

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

**December 7, 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 |
| EXECUTIVE DIRECTOR: | Holly Carroll | 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

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Jeff Barnes
Lu Benke
Holly Carroll
Ken Draves
Carol Gyger
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Kim Seter
Annie Fox

I. CALL TO ORDER

President Atchison called the meeting to order at 4:02 p.m.

II. AGENDA REVIEW

President Atchison stated that the Board would convene in executive session for agenda item VI. B.1.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Liggett and seconded by Trustee Bodenhamer to approve the minutes of the November 2009 regular Board meeting as presented. The minutes were unanimously approved, 7 – 0.

V. REPORTS

a) DIRECTOR'S REPORT

The written report was accepted as presented. In addition, Ms. Carroll reported:

- Circulation numbers will reach the 3 million mark before the end of the year.
- The Library Management Team reviewed and updated the competencies. The survey results are in and those will be compiled and reported to the Board in January. Overall the results reflect that the public is very pleased with District services and staff. There are also valuable outcome measurements.
- Two book drops have now been installed. There is one at Poudre Valley REA and one at the Annunciation Chapel on Highway 1. A site for the Timnath book drop will be determined shortly. She distributed pictures of them.
- The work session is confirmed with the town of Timnath. It is December 9 at 7 p.m. Jeff Barnes, Holly Carroll, Ken Draves, Trustee Liggett and Trustee Gard will attend and make a presentation on Capital Expansion Fees to the Timnath City Council
- The District is now an official member of Climate Wise.
- The Friends of the Library met with the Trust to clarify their roles. The Trust is focused on an annual campaign and focusing on long-term capital projects and the FOL are happy with raising money and turning it over to programming.

b) TRUSTEE REPORTS

Trustee Gard reported that the recent Colorado Libraries Association (CAL) conference was very good. Next year the conference will be held in Loveland and Trustee Gard suggested that the Board/Staff take an active role in being a part of it, perhaps by obtaining a Fort Collins suite and hosting an event.

Trustee Gard passed out copies of material that she brought back from one of the sessions she attended. It was noted that Kim Seter set up a website of templates of memos, resolutions, etc for easy access. It can be found at: svwpc.com and then "resources".

Trustee Knezovich reported that he would like the Board to be aware that he met with Commissioner Tom Donnelly recently and discussed impact fees.

c) FINANCIAL REPORT

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

d) LEGAL REPORT

None.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. PUBLIC HEARING: APPROVAL OF SUPPLEMENTAL APPROPRIATIONS TO THE 2009 PRPLD BUDGET – Carroll & Barnes

Mr. Barnes explained that the 2009 budget needs to be amended to reflect two changes. The first amendment reflects the real estate transaction between the City of Fort Collins and Library District earlier this year. At a simultaneous closing, the library acquired the park land and cash in the amount of \$905,900 and at the same time paid \$905,900 for the Main Library building. Even though no cash changed hands, the budget should reflect both sides of this transaction. The budget impact of this is to increase Intergovernmental Revenue by \$905,900 and increase Capital Outlay Expenditures by the same amount.

The second change is related to the Capital Projects Fund. Mr. Barnes explained that the District has been accumulating funds for a capital reserve as part of the annual budget approval process in 2008 and 2009. The reserve is 3-5% of annual revenue. These funds total \$608,000 and along with the \$905,900 discussed above, total \$1,513,900 which should be transferred from the District's General

Fund to a Capital Projects Fund. The budget impact of this transfer is to increase the Transfer to Capital Projects Fund by \$1,262,800.

Mr. Barnes asked that the Board approve a resolution appropriating additional funds for the 2009 budget as requested. Rather than take action at this point, President Atchison asked Mr. Barnes to give his presentation on the proposed 2010 budget and then ask the board to vote on the 2009 budget amendment and the 2010 budget proposal.

**2. PUBLIC HEARING: APPROVAL OF PROPOSED 2010 PRPLD BUDGET –
*Carroll & Barnes***

Mr. Barnes stated that at the November 2 meeting, the 2010 budget was submitted to the Board. Details of the estimated revenue and proposed expenditures were reviewed and the budget and approval process was discussed. Two salary options were discussed with the Board and direction was given to bring back the budget which included a salary increase for classified staff of up to 1% to the December meeting for the public hearing, further discussion and approval. Mr. Barnes then presented the proposed 2010 budget via Power Point.

Upon conclusion of the presentation, he inquired if there were any questions from the trustees, before opening the floor to the public hearing. The requested action of the Board is to approve resolutions adopting the proposed 2010 budget, appropriating funds for the 2010 budget and certifying the property tax mill levy.

Mr. Barnes fielded a few questions from the Board before President Atchison opened the floor to the Public Hearing at 5 p.m. There being no one present who wished to speak, the Public Hearing was closed at 5 p.m.

Trustee Knezovich moved to approve a resolution appropriating additional funds for the 2009 budget as requested. There was a second by Trustee Gabel. The motion carried unanimously, 7 – 0.

There was a motion by Trustee Bodenhamer to approve the resolutions adopting the 2010 budget. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.

A suggestion that came out of discussion was for management to prepare a two-year budget in the future, matching the county assessment cycle. Ms. Carroll stated that would be one of her goals.

3. PROFESSIONAL MEMBERSHIP REIMBURSEMENT POLICY - *Carroll*
Trustee Liggett moved to adopt the Professional Membership Reimbursement policy as presented. Trustee Gabel seconded the motion. It carried unanimously, 7 – 0.

4. REVIEW CAPITAL EXPANSION FEE PRESENTATION – *Barnes*

Before viewing the presentation, it was agreed that Trustees Liggett and Gard will definitely attend the Work Session on December 9 in Timnath. President Atchison will possibly attend. Liggett and Gard will meet Carroll, Draves and Barnes at the Council Tree Library at 6 p.m. before going to Timnath.

Mr. Barnes shared the PowerPoint presentation that he plans to give at the Timnath Work Session with the Board.

Upon conclusion, the trustees suggested several items to include in the final presentation.

b) NEW BUSINESS

1. DISCUSS EXECUTIVE DIRECTOR CONTRACT—COMPENSATION PACKAGE

President Atchison explained that the City of Fort Collins has certain classification levels. The question was previously emailed to the Board whether Ms. Carroll could sign up for City Health Care benefits and at what level she would be classified within the City of Fort Collins' classification system. She stated that the board will discuss this while in Executive Session and will then return the session to amend the contract to reflect any possible changes in the classification level or the contract.

Trustee Knezovich moved to amend the agenda to add Consideration of the contract amendment under New Business, #2 in the event anyone would like to return to the meeting after Executive Session. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.

Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, Trustee Liggett moved to adjourn the regular meeting of the Board and upon affirmative vote of two-thirds of the members present reconvene in executive session for the sole purpose of discussing personnel matters related to the Executive Director's employment contract as authorized by 24-6-402(4)(f). There was a motion by Trustee Liggett and a second by Trustee Kalkowski to adjourn into Executive Session at 5:46 p.m.

An executive session of the board convened for the sole purpose of discussing whether Ms. Carroll could sign up for City of Fort Collins health care benefits and at what level she would be classified within the City of Fort Collins' classification system.

During the executive session the board discussed or received advice regarding these matters. The board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The executive session meeting was adjourned at 6 p.m.

2. CONSIDERATION OF CONTRACT AMENDMENT – *President Atchison*

Upon returning from executive session, a discussion was had concerning agenda item VI.b.2. which was added earlier in the meeting concerning amending the Executive Director's Contract to provide benefits.

In open session it was discussed that the City requires payment from the Library District for benefits for every employee even if the employee does not accept the benefits. Accordingly, it costs the District nothing to add the Executive Director to the benefits package except for the retirement fund payment. ***Upon motion made by Trustee Knezovich and seconded by Trustee Gabel, the proposed amendment to the Executive Director's contract was approved unanimously, 7 – 0.***

VII. INFORMATION AND UPDATES

- Trustee Knezovich reminded the Board that since Trustee Gard's term expires in March of 2010, it would be advisable to begin the reappointment process with the City of Fort Collins and Larimer County very soon.

VIII. ADJOURNMENT

Upon motion by Trustee Liggett, seconded by Trustee Gard and passed unanimously, the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary