

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

**August 11, 2014
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	John Frey	482-0212
VICE PRESIDENT:	Cara Neth	491-3759
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jennifer Birks
John Frey
Linda Gabel
Mike Liggett
Cara Neth
Amanda Quijano
Maddy Wawro

OTHERS IN ATTENDANCE:

Elizabeth Dauer, Legal Counsel
Jill Stillwell, City of Fort Collins

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon	Cynthia Langren
Jeff Barnes	Anne Macdonald
Jean Bosch	Currie Meyer
Holly Carroll	Rob Stansbury
Ken Draves	Johanna Ulloa
Carol Gyger	Paula Watson-Lakamp
Amy Holzworth	

I. CALL TO ORDER

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

II. POEM READING

President Frey read a poem entitled: *Solitude* by Ella Wheeler Wilcox.

III. AGENDA REVIEW

No changes.

IV. STAFF PRESENTATIONS

a. Minecraft – Amy Holzworth and Carol Gyger

Ms. Gyger and Ms. Holzworth gave a 15-minute slideshow/presentation highlighting the District’s highly successful and popular Minecraft program. Minecraft is a popular sandbox video game. It presents players with a randomly generated world where trees and terrain are shaped from textured cubes. Players can explore caverns and other areas while breaking down the blocky environment into component resources to build tools and structures ranging from log cabins to replicas of the USS Enterprise to giant cities on the backs of turtles. This “sandbox” style of non-linear play has proven popular among gamers of all ages, in part because of the radical creativity it fosters by presenting a seemingly infinite, totally open world.

Ms. Holzworth wrote a proposal that she submitted to the District’s Programming Team. Her stated goals were to bring a different type of teens into the library, utilize and introduce technology offerings of the library, and encourage cooperative and creative play. She envisioned the older teens taking on responsibility at the events to lead younger newcomers through the ropes of the game.

With the help of Systems Administration staff and an Answer Center Technician, Ms. Holzworth’s group began setting up their server and network.

The program has taken off from the beginning and registration for Minecraft Mania events are filled within hours after posting.

V. PUBLIC COMMENT

None.

VI. CONSENT AGENDA

- a. Consideration and Approval of the Minutes of the June 9, 2014 Regular Board meeting**
- b. Consideration and Approval of the June & July 2014 Director’s Report**
- c. Consideration and Approval of the June & July 2014 Financial Report**
- d. Consideration and Approval of the July 2014 Legal Status Report**

Trustee Gabel moved to approve the consent agenda. There was a second by Trustee Wawro. The motion carried unanimously, 7 – 0.

VII. REPORTS

a. Quarterly Financial Report – Barnes

Mr. Barnes presented a financial quarterly report per the board’s request. Included in the report were the following financial statements that Mr. Barnes explained:

- Balance Sheet
- Revenue, Expenditures and changes in Fund Balance
- General Fund Revenue and Expenditures compared with the budget
- Detail listing of Contractual Expenditures
- Capital Projects Fund Revenue and Expenditures compared with the budget
- Detail breakdown of capital projects components

The report was accepted as presented. Trustee Gabel expressed appreciation for the detail and format of the report.

b. Library Trust Fundraising Update – Neth

Vice President Neth reported that the Trust met with the Community Foundation in June; discussions have been ongoing about how the Trust funds are currently managed and ways to develop clear cut policies related to endowments and fundraising. This is a work in progress.

Neth stated that she'd like this board to discuss whether or not there should be a policy whereby a certain portion of the monetary gifts made directly to the Library District would automatically go to support the endowment/Trust. This is something that hasn't been done in the past here, but is a practice in other places. President Frey suggested this topic be placed on the September Work Session agenda or on the agenda for the next Work Session if there is not time at the September session.

c. Friends of the Library Update – Birks

No Report.

VIII. UNFINISHED BUSINESS

a. Regional TIF/Urban Renewal Authority Study Group Update - Carroll

Executive Director Carroll reported that she has been meeting every other month with the core group which consists of representatives from two special districts, three city managers and county commissioners. The group is working to develop an RFP that would be administered by the Larimer County purchasing department for a consultant to create a model on how to best evaluate TIFs. This would include what is the return on investment, would evaluate costs, and take into consideration the risk and benefits of TIF.

Mr. Barnes will attend next meeting in Holly's absence. At that meeting the group will finalize the RFP. The group will continue to meet in the future as there is much more work to do yet. The ultimate end product will be an agreement that is mutually agreed upon by all the different entities.

President Frey asked that if the TIF group ever asks for any financial support to fund the consultant, that Ms. Carroll consult the Board first for discussion/decision/approval. He is comfortable with the TIF group going forth with the RFP in the meantime, but again, any financial request for assistance would first need Board approval.

b. HR Policies Revision Update – Carroll & Frey

President Frey noted that the revised policies were sent out to board members prior to the agenda packet mail out. If there are any questions about the policies, this item can be placed on the September Work Session agenda. Otherwise, this will be placed on the regular meeting agenda for approval at the September board meeting. The board indicated there were no issues, so it will be placed on the regular meeting agenda for approval on September 8.

c. Approval of Modifications to Contracted HR Services from the City of Fort Collins and Creation of an HR Professional Position - Carroll

Ms. Carroll went over points in the Agenda Item Summary with the board. Since the City will no longer administer separate policies, the District needs to hire its own HR professional. She asked for board approval to move forward.

The board discussed the request and expressed positive comments about moving forward and approving it. It was noted that the cost for the position would be discussed at the September work session. Trustee Liggett said that he is not opposed to this at all, but would appreciate see a detailed job description for this position. Ms. Carroll verbally outlined the position's responsibilities. President Frey added that having Mr. Montalongo, Mountain States Employers Council, involved in the discussions and preparation of the proposed HR policies was beneficial in that he basically helped prepare a scope of work as the group worked through the policy manual revisions. He added that he would like to have Mr. Montalongo on the team to further assist as this moves forward in recruiting and hiring for this position.

Trustee Gabel moved to approve these modifications with the understanding that it will be part of the budget discussions/process before it's ultimately approved. There was a second by Vice President Neth. The motion carried unanimously, 7 - 0.

IX. NEW BUSINESS

a. Needs Assessment Update - Carroll

Executive Director Carroll reported on the progress of the Needs Assessment which was one of the tasks assigned to her at the board's recent retreat. She explained that a scope of work was sent out and three firms were interviewed: A-Train, Toolbox, and Slate. Slate provided three options that range in price. Ms. Carroll recommends selecting Slate for several reasons that she cited.

Time wise, there would likely be a lot of prep work to do before the survey could even be launched and focus group is formed. Ms. Carroll will get more specifics and will report more next month. She speculates this project will take 4-5 months.

b. Library District Van Update – Carroll

As part of the board retreat, Ms. Carroll was tasked with researching the feasibility of purchasing a van for the Library District. Included in the agenda packet is a proposal that Brian Dennis helped draft. The primary purpose of the van will be for Outreach and marketing efforts.

President Frey noted that this does not need approval today as it will be included as part of the budget discussions/approval. He thanked Ms. Carroll for her thorough and prompt follow-up on the items the board asked her to do at the retreat.

c. CORA Policy – Dauer

Ms. Dauer explained the change in law in the Colorado Open Records Act (CORA).

Trustee Liggett moved to approve the proposed CORA policy and resolution. There was a second by Trustee Gabel and the motion carried unanimously, 7 - 0.

d. Schedule Budget Work Session – Frey

The board agreed on a date of September 29 at 4 p.m. Please allow at least 2 hours. Location to be determined. The main item will be discussion of the 2015 PRPLD budget.

X. INFORMATION AND ANNOUNCEMENTS

- Trustee Liggett: On September 17 poet Gary Snyder will be in Fort Collins in the Organ Recital Room at the University Arts Center. It seats 280 so get there early. He added that Mr. Snyder was the first poet he ever heard in 1970.
- Executive Director Carroll:
 - There are now banners on the diagonal (in Library Park) advertising the Fort Collins Sesquicentennial (FC150) and the COOL OFF AT YOUR LIBRARY program for the early release of students in Poudre schools this fall.
 - Distributed a letter from Maggie Dennis as an FYI. She summarized her thoughts on how the Library District can be more successful in obtaining future grants.
 - Conclusion of the Summer Reading Program is coming up. The 100-Hour Club event, which is by invitation only, is on August 23 at Library Park and is for those who read 100 hours or more during the summer.

XI. ADJOURNMENT

Trustee Liggett moved to adjourn the meeting at 5:06 p.m. Trustee Gabel seconded the motion. It carried unanimously, 7 – 0.

Respectfully submitted,

Jennifer Birks, Secretary

Cynthia Langren, Recording Secretary