

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

**December 9, 2013
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Robin Gard	204-4927
VICE PRESIDENT:	John Frey	482-0212
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jennifer Birks
John Frey
Linda Gabel
Robin Gard
Mike Liggett

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Kim Seter, Legal Counsel
Elizabeth Dauer, Legal Counsel

BOARD MEMBERS ABSENT:

Cara Neth (excused)
Maddy Wawro (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes	Cynthia Langren
Jean Bosch	Currie Meyer
Holly Carroll	Rob Stansbury
Barbara Crandall	Paula Watson-Lakamp
Ken Draves	
Carol Gyger	
Vicky Hays	

I. CALL TO ORDER

President Gard called the meeting to order at 4:00 p.m.

II. AGENDA REVIEW

Add under Unfinished Business, D. Continuation -Tax Increment Finance (discussion).

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

There was a motion by Trustee Gabel to approve the November 11, 2013 meeting minutes as presented. The motion was seconded by Trustee Frey. The motion carried unanimously, 5 – 0.

V. REPORTS

A. DIRECTOR'S REPORT

The November 2013 written report was accepted as presented.

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Gabel reported that the committee has not met.

2. Human Resources Committee

President Gard reported that the committee has not met.

3. Policy Committee

Trustee Frey reported that the committee met and there is an item on the agenda today re: the Motor Vehicle Transportation Policy. The committee will be meeting again on December 19.

4. Nominating and Board Development Committee

President Gard reported that the committee met today and is planning a slate of officers for next year.

C. FINANCIAL REPORT

Mr. Barnes presented the November 2013 Financial Report to the board. The report was accepted as presented.

D. LEGAL REPORT

The November 2013 Legal Status Report was accepted as presented.

VI. UNFINISHED BUSINESS

A. Library Park Landscape Update – Carroll

In addition to news that was already included in the written Director's report, Executive Director Carroll reported that due to the extremely cold temperatures, work has been put on hold. The Tivoli lights are here, awaiting installation.

B. Library Trustee Fund-raising Update – Carroll

Executive Director Carroll reported that the donor wall is nearly complete with the exception of a couple of names. This is to be finished in the New Year. She also reported that Colorado Gives Day is tomorrow. So far, 8-9 donations have come in.

President Gard noted that there will be a celebration when everything is final.

C. Motor Vehicle Transportation Policy - Frey

Vice President Frey reported that the Policy Committee met and discussed this policy. Mr. Seter provided liability advice. The policy was read aloud. Trustee Birks inquired if there is a cost impact to do this. Mr. Barnes said there will be an impact, but not very significant since the need to use a vehicle is rare; maybe twice a year.

Trustee Liggett moved to approve the motor vehicle policy as presented. There was a second by Trustee Gabel. The motion carried unanimously, 5 - 0.

D. Community Forum invitation from Darin Atteberry - Carroll

Executive Director Carroll received an invitation from City Manager Atteberry to attend a community forum on Urban Renewal Authority issues. She will attend and represent the District. If anyone else is interested, please let Holly know. Trustee Gabel indicated that she would like to be at subsequent meetings as needed.

The Board had asked Carroll to check to see if there is any legislation regarding this issue. She reported that currently nothing is being done. Colorado Municipal League is likely to fight it.

President Gard wondered if the District should approach the Mayor of Timnath again. Trustee Liggett feels it's wise to request that Carroll go ahead and meet with the Mayor regardless of the URA issue. It is important to have an introductory meeting and touch base.

VII. NEW BUSINESS

A. none

VIII. INFORMATION AND ANNOUNCEMENTS

A. Budget 101 – Carroll, Barnes, and Gabel

Mr. Barnes gave a presentation explaining the budget process. Vice President Frey suggested there be a work session in October to go over the budget. The

Board then discussed how much they want to be involved in budget. Trustee Liggett suggested that Mr. Barnes include in his monthly financial report any upcoming changes the board should be aware of. This suggestion was agreed upon by all.

Mr. Barnes noted that he will email this presentation to the two absent board members.

B. Employee Engagement Survey Presentation - Carroll & Draves

Executive Director Carroll presented the results of the recent employee survey. Overall, the results were very good and the leadership team is very pleased with them. Results have been shared with staff.

There will be a work group that will look into the lower rated staff recognition result to see how that can be improved and staff will also focus on the top rated question as well to explore what is working and how it can be further improved.

C. Board Meeting Schedule - 2014

The 2014 meeting schedule was distributed to all.

IX. TRUSTEE REPORTS AND COMMUNICATION

President Gard:

- Attended with Carroll the FC150 meeting (celebrating 150 years of Fort Collins) and making sure that the library is included.
- The Wish list was presented to the Friends of the Library – that list will be included in the next packet as an FYI.
- Along with Carroll, met with and took two new City Council members on a tour of Old Town Library.
- Staff Day is on January 10, board members are invited to attend. Please let Cynthia Langren know if you would like to attend.
- Would like to spend about 15 minutes at the next board meeting to talk about things for next year.

X. ADJOURNMENT

Vice President Frey moved to adjourn the meeting at 5:23 p.m. Trustee Gabel seconded the motion, which carried unanimously, 5 – 0.

Respectfully submitted,

Cynthia Langren, Recording Secretary