

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

**October 13, 2014  
4 p.m.**

Council Tree Library  
2733 Council Tree Avenue  
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:**

Eric Sutherland  
Annie Fox

**DISTRICT STAFF PRESENT:**

Tova Aragon      Carol Gyger  
Jeff Barnes      Cynthia Langren  
Jean Bosch      Currie Meyer  
Holly Carroll      Rob Stansbury  
Chris Cortez  
Kim Doran  
Ken Draves

**I. CALL TO ORDER**

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

**II. POEM READING**

Trustee Quijano read a poem entitled: *On Top* by Gary Snyder.

**III. AGENDA REVIEW**

President Frey noted that item IX. c. Intergovernmental Agreement – City of Fort Collins/PRPLD re: LSTA Grant is an action item; staff is asking for board approval.

#### IV. STAFF PRESENTATIONS

None.

#### V. PUBLIC COMMENT

Eric Sutherland addressed the board and expressed his concerns that the District recently agreed to participate financially along with the City of Fort Collins, Larimer County and other local governments, in hiring a consultant to further study the Tax Increment Financing process.

#### VI. CONSENT AGENDA

- a. Consideration and Approval of the Minutes of the September 8, 2014 Regular Board meeting
- b. Consideration and Approval of the September 2014 Director's Report
- c. Consideration and Approval of the September 2014 Financial Report
- d. Consideration and Approval of the September 2014 Legal Status Report

***Trustee Wawro moved to approve the items on the consent agenda. There was a second by Trustee Birks and the motion carried unanimously, 7 – 0.***

**Trustee Gabel noted that she really appreciated the portion of the financial report that was broken out by departments. She found it very helpful.**

#### VII. REPORTS

##### a. Library Trust Fundraising Update – *Neth*

Vice President Neth reported that the Trust would like to meet with this board and discuss the organizational structure. She requested board support to move forward with coordinating a meeting of the leaders of the two organizations. There was a consensus so she will work on scheduling a meeting.

Colorado Gives Day is coming up; look for more information soon.

##### b. Friends of the Library (FOL) Update – *Birks*

Trustee Birks reported that it appears the recent book sale event totals are lower than expected. She does not have hard numbers yet however. The Friends will meet soon to discuss whether or not to continue holding the large books sales or perhaps it's time to consider other events to raise money.

Regarding the sorting space issue, she is pleased to report that space has been found at the United Way building on Pine Street. There will be a one-year lease and October 15 is the move in date. If any board members would like to help out it would be most welcome.

As for the storage location, the Friends received notice from the City of Fort Collins, that since there are no immediate plans for the current facility, the Friends may remain there for now. Trustee Liggett has been working to find a reduced rent space so there is possibly more to come on this.

Trustee Birks also reported that the Friends will be selling a 2015 Book Lovers calendar and will cost about \$11-12. Please let Trustee Birks, Robin Gard or Holly Carroll know if you would like to purchase one.

## VIII. UNFINISHED BUSINESS

### a. **Approval of Human Resources Policies Manual - Carroll**

Executive Director Carroll reported that the final version was sent out to everyone last week and opened the floor to any questions or comments.

Vice President Neth asked a few questions that were answered by Executive Director Carroll. It was noted that on page 26, under the email section, wording should be added that specifies that the District prohibits the downloading of offensive material by employees as well. Also, she suggested that the wording specify that use of a cell phone while driving is not allowed while conducting Library District business.

***Trustee Gabel moved to approve the Library District Human Resources Policy Manual with the suggested changes. There was a second by Trustee Liggett. The motion carried unanimously, 7 – 0.***

### b. **Council Tree Library (CTL) Building Improvements – Draves**

Draves gave an update on the CTL improvements. Ms. Meyer has been working with Chris Freeland and Aller-Lingle to get some cost estimates on various pieces of the project. He indicated that staff would like to work with Ditesco because of the positive experience with their work at Old Town Library. John Stephen, City of Fort Collins, suggested the District go through a different process to save us some money in terms of going out to bid for the project. Staff may know more in November about costs and timeline.

Trustee Birks mentioned the parking issue at Council Tree Library since every month there seems to be complaints about it in the How'd We Do listing. She suggested it might be helpful to put signs up in the library letting patrons know that staff is aware of the issue and that steps are being taken to address it. Ms. Meyers responded that she prefers to answer people in person so she has ensured her staff is well versed in how to answer their questions. Trustee Birks suggested that both forms of communication could be used; signs and verbally. Executive Director Carroll responded that staff will meet with the new management to discuss parking solutions with them.

### 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 and Paula have met with Slate Communications twice and the first presentation to staff will be at the October 28 All-Staff meeting. Slate will conduct focus groups in November at each building.

There are a couple of taglines being considered; a decision will be made tomorrow. Ms. Thomas, Slate Communications, will attend the November board meeting to give an update.

## IX. NEW BUSINESS

### a. Presentation of the 2015 PRPLD Budget - Barnes

Mr. Barnes presented the proposed 2015 Poudre River Public Library District budget.

This will be before the board for a public hearing and board approval at the November 10 board meeting.

### b. Evaluation of Executive Director – Frey

President Frey stated that an ad-hoc committee needs to be appointed since there are no longer subcommittees of the board. He asked for volunteers to conduct this year's evaluation of the Executive Director. Trustees Wawro, Quijano, Birks, and Neth volunteered. They will coordinate an initial meeting with Executive Director Carroll to discuss and go from there.

### c. Intergovernmental Agreement – City of Fort Collins/PRPLD re: LSTA Grant

Executive Director Carroll explained that the District received the grant, but the City requested an Intergovernmental Agreement in addition to the documents already signed. This agreement specifies the cash match. She recommends the board approve it so President Frey can sign it and staff can move forward with this project.

***Trustee Liggett moved approval of the IGA with the City of Fort Collins related to the LSTA grant. There was a second by Neth. The motion carried unanimously, 7 – 0.***

## X. INFORMATION AND ANNOUNCEMENTS

### Executive Director Carroll:

- Author Clive Thomas is coming Wednesday night. There is still room at the table for dinner. Please let her know if you are interested.
- Fort Collins READS – Ms. Aragon is here with tickets if anyone is interested. This is for the November 9 event, 2 p.m. at the Fort Collins Hilton. Cost is \$10.
- Great PR for the District - Jeff Barnes and Erin Senseman are on the front cover of the *2013 ClimateWise Annual Report*.

## XI. ADJOURNMENT

***Trustee Gabel moved to adjourn the meeting at 5:05 p.m. Trustee Liggett seconded the motion. It carried unanimously, 7 – 0.***

Respectfully submitted,

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Jennifer Birks, Secretary

Cynthia Langren, Recording Secretary