

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

**January 5, 2009  
4 p.m.**

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

**FOR REFERENCE:**

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
INTERIM EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

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

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Lu Benke  
Carson Block  
Ken Draves  
Vicky Hays  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Annie Fox  
Larry Webber  
Jacqueline Murphy

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:02 p.m.

**II. AGENDA REVIEW**

President Atchison proposed the addition of one item: Approval of the November 17, 2008 Special Board meeting minutes which was accepted by the Board.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*Upon motion, second and unanimous approval, the minutes of the December 1, 2008 regular board meeting were approved as presented.*

*Upon motion, second and unanimous approval, the minutes of the November 17, 2008 special board meeting were approved* (Trustee Liggett abstained from voting as he was not present at that meeting).

**V. REPORTS**

**a) Director's Report**

The report was accepted as presented.

It was announced that there will be a "meet and greet" opportunity before the next board meeting starts for board members to meet the new staff hired for Council Tree.

**b) Trustee Reports**

Trustee Gard stated that at some point she would like the board to formulate a policy on paying for professional memberships for staff such as the Colorado Association of Libraries (CAL) and the American Library Association (ALA). Realizing that every library seems to handle it differently, she requested that Ms. Langren obtain this information from five other library districts for comparison purposes. So far, only two have responded. Trustee Gard will bring this topic to the Board at a later date when more information is compiled.

**c) Financial Report**

Mr. Barnes presented the November 2008 Financial Report. Following discussion, the report was accepted as presented.

**d) Legal Report**

Attorney Murphy updated the board on the Wellington litigation issue, the status of the title work on the new branch, and details about the transfer of Library Park to the District.

**VI. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. Update on Executive Director Search Process – Gard & Kalkowski**

Trustee Gard distributed a handout with information she and Trustee Kalkowski have gathered to date. There was a discussion about the use of the City of Fort Collins' Human Resources department versus hiring a library consultant search firm to recruit and hire a new Executive Director and the pros and cons of each.

*Trustee Knezovich moved that the Board work with the City of Fort Collins to do an RFP (Request for Proposals) to engage a library consultant search firm. There was a second.* Discussion: Trustee Bodenhamer requested as a future agenda item, the Board should discuss how to establish and develop a process for mid-level contracts with guidelines to assist in making decisions about what does and does not need to go through the City's purchasing process. *The motion carried by a unanimous vote, 6 – 0.*

It was agreed that Trustees Gard and Kalkowski will participate in reviewing the proposals.

**2. Update on Trustee Replacement Process – Liggett**

Trustee Liggett stated that he met with Mr. Heffernan about how to approach the two vacancies on the board. Mr. Heffernan suggested a letter be sent to his attention which he would then forward to the City Council to request their feedback about how and when they would convene the review committee of applicants. To date, Trustee Liggett has not heard from Mr. Heffernan. Interim Executive Director Draves stated that he received an email from Mr. Heffernan acknowledging that the letter was received that he would get back to the Board after he had a chance to speak with the City Manager and Council Member Manvel.

It was noted that a non-voting member of this Board has been requested to participate on the selection committee as well.

**3. Update on City Council Work Session – Atchison**

President Atchison distributed three handouts to the Board. One of them, a checklist entitled, "Process for Requests for Impact Fees" was reviewed with the Board and it was noted that number one has been done. The Board discussed each step on the list and expressed satisfaction with it. Another update will be provided at the February Board meeting.

**4. Consider District Name Selection – *Watson-Lakamp***

Members of Toolbox Creative were introduced to the Board. Ms. Putney gave an overview of the process thus far and how and why the names brought to the Board for their consideration were selected.

*Following discussion and upon motion made by Trustee Gard, seconded by Trustee Bodenhamer, and unanimously carried, the Board approved the name: Poudre River Public Library District.*

Ms. Watson-Lakamp stated that the next step will be for the consultant to work on the logo which will be brought to the February Board meeting for consideration along with color pallets.

Attorney Murphy stated she will work with Ms. Watson-Lakamp on the legal requirements surrounding the name change of the District.

**b) NEW BUSINESS**

**1. Consider Policy Manual Housekeeping Items – *Draves***

Mr. Draves requested that the Board consider revising the Library's Policy Manual to bring it up-to-date in two areas as outlined in the agenda item summary. One revision is to update the Mission, Vision and Values statement with the one that the Board adopted in December 2008. The second area requires a word change from "advisory" to "governing."

*Upon motion by Trustee Gard, second by Trustee Kalkowski and unanimous approval, the Board approved the revisions to the Policy manual as requested.*

**2. Update on Interactive Literacy Center – *Benke***

Ms. Benke presented information on the Interactive Literacy Center that will be in the Council Tree Library via PowerPoint including how and why it was chosen for the library.

**VII. INFORMATION AND UPDATES**

Trustee Knezovich inquired about the status of the computer conversion on the second floor. Mr. Draves reported that it all went well.

Trustee Gard announced that the American Library Association is going to have a special reception just for trustees on January 24 in Denver. If more information is needed, please contact her.

**VIII. ADJOURNMENT**

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

---

Cynthia L. Langren  
Executive Administrative Assistant

---

Michelle S. Kalkowski  
Secretary