

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

**February 10, 2014
4 p.m.**

Harmony Library
4616 S. Shields 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
Cara Neth
Maddy Wawro

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Elizabeth Dauer, Legal Counsel
Jennifer Kutzik

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

| | |
|------------------|---------------------|
| Tova Aragon | Carol Gyger |
| Jeff Barnes | Sue-Ellen Jones |
| Jean Bosch | Cynthia Langren |
| Holly Carroll | Currie Meyer |
| Barbara Crandall | Rob Stansbury |
| Kim Doran | Johanna Ulloa |
| Ken Draves | Paula Watson-Lakamp |

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

None.

IV. APPROVAL OF MINUTES

There was a motion by Trustee Wawro to approve the January 13, 2014 meeting minutes as presented. The motion was seconded by Trustee Frey. The motion carried unanimously, 7 – 0.

V. REPORTS

A. DIRECTOR'S REPORT

The January 2014 written report was accepted as presented. In addition to the written report, Executive Director Carroll noted that:

- She was invited to attend a Tax Increment Financing (TIF) meeting by Linda Hoffman, County Manager who is working towards agreements among the governmental entities in Larimer County.
- The trustee interviews are scheduled for Thursday. There are three candidates to be interviewed. She and Vice President Frey will be in attendance to observe the interviews.

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Gabel reported that the committee will have a recommendation for an item on the agenda today – *Approval to Establish Banking Relationship, First National Bank.*

2. Human Resources Committee

President Gard reported that the committee has not met since closing out the Executive Director's evaluation last month.

3. Policy Committee

Trustee Frey reported that the committee met and there is an item on the agenda today re: approval of the Emergency and Inclement Weather Closure policy.

4. Nominating and Board Development Committee

Trustee Neth reported that the committee compiled the results of the board evaluation. If anyone is interested, there are hard copies available. She noted that all feedback is useful and appreciated.

C. FINANCIAL REPORT

Mr. Barnes presented the January 2014 Financial Report to the Board. The report was accepted as presented.

D. LEGAL REPORT

Ms. Dauer explained that the draft copy of the Annual Administrative Resolution was included in the packets today just as an informational item. Feel free to review and let her know of any corrections. The board will be asked to approve this resolution in March at the Annual meeting. She noted that starting next year, the date of the Annual meeting is likely to change from March to January to align with the Library District's calendar year. This is what most boards do and seems to make the most sense.

The January 2014 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 poles for the lights have been installed and electricians are currently stringing wire.

Deputy Director Draves reported that the river sculpture in the old Ben Delatour room found a new home outside the children's area. The artist is very pleased with the new location.

B. Library Trustee Fund-raising Update – Carroll

Executive Director Carroll reported about the work session the Trust held recently. One new member had good ideas regarding marketing. Overall, she felt it was a very good meeting. She mentioned that tours still to be scheduled for Home State Bank and Woodward Governor and Trustee Liggett concurred.

The donor wall is expected to ship out on February 12.

C. Approval of Policy Revision (Emergency & Inclement Weather Closure) - Frey

Vice President Frey explained the revision to the policy - the difference between this version and the one tabled last month is better clarification in the last paragraph.

There was a motion by Trustee Gabel to accept the policy as written. Trustee Neth seconded the motion which passed unanimously, 7 - 0.

VII. NEW BUSINESS

A. Endorsement of PRPLD as a Sister Library to San Juan Del Sur Biblioteca – Carroll & Draves

Executive Director Carroll explained that in January 2014, Ken Draves accepted an invitation to participate in a virtual library design process to develop a space plan for a new 2,000 square foot public library building for the San Juan Del Sur Biblioteca (public library) in Nicaragua. Subsequently, Victor Zuniga, Systems

Administrator, was invited to offer his expertise on plans to automate the SJDS library.

Deputy Director Draves provided the following background information: The SJDS Biblioteca was established in 2000 by a Colorado native, Jane Mirandette, and was the first public lending library in the country of Nicaragua. Since its inception, the library has provided services to the residents of San Juan Del Sur as well as mobile library services to remote and rural towns and villages in the surrounding region. Once formed, the library quickly became a community hub and as source of community pride, enriching the lives of many who previously lacked access to books, computers and information.

The SJDS library recently acquired a new, larger space, with four times more square footage than its current site. PRPLD staff members Ken Draves and Victor Zuniga met recently with Ms. Mirandette, who is a Loveland resident for part of the year, and Justin Martinez, a designer and architect who helped design Council Tree Library, in order to provide suggestions for space planning and technology in the new library. Additional conversations with other PRPLD staff and with Holly Carroll ensued. As staff talked with Ms. Mirandette, many areas of mutual interest regarding ways to enhance services for our respective user communities was identified. From those conversations emerged the idea that a Sister Library partnership be formed.

Mr. Draves explained that Sister Library programs, like Sister City and Friendship City programs, can offer significant benefits to participants. The American Library Association recognizes the value of Sister Libraries and the ALA's International Relations Round Table has a Sister Libraries Committee.

Many exciting, mutually enriching, and low-to -no cost opportunities for sharing between our two libraries are possible, such as Skype-style conversations between our staffs, and our respective patrons, including children, utilizing the communications capabilities of our Old Town Library collaboration room. Also possible are exchanges of children's artwork, and exchanges of poetry (please see examples of student poetry from SJDS Biblioteca's poetry contests here: <http://www.sjdsbiblioteca.org/poetry-contest/prior-winners/>).

Staff requests board endorsement of this partnership.

Trustee Gabel moved to endorse this proposal. There was a second by Trustee Birks. The motion carried unanimously, 7 - 0.

- B. Approval to Establish Banking Relationship, First National Bank - Barnes**
Mr. Barnes explained that banking services are currently included in the IGA with the City of Fort Collins. For large vendor payments, this works out well. For smaller vendor payments, the processing costs are high. Management is recommending a checking account be opened in the District's name so that smaller vendor bills can be paid directly with a check. This will result in significantly less purchasing fees with the City and will assist in better demonstrating that the District is a separate entity from the City.

Trustee Gabel, member of the Finance Committee, expressed her support of this move and agreed that it will save a lot of money. President Gard asked about transparency of the public being able to see our vendor activity as they can now with City issued checks. Mr. Barnes agreed that is important and indicated that this still needs to be figured out.

Trustee Liggett moved to approve the resolution as presented. Vice President Frey seconded the motion which carried unanimously, 7-0.

VIII. INFORMATION AND ANNOUNCEMENTS

A. Brainfuse Presentation – Meyer & Jones

Ms. Meyer and Ms. Jones demonstrated the many functions of Brainfuse, which is an on-line homework and career service to which the library subscribes.

Brainfuse provides real time tutoring help for students, career information and test preparation for both adults and students, and a writing lab.

B. Board Self-Evaluation - Neth

Trustee Neth distributed a summary of the responses to the board as an FYI.

IX. TRUSTEE REPORTS AND COMMUNICATION

A. Resolution of Appreciation for Robin Gard – Liggett

Trustee Liggett read a proposed resolution of appreciation for outgoing board member Robin Gard.

Trustee Liggett moved to approve the resolution. Trustee Gabel seconded the motion which carried unanimously, 7 – 0.

B. Reports:

Trustee Liggett:

- The spelling bee at Avo's was fantastic and well attended; standing room only.
- Participated recently in a meeting re: Webster House. Mr. March requested certain information which was provided to him. Mr. March then sent back a letter stating that he has agreed to extend our free use of Webster House for another year. The contract will be brought before the board when it is ready.

President Gard:

- Agreed the spelling bee was a lot of fun.
- The Martin Luther King Jr. parade was awesome.
- The Friends of the Library had a good retreat.
- Attended the Ruth Ozeki author visit.
- Took a class on the various databases available at the library and was impressed by the skill of the instructor.

X. ADJOURNMENT

Trustee Gabel moved to adjourn the meeting at 5:27 p.m. There was a second by Trustee Wawro. The motion carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Cynthia Langren, Recording Secretary

Cara Neth, Secretary