

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

**March 8, 2010
4 p.m.**

Council Tree Library
2733 Council Tree Avenue
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

BOARD MEMBERS ABSENT:

Mike Liggett

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Lu Benke
Carson Block
Holly Carroll
Lynda Dickson
Ken Draves
Carol Gyger
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 p.m.

II. AGENDA REVIEW

No changes were requested.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Gabel and seconded by Trustee Bodenhamer to approve the minutes of the February 1, 2010 regular Board meeting as presented. Trustee Kalkowski requested the following change:

- Page 3, in section c), third paragraph, the last sentence should be amended to say: Between the Board and the Executive Director, roles should be defined regarding private vs. public fundraising and include the Trust as well.

The minutes were unanimously approved, with the above stated revision, 6 – 0.

V. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION – Murphy

After review of the Annual Administrative Resolution document, there were three revisions:

1. Add Council Tree Library as a designated place to post meeting notices in #7.
2. On #12, change the wording from “Executive Director” to “Legal Counsel”.
3. It was noted that #16 will need board deliberation and staff direction regarding the new officers before the document is approved as presented.

President Atchison and Trustee Bodenhamer then described the nominating committee’s process. Trustee Bodenhamer explained that she spoke with every board member about their vision for the board and then consulted with President Atchison. Together, they created the proposed slate of officers as follows:

Mike Liggett, President
Robin Gard, Vice President
John Knezovich, Treasurer
Linda Gabel, Secretary

Trustee Bodenhamer made a motion to accept this proposed slate of officers for the Board of Trustees for 2010. There was a second by Trustee Gabel.

Discussion: Trustee Kalkowski requested that for future reference, instead of first creating a slate of officers and then talking to each board member, to talk to each board member first and then decide on a slate of officers. She also suggested that the process start earlier. Perhaps propose the slate at one

meeting and vote on it the next. Other Board members concurred with the suggestion of proposing the slate of officers one month and voting on it the next.

The motion carried by a unanimous vote, 6 – 0.

Trustee Knezovich made a motion that the Board adopt the Annual Administrative Resolution as presented with the new officers' names and the revisions to #7 and #12 as stated above. There was a second by Trustee Kalkowski. The motion carried unanimously, 6 – 0.

VI. REPORTS

a) DIRECTOR'S REPORT

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

- Mrs. Carroll reported that County Manager Lancaster informed her that the Commissioners will take action on March 9 to not impose expansion fees for the library. Ms. Carroll was told she can expect an official letter stating such after that meeting. President Atchison reported that City Manager Atteberry indicated to her that the City of Fort Collins will follow suit once the County takes action.
- The LEED Ceremony for Council Tree Library is on Friday, April 9 at 9 a.m. The City Manager's Office is handling the invitations which will be emailed. It has been confirmed that the Mayor and City Manager will be present.
- A reminder that the Board of Trustee workshop organized by High Plains Library District is on March 19. Please RSVP by March 12 to Ms. Langren who will register Board members from this district who plan to attend.
- The Colorado Association of Libraries is having a lobby day on April 14. There will be a large display on the second floor of the capitol that emphasizes the role that libraries play in economic development.
- On March 16 at 6 p.m., the District will present its Annual Report to the Fort Collins City Council. Trustees Gard and Liggett, and Ms. Carroll will attend.
- On March 23 at 9 a.m., the Annual Report will be presented to the Larimer County Commissioners as part of the consent agenda

- The March 23 City Council Work Session regarding the Carnegie Building's future use has been rescheduled to April 2010. Date to be determined.

b) TRUSTEE REPORTS

None

c) FINANCIAL REPORT

Mr. Barnes distributed and presented a revised January report. With regard to the February statement, Mr. Barnes noted that the \$45k for capital outlay (line 30) is a payment for most of the work done on retrofitting the lights at Main Library. A rebate from PRPA and a grant from DOLA are funding most of this cost.

Mr. Barnes also noted that property taxes won't come in until March and April.

Following discussion, the report was accepted as presented.

Mr. Barnes noted that he will not be present for the April meeting and offered to have someone from the City present the financial report if the Board would like. The Board agreed that would not be necessary.

d) LEGAL REPORT

As follow-up to the memo provided about last month about the Fair Campaign Practices Act, Ms. Murphy reported to the Board that it is acceptable and legal for the Board to take a position by resolution once ballot language has been certified. Sharing factual information about how the ballot measure may impact the library district is allowed.

With regard to the Main Library Remodel project, Ms. Murphy pointed out that there is a process for a special election which would take some thought, strategy and discussion, but it is definitely an option.

VII. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. APPROVAL OF TECHNOLOGY PLAN - Block

Last month Mr. Block presented the draft Technology Plan to the Board and is now requesting approval of the four goals and associated objectives outlined in the plan.

Trustee Bodenhamer moved to approve the Technology Plan. Trustee Gard seconded the motion. The motion carried unanimously, 6 – 0.

**2. APPROVAL OF BOARD OF TRUSTEES & ORGANIZATIONAL POLICIES –
*Carroll***

President Atchison explained these are the policies that were distributed last month and are now up for the Board's consideration and approval.

Trustee Gard stated she will send minor changes to Ms. Langren.

Trustee Kalkowski suggested tabling the approval of the policies until after the board retreat in the event that there are discussions that will impact the policies.

Trustee Gabel moved to adopt the Board of Trustee and Organizational Policies as proposed. There was a second by Trustee Knezovich. Trustee Kalkowski offered a friendly amendment to the motion: that the Board of Trustee and Organizational Policies be adopted as revised without the ALA Code of Ethics. Trustees Gabel and Knezovich accepted the friendly amendment. The motion carried unanimously, 6 – 0. (Note: The objection is to where it's located, not the policies themselves.)

**3. REQUEST FOR PROPOSAL (RFP) PROCESS FOR MAIN LIBRARY
REMODEL - *Carroll***

Ms. Carroll went over the document entitled: "Main Library Remodel and Build-down Program Strategy and Timeline of Activities."

After the review, the Board offered the following suggestions:

- Establish a PAC (September/October 2010)
- Instead of "library awareness" use the word "education"
- Prepare a presentation for the Friends of the Library and start getting them on board now
- Solicit financial gifts from individual donors or at least bring them into the process – this fall, organize and formalize soft development efforts (Nina)
- Identify specific enhancements that the individual donors could donate towards (Mary)
- Clarify the Trust's role in fundraising versus that of the Friends and the District
- Come up with a conceptual design that fits the budget. Once there is something in writing, send it out to the board to make sure that everyone agrees this is what they want (Shelly)

Trustee Gabel made a motion to move forward with staff's recommendation of option "B" which is: an RFP (Request for Proposals) to select an architect for conceptual design with the option of design and construction if the Board is satisfied with the architect's work and repeal of the 1975 ordinance is successful. And also as they go forward with that and develop the RFP, they should work with whatever resources they feel are appropriate. There was a second by Trustee Bodenhamer. The motion carried unanimously, 6 – 0.

4. BOARD RETREAT DATE – Carroll

It was agreed that Ms. Langren will send out another request for dates to the Board; Wednesdays and Thursdays in late April and through mid-May.

b) NEW BUSINESS

1. REVIEW FINANCE AND BUSINESS POLICIES – Carroll & Barnes

The FINANCE AND BUSINESS POLICIES were distributed for the Board to review before the April Board meeting. President Atchison added that she and Vice President Liggett have already reviewed them. If there are any comments, they should be sent to Mr. Barnes. Mr. Barnes will make changes and send them out again for the Board's consideration before the next meeting.

2. ANNUAL REPORT PRESENTATION – Carroll & Watson-Lakamp

Ms. Watson-Lakamp highlighted the Community Report via the web. She demonstrated how to navigate through the report.

Trustee Bodenhamer suggested including the link to the report in an email to various community groups.

The Board applauded Ms. Watson-Lakamp for her hard work in coordinating the first online Annual Report for the District.

3. HARMONY LIBRARY REFRESH PROJECT – Draves

Mr. Draves explained that he was contacted by Ms. Fox with Front Range Community College about how the Harmony Library was overdue for painting and there was some flooring in need of repair and replacement so this was a maintenance project to begin with. When the college staff first looked at it, they suggested inviting Library District staff to be involved.

Ms. Fox suggested contacting Brenda Carlyle, who is a local interior designer. As possibilities were discussed, it became apparent that there could be more flexibility of existing space, that the interior is

dated and could use improvements such as way-finding with color coordination as it is currently too bland. He said that a lot of opportunities were seen to not only take care of general upkeep, but to also make it fresh for the public. Some things to consider are colored flooring to lead into the children's area, self-facilitated services, and removal of the large desks that would create more space and reduce flow issues.

Ms. Carroll, Ms. Fox and Mr. Draves met with Front Range Community College staff and created a wish list. The architect is currently calculating a rough estimate.

Mr. Draves explained that per the IGA with the State, the college pays for all maintenance at the Harmony Library. For any refreshing projects that are done to Harmony Library, some of the money will come from the Front Range Community College's maintenance account and from the fines account, which is a state managed fund. In other words, the Poudre River Public Library District is not responsible for funding maintenance of the Harmony Library. Mr. Draves added that there might be opportunities for donors such as the Friends, to provide funds for specific features. Discussions to date are best categorized as in the preliminary planning stage.

VIII. INFORMATION AND UPDATES

None

IX. EXECUTIVE SESSION

Trustee Gard moved to go into Executive Session to discuss personnel matters pursuant to Section 24-6-402(4)(f), C.R.S. and to discuss guiding principles of reorganization and present a proposed organizational flow chart. There was a second by Trustee Gabel. The motion carried unanimously, 6 – 0.

X. ADJOURNMENT

Upon motion by Trustee Gard, seconded by Trustee Gabel and passed unanimously, the meeting was adjourned at approximately 6:13 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary