

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

**August 6, 2007  
4 p.m.**

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

**FOR REFERENCE:**

<b>PRESIDENT:</b>	Mary Robertson	217-9213
<b>VICE PRESIDENT:</b>	Mike Liggett	493-0361
<b>LIBRARY DIRECTOR:</b>	Brenda Carns	221-6670
<b>ADMIN SUPPORT:</b>	Cynthia Langren	221-6526

**BOARD MEMBERS PRESENT:**

Robin Gard  
John Knezovich  
Mike Liggett  
Bob Viscount

**ABSENT:**

Nina Bodenhamer  
Shelly Kalkowski  
Mary Robertson

**LIBRARY STAFF PRESENT:**

Lu Benke  
Brenda Carns  
Pamm Clements  
Sylvia Garcia  
Vicky Hays  
Sue-Ellen Jones  
Alice Jorgensen  
Cynthia Langren  
Marian Sawyer  
Becky Sheller

**OTHERS IN ATTENDANCE:**

Jeff Barnes  
Annie Fox  
June Garcia  
Jim McCauley  
Kim Seter

**1. CALL TO ORDER**

The meeting was called to order by Vice President/Trustee Liggett at 4 p.m.

**2. DECLARATION OF A QUORUM**

Trustee Liggett declared a quorum of the board.

**3. ADDITIONS TO THE AGENDA**

Trustee Gard noted that there would not be an insurance presentation at this time. It will be rescheduled for a future meeting when more trustees can be present.

Trustee Gard distributed a written update on behalf of Trustee Bodenhamer in lieu of the Marketing/PR Committee update on the agenda.

**4. APPROVAL OF MINUTES**

*Trustee Viscount moved to approve the special meeting minutes of July 23, 2007 as presented. There was a second by Trustee Knezovich. The motion carried unanimously (4 – 0.)*

**5. PUBLIC COMMENT**

*Lu Benke:* I want to first thank all of you for the letter you sent out letting us know about the different things that are moving along and for speaking for our interest. I really appreciate that. I am in the wonderful position of have lots positions being posted and my mind is constantly thinking about how it's going to be with the interviewing and hiring process and getting topnotch candidates that we want to get. That leads me to an issue that I know is important to you too; the whole issue of the benefits package for the employees. I know benefits really make a difference as we're trying to get topnotch candidates. Plus, I'm personally interested in knowing what you're going to be coming up with. I just wanted to put in the request that as you are making those decisions that there's an opportunity for us to do some comparison between our present situation and what we'll be going into. Thank you.

*Sue-Ellen Jones:* I also have a couple of comments about the insurance process. As a long time employee of the library, 24 years in fact, I would just like to mention that we are in the very fortunate position of having good pay. I'm concerned because I have a chronic disease; I am a type 1 diabetic. I pay quite a few out-of-pocket expenses so the insurance plan that we get really does matter. We need to make sure that whatever we get, and I know that you'll do this, is something very competitive with what we have now, that it's researched very carefully and make sure that we have local providers for that kind of thing. I just wanted to say that those are some of my concerns. Thank you.

Trustee Gard briefly updated the board on the benefits issue. Flood and Peterson gave a great presentation last week and we asked them to do comparable benefits to what you have now. That doesn't mean that they'll be exactly the same, but we didn't want to pull the rug out from underneath you. The next big question for the board will be whether we want to stay with the City for the next year or indefinitely or whether we want to switch plans. We're in the process now of comparing what those plans will cost if we were to switch now and what it will cost us to remain with the City. The first question has to be what can we afford.

We're very committed to giving you guys the best benefit package that we can afford and we have an employee meeting in the works. We wanted to see the figures in front of us first. We won't be making any decisions until we've done some kind of presentation or been in contact with you guys so you have some input into that. We already eliminated one vendor because we thought their network was not good.

**6. FINANCIAL REPORT – John Knezovich**

Trustee Knezovich reported since the last financial report, no bills have been paid so the balance in the bank remains the same. The next property tax report is due on August 10. Hopefully in the next couple of months, the District will be able to collect enough property taxes so that it will be at about 99% of the budgeted property tax revenues.

**7. DIRECTOR'S REPORT – Brenda Carns**

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

Jeffrey Barnes was introduced to the Board. Mr. Barnes is the newly hired Finance Office for the District. He will begin on August 20.

Trustees Liggett and Viscount complimented Ms. Carns on the format and content of the Director's Report. Ms. Carns stated that she would pass that on to staff.

Ms. Carns reminded the Board about the upcoming Annie Walk on August 25. Members are welcome to attend and volunteer if they would like. There is a need for volunteers for contest judging, someone to help staff the Library District information table, and general event volunteers.

**8. UPDATES**

**a. HR COMMITTEE – Gard**

Trustee Gard reported that the sub-committee and Ms. Carns attended the Mountain States Employers Council (MSEC) workshop on employment benefits. Which was very useful. MSEC has been very helpful in providing written guidelines for analyzing all the data that is being compiled for the different benefit plans. The committee has come up with three vendors that have excellent ratings that have been in business a long time and do a lot of business in this area. Trustee Gard stated that she would like everyone to know that they keep very much in mind the human cost of these decisions that we're making and they are not going to forget about you. The committee will be getting back to employees sometime in the next couple of weeks with specific information on some of these different things.

**9. LEGAL REPORT**

Mr. Seter stated he would wait until the Executive Session to give his report.

**10. OLD BUSINESS**

**a. LIBRARY PLANNING PROCESS – June Garcia**

Ms. Garcia gave an overview on Strategic Planning for Results.

Highlights of her presentation included:

- Community Based Planning
- Library Service Priorities
- Measures of Progress
- Resource Allocation
- Managing Change
- Planning Process
- Planning Responsibilities
- Library Service Responses

Ms. Carns suggested that the next step after Board discussion is for to staff to pursue a Request for Qualifications (RFQ) as opposed to an RFP per Ms. Garcia's advice. Vice President Liggett stated that this item should be placed on the agenda for the next Board meeting. The Board asked Ms. Carns to put together the proposed request. Ms. Garcia indicated that she would be available for a phone conference if members who are not present should have a question. The phone number for Ms. Garcia is: (303) 522-2225 and email is: [june.garcia@comcast.net](mailto:june.garcia@comcast.net).

**11. NEW BUSINESS**

None

**12. EXECUTIVE SESSION**

*The executive session was entered into on motion by Trustee Viscount and seconded by Trustee Gard. The executive session included the board, Ms. Carns, Mr. Seter, and Mr. Barnes for the purpose of receiving legal advice on specific legal questions and to discuss the purchase, acquisition, lease and transfer of real and personal property and matters that may be subject to negotiations as allows by Section 24-6-402(4)(a), (b) and (e), C.R.S. with regard to the Intergovernmental Agreement among the District, the City and the County.*

*Motion to come out of executive session was made by Trustee Knezovich and seconded by Trustee Viscount at 6:10 p.m. Vice President Liggett announced that no action was taken during executive session.*

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**11. ADJOURN**

The meeting adjourned at 6:11 p.m.

Respectfully submitted,

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Cynthia Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary