

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

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

**Main Library – Ben Delatour Room
201 Peterson Street
Fort Collins, CO**

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
EXECUTIVE 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

BOARD MEMBERS ABSENT:

LIBRARY STAFF PRESENT:

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

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Jane Thompson
Larry Webber
Annie Fox

I. CALL TO ORDER

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

II. AGENDA REVIEW

President Atchison noted the need to add an Executive Session at the end of the agenda for the purpose of reviewing the Executive Director's mid-year evaluation.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

Trustee Viscount moved to approve the regular meeting minutes of June 2, 2008 with the following change: Page 2, add the word "construction" before "budget" to be clearer. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.

V. REPORTS

a) DIRECTOR'S REPORT – *Brenda Carns*

Executive Director Carns submitted a detailed report for the month of June in the Board's agenda packets. Statistics were handed out and it was noted that circulation has reached an all-time high. In June, the number of items circulated was 207,370.

Trustee Viscount requested a report that shows the breakdown of the types of items that constitute the 207,370 number.

Trustee Kalkowski inquired about a recent change in policies for the meeting rooms. Executive Director Carns explained that there was an error in terminology on staff's part when making the change. The meeting room *regulations* were changed, not policies, and she briefly went over what those changes were and why they were made. Trustee Bodenhamer said staff needs to make sure that the policies are on the web and are reader friendly and upfront, easy to find and available.

Executive Director Carns was asked to forward the email chain between Trustee Kalkowski and herself to the rest of the Board so they can see the answers to the questions as well.

b) TRUSTEE REPORTS – *All*

New Branch Construction Tour

Trustee Knezovich reported that the recent tour of the library construction site was interesting.

Colorado Library Law Committee

Trustee Liggett reported that he has been asked to serve on a committee that will be looking at Colorado library law that will deal with some ambiguities. The Colorado Association of Libraries (CAL) has engaged a lobbyist and the committee will be represented by several members of library districts in Colorado, including Trustee Liggett for the Fort Collins Regional Library District.

c) FINANCIAL REPORT – *Barnes*

Mr. Barnes presented the May Financial Report. To date, the District has had expenditures of \$589,589. He stated that last month he was somewhat concerned that the assessed valuation from last year to this year went up 10%, but at the time,

collections were only up 7%. Shortly after he reported that to the Board, the problem resolved itself, possibly due to people paying late.

d) LEGAL REPORT

Ms. Murphy reported that it was understood that counsel for Wellington was to file the Stipulated Case Management Order but had not done so as of yet. To allow the case to progress, Seter and Vander Wall intend to file a Motion for Summary Judgment as soon as practicable, following Colorado Association of Libraries (CAL) legislative steering committee review. Ms. Murphy estimated disposition of the case by mid- to late-fall 2008.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. LIBRARY PARK TRANSFER – Barnes

Mr. Barnes stated that there was a meeting regarding this issue today and that City staff discussed an offer to lease the park grounds back from the District. In exchange, the City will continue providing the same things as they do now which include scheduling and maintenance, and they will pay for those unless there is something specific, e.g. a new bed of flowers that the District wants to have put in. The District will continue to have scheduling priority for all their programs and events in the park. The lease will be for a three-year term and includes a 6-month termination option for either party to use if needed with a possibility for extending.

The Board unanimously approved of the lease arrangement of Library Park with the City as outlined above.

2. PROCUREMENT POLICY – Barnes

Mr. Barnes stated that this is a follow-up item from last month.

Trustee Knezovich moved to approve The Third Amendment to Resolution No. 2007-05 Concerning an Interim Fiscal Affairs/Expenditures Policy. There was a second by Trustee Viscount. The motion carried unanimously, 7 – 0.

3. CAPITAL RESERVES – Carns & Barnes

Mr. Barnes stated that last month, he was asked to bring back some options for the District's Capital reserves and to outline what they can be used for. He went over all the options (included in the Board's packets) and recommended the Board approve option 2 or 3 or a capital reserve range of 3 – 5% of the budget.

Trustee Bodenhamer moved to put in place a capital reserve policy of 3-5% with a working capital operating reserve at 20% of the annual budget. There was a second by Trustee Viscount.

Discussion: Trustee Liggett: At some point during the budget year, we need to look at it and make sure we're satisfied with where it's at and have the flexibility to add more if we think it's necessary.

Trustee Bodenhamer revised her motion to reflect that there will be a 3% minimum with review and the option to maximize to 5% during the budget cycle. Trustee Viscount accepted the amendment to the motion. The motion carried by a unanimous vote, 7 – 0.

4. **FACILITIES PLANNING UPDATE – Carns**

Executive Director Carns and Mr. Barnes met with the City of Fort Collins' Purchasing Director, Jim O'Neill, who recommended that staff put all the pieces in one Request for Proposals (RFP) document. He said that the survey portion could be done separately and by someone locally for less money. She asked the Board if they thought there was anything missing from the Scope of Work.

Barnes added that once this document goes to Mr. O'Neill, it will be formatted and look more complete than it does now. This is just a working document to turn into Purchasing.

There was a discussion about the survey and its relationship to the branding outcome and the timing of the process.

Executive Director Carns explained that there are two processes. One is retooling Main library for right now and the second is retooling the Main library for the future in anticipation of the models that are identified. She assured the Board that the selection process for the facilities consultant includes the Board who will see a draft before any decisions are made. She again stressed that there are two parts to retooling Main. The first is a short-term fix that will be immediate and will cost \$75,000 or less. It includes new paint and some moving around of spaces. The consultant will then provide an assessment of long term suggested changes to the building. *The board agreed that some immediate updating is needed and gave their consent to proceed.*

It was agreed that Executive Director Carns would communicate with the City and the County that the Board is currently working with Mr. O'Neill on a facilities planning RFP, perhaps via a work session. Something will be added about how the plan will address the outlying areas of the District so they will know the District is moving forward and serving the outlying areas. Trustee Liggett stated the importance of informing them of the now established capital reserve.

5. **POLICY GOVERNANCE UPDATE – *Atchison***

President Atchison stated that she contacted Bill Charney who is a governance consultant. There are two options Mr. Charney outlined:

- *Intro to Protocol* – a one day workshop, an introduction to Policy Governance to see if it's right for this board, \$3,800
- *Mastering the Board Game* – A customized approach, long term working process to move to Policy Governance. The cost is \$15,700 and \$1,500 would be credited back if the board goes through both the short and long version. This includes 7 days of his time and 6 months of technical support.

Other options would be for the Board to find a different facilitator or do nothing. After discussing it, *the Board agreed to do the one-day workshop with Mr. Charney and go from there. President Atchison will set it up.*

b) **NEW BUSINESS**

1. **IDENTITY/BRANDING REQUEST FOR PROPOSALS (RFP)**

PROCESS – *Watson-Lakamp*

Ms. Watson-Lakamp referred to the one-page summary in the Board packets. She stated the objective of the RFP is to obtain a local marketing and communications company to facilitate identity, branding and website redesign that will position the Library District as its own entity. She reviewed the project description with the Board and asked if there is anything missing that they would like to consider.

Trustee Viscount said that the survey is a critical part of the focus. There was some discussion about whether the survey should be done separately or along with the other components of the RFP.

A memorandum re: *Library District Website Redevelopment - Usability Study* was distributed. The web site redevelopment is an integral part of the Library District rebranding initiative. The web team has initiated a model for the process and the final objective of this usability study is to give the Web specialist as much information as possible to guarantee that the new plans for the web site are not only attractive and vibrant, but usable to our stakeholders and compatible with the current technology infrastructure.

A usability study committee is being formed and Board of Trustee representation on that committee is needed. It will require five one-hour meetings. Watson-Lakamp will send out the dates/times and see who is available to participate. Trustee Viscount indicated interest.

It was announced there would not be a Com-Com meeting this week due to an all-day management staff retreat.

VII. INFORMATION AND ANNOUNCEMENTS

None.

IX. ADJOURNMENT

There was a motion and a second to adjourn the regular meeting of the Board of Trustees. The motion carried unanimously, 7-0. The meeting adjourned at 6:50 p.m.

X. EXECUTIVE SESSION

Upon motion by Trustee Viscount, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of consulting counsel on specific legal questions and discussing personnel matters as authorized by Section 24-6-402(4)(b) and (f), Colorado Revised Statutes.

Trustees Viscount and Gard moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval, the Board directed Trustees Atchison and Liggett to follow up with Ms. Carns as appropriate.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary