

**Fort Collins Regional Library District
Board of Trustees Special Meeting
April 16, 2007 4:00 P.M.
Delatour Room Main Library**

Board Members Present: Nina Bodenhamer, Robin Gard, Shelly Kalkowski, John Knezovich, Mike Liggett, Mary Robertson, and Bob Viscount

Members Absent: none

Library Staff: Brenda Carns, Library Director; Claire Thomas, administrative assistant

Also Present: Kim Seter, attorney with Seter & Vander Wall, P.C.; Larry Webber, former Library Director; Jane Thompson, representative from League of Women Voters; Annie Fox, Librarian with FRCC; Tova Aragon, Lu Benke, Carson Block, and Lynda Dickson, Library staff members.

Call to order

Trustee Robertson called the meeting to order at 4:30 p.m. after the Board had their photo taken for future publicity and community outreach needs.

There will be one addition to the agenda; Ms. Carns would like to give a director's report after the public comment item.

Approval of Minutes

Trustee Knezovich moved to approve the minutes for the April 2 meeting. Trustee Viscount seconded the motion. A vote was taken and all of the Trustees approve.

Financial Report

The Library District has collected \$2,318,011.95 reported Trustee Knezovich. This includes three months of Specific Ownership Tax. The District can anticipate collecting another \$1.8 million by May 10, 2007. Trustee Knezovich informed the Board that the money goes directly to an account with Larimer County and transfers by direct deposit monthly to a City-held account that earns 5.25% interest.

Public Comment

There was no public comment.

Director's Report

The Director's report is a written report delivered to the Board monthly. At this time Ms. Carns would like to give an oral account of items of interest to the Board.

- **District Funds**

Ms. Carns has been communicating with City officials about the financial situation of the City Library. There is concern at the City that the Library is being supported from the City's budget appropriation that anticipated reimbursement from the District. Mr. Seter has drafted a letter on behalf of the Board that states the District will reimburse the City for any approved expenses incurred during the transition to the Library District incurred after January 1, 2007. The Board will be working with Mr. Seter on a financial policy very soon so these issues can be handled more efficiently. One of the policies will be how the District deposits and withdraws funds and check writing authority.

- **Financial update for SE Branch**

The cost of construction of the shell of the SE Branch has increased dramatically. Ms. Carns reports that the initial estimates for the cost of construction of the core and shell was \$88 a sq. ft. for a 16,000sq. ft. library. The new projected amount covers over 17,000 sq. ft (with the inclusion of the main floor lobby), and is estimated to cost \$142 a sq. ft. as planned. The more expensive items of library construction were not taken into account in the initial estimate. These items include: enhanced load bearing capacity and advanced technology and infrastructure needs of a library. The City is short over one million dollars for this project.

After discussion, the Board has agreed that a letter to the City to address the matter is in order. There will be more information to follow, as Ms. Carns will be discussing this issue with the City as they negotiate with Bayer Construction.

- **Controversial material**

Ms. Carns reported that a patron has complained about some controversial material available in the Library. Although Ms. Carns answered all the gentleman's questions and had a discussion with him concerning the Library's censorship and collection policy, she would like the Board to be aware of these issues.

- **New Administrative Assistant**

Ms. Carns has hired a new administrative assistant. She will start at the Library in two weeks. Her name is Cynthia Langren.

Committee Reports

HR committee has met with the Poudre Fire Authority to find out more about their retirement and HR systems, reported Trustee Gard. The committee is gathering information from special district organizations. The committee will talk to the City to see what retirement plans and benefits they provide to its staff. All of these issues need to be explored before concrete plans are articulated in the IGA.

PR Marketing committee Trustee Bodenhamer reported on “community building” among the Board, Library and community. Messages are being sent out about the progress being made. A soapbox for the Coloradoan has been written and submitted. The article has Trustee Robertson’s name on it; however the message is really from all of the Board. Most important right now is garnering the support of the community.

Tova Aragon, lead librarian, has sent out a press release for National Library Week. Basic communications are in the works. The Library’s technology department has developed a story board for the Library’s website, to include pages on the Trustees, the new District and the transition from City Library.

There are two “meet and greets” planned over the next several weeks. These meetings will give the staff of the library a chance to meet and mingle with the new Board of Trustees. The dates are: Thursday, April 26, 3:30-5:30 p.m. at Harmony Library, and Thursday, May 3, 3:30-5:30 p.m. at Main Library. Friends of the Library and The Library Trust Board have been invited. Trustee Bodenhamer and the committee are discussing PR needs of both those groups. The committee is collecting resumes for a publicist. A public information meeting about the SE Branch is being held April 17, from 4-7 pm. Friends, Trust members, and Libraries-Yes! campaign workers have been invited.

Hiring Plan

Ms. Carns’ new assistant is the first job filled in the hiring plan. The hiring of a Finance Officer is progressing. A job description for this position is coming along.

Presentation by Carson Block

Board members received an electronic version of the presentation by Carson Block prior to the meeting. Mr. Block presented the material at the meeting as well and engaged in a question and answer session with the Board. The presentation was an overview of what his department, Systems Administration, does at the library, both for staff and the larger community.

Executive Session

Trustee Gard made a motion to adjourn into executive session at 6:07 pm. Trustee Kalkowski seconded the motion, all voted in favor to move into executive session.

Trustee Liggett made a motion to exit out of executive session. Trustee Viscount seconded the motion.
The vote was unanimously in favor to exit out of executive session.

Adjourn

Trustee Liggett made a motion to adjourn the special meeting of The Fort Collins Regional Library District Board of Trustees. The motion was adopted by unanimous consent at 6:51 p.m.

Respectfully submitted,

Claire Thomas
Assistant to Brenda Carns

Michelle S. Kalkowski
Secretary