

**Minutes of the Fort Collins Regional Library District
Board of Trustees – Regular Meeting**

**January 7, 2008
4 p.m.**

**Main Library – Ben Delatour Room
201 Peterson Street**

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
LIBRARY DIRECTOR:	Brenda Carns	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Mary Atchison
Nina Bodenhamer
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Bob Viscount

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Jane Thompson, League of Women Voters
Larry Webber

LIBRARY STAFF PRESENT:

Jeff Barnes
Lu Benke
Carson Block
Brenda Carns
Ken Draves
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

1. CALL TO ORDER

President Atchison called the meeting to order at 4:01 p.m.

2. DECLARATION OF A QUORUM

President Atchison declared a quorum of the board.

3. ADDITIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

Trustee Viscount moved to approve the regular meeting minutes of December 3, 2007 as presented. There was a second by Trustee Gard. The motion carried unanimously, 7 – 0.

5. PUBLIC COMMENT

None.

**6. FINANCIAL REPORT – Jeff Barnes
2007 BUDGET UPDATE**

Mr. Barnes explained the document: *Budget vs. Actual November 30, 2007* that basically states where the District's balance is as of November 30.

7. DIRECTOR'S REPORT – Brenda Carns

Ms. Carns referred to the written report included in the packets and briefly went over the contents.

Other highlights Ms. Carns briefed the Board on were:

- Thanking Trustee Gard for her service on the CAL committee.
- City Manager Atteberry sent an article to Ms. Carns regarding the CML entitled *Libraries Key to Strategic Priority*. Copies are available.
- Jeannette Yanez, a PAL volunteer at the Library, lost her mother in a shooting on New Years Day. The Board agreed a sympathy card should be sent to the family.
- Uranium Mining will be the topic of a Library sponsored forum on January 14. This is the kick-off event in the Adult program series developed by the new Adult Program Librarian, Norm Fitzpatrick. Ms. Carns gave a detailed report about the forum. Trustee Kalkowski stated that she would like to see the existing policy for programs.

Trustee Kalkowski stated that she would like to see staff use a different format than the one currently being used for the Director's Report. Her suggestion was to tighten it up, become specific and factual about operations. Other Board members expressed appreciation for the current format and were open to the notion of perhaps a separate document that is data driven, in a summary format. After a lengthy discussion, *it was agreed that Trustees Gard and Kalkowski would work with Ms. Carns on possible format changes to future Director's Reports.*

8. COMMITTEE UPDATES

- a. **HR COMMITTEE – *Trustee Gard***
None.
- b. **MARKETING/PR – *Trustee Bodenhamer***
None.

President Atchison reminded the committees that this is a policy driven board and as such, they may assist the staff and make recommendations to staff, but are not to direct or instruct staff.

9. LEGAL REPORT – *Jacqueline Murphy*

- a. **MAIN LIBRARY LEASE AGREEMENT**
- b. **LEASE AGREEMENT FOR THE MOUNTAIN/HOWES PROPERTY**
- c. **FRONT RANGE COMMUNITY COLLEGE IGA**
Ms. Murphy stated that these items are on tonight's agenda for ratification purposes. She briefly went over the highlights of the three agreements listed above.
- d. **DISTRICT/CITY/COUNTY IGA**
Because the Board did not have this document in their packets, it will be deferred until next month.

Trustee Gard stated that the IGA should be available on the website at some point. Ms. Carns said that she is working with Ms. Watson-Lakamp on that, along with the posting of the entire Board packet materials on the web.

10. NEW BUSINESS

- a. **HIRE AUDITORS – *Jeff Barnes***
Mr. Barnes stated that he is recommending the District hire Bondi & Company to audit the District's financial statements.

There was a motion by Trustee Viscount to hire Bondi & Company to do the District's audit. There was a second by Trustee Bodenhamer.

Discussion on the motion: Ms. Murphy stated that the District would need to get a certificate from Bondi that states they will not hire illegal aliens. This is a law that was recently passed for all service contracts.

Trustee Kalkowski said that the Board has not yet established a District policy on financial matters and who can commit dollars. She stated this is a critical policy that needs to be established. President Atchison stated that the Board approved a Fiscal Affairs Policy last month, so that should cover the Board for now. Ms. Murphy will review that to make certain.

President Atchison stated that it is her understanding that with the approval of the resolutions last month that the Board now has one year to review those policies and make changes as needed. Trustee Kalkowski asked that the financial policies be the top priority as policies are reviewed and/or updated in 2008.

The motion carried by a unanimous vote, 7 – 0.

b. **UPDATE BYLAWS – *Jacqueline Murphy***

Ms. Murphy stated that the current bylaws of the Board are considered interim and now that the transition has occurred, it is important to have a more comprehensive set of bylaws. She presented revised bylaws for the Board's approval. ***There was a motion to approve the revised bylaws by Trustee Bodenhamer and a second by Trustee Viscount.***

Discussion on the motion: Trustee Kalkowski stated she would like the Board to reconsider the length of board member's terms. She suggested that the Board change it from five to four years based on discussions that came out at the City Council meeting and to address concerns that were raised that the Board members are appointed and not elected. Other board members expressed support for the suggestion.

Trustee Kalkowski referred to page 5, article 7, and section 29-31 in the bylaws. She stated that some time back the Board discussed an interest in participating in the selection of LMT members. She recalled that a policy was to be written to that effect. She suggested adding a sentence in the bylaws to the effect that positions that are considered LMT have at least one, but not more than two trustees participate in the interview process.

Trustee Viscount stated that the only person who reports directly to the Board is the Executive Director and getting into this kind of oversight is more than the Board should be involved in. Trustee Gard said that the Board had previously asked Ms. Carns as a courtesy to include a trustee in the interview process for LMT type positions, while mindful that the director alone was responsible for determining who gets hired. Trustee Gard felt that was adequate and that changing the bylaws to formalize this was unnecessary.

Ms. Carns stated that it is her responsibility to select and supervise staff. President Atchison agreed.

Trustee Bodenhamer revised the motion to approve the bylaws with the change in term length in Article 2, section 2, from five years to four years. Trustee Viscount seconded the revised motion. The motion carried by a unanimous vote, 7 – 0.

11. OLD BUSINESS

- a. JUNE GARCIA/STRATEGIC PLANNING KICK-OFF – *Brenda Carns***
Ms. Garcia went over a handout entitled: “Planning for the Future – Board & Staff Orientation” with the Board. Highlights included:
- There have been two employee orientation meetings so far
 - There are 93 names so far for consideration for the Committee
 - The list of names will be narrowed down this week
 - The Mission Statement will be updated through this process
 - Board members should not go out of their way to contact names on the list in case they are not selected
 - The first committee meeting will be on February 7 from 2 – 7 p.m.
 - Typically a Board has 1-2 members who serve on the committee; Trustees Gard and Atchison agreed to represent the Board on the committee

12. ADJOURN

There was a motion by Trustee Viscount to adjourn the meeting, which was seconded by Trustee Bodenhamer. The motion carried unanimously. The meeting adjourned at approximately 6:15 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary