

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

**September 10, 2007
6 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
Bob Viscount

ABSENT:

LIBRARY STAFF PRESENT:

Jeff Barnes
Lu Benke
Brenda Carns
Lynda Dickson
Ken Draves
Cynthia Langren
Rob Stansbury

OTHERS IN ATTENDANCE:

Jane Thompson, League of Women Voters
Jacqueline Murphy, Attorney
Kim Seter, Attorney

1. CALL TO ORDER

President Atchison called the meeting to order at 6 p.m.

2. DECLARATION OF A QUORUM

President Atchison declared a quorum of the board.

3. ADDITIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

Trustee Liggett moved to approve the special meeting minutes of August 27, 2007 as presented. There was a second by Trustee Gard. The motion carried unanimously (7 – 0.)

5. PUBLIC COMMENT

None.

6. FINANCIAL REPORT – Jeff Barnes

Mr. Barnes distributed a copy of “Fort Collins Regional Library District, Budget vs. Actual, YTD August 31, 2007.”

Mr. Barnes explained the document and cautioned the Board not to worry about budget variances on the department-by-department level. The column with the ACTUAL heading is what’s on the system for the 8 months and the totals are correct in the budget that has been adopted. The District has received about 95% of the property taxes so far, which is typical for this point in time. Bottom line: the remaining balance as of August 31 is \$3,541,718.

The Board complimented Mr. Barnes on the format of the report. Trustee Kalkowski suggested inserting an additional column to show the numbers for the current month.

7. DIRECTOR’S REPORT – Brenda Carns

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

President Atchison complimented Ms. Carns on the format and content of the Director’s Report. Ms. Carns stated that she would pass that on to staff.

8. COMMITTEE UPDATES

a. HR COMMITTEE – Trustee Gard

Trustee Gard reported that some concerns about benefits were raised after the last Board meeting so she and Trustee Viscount met with staff at both Main and Harmony libraries. She suggested it would be useful to continue to have similar meetings with staff throughout the transition period on a semi-regular basis to give staff an opportunity to come and chat over coffee.

Trustee Gard mentioned that the process for staff to voice concerns seemed to work well (the concerns were taken to Ms. Carns who took them to the sub-committee), however, she stated that there is another avenue that employees have to share thoughts and concerns which is to send an email to the Board via the board’s web site. Trustee Viscount is now the official monitor of the web site emails.

b. **MARKETING/PR – Trustee Bodenhamer**

Trustee Bodenhamer will compare calendars with Ms. Carns so they can screen the applicants for the Communications position.

Ms. Carns and Ms. Greist are working on the final report for the Annie Walk.

9. LEGAL REPORT

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

10. OLD BUSINESS

a. **LONG RANGE PLANNING – Brenda Carns**

Ms. Carns referred to the draft Request for Proposal that was included in the Board's packets. She noted that under the heading "Project Overview" there are five goals that she would like to have feedback on.

Trustee Knezovich noted that on the first page, the Conflict of Interest statement should also list Board members. Ms. Carns informed the board that the wording would be revised to reflect District language as opposed to City language.

The five goals are:

1. Work with community stakeholders, staff, and members of the library board to identify service priorities for the library for the next three years.

Comments: Trustee Knezovich felt that the town of Timnath and unincorporated LaPorte should be added to the last sentence in the "Library Background" paragraph. Ms. Carns said that the wording for that was taken right off the Board's web site. Trustee Knezovich stated that the web site and this particular paragraph in the RFP should be revised to include them. Trustee Bodenhamer expressed support.

2. Work with library staff and board members to develop goals and objectives that reflect the library's service priorities.
3. Identify and evaluate services and programs (both current and new) that will support the library's goals.
4. Assist library staff to develop the skills and capacity needed to maintain and continue the planning and resource allocation processes with no outside assistance.

5. Describe future potential individual facilities that might be needed to fulfill a 10-20 year facilities vision.

Discussion:

President Atchison and Trustee Viscount agreed to represent the BOT on the planning committee.

Trustee Liggett suggested that the third bullet under “Project Overview,” should include the words: “use of private and public partnershiping.” Therefore, the sentence would read: “Identify and evaluate services and programs that will support the library’s goals including private and public partnership.” The other members supported this suggestion.

Trustee Viscount commented that the last goal doesn’t seem to fit in the tenor of the others and seems to be going in a different direction. He wondered if it’s possible to tie it in with the others. Ms. Carns agreed with Trustee Viscount’s observation and explained that she would like to have a phase 2 planning process where facilities is a main focal point. For example, this building will need to be remodeled at some point and it would be nice to be able to fit it into a general context.

Trustee Kalkowski said she would like to see an incorporation of the idea of also accepting best library practices and trends from across the country and then using that to identify and evaluate services as stated in goal #3. Ms. Carns explained that when staff starts working with it, they do that as part of the process. It’s not identified in this short document, but if you go back to the literature that Ms. Garcia handed out about the planning process, that is part of the process that the staff comes up with. Basically staff will identify the best practices.

President Atchison stated that if there are any wording suggestions for this document to send them to Ms. Carns immediately as she needs to move forward with this tomorrow.

Trustee Viscount moved to adopt the proposal and have it go forward with the amendments that were suggested. There was a second by Trustee Bodenhamer. The motion carried unanimously 7 – 0.

- b. **SOUTHEAST BRANCH – Brenda Carns**
Ms. Carns described the service model for the new branch, which is styled after retail businesses that seek to serve the customers where they are. Small service desks will help orient customers and identify locations to get help. Primarily though, staff will be roving the floor, greeting acknowledging and helping customers. Library materials will be displayed in the front windows similar to a bookstore. The hours will

most likely be similar to the other stores: 10 a.m. – 9 p.m. Monday through Saturday and noon – 6 p.m. on Sunday.

The branch will emphasize self-service, such as self-help holds and self-check-out. All circulation will be through self-check machines. Responsive and capable staff will be available at all times to serve library customers.

Ms. Carns briefed the Board on the operating budget estimates. Trustee Knezovich mentioned that the salary figures in the document are 2006 numbers so they will change. Ms. Carns gave an overview of the hiring process, stating that the Librarians will be hired first, then Library Assistants will be phased in, then Circulation and finally, the hourly staff.

Trustee Knezovich stated that it is important that the audience understand that the Southeast Branch might be covered under legal matters in Executive Session.

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Upon motion by Trustee Viscount, seconded by Trustee Knezovich 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.

Trustees Knezovich and Viscount moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval the Board moved to approve the HR sub-committee recommendation to contract with the City of Fort Collins for calendar year 2008 to provide medical and other benefits, payroll and related human resource services. Because of the presentation at the August 27 board meeting and Board discussion in this meeting's executive session, the board felt that this contractual relationship in 2008 would serve several purposes:

- Allow cost savings on medical benefits by having employees participate in the City's much larger benefits pool
- Provide a smooth transition for employees when they move from City employment to District employment
- Allow the Library District to thoroughly research benefits issues by continuing to meet with insurance vendors, retirement plan

representatives, payroll companies, etc and to determine the District's HR needs

- Invite staff input by including two employee representatives to participate in certain HR presentations

Following discussion and upon motion, second and unanimous approval, the Board determined to continue the regular board meeting to Thursday, September 13, 2007 at 4 p.m.

11. ADJOURN

The meeting adjourned at approximately 8:45 p.m. pending continuance on Thursday, September 13 at 4 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary

**Minutes of the Fort Collins Regional Library District
Board of Trustees – Regular Meeting (CONTINUED from 9/10/07)**

**September 13, 2007
4 p.m.**

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FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
LIBRARY DIRECTOR:	Brenda Carns	221-6670
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BOARD MEMBERS PRESENT:

Mary Atchison
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Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Bob Viscount

ABSENT:

LIBRARY STAFF PRESENT:

Jeff Barnes
Brenda Carns

OTHERS IN ATTENDANCE:

Jacqueline Murphy, Attorney

1. **CALL TO ORDER**

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

Upon motion by Trustee Gard, seconded by Trustee Kalkowski 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.

Trustees Viscount and Gard moved and seconded to adjourn the executive session.

President Atchison adjourned the meeting at approximately 5:30 p.m.

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Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary