

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

**October 1, 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  
Bob Viscount

**ABSENT:**

**LIBRARY STAFF PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy, Attorney  
Jane Thompson, League of Women Voters

**1. CALL TO ORDER**

President Atchison called the meeting to order at 4 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 Viscount moved to approve the special meeting minutes of September 10 (which was continued on the 13<sup>th</sup>), 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**

**a) YEAR-END PROJECTED BUDGET & CURRENT BALANCES**

Mr. Barnes explained the document: *Projection of 2007 Activity* that showed two options: one with RFID and one without.

**b) 2008 PROPOSED BUDGET**

The proposed 2008 budget was presented via PowerPoint. Highlights included:

- Highlights of budget changes
- Sources of 2008 Revenue
- Expenditures
- Personnel costs
- Administrative contractual costs
- Effect of RFID project
- Summary

**Board Discussion:**

Trustee Knezovich clarified that the purpose of the presentation today is to see the proposed budget for the first time. The final 2008 budget can be adopted in November or December.

Trustee Liggett stated that he'd like this library to be the best library system in the world and would like to see a small amount of funds, perhaps \$30,000, set aside in the budget for creative and innovative thinking and projects. Trustee Liggett said one of the reasons this is important is so staff will know that the board is committed to being the best and have gone so far as to set aside funds to back it. Trustees Viscount and Bodenhamer heartily expressed their agreement.

Trustee Gard inquired if the rebranding is included in the budget. Trustee Bodenhamer stated that she would like to begin an internal steering committee to discuss what to expect in the rebranding process. She indicated that other companies have spent anywhere from \$60,000 – 120,000. Trustee Gard stated the importance of reflecting that in the 2008 budget.

Trustee Bodenhamer noted that the additional staff positions currently in the hiring plan should be included in the budget as well.

Trustee Gard asked if staff development/training expenses are included in the 2008 budget. Mr. Barnes confirmed that it is.

Trustee Knezovich spoke to the Board about the importance of the Board setting policy and deciding where they want to be in terms of the 4% increase in salaries. He noted the importance of having the best people on board as possible.

Trustee Liggett suggested an additional item for the budget -- a capital construction reserve. He explained that while the library is funded only for operations, some amount set aside for capital construction would be important for the District for several reasons: 1) If the District doesn't get what it wants, there would be money to build things that might be needed, 2) If the District were to go to the voters for additional money, it can be shown that the District has been frugal and forward thinking, and 3) It's wise to do that as you never know what will need to be fixed, built or bought. He stated that it's important to have a line item that shows the District is operating in a careful, forward looking way. Trustee Knezovich said that typically that would be a percentage of the assets that are owned, which in the District's case doesn't amount to much. However, he did point out that the most valuable asset the District has is the collection. He agreed with Trustee Liggett's suggestion to have a capital construction reserve built into the budget.

Mr. Barnes will take these comments under consideration and will send out a revised budget to the board before adoption date.

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

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

**8. COMMITTEE UPDATES**

a. **HR COMMITTEE – *Trustee Gard***

Trustee Gard reported that Ms. Carns was now handling the employee transition issues with the City. The HR Committee will next be discussing selection of employees to help with certain tasks including benefit vendor discussions, etc.

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

Trustee Bodenhamer spoke about the rebranding process and stated that Brenda, Robin, and Bob and herself will be getting together to talk about creating an internal steering committee.

## 9. LEGAL REPORT

Ms. Murphy stated she would wait until the Executive Session.

## 10. OLD BUSINESS

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

Ms. Carns reported that the RFP deadline is October 3. Once the RFPs have been submitted she will contact President Atchison and Trustee Viscount and plan the next steps.

### b. SOUTHEAST BRANCH – *Brenda Carns*

Ms. Carns referred to the information presented in the September Director's Report, summarizing that an estimate provided by Hoar Construction was \$600,000 over the budget approved by Council. Although Bayer has been notified that the City will not agree to the increased costs, Hoar maintains that they plan to begin construction on October 5. There will be a meeting between City Facilities staff, Ms. Carns and Mr. Heffernan to discuss options.

Trustee Knezovich said that he would like to publicly state that the SE branch was promised to the District by the City and that the City has been collecting impact fees to pay for the SE Branch. He said that it's his belief that the City has a continuing obligation to deliver the SE Branch to the Library District in a finished and acceptable state, fully paid for by the continuing collection of impact fees. He added that he would be very chagrined if they decided to cut back the scope of the project by any marginal percentage, be it 10% or 20% to try to accommodate a spending plan at \$6M, which in his estimation just isn't going to work. He feels they need to expand the amount of revenues that they intend to put forth and not look to this District to fund a capital need. When the District did the 3 mil levy, everybody anticipated that the construction of the new SE Branch would be paid totally by the City and by impact fees, and that a portion of the District levy would be used for operations costs of the new branch. Trustee Knezovich wanted to publicly be on record on this issue rather than having it discussed only in Executive Session outside the public arena.

Trustee Gard noted that this is the second time that there have been big cost overruns that are traceable back to the way the City did or didn't do things. She said that the District more or less bailed them out once and now it's coming around again. She stated she's hoping they won't try and make this the District's problem.

Trustee Bodenhamer added that to recover that money from the District is really recovering money from services that have been promised to the residents in terms of the collection or services, etc. She stated that it is an inappropriate way to look at how to recover that cost.

President Atchison asked if there is consensus on this topic from the Board. There was. The Board feels that the City is responsible for the construction costs of the SE Branch, and that the District is responsible for costs of operating and staffing that branch. Ms. Carns stated that she would like to go on record as having pointed this out very early on in the process that libraries are extremely expensive and would cost in the \$350/sq ft range prior to any of this.

President Atchison stated that it's pretty clear how the entire Board feels.

c) **RFID – Brenda Carns**

Ms. Carns stated that this is a wise project to undertake. It will mean an improvement in service for our customers, is within our budget, and staff feels that this is an important innovation that will assist us in achieving the goals that the Board has for the Library. She asked the Board to support the RFID.

*There was a motion by Trustee Kalkowski and a second by Trustee Viscount to support purchasing the RFID. The motion carried by a unanimous vote, 7 - 0.*

d) **ANNIE WALK WRAP-UP – Brenda Carns**

Ms. Carns reported that this year's proceeds were the largest ever received. Ms. Carns said that events like the Annie Walk need to be reviewed in the framework of the strategic plan for the future. The new Communications person will need to analyze the Library's current programs and determine if events such as the Annie Walk are worth continuing. Ms. Carns stated that she looks forward to working with the Communications person to establish goals so that staff can actually rate the value of the programs against the goals that are identified.

Trustee Knezovich commented that in the budget recap, there was \$12,000 more outgoing than incoming, which he doesn't have a complaint about, as the Friends of the Library sponsored it. He suggested that perhaps next year a corporate sponsor can be solicited and that the Friends of the Library should continue to be involved to help offset some of the expenses.

Trustee Gard noted that the net cost of the event is almost exactly equal to what the hourly communications person was paid. She doesn't think that it is always going to cost that much to put this event on, especially in light of the fact that the Communications person will be onboard and will deal with the event as part of their regular responsibilities.

*Trustee Gard thanked Trustee Bodenhamer and her family for hosting the recent staff appreciation BBQ at her home.*

## **11. NEW BUSINESS**

None

## **12. EXECUTIVE SESSION**

*Upon motion by Trustee Gard, 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.*

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

Following discussion and upon *motion, second and unanimous approval, the board determined to grant a 4% wage/salary increase to City employees transitioning to the District. The wage increase shall apply to classified employees and hourly employees shall receive a market adjustment.*

Ms. Carns advised the board of a situation where a member of library staff refrained from using vacation time at the request of the District due to staffing needs. This resulted in the employee having 6 weeks more leave time than is allowed under the City's policies, which govern until the City employees transition to the District after the first of the year. The employee requested compensation for the leave time (approximately in the amount of \$2,000). City Human Resources advised Ms. Carns that they would grant an exception to the City policy to allow the payment to the extent the District board authorizes such payment. *Following discussion and upon motion, second and unanimous approval, the board determined to authorize the payment.*

**13. ADJOURN**

The meeting adjourned at approximately 6:30 p.m.

Respectfully submitted,

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Cynthia Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary