

**Minutes of the Poudre River Public Library District  
Board of Trustees – Regular Meeting**

**September 14, 2009  
4 p.m.**

Main Library  
201 Peterson Street – Ben Delatour Room  
Fort Collins, CO

**FOR REFERENCE:**

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
INTERIM EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

Mary Atchison  
Nina Bodenhamer  
Linda Gabel  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jacqueline Murphy

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Lu Benke  
Holly Carroll  
Ken Draves  
Carol Gyger  
Sue-Ellen Jones  
Cynthia Langren  
Anne MacDonald  
Rob Stansbury  
Diane Tucillo  
Paula Watson-Lakamp

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:00 p.m.

**II. AGENDA REVIEW**

President Atchison stated that the "Personnel Related" item would be addressed under an Executive Session at the end of the regular meeting.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Kalkowski and seconded by Trustee Gabel to approve the minutes of the August 2009 regular Board meeting as presented. The minutes were unanimously approved, 7 – 0.*

**V. WELCOME NEW EXECUTIVE DIRECTOR HOLLY CARROLL**

The Board welcomed Ms. Carroll to her new position.

Ms. Carroll went over a list of people she's met, meetings she's attended and tours she's taken since her arrival on September 8.

**VI. REPORTS**

**a) DIRECTOR'S REPORT**

The written report was accepted as presented. In addition, Ms. Carroll pointed out the new record for August on the Circulation graph. Her goal is to reach 3 million in circulation this year.

Trustee Knezovich inquired about the status of the District's H1N1 flu planning. Mr. Draves informed the board that the District is moving forward in formulating a plan in tandem with the Larimer County Department of Health and Environment

**b) TRUSTEE REPORTS**

Trustee Gard:

Colorado Association of Libraries (CAL):

Trustee Gard reported that the CAL conference will be November 19 – 21. She is coordinating the Trustee cocktail party once again which is November 21 at 4:30. Sessions on the Sunshine Law and How to be a Better Board Member are two of the presentations of interest to trustees. A complete listing should be available on the CAL website under "Conference."

Trust/FOL

The American Library Trustees division merged with the National Friends of the Library group (FOLUSA) and ALA is offering a joint membership for \$150. Trustee Knezovich talked with the Trust about it and the Friends group has expressed interest in the membership. Trustee Gard recommends that the District purchase the membership for all three groups. She gave the paperwork to President Atchison for review.

The FOL Book Sale is October 2 – 4 at the Foothills Fashion Mall.

**c) FINANCIAL REPORT**

Mr. Barnes presented the July 2009 Financial Report. Following discussion, the report was accepted as presented.

Mr. Barnes also answered two questions that were asked when the financial report was presented in August. The investment earnings for all of 2008 were \$222,000 even though for the first six months, less than \$60,000 had been earned. The increased earnings for the entire year were due to the recording of increases in the market value of the District's investments which is an annual process at year end.

The Board had also requested more detail for the \$986,000 reported in the audit report as purchased services. This amount was the combination of a wide range of services including electronic databases, professional fees, utilities, cataloging services, janitorial services, maintenance agreements, the courier, travel and conferences, phones services, and collection agency fees.

**d) LEGAL REPORT**

Ms. Murphy briefly referred to the two documents for informational purposes included in the board's packets: 1) Effects of Declining Real Estate Values on District Revenues and 2) Use of Impact Fees.

**VII. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. IMPACT FEES UPDATE – *Draves & Barnes***

Mr. Draves explained that the report on Capital Expansion Fees (CEF) has been updated to include a tiered fee structure based on dwelling unit size. A draft of the plan has been provided to the Town of Timnath, Larimer County and the City of Fort Collins. Only Larimer County has provided comments to date. Several Board members stated their approval of adding the tiered fee structure to the CEF statement.

Next steps proposed include meeting with Timnath's Town Board in October to discuss the possibility of implementing a fee, followed by a similar meeting with the Larimer County Commissioners and the Fort Collins City Council.

Draft talking points created by the Impact Fee Committee were distributed. These points are to be used by the Board and staff so that a consistent message will be shared by all when answering questions out in the community. Trustee Kalkowski reviewed the points and asked for feedback.

Comments by trustees were recorded, revisions will be made, and staff will finalize changes on letterhead and produce a PowerPoint presentation. The final talking points will be distributed to the Board. The Board thanked Trustee Kalkowski and the committee for all their work and for creating the talking points.

Trustee Liggett noted that it's important to convey the message that library services have to be provided to the citizen's of the Library District as a whole. Our expansion and services levels have to be geared towards that point and not the boundaries of Timnath, Fort Collins or the County. Patrons aren't as concerned about governmental boundaries when they use the libraries.

The Board then discussed the importance of educating the citizens about this topic and agreed it would be advantageous to put the Capital Expansion Fee Statement on the website as well as the final talking points and a list of Frequently Asked Questions.

***Trustee Liggett moved to endorse the concept of the Capital Expansion Fee statement. Trustee Gard seconded the motion. It carried by a unanimous vote, 7 – 0.***

- 2. MID-YEAR PLANNING FOR RESULTS/STATS UPDATE – Carroll & Draves**  
Mr. Draves stated that the opening of Council Tree library and the poor economy have contributed to the outstanding increase in the District's circulation and program statistics. .

Ms. Carroll noted that Planning for Results is going to be a topic at an upcoming Library Management Team retreat and some of the goals may need to be revisited and increased.

Trustee Gabel requested that the date of the report be added to the bottom of the page each time it is revised/distributed and that a record of all the revisions be kept.

The Board expressed its satisfaction and appreciation for the progress made overall and for the easy-to-read report.

**b) NEW BUSINESS**

**1. TEEN SERVICES REPORT – Jones & Tucillo**

Sue-Ellen Jones and Diane Tucillo, Teen Services librarians, gave a PowerPoint presentation about the many programs, services, accomplishments and goals of Teen Services.

**VIII. INFORMATION AND UPDATES**

§ Ms. Carroll announced that she would like to meet with each board member over the next couple of weeks. Ms. Langren will be contacting each member to schedule meetings.

§ Banned Book Week is September 26 – October 3.

§ Paula Watson-Lakamp read this announcement:

Writer's Block –Saturday, September 26, Noon - 3 p.m. Grab a piece of chalk, and contribute to Fort Collins' first community created story. Join with local authors, family, neighbors and friends for a day of scribbling a creative story on the sidewalk around Main Library. Let out your inner author, and enjoy an afternoon of fun and writing. Everyone is a writer at Writers' Block!

Be a part of history and make your mark at "Writers' Block." There will be music and entertainment so you'll have plenty of things to do while you wait to make your mark on the pavement at this fun community event. The story will be video taped and shared through various means following the event.

**IX. ADJOURNMENT**

The regular meeting adjourned at 5:50 p.m.

**X. EXECUTIVE SESSION**

*Upon motion by Trustee Liggett, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of developing negotiating positions or instructing negotiators and discussing personnel matters as authorized by Section*

***24-6-402(4)(e) and (f), Colorado Revised Statutes, in reference to reorganization of Executive Director duties as appropriate.***

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

***Following discussion and upon motion, second and unanimous approval, the Board directed Director Carroll to explore the reorganization of Executive Director duties as appropriate.***

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary