. New Board Member Recruitment Update – *Auman*

Communications Manager Auman reported that Vicki Woods was selected as our board member. She has been confirmed by the County and will be confirmed by the City soon. Both reappointments will be confirmed at the same time. Ms. Woods will be seated at the April 8 board meeting.

c. Policy and Procedure Definitions – *Draves and Meyers*

Mr. Draves displayed the definitions on the screen and discussed each one: 1) Policy 2) Procedure 3) Rules/Guidelines 4) Foundational Statements 5) Mission, Vision and Value Statements. The next step is to reconvene the team and create a schedule for the board’s review.

Trustee Colby suggested inserting this document at the beginning of the updated policy manual. ***There was a motion to approve the Library Governance and Operational Definitions as presented. There was a second by Trustee Herrmann. The motion carried unanimously, 5 – 0.***

7. NEW BUSINESS

a. **2024 Goals & Measurements**

Executive Director Lapierre gave an overview of the draft 2024 goals list that the leadership team has been working on. She indicated that work plans will be built around each one and that some will require teams to work on the plans. There was a discussion about the key performance indicators (KPIs) and it was suggested that a bullet be added to explain the “why.”

The leadership team will continue to work on this list of goals and measurements and it will come back to the board next month.

b. **Review the Annual Administrative Resolution – Dauer**

Ms. Dauer explained that the Annual Administrative Resolution is the document that the board reviews and approves of each year at its Annual meeting. It was included in the packets this month for review only. Approval will be requested at the April 8 Annual meeting. If anyone sees any changes that need to be made, please contact Ms. Dauer directly so she can have a final copy available for that meeting.

c. **Proposed Slate of Officers – Schild**

It was agreed that Trustee Herrmann would be tasked with speaking with each board member and bringing a proposed slate of officers to the April board meeting.

8. ANNOUNCEMENTS

a. **Friends of the Library Update – Robin Gard, FOL**

- The FOL’s warehouse is completely full. When the weather warms up, they will work on that.
- The FOL is currently working on membership incentives
- There is an upcoming used book sale at Harmony April 11th – 14th

b. **Library Trust Update – Selena Paulsen**

- The Trust did not meet, but there is an event coming up – Wednesday, April 3 is Giving Day. More about that can be found on the Trust’s website.

c. **Board Member Appreciation**

Outgoing member Colby was recognized for his contributions and years of service on the board. A Proclamation penned by Trustee Radman was read and signed by President Schild and then presented to Mr. Colby. A plaque was also presented to him. Everyone in attendance collectively expressed their appreciation as well.

10. ADJOURNMENT

There being no other business before the board, Trustee Colby moved to adjourn at 5:26 p.m.
Trustee Fudge seconded the motion. It passed 5-0.

Respectfully submitted,

Cynthia Langren
Recording Secretary

Randyn Heisserer-Miller
Secretary/Treasurer