

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

**January 4, 2010
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:

Tova Aragon
Jeff Barnes
Carson Block
Holly Carroll
Lynda Dickson
Ken Draves
Vicky Hayes
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Annie Fox

I. CALL TO ORDER

President Atchison called the meeting to order at 4:03 p.m.

II. AGENDA REVIEW

Three items were added under New Business:

- Carnegie Building Survey
- Trustee Gard's Reappointment Process
- Fines Policy

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Gabel and seconded by Trustee Gard to approve the minutes of the December 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 reached the 3 million mark on December 27.
- Attendance numbers hit 1 million on December 28.
- Ms. Carroll will be meeting with Chuck Dewayne and Jan Boorman from the school district later this week to discuss resource sharing and partnership opportunities.

b) TRUSTEE REPORTS

None.

c) FINANCIAL REPORT

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

d) LEGAL REPORT

None.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. PERFORMANCE EVALUATIONS & SALARY INCREASES – Carroll

Ms. Carroll explained that performance evaluations of all classified staff were conducted in December 2009 using the City's online performance management system software (I-TMS). Employees were rated on a scale of 1 – 4 with 1 representing performance below District standards, 2 representing performance inconsistent with District

standards, 3 for performance that meets District standards, and 4 representing performance consistently above District standards.

The Board was asked to decide whether those who receive ratings below 3 should receive the 1% pay increase.

Trustee Liggett made a motion that any classified employee that was rated below a "3" in the evaluation process not be granted a 1% increase until they have completed the remediation plan satisfactorily; at that point they will receive an increase from that point forward. There was a second by Trustee Gabel. The motion carried by a unanimous vote, 7 – 0.

2. CAPITAL EXPANSION FEE UPDATE – Carroll

Ms. Carroll stated that the meeting with the Town of Timnath's Town Board was positive. They expressed appreciation for the new book drop and for the plan to hold story times at the Town Hall in the near future. Although the Board is firmly against adding an additional capital expansion fee for the Library District, the Library District does request that the Town Board consider including capital expansion fees for the District if and when any new developer annexation agreements are discussed. Ms. Carroll was asked to draft a follow-up letter addressed to the Town Council summarizing the District's understanding of the discussion at the work session.

The next step is to have a meeting with the Larimer County Commissioners after the new Commissioner is seated. Ms. Carroll will also provide an update to Wendy Williams with the City of Fort Collins and request to present the topic to the City Council.

3. POLICY REVIEW - Carroll

Ms. Carroll presented a proposed 2010 Policy Revision list to the Board. The major categories are:

1. Board of Trustees and Organization Policies
2. Finance and Business Policies
3. Library Law Policies
4. Property & Risk Management Policies
5. Service Policies
6. Collections Policies
7. Personnel Policies

The Board approved the list and agreed that the items are in order by priority.

Using the list as a guide, Ms. Carroll will submit revised policies to President Atchison and Vice President Liggett for review and then policies will be presented to the full Board for review and approval the following month.

b) NEW BUSINESS

1. COMMUNICATION PLAN OVERVIEW – *Watson-Lakamp*

Ms. Watson-Lakamp presented a draft Communication Plan to the Board via PowerPoint, stating that next month, she would ask for Board approval of the five goals and strategies outlined in the plan.

Upon conclusion of the presentation, some suggestions were given to Ms. Watson-Lakamp and the Board expressed how pleased they were with the plan overall.

2. BOARD MEETING DATES DISCUSSION – *President Atchison*

President Atchison explained that having the Board meetings on the first Monday of the month has an impact on staff's reporting capabilities, i.e. the financial report is always a month behind and many use statistics are not yet compiled. She asked whether the board would be open to changing the meeting day.

Several members said that Mondays are the best and that the third and fourth Monday of the week should be avoided due to possible conflicts with holidays in November and December.

The second Monday of the month works for everyone except President Atchison who will check her schedule to see if she can make it work for her as well. This item will be discussed again next month.

3. 2010 COLORADO BALLOT MEASURES PRESENTATION – *Carroll*

Ms. Carroll informed the board of three citizen proposals that will appear on the November 2010 state ballot. These initiatives will impact local and state governments, including library districts. They are: Amendment 60, 61 and Proposition 101. Ms. Carroll described each measure and the impact they would have on the District if passed.

Eventually, the District will need to have a position on these amendments so Ms. Murphy will send a memo to the Board and staff related to the Fair Practices Campaign Act so everyone understands the limitations. For now, it is acceptable for Ms. Carroll to dispense factual information about these ballot measures.

Ms. Carroll will continue to keep the Board abreast of these and any other library related ballot issues.

4. BALLOT INITIATIVE FOR MAIN LIBRARY – *President Atchison*

In order to move forward with the Facilities Plan and the expansion of Main Library, President Atchison reminded the board that the District will need to get voters permission to use more land in Library Park by repealing City Ordinance 2 which was passed in 1975. Therefore, President Atchison distributed a proposed process to begin working on getting voter approval.

The proposed process included:

1. Design and costs
2. Ballot preparation
3. Develop outreach materials
4. Outreach process

The Board was satisfied with the proposed process and discussed ideas about the best way to gain voter approval and agreed that putting this on the April 2011 ballot would be optimal. Ms. Carroll will carry it forward and keep the Board informed of progress. It was noted that Ms. Carroll is meeting with City Manager Atteberry next week and will communicate this topic to him at that time.

5. CARNEGIE BUILDING SURVEY - *Carroll*

The museum is conducting a public survey regarding the use of the Carnegie building. Ms. Carroll explained how she was contacted by Jill Stillwell from the Museum and how she referred Ms. Stillwell to the District's Facilities Plan which states that while the District is not interested in using the building, the District should be involved in deciding the next use of it. Ms. Carroll was surprised by the editorial in the Coloradoan on Sunday.

There is an Open House at the Lincoln Center on January 7 from 5 – 7 p.m. Several board members expressed an interest in attending. It was agreed that those who do attend will be there to listen to the comments and report back next month to the rest of the board.

6. TRUSTEE GARD'S REAPPOINTMENT PROCESS - *Knezovich*

The Board discussed the difference in processes for reappointment of a board member and appointment of a member to fill a vacancy. Trustee Gard has submitted a letter of interest to District staff and that will now be forwarded to Wendy Williams with the City of Fort Collins and Frank Lancaster with the County for their action.

7. FINES POLICY - Knezovich

Trustee Knezovich stated that he was unaware until very recently that the District has a \$5 cap on overdue fines, similar to the policy instituted at the Denver Public Library which has been in the news. Since the \$5 cap at the Denver library has caused such negative feedback from the public, Trustee Knezovich wanted to ensure that the District is not viewed the same way, especially in light of the hard economic times. He said his intent was to make sure that everyone is comfortable with the \$5 cap including the patrons. There was consensus from staff and other Board members that the current fine cap is working well.

VII. INFORMATION AND UPDATES

- § Trustee Gard reported that there is now a working state library trustees committee and she will be meeting with them soon.
- § PLA conference in Oregon – Trustee Gard plans to attend and will bring information back.
- § Employee recognition night, January 22 at 6:00 p.m. at Main Library, Ben Delatour Room.

VIII. ADJOURNMENT

Upon motion by Trustee Gard, seconded by Trustee Knezovich and passed unanimously, the meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary