

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

**November 8, 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
Linda Gabel
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett

BOARD MEMBERS ABSENT:

Nina Bodenhamer

DISTRICT STAFF PRESENT:

Jeff Barnes
Carson Block
Holly Carroll
Ken Draves
Jean Gullikson
Julia Hall-Payne
Currie Meyer
Tova Aragon
Lynda Dickson
Paula Watson-Lakamp
Vicky Hayes
Kim Doran
Rob Stansbury

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Annie Fox
Sam Fox

I. CALL TO ORDER

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

II. AGENDA REVIEW

- The Executive Director's Performance Evaluation will be moved from Human Resources Committee Report to Executive Session

III. PUBLIC COMMENT

- No comments

IV. APPROVAL OF MINUTES

It was moved by Trustee Kalkowski and seconded by Trustee Gabel to approve the minutes of the October 11, 2010 regular board meeting as presented. The minutes were unanimously approved, 6 – 0.

V. REPORTS

A. DIRECTOR'S REPORT (October 2010)

- Added a memo from legal counsel about the Council Tree Project Fund Balance.
- Executive Director Carroll will be presenting the Main Library Remodel conceptual design to the Downtown Development Authority on Friday morning at 7:30. Board members are welcome to attend.
- Market analysis project is complete. Orange Boy will try to schedule for a webinar with summary of results, for 2:45 p.m. before the board meeting on December 13th.
- Trustee Kalkowski inquired whether the new policy on facilities use was instituted in the last campaign by providing a campaign information table – what worked and what was the public and staff reaction. Ken Draves reported that the policy was implemented and overall there was positive acceptance from the public.

B. COMMITTEE/TRUSTEE REPORTS

1. Finance Committee

Trustee Knezovich reported that the committee had a short meeting last Friday to discuss the budget.

2. Human Resources Committee

Vice President Gard gave a reminder the Executive Director's performance evaluation would be discussed in executive session. Otherwise, there was no report.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

No report.

C. TRUSTEE REPORTS

- Vice President Gard attended the CAL Legislative Committee meeting which is pleased that 60, 61, and 101 did not pass.

D. FINANCIAL REPORT

Mr. Barnes presented the October 2010 financial report. The report was accepted as presented. Trustee Kalkowski mentioned an idea the Financial Committee had which is to move from a monthly financial report to a bi-monthly or quarterly report in the future

E. LEGAL REPORT

Ms. Murphy is working on the ordinance amendment and consulting on a programming issue.

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Phase 1 Update - *Carroll*

Executive Director Carroll recommends the board seek a quote from Wember, Inc for owner's representative services to supplement the current project management services the City is providing. It was determined that no motion is needed for this action. She recommends the following as possible fundraising projects for the trust: collaboration room, children's area (either play and learn or entry way), landscaping the east side of library park, and/or an automated material handling system. The written report was accepted as presented.

2. Citizen Initiative – *Atchison & Carroll*

Met with Rita Harris and the City's legal department who suggested a change in phrasing to state that 85% of Library Park will remain open park space.

B. Intergovernmental Agreement Amendment with PSD re: Email (AIS) - *Carroll & Block*

Mr. Block reported there will be two corrections in section 8 of the IGA: 1) correct the name of library district on the first page and 2) change the date of signing since it cannot be signed today.

There was a motion to accept by Trustee Gable, seconded by Trustee Kalkowski, unanimous vote in favor, 6 - 0.

C. Discussion and adoption of Collection Development Policy and ALA Statements (AIS) – Atchison

The Policy Committee recommends that the Library Bill of Rights and the Freedom to Read Statement be endorsed as an addendum to the District's values as a library district. ***Motioned by Trustee Atchison and seconded by Trustee Gabel. The motion carried by a 5 - 0 vote, with Trustee Kalkowski abstaining.***

Motion by Trustee Atchison to adopt draft three of the collection development policy including an endorsement of the following three ALA statements: Free Access to Libraries for Minors, Labeling and Rating Systems, and Access to Digital information, Services, and Networks. The motion was seconded by Vice President Gard.

During discussion Trustee Kalkowski motioned a request to amend parts of the policy.

1. Under the first paragraph add a second sentence "This policy supports the Library Bill of Rights included in the district's values."
2. Strike paragraph five in its entirety.
3. Rewrite responsibility for selection on page two changing it to "The district Board of Trustees delegates implementation of this policy to the Executive Director. The Executive Director may in turn delegate material selection/deselection responsibilities to designated professional staff. The responsible staff is encouraged to rely on the ALA interpretations to the Library Bill of Rights as further guidance."
4. Then add the ALA statements.

There was no second to the motion.

Vice President Gard motioned to amend the addition of the second line in the first paragraph. "This policy supports the Library Bill of Rights included in the district's values." Trustee Gabel seconded. Trustee Atchison accepted the motion as a friendly amendment to the original motion to adopt draft three of the collection development policy including an endorsement of the following three ALA statements: Free Access to Libraries for Minors, Labeling and Rating Systems, and Access to Digital information, Services, and Networks. The motion carried by a majority vote, 5 - 1.

D. Presentation and Adoption of 2011 Budget - Barnes

Vice President Gard moved to approve adoption of the Poudre River Public Library District record of proceedings of which the budget is exhibit A, as amended, striking Trustee Bodenhamer from the attendance list. There was a second by Trustee Kalkowski. The motion carried unanimously, 6 - 0.

VII. INFORMATION AND UPDATES

A. PFR Mid-Year Status Reports – Mr. Draves

Mr. Draves presented the results for the first half of the year. He noted that the District has already achieved in the first year and half almost all of the goals that were initially set for the first 3 years of the plan.

VIII. Adjournment

Trustee Gabel moved to adjourn at 5:53 p.m. Trustee Atchison seconded the motion and it carried by a unanimous vote, 6 - 0.

IX. EXECUTIVE SESSION

Upon motion by President Liggett, seconded by Vice President Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of discussing personnel matters relative to: (1) a staff member termination hearing as authorized by Section 24-6-402(4)(f), Colorado Revised Statutes and (2) the annual Executive Director's performance evaluation.

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

Following discussion and upon motion, second and unanimous approval, the Board directed staff to proceed in accordance with the District's personnel policy relative to the staff member termination hearing, which policy allows for the Library Director or his or her designee (in this case the Board of Trustees, which in turn, authorizes President Liggett) to receive the findings of the independent hearing officer.

Respectfully submitted,

Linda Gabel, Secretary
Julia Hall-Payne, Recording Secretary