

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

**January 13, 2014
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
Cara Neth
Maddy Wawro

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Elizabeth Dauer, Legal Counsel
Kathleen Riepe
Mercella Wells
Tom Leeson, City of Fort Collins

BOARD MEMBERS ABSENT:

Mike Liggett (excused)

DISTRICT STAFF PRESENT:

| | |
|------------------|---------------------|
| Tova Aragon | Carol Gyger |
| Jeff Barnes | Cynthia Langren |
| Jean Bosch | Currie Meyer |
| Holly Carroll | Rob Stansbury |
| Barbara Crandall | Paula Watson-Lakamp |
| Kristen Draper | |
| Ken Draves | |

I. CALL TO ORDER

President Gard called the meeting to order at 4:02 p.m.

II. AGENDA REVIEW

President Gard announced an addition to the agenda:

New Business, C. Resolution (as proposed by Mike Liggett)

III. PUBLIC COMMENT

Marcella Wells – Proposed an idea. The Wilderness Act of America turns 50 in September this year. The Forest service is doing many national initiatives. Locally, she would like to mount a wilderness art show that will be at several venues. She thought perhaps the library would like to collaborate in some way. President Gard thanked Ms. Wells for coming and will make sure the appropriate staff has her contact information.

IV. APPROVAL OF MINUTES

There was a motion by Trustee Gabel to approve the December 9, 2013 meeting minutes as presented. The motion was seconded by Trustee Wawro. The motion carried unanimously, 6 – 0.

V. REPORTS

A. DIRECTOR'S REPORT

The December 2013 written report was accepted as presented. Executive Director Carroll noted that in her absence, Ken Draves will be coordinating the annual Martin Luther King Jr. Day walk on January 20. Board members should notify Mr. Draves if interested in participating.

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 met. She expressed thanks to the Library Leadership Team and others who participated in the evaluation for Executive Director Carroll. There will be an Executive Session later to close out the evaluation.

3. Policy Committee

Trustee Frey reported that the committee met and there is an item on the agenda today re: two revised policies for consideration.

4. Nominating and Board Development Committee

Trustee Neth reported that the committee met and have two items to report: 1) The Board self-evaluation process. The committee will be undertaking this starting today. This is for the Board to assess how well they are supporting staff and needs of the District. LLT will participate via Survey Monkey. Trustees will have the written form – President Gard will distribute them. The deadline is January 24. 2) Slate of Officers –this will be discussed next month. The proposed slate:

President: John Frey

Vice President: Cara Neth

Secretary: Jenn Birks

Treasurer: Linda Gabel

C. FINANCIAL REPORT

Mr. Barnes presented the December 2013 Financial Report to the Board. The report was accepted as presented.

D. LEGAL REPORT

The December 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 the project is in the home stretch. Workers are waiting for delivery of the poles for the Tivoli lights. The only remaining item that will be completed by May is the final landscaping and lights for the performance stage. The Annie sculptures are complete and look great.

B. Library Trustee Fund-raising Update – Neth

Trustee Neth reported that the Trust recently elected officers. Bill Mygdal will continue as the President, Tom Peterson as the Vice President, Mike Wright as the Secretary and John Knezovich will continue as Treasurer.

Members are celebrating the end of the campaign and talking about what to do next. Mr. Mygdal introduced a slate of potential committees that will be voted on next month. More concrete fundraising policies will be discussed for next year.

Additional gifts received: \$20k from Woodward Governor, \$5k from Schrader Oil and thanks to Ms. Watson-Lakamp for organizing and getting \$4,300 for the Trust via the Colorado Gives campaign. Also, Noosa Yogurt gave the Trust a share of their total profits from a specific day of business.

The Donor Wall is ordered and will be mounted at Old Town Library in early spring. A celebration will be scheduled shortly thereafter.

VII. NEW BUSINESS

A. Urban Renewal Authority (URA) Presentation – Tom Leeson

Mr. Leeson presented on the URA via PowerPoint. Highlights of the presentation included:

- URA Mission: to remedy blight using Tax Increment Financing; leverage private capital investment; and stimulate sustainable development and public improvement projects.
- Purpose of URA Assistance: Addresses market failure; Acts as a market catalyst; Enhances market outcome
- URA Approved Projects – there are 10 approved and 1 pending
- PRPLD - Since 2005, \$171,813 has gone to URA. In 2013 alone, \$43,093 has gone to the URA.

- Moving forward: URA values its partnerships, would like to improve collaboration and identify win-win solutions. They will have regularly scheduled forums for broader discussion with all partners and to continually improve the process. Upcoming roadshows will provide discussion specific to each district and provide direct feedback to the URA.

President Gard thanked Mr. Leeson for coming and sharing this information with the board.

B. Policy Revisions – Frey

1. Emergency Closures

Vice President Frey explained that the Policy Committee met on December 19 and initially wanted to ask for approval of this version of the Emergency and Inclement Weather Closure policy today. However, after rereading it, he opted to withdraw the approval of this policy from the agenda so that the committee can meet to discuss further revisions.

There was a motion by Trustee Neth to table this item. Trustee Gable seconded the motion which carried unanimously, 6 – 0.

2. Grievance Appeal Process

Vice President Frey provided background information about why this policy was revised in the first place. He said that the committee attempted to start with the City's appeal process policy and delete the parts that do not apply to the District and make it easier for administration to follow. The committee realizes this is just a stop gap measure until such time that an HR person can undertake the project of tailoring the existing policies for the District. The committee recommends approval of this policy as drafted and presented today.

The board discussed and agreed that section E. in 9.3.6 Appeal Process should be removed and wording added to section D to clarify that the Hearing Officer would have the final say, not the Board President.

Trustee Gabel moved to approve the policy with the exclusion of 9.3.6. Section E. and to amend Section D. to include appropriate wording to say that the Hearing Officer shall make the final decision. There was a second by Trustee Birks. The motion passed unanimously, 6 - 0.

C. Resolution (Approval)

President Gard read aloud a resolution drafted by Trustee Liggett. He attended Staff Day and was so moved by the positive energy in the room that he was inspired to write this in appreciation of District staff.

There was a motion by Vice President Frey to approve the resolution as presented. The motion was seconded by Trustee Wawro and carried by a unanimous vote, 6 – 0.

VIII. INFORMATION AND ANNOUNCEMENTS

A. **Maker Spaces Presentation – Gyger-Watson-Lakamp**

Ms. Gyger and Ms. Watson-Lakamp gave the Board a presentation on the Maker Space concept. This is a new term for something that the District is already doing and has been doing for years; incorporating the creation of projects using craft supplies and technology.

IX. TRUSTEE REPORTS AND COMMUNICATION

A. **Friends of the Library 2014 Wish List – Gard**

As an informational item, President Gard distributed the list that was submitted to the Friends of the Library Board in December and added that \$72,000 was given to the District from the Friends.

B. **Reports:**

President Gard:

- Asked if anyone else is interested in becoming the Friends of the Library liaison as she will be stepping down soon.
- Kudos to staff re: Staff Day! The break-out sessions were great – Loved the support everyone gives each other it was uplifting and a good opportunity to realize all of our accomplishments. A big thanks to the Learning Organization Team.
- Author Kent Haruf - if interested in attending dinner let her know
- Ruth Ozeki author visit is coming up on the 19th at 2 p.m. at Council Tree
- Rivkah Sass, the keynote speaker at Staff Day, pointed out we are funded with \$44 per capita and they (Sacramento Public Library) has \$25 per capita. That helps put things in perspective.

Trustee Neth:

- The MLK march is at 11 a.m. Meet in Old Town Square. Program is at the University Center for the Arts at 11:45.
- Attended the last author visit (John Searles) who complimented how nice it is that the university and public libraries work so well together.

Trustee Gabel:

- Attended the John Searles author event which was wonderful.
- Attended Staff Day which was great and noted that the partnership the Library District has with Front Range Community College is something to be proud of.
- While in Chattanooga recently, visited their library which boasts an award winning makerspace. Liked that there was a coffee bar at the check-out area. Went to staff floor to see the maker space area. Was not impressed, but realizes it's probably more what they are doing with maker activities, not the physical space.

X. EXECUTIVE SESSION – the Board may enter into executive session to discuss performance of the Executive Director’s contract pursuant to §24-6-402(4)(e), C.R.S.

The Board adjourned the Executive Session at 6:03 p.m. and re-opened the meeting with a declaration that no action had been taken during the Executive Session.

The Board did not engage in substantive discussion of any matter not enumerated in Section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

Trustee Neth spoke for the Board in offering her thanks and appreciation to Executive Director Holly Carroll for another outstanding year for the District.

XI. ADJOURNMENT

The board adjourned the regular meeting at 6:05 p.m.

Respectfully submitted,

Cynthia Langren, Recording Secretary

Cara Neth, Secretary