

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

**September 8, 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

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

| | |
|---------------|-----------------|
| Tova Aragon | Cynthia Langren |
| Jeff Barnes | Currie Meyer |
| Jean Bosch | Rob Stansbury |
| Holly Carroll | Victor Zuniga |
| Ken Draves | |
| Carol Gyger | |

I. CALL TO ORDER

President Frey called the meeting to order at 4:05 p.m.

II. POEM READING

Trustee Liggett read a poem entitled: *Green Pear Tree in September* by Freya Manfred.

III. AGENDA REVIEW

President Frey pulled items b. (Director's Report) and d. (Legal Status Report) from the Consent Agenda. These items will be addressed individually following approval of the remaining items on the Consent Agenda.

IV. STAFF PRESENTATIONS

a. **New Poudre River Public Library District Website – Carol Gyger**

Ms. Gyger gave a 15-minute presentation highlighting features of the new and improved website.

Currently, staff have been using the new site and providing feedback to the website design team. It will be ready to go live to the public on September 30.

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 (pulled)**
- c. **Consideration and Approval of the June & July 2014 Financial Report**
- d. **Consideration and Approval of the July 2014 Legal Status Report (pulled)**

Trustee Gabel moved to approve the consent agenda (items a. and c.) There was a second by Trustee Vice President Neth. The motion carried unanimously, 7 – 0.

VII. REPORTS

a. **Consideration and Approval of the June & July 2014 Director's Report**

In addition to the written report Executive Director Carroll announced the following:

- The Library District received the LSTA grant for the mobile maker space at Northside Aztlan Center. The equipment and supplies will belong to the District so they can be used for other library purposes at some point as well.
- The Library District will receive an additional \$160,000 more from property taxes revenue in 2015 due to new construction.
- Front Range Village, where Council Tree Library is located, has been sold. Melissa Moran, Bayer Properties, will no longer be the contact but will stay during a month-long transition period. The new buyer closed on the property today.

b. **Consideration and Approval of the July 2014 Legal Status Report**

Ms. Dauer gave an update on the High Plains Library District litigation which is now in the court of appeals. She noted that High Plains is the only district that she is aware of in

the state that is set up the way it is with several political entities that make up the board.

Ms. Dauer and Mr. Seter have been appointed by the Colorado Association of Libraries (CAL) to research how this litigation affects other districts in the state. They will be writing and filing an amicus brief mid-October.

c. Library Trust Fundraising Update – Neth

Vice President Neth reported that at the last Trust meeting, there was a financial report for 2013.

- The Trust collected \$123,000 in 2013
- \$31,000 in Investment earnings
- \$241,000 was transferred to the District
- The Trust started the year with \$266,000

She added that there was a lot of discussion about the next phase of fundraising. Executive Director Carroll will develop a list of priorities that this board will approve and then will be shared with the Trust.

Trustee Liggett asked Vice President Neth to thank the Trust for all they've done for the Library District. ***Trustee Liggett moved that the board pass a resolution formally thanking the Poudre River Library Trust for their continued support in making possible the remodel, redesign of Old Town Library and surrounding grounds as well as ongoing projects. There was a second by Trustee Wawro. The motion carried unanimously, 7 – 0.***

Ms. Langren will prepare the above referenced resolution, obtain signatures and send to Vice President Neth to share with the Trust.

c. Friends of the Library (FOL) Update – Birks

Trustee Birks reported that the FOL are still searching for a new storage and sorting location. Currently representatives are negotiating a reduced cost with United Way for a sorting area in the United Way building on Pine Street. The issue has been finding a space that isn't too expensive. If anyone has any suggestions or leads for a storage area to rent/lease at an inexpensive rate, please let Trustee Birks know.

There are two FOL fundraising events coming up:

- Saturday, September 27, "Freedom to Read Meets Freedom of Expression" art auction and artist presentation by Valeria Savarie. Old Town Library, 3:30 – 5 p.m.
- Book Sale, October 3 – 5, Lincoln Center.

Birks also let the board know that the Friends have done an excellent job with revamping their brochure and marketing the organization including a Facebook page.

Credit cards are now accepted at the sales which will hopefully generate even more in sales at the book sale events and increase membership.

VIII. UNFINISHED BUSINESS

a. **Human Resources Policies Update - Carroll**

Executive Director Carroll reported that she met with David Zwisler last week to review the policies. His advice was to make the manual a standalone document; eliminating references to see the City of Fort Collins HR manual. There are more edits to be made and a second draft will be sent to the board shortly.

b. **TIF/Urban Renewal Authority Study, Approval for Continued Participation – Carroll**

Executive Director Carroll explained that since the last board meeting, the TIF study group revised the amount needed from the Library District to participate in the RFP for consulting services based on further discussions of the core group. Instead of \$1,000, the group is requesting \$2,330. Ms. Carroll asked for board approval to continue to participate in the Tax Increment Finance (TIF) study group and a financial commitment up to \$2,330 for the cost of a consultant to conduct a study and make recommendations for future Tax Increment Financing (TIF) projects in Larimer County.

There was a motion by Trustee Gabel to approve continued participation in the TIF study group and to contribute up to \$2,330 to pay for a consultant to conduct a study and make recommendations for the future. There was a second by Trustee Liggett. The motion carried unanimously, 7 – 0.

c. **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 said that in her absence, Ms. Watson-Lakamp met with Slate's Claire Thomas. Ms. Thomas proposed a total cost of \$10,000 for the Needs Assessment survey/services. Ms. Carroll will be meeting with Ms. Thomas next week to go over more details. Focus groups will be conducted yet this year but a survey tool will likely not go out until after January 2015.

IX. NEW BUSINESS

X. INFORMATION AND ANNOUNCEMENTS

- Trustee Liggett: Reminded the group about the Gary Snyder event on September 17. Everyone should have received an invitation via email. There is also a reception from 6 – 7 p.m.; please RSVP for that.
- Tova Aragon: re: Fort Collins READS – tickets will soon be available for the November event. The cost is \$10/each or \$25 for reserved seating. Please email Tova if interested in attending. She will bring tickets to the October board meeting.

- It was noted in the How'd We Do? listing that someone complained of the petitioners in front of Old Town Library. Ironically, just this evening, there were petitioners out front. There were some questions about the District's policy on this. Old Town Manager Jean Bosch spoke to the board about this issue and Executive Director Carroll said she would send the policy out to the board as an FYI.

XI. ADJOURNMENT

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

Respectfully submitted,

Jennifer Birks, Secretary

Cynthia Langren, Recording Secretary