

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

**May 4, 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
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

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

OTHERS IN ATTENDANCE:

Annie Fox
Jacqueline Murphy

I. CALL TO ORDER

President Atchison called the meeting to order at 4:04 p.m.

II. AGENDA REVIEW

No changes were made to the agenda.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Kalkowski and seconded by Trustee Bodenhamer to approve the minutes of the April 6, 2009 regular Board meeting as presented.

Discussion: Trustee Knezovich questioned whether Craig Harrison works for Larimer County as the minutes say was stated by Trustee Liggett on page 5. Ms. Langren will consult with Trustee Liggett (absent at this time) for accuracy and will change it if needed.

With this agreement, the minutes were unanimously approved, 6 - 0.

V. REPORTS

a) DIRECTOR'S REPORT

The written report was accepted as presented. In addition, Mr. Draves referred to the two samples of Strategic Plan reports that were included in the agenda packets and asked for feedback.

Board members were very pleased with both reports and while some felt it could eventually replace the current Director's Report format, others felt the current format to be a valuable tool that they'd like to see continue even if a new format is implemented.

Trustee Knezovich complimented staff on the website conversion and improved look of the new site.

b) TRUSTEE REPORTS

Trustee Gard:

Reported that Mr. Corbus plans to spend Friday, May 29 with the staff and the Executive Director candidates and Saturday, May 30 with the Board and the candidates. A more detailed schedule will be forthcoming.

Several Board members indicated the importance of having the opportunity to meet with candidates in a social setting and their desire to have public input for the second round of interviews. Trustee Gard was asked to relay that to Mr. Corbus so it can be incorporated into the schedule.

Trustee Liggett:

Requested that the minutes be amended at this time as he was absent for that portion of the meeting. ***He moved to strike the words “with the County Planning office” on page 5. Trustees Kalkowski and Bodenhamer accepted the friendly amendment to the motion and it carried unanimously, 7 – 0.***

Trustee Kalkowski:

Reported that the Impact Fee sub-committee has met twice to discuss rational nexus and explained a road block that appeared within state law – which states that fees collected within a jurisdiction, must be spent in that jurisdiction. In response to that, the committee developed three possible alternatives: 1) Try to develop a rational nexus and an individual fee for each jurisdiction which would be the City of Fort Collins, the Town of Timnath and the County. 2) Abandon the idea and not pursue impact fees at this time. 3) Develop a rational nexus across the district for all the jurisdictions together and a consistent fee across the board.

The committee recommends moving forward with alternative number 3. The Board agreed with the committee’s recommendation and thanked them for their work.

c) FINANCIAL REPORT

Mr. Barnes presented the March 2009 Financial Report. Following discussion, the report was accepted as presented.

Barnes then reported that the City of Fort Collins is implementing a transparency project in that expense items such as vendor payments will be made available to the public. Barnes asked whether the District would like to participate in this as well. He noted that even though the link would be on the District’s web site, it would take the user to the City’s page so there would still be that connection between the District and the City. The situation will be the same for the Housing Authority, Poudre Fire Authority and Downtown Development Authority. The Board agreed to participate in this project.

Barnes stated he has been working with the auditors and the question about the capital reserve balance came up. Barnes asked the Board if they would like him to pursue setting aside an amount in capital reserve. The Board unanimously agreed he should.

d) LEGAL REPORT

None.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. Consider Ratification of the Following Documents for Council Tree Closing:

- **Purchase and Sale Agreement**
- **Post Closing Agreement**
- **Condominium Declaration for Building 400**
 - i. **Articles of Incorporation**
 - ii. **Bylaws**
 - iii. **Rules and Regulations**
- **Letter of Agreement between PRPLD & City of Fort Collins**

Attorney Murphy briefly explained the content of each document to the Board and stated that their ratification clarifies duties and rights of District as set forth in the final documents.

There was a motion by Trustee Gard to approve ratification of all the documents as presented. Trustee Kalkowski seconded the motion. The motion carried by a unanimous vote, 7 – 0.

2. Consider Ratification of Contract with Corbus Library Consultants – *Murphy*

Attorney Murphy explained the engagement of Corbus was approved by the District but the District never formally approved the contract since it was provided by the City of Fort Collins. Since the Board of Trustees is a signatory in addition to the City, it should be approved.

Trustee Knezovich moved approval to ratify the contract with Corbus Library Consultants. Trustee Kalkowski seconded the motion. The motion carried unanimously, 7 – 0.

3. Facilities Plan Update – *Draves & Barnes*

Draves stated that while staff did receive a 5th Draft from the consultant, there weren't any substantial differences to warrant sending it out to the Board. Therefore, the Findings and Recommendations list was created, using Draft V. The list was distributed and Draves discussed the eight recommendations with the Board.

The Board made suggestions and provided direction to staff. Next time, the list will be in priority order, it will be dated and identifiable (Cohen & Associates).

4. Timnath Work Session – Draves & Atchison

Mr. Draves reminded the Board that the joint work session with the Town of Timnath is scheduled for May 13, 7 p.m., 4100 Main Street.

The Board agreed with the topics and presentation format as outlined in the Agenda Item Summary. The topics were those that Becky Davidson suggested were of particular interest to the Mayor and Council.

b) NEW BUSINESS

1. Council Tree Circulation and Activity Summary – Draves

Mr. Draves described the usage, operations and staffing Council Tree library during April. He went over Council Tree's collections including materials selection criteria and circulation guidelines including the non-holdable rule.

VII. INFORMATION AND UPDATES

- § Trustee Kalkowski reported that she recently toured the new Windsor library along with Mr. Draves and Mr. Barnes.
- § The Victorian Fest is Sunday, June 14 at Library Park
- § Trustee Gard informed the Board that she sent out several emails on behalf of CAL and ALA to local and national legislators requesting legislative support for library funding requests.
- § President Atchison shared the thank-you note she received from Representative Nikkel in response to the letter of apology sent after the Grand Opening invitation oversight.
- § Ms. Watson-Lakamp distributed the April articles and press releases, the May program calendar, a City map that now includes the location of the libraries, and other informational materials to the Board.

VIII. ADJOURNMENT

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary