

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

**May 10, 2010
4 p.m.**

Main Library
201 Peterson Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Mike Liggett	493-0361
VICE PRESIDENT:	Robin Gard	204-4927
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
Lu Benke
Carson Block
Holly Carroll
Lynda Dickson
Ken Draves
Vicky Hays
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Kim Seter
Annie Fox

I. CALL TO ORDER

President Liggett called the meeting to order at 4 p.m.

II. AGENDA REVIEW

In the event that Mr. Cauley arrives soon, the CAL advocacy presentation will be moved up on the agenda toward the beginning as opposed to the end as it is currently.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Atchison and seconded by Trustee Gard to approve the minutes of the March 8, 2010 Annual 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 the following:

- The Fort Collins City Council will officially rescind the Capital Expansion Fee for the District at their regular meeting on June 1. Ms. Carroll will send the Agenda Item Summary she received from Tess Heffernan to the Board as an FYI. It was agreed that Ms. Carroll or an attending board member should express to the Council the District's appreciation for the fees collected thus far and praise for the wonderful product that was made possible from the fee. The District has enjoyed its partnership with the City and looks forward to continuing a long term relationship with them.
- The City's Human Resources department staff is currently reviewing several Job Analysis Questionnaires (JAQs) for various management positions in the District and will soon determine proper placement in the pay plan. Ms. Carroll reported that she is currently focused on team development and how to ensure a smooth transition. The reorganization is moving forward.
- Summer Reading Program registration starts on Wednesday.

b) TRUSTEE REPORTS

Trustee Gabel reported that she is participating in City Works 101 which was held at the Council Tree Library last time. She complimented Ms. Meyer on the excellent job she did conducting a tour for the group. Trustee Gabel said there were many positive comments from City staff and even though they

made it clear that the Library District is not part of the City anymore, their comments truly reflect a partnership. She felt it was good public relations for the District.

Trustee Knezovich recently attended a Library Trust meeting and discussed with them items that came up at the District's board retreat. He said it was expressed at the Trust meeting that they are looking forward to attending a meeting of this board so everyone can discuss common goals and interests. Trustee Knezovich encouraged the Board to pick a date to have the Trust members attend. Vice President Gard recalled that the Board had agreed some time ago to have not only the Trust and this Board meet, but also the Friends of the Library Board.

c) FINANCIAL REPORT

Mr. Barnes distributed and presented the March and April financial reports. Following discussion, both reports were accepted as presented.

As an informational piece, Mr. Barnes distributed a graph from the County Assessor's Office. He explained that it shows assessed property valuation of Larimer County for 2011 to be collected in 2012 decreasing 6 – 8 %. Trustee Kalkowski requested a break out of the information for property values in the District, not the county as a whole.

Mr. Barnes stated that the audit will be on the agenda next month for the Board to accept and he will be working with Treasurer Knezovich before presenting it to the Board.

d) LEGAL REPORT

None

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. FINANCE & BUSINESS POLICIES APPROVAL – Carroll and Barnes

There was a motion for approval of the Finance and Business Policies as presented. Trustee Bodenhamer seconded the motion.

DISCUSSION: Trustee Knezovich went over several proposed changes to the policies. Barnes agreed with the suggested changes and went over the document, orally stating the changes. Trustee Atchison requested that the Executive Director remain the person authorized to make reallocations to the approved operating budget as needed.

Trustee Knezovich moved to approve the Finance and Business policies with the revisions as he requested and which were read back to the

board by Mr. Barnes. Trustee Bodenhamer seconded the motion and it carried unanimously, 7 – 0.

2. MAIN LIBRARY REMODEL UPDATE – *Carroll*

Ms. Carroll and Mr. Draves met with City staff to get the Request for Proposals (RFP) process started. The goal is to have the RFP released on May 21. Also discussed with the City was whether or not a project manager needs to be assigned at this early stage. In discussions since that meeting, staff feels that one is not needed at this point and will relay that to City staff.

Trustee Kalkowski and Ms. Carroll met this morning to discuss items of importance related to the RFP. One of those topics included adding specific line items, two of which should be “design or schematic drawings” and a “virtual tour” option. The RFP will also request cost estimates of the various phases.

Trustee Knezovich expressed the importance of entering into this project with the intent to relocate staff such as Systems (IT) and Administration to allow for more public space in the remodeled library. He also cautioned staff to watch for curve balls such as the City requiring more parking spaces for the expanded library space.

President Liggett requested that Ms. Carroll send the RFP to the board as an FYI – not for revisions.

3. MAIN LIBRARY REMODEL (AD-HOC COMMITTEE) - *Carroll*

Ms. Carroll explained that this committee was previously the Public Information Committee and that it will be responsible for the public awareness program about the repeal of the citizen’s initiative and how to introduce the conceptual design of the Main Library remodel to the public.

Ms. Carroll reported that she and Trustee Atchison have met with several community leaders to date. Trustee Atchison said that their charge has been to gather feedback from the community leaders and give them a chance to express any concerns or red flags about the remodel or the ballot as well as any positive comments or advice they may have.

Trustee Atchison will present all the data to the board once it’s all collected. It was agreed that Trustee Atchison will assume the lead of the committee and call upon the trustees as needed. President Liggett asked that the Main Library Remodel committee provide updates to the Board each month and have a place on the agenda.

4. STATE BALLOT MEASURES UPDATE – *Carroll*

Ms. Carroll was invited to the Fort Collins City Manager's office to participate in a community wide approach/effort to educate the public about the effects the state ballot measures (amendments 60, 61 and proposition 101) will have on the community. Present at the first meeting was the City Manager, County Manager, Poudre School District's superintendent, representatives from Platte River Power Authority and Poudre Fire Authority.

The group discussed how to approach the community with a united front and talked about having the boards of all who were at the table consider resolutions against the effects of the ballot issues sometime in June.

When Ms. Carroll spoke to Ms. Murphy about this, she explained that she has been communicating with the Colorado Municipal League who is of the opinion that the better strategy is to wait until August to pass the resolutions. By waiting longer, there is more opportunity to educate the public about the effects of the ballot issues.

Ms. Carroll asked for the Board's support in waiting until later to pass the resolution. Mr. Seter concurred that it would be better to wait until August or later to pass a resolution. Trustee Knezovich agreed that based on the advice of legal staff, it would be best to not to take an official position until August. Further, the board supported Ms. Carroll in her suggestion to go forth and attempt to convince the group to wait until later. It was noted that the important thing is that all the community leaders are presenting a united front on the ballot issues.

Trustee Gabel suggested there be talking points so everyone is consistent in the message when speaking to the public. Ms. Carroll agreed and believes talking points will eventually be prepared by this community group.

b) NEW BUSINESS

1. COMMITTEE CHARGES – *President Liggett*

At the recent Board retreat, it was agreed that four standing committees would be created: Finance, Human Resources, Policies, and Nominating. Ms. Carroll distributed a description of each committee for the board's review and approval. Trustee Gard requested that the Nominating Committee also handle trustee training and development including orientation/training for new board members. There was consensus to add this task to the description. The name of the Nominating Committee was then changed to *Nominating and Board Development*.

Members of each committee are as follows:

Finance Committee:

Knezovich, Gabel and Kalkowski

Human Resources Committee:

Gard, Bodenhamer and Atchison

Policy Committee:

Kalkowski, Atchison, and Gabel

Nominating and Board Development Committee:

Gard, Bodenhamer and Knezovich

After discussion, it was agreed that the committees are standing committees who will not meet on a regular basis unless there is business to be dealt with. When a committee does need to meet, they will gather information, develop conclusions and present them to the board for consideration. No action will be taken by a committee. President Liggett asked that staff tell the board how they see the committees being used efficiently and effectively in the best interest of the District.

Mr. Seter reminded the board that if three or more trustees meet then the meeting will need to be posted and minutes taken.

***Trustee Atchison moved to adopt the committees as stated above.
There was a second by Trustee Kalkowski. The motion carried
unanimously, 7 – 0.***

2. REVIEW COLORADO LIBRARY LAW – *Carroll*

The COLORADO LIBRARY LAW documents were distributed for the Board to review. No action will be taken regarding this set of “policies”.

Mr. Seter reported that the 2009 update to library law is currently under legal review and Ms. Murphy will bring an update to the board when it is ready.

Next month, the Board will review property and risk management policies. Ms. Langren will set up a meeting of the policy committee. Trustee Atchison requested that the policies be sent to the committee prior to their first meeting.

VII. INFORMATION AND UPDATES

1. Intellectual Freedom Presentation – Gard

Vice President Gard shared information from the American Library Association (ALA) regarding Intellectual Freedom and what it means, the responsibilities of ALA's Office of Intellectual Freedom, what the Library Bill of Rights says, and how all of it affects libraries, staff, and trustees. Hand-outs were distributed.

Vice President Gard requested to sit in on any Policy Committee meetings related to Intellectual Freedom as ALA had very specific recommendations that she would like to share.

2. House of Representatives Commendation on Council Tree Library LEED Certification - Carroll

Representative Nikkel mailed a commendation to the District for the LEED certification of Council Tree Library. Copies were distributed as an FYI to the board. Ms. Carroll will send a thank you letter to Representative Nikkel.

VIII. ADJOURNMENT

Upon motion by Trustee Gard, seconded by Trustee Atchison and passed unanimously, the meeting was adjourned at 5:31 p.m.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary