

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

**August 27, 2007
4 p.m.**

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

FOR REFERENCE:

| | | |
|--------------------------|-----------------|----------|
| PRESIDENT: | Mary Atchison | 217-9213 |
| VICE PRESIDENT: | Mike Liggett | 493-0361 |
| LIBRARY 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 (Arrived at 4:45 p.m.)
Bob Viscount

ABSENT:

None

LIBRARY STAFF PRESENT:

Tova Aragon
Jeff Barnes
Lu Benke
Carson Block
Brenda Carns
Pamm Clements
Ken Draves
Lynda Dickson
Carol Gyger
Cynthia Langren
Becky Sheller
Rob Stansbury

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Jacqueline Murphy, Attorney

1. CALL TO ORDER

The meeting was called to order by President Atchison at 4 p.m.

2. DECLARATION OF A QUORUM

President Atchison declared a quorum of the board.

3. ADDITIONS TO THE AGENDA

A Southeast Branch update by Trustee Kalkowski will be added to # 8, Committee Reports.

4. APPROVAL OF MINUTES

Trustee Gard moved to approve the regular meeting minutes of August 6, 2007 as presented. There was a second by Trustee Viscount. The motion carried unanimously.

5. PUBLIC COMMENT

Annie Fox: Ms. Fox, Front Range Community College, brought a t-shirt to show the Board and explained that the library received some attention; the writing on the shirt makes a statement about how essential the library is to the Front Range Community College and reiterated that the joint use program has been very successful.

6. VARIOUS ANNOUNCEMENTS/UPDATES – Brenda Carns

- a) Articles – Ms. Carns distributed a couple of library related newspaper articles.
- b) Trustee Workshops – Ms. Langren will email the link for the conference to the board and will register anyone who is interested in attending.
- c) RFID Technology – (Mr. Block will be presenting on this topic later this evening.) Ms. Carns provided the board background information and a summary of the issues associated with implementation of the RFID.
- d) IGA Update – Nothing to report at this time.
- e) Financial Update – Mr. Barnes has been working hard to get up to speed. Ms. Carns noted three items:
 1. Cost of the fallen light fixtures. *The board agreed they need to discuss the charges for repairing the light fixture when billed prior to any payment.*
 2. Legal Services Budget. *The Board asked for a projection of remaining costs and acknowledged additional costs will be billed.*
 3. Costs for services provided by June Greist. *Ms. Carns briefly reviewed how the hours exceeded the estimate in Ms. Greist's contract and recommended that the Board pay the entire amount that will be billed for the completion of work.*

Trustee Viscount moved that the Board pay Ms. Greist the \$7,050 for the work that she's done and the work remaining on her contract. There was a second by Trustee Bodenhamer. The motion carried unanimously. Ms. Greist was asked to keep track of any additional billable hours between now and September 15.

Trustee Kalkowski requested a cost breakdown for the Annie Walk. Ms. Carns agreed to provide that to the board once it is available.

7. FINANCIAL REPORT – John Knezovich

Trustee Knezovich reported that he attended a City Finance Committee meeting today. Their auditor was in town so many reports were handed out. He obtained a copy of what used to be called the “management letter” to give to Mr. Barnes so he can make sure those things are taken care of.

Trustee Knezovich stated that there was a recent letter from the County Assessor regarding the proposed assessed valuation for the upcoming year.

Mr. Barnes was introduced to the board. He said that the District’s valuation is going up 10% according to the information he received. He distributed copies of a document called: Fort Collins Regional Library District Budget vs. Actual, YTD July 31, 2007, and went over its contents with the board.

Trustee Knezovich noted that the District will need an independent auditor to audit the District’s financial statements for 2007 and will likely send out a Request for Proposals. This will be brought to the board at their October meeting.

Ms. Carns mentioned that it’s time to begin thinking about the 2007 Annual Report and to initiate the 2008 budget process.

8. COMMITTEE UPDATES

a) Southeast Branch – Trustee Kalkowski

Trustee Kalkowski reported that there is still discussion on the actual construction schedule. The City/District is on a schedule that projects it will open sometime in the fall of 2008. Bayer Properties would like the library to open sooner if possible. The library needs five months after gaining access for interior finish before it will be ready to open.

b) HR/Benefits – Trustee Kalkowski

Trustee Kalkowski presented a PowerPoint that identified the complexity and urgency of selecting 2008 health coverage. The presentation covered:

- The number of employees both current and projected through December 31, 2007
- Status and urgency of the process stressing how few board meetings are left this year
- Areas of current review; health care, wellness, retirement, leave, other benefits, and payroll services
- Current City benefits
- Various quotes for comparable benefits
- Other critical BOT personnel decisions

The recommendation of the personnel committee is to contract with the City at cost for all benefits at least through 2008.

Trustee Gard added that this is a very important decision and the committee does not want to rush into it.

c) Marketing/PR – Trustee Bodenhamer

Press kits were handed out as well as copies of a letter that went out to the community to share that good things are happening with the District.

Trustee Bodenhamer and Ms. Carns met regarding the posting of the Communications position and the hiring process/timeline.

She mentioned that the committee would like to implement naming and rebranding of the district.

9. LEGAL REPORT

None.

10. OLD BUSINESS

None.

11. NEW BUSINESS

a. Radio Frequency Identification Tag (RFID) – Carson Block

Mr. Block gave a PowerPoint presentation on the RFID project proposal for the District. Highlights included:

- In libraries, RFID is used to provide the item's barcode number in electronic form as well as the security status of the item.
- To support objectives of greater circulation efficiencies, better customer service and self-service, and responding to the increasing demand for library materials, library management would like to use RFID technology for inventory control and circulation of library materials.
- RFID technology offers faster and more accurate circulation transactions, allowing both library patrons and staff to do more in less time.
- Costs for an RFID project are about the same as the library is planning on spending on existing technologies that are less versatile; RFID = \$838,539 (over 5 years) and 3M = \$787,500 (over 5 years)

Mr. Block went over the proposed timeline for the project if it is implemented. He stressed that savings will be realized if RFID is used for the new branch collection and that work needs to begin as soon as possible to allow for this. A delay will substantially increase costs to implement this technology in the near future.

President Atchison thanked Mr. Block for the presentation and encouraged Board members to read over the information packet and provide any questions they may have before the next discussion of RFID conversion.

12. EXECUTIVE SESSION

Upon motion by Trustee Liggett, seconded by Trustee Viscount and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of discussing the Intergovernmental Agreement between and among the District, City, and County and personnel matters as authorized by Sections 24-6-401(4)(a), (e) and (f) of the Colorado Revised Statutes.

Motion to come out of executive session was made by Trustee Kalkowski and seconded by Trustee Gard.

11. ADJOURN

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary