

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

**January 10, 2011
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 (excused)

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Holly Carroll
Lynda Dickson
Ken Draves
Jean Gullikson
Vicky Hays
Cynthia Langren
Anne McDonald
Currie Meyer
Sarah Scobey
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy

I. CALL TO ORDER

President Liggett called the meeting to order at 4:01 p.m.

II. AGENDA REVIEW

No changes

III. PUBLIC COMMENT

No comments

IV. APPROVAL OF MINUTES

Pages 4 and 7– Ms. Murphy will provide language/words to clarify the IGA topic and the benefits piece with regard to the Executive Director’s contract.

Page 3 - Trustee Gard: Asked that the last bullet on page 3 be stricken.

Page 5 - Trustee Knezovich: On page 5, #3, add the words *fiber ring* at the end of the last sentence.

It was moved by Trustee Kalkowski and seconded by Trustee Gard to approve the minutes of the December 13, 2010 regular board meeting as amended. The minutes were unanimously approved, 6 – 0. Ms. Langren will provide an amended page 4 and page 7 at the next meeting per President Liggett’s request.

V. REPORTS

A. DIRECTOR’S REPORT (December 2010)

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

- The final 2010 count for circulation was 3.3 million. This is good news especially in light of the fact that many libraries are currently seeing decreases in circulation.
- The 2011 Board of Trustees Meeting Schedule was distributed – It was noted that the Board will be meeting in other locations other than Main Library starting in February due to the use of the Ben Delatour Room by the volunteer tax form preparation group, VITA.
- An updated Board Member contact information list was distributed.

B. COMMITTEE/TRUSTEE REPORTS

1. Finance Committee

Trustee Knezovich reported that the committee met on January 4 to discuss three items:

1. Beginning with the tax collections in 2012, a state law change for tax increment financing (TIF) will reduce the TIF retained by

the DDA from 100 % of the increment to 50%. The DDA can negotiate a larger retention portion however it is the Committee's preference at this point to obtain the entire 50% due to the District.

2. The County Assessor is now estimating overall property taxes will decrease 8% as a result of the 2011 reassessment. This will affect our tax collections beginning in 2012. The committee discussed developing a 2-year budget process that would coincide with the property reassessment schedule.

3. The Committee also discussed the leasing process for the space needed for non-public service staff once Main Library is remodeled. Based on that discussion, the committee recommended staff draft the Space Requirements document that will be addressed later on tonight's agenda.

2. Human Resources Committee

No report

3. Policy Committee

No report

4. Nominating and Board Development Committee

The terms for both Trustee Gabel and Trustee Bodenhamer will expire in March 2011. Trustee Gabel has submitted a letter requesting reappointment. It is unknown if Trustee Bodenhamer has made a decision about requesting reappointment.

According to the Intergovernmental Agreement, the City Council and the Larimer County Commissioners are to work together by forming an appointment committee to seek applicants for vacancies on the board and to decide on requests for reappointment to the board.

There was consensus that Trustees Gabel and Bodenhamer have served well and President Liggett will give a positive recommendation for both members if the City and the County inquire.

Vice President Gard reported that Trustee Bodenhamer has been working on the update to the web page that will describe what the board does and instructions on how to apply.

Trustee Knezovich reminded the board that he is working on a nominating list for the upcoming Annual Meeting. If anyone is interested

in being nominated to serve as an officer, contact Trustee Knezovich soon. He would like to present a proposed slate of officers at the February board meeting.

C. TRUSTEE REPORTS

Trustee Knezovich reminded the board that the District's Annual Employee Recognition Event is on Friday, January 14 at 6 p.m., Main Library in the Ben Delatour Room.

D. FINANCIAL REPORT

Mr. Barnes presented the December 2010 financial report. The report was accepted as presented.

E. LEGAL REPORT

None

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Citizen Initiative Update - *Carroll*

Vice President Gard reported that 2,720 signatures have been turned in to date and there are still seven more days to collect -- the deadline is January 18. In the event that there aren't enough valid signatures, the City Clerk's Office will allow the District 14 more days to gather more signatures.

2. Staff Relocation to Service Center Process – *Carroll*

Executive Director Carroll distributed a Space Requirements document to the board as requested by the Finance Committee. This document will be sent to interested realtors and owners who have listings or own property that might meet the requirements.

To expedite the process and to also be fair, the two firms that were initially interviewed for realtor services in mid-December, Sperry Van Ness and RealTec will be emailed a copy of the space requirements document.

B. Public Hearing on Second Amendment to 2010 Budget/Consider Adoption of Budget Amendment – *Barnes*

President Liggett opened the Public Hearing on the Proposed Amended 2010 Budget at 5 p.m.

There being no public present wishing to speak, President Liggett declared the Public Hearing closed at 5:01 p.m.

Trustee Kalkowski moved to approve the amended 2010 budget as presented. Trustee Gabel seconded the motion. Discussion: Trustee Knezovich noted that in the past the District has shown large General Fund numbers in anticipation of the library remodel project. The District is entirely committed to self-fund the remodel project; therefore, he has instructed Mr. Barnes to transfer \$1.3 million out of the General Fund into capital reserves. He feels this demonstrates to the public that the library board wants to self-fund the remodeling project. The district will pay for the basics and possibly ask the Library Trust to raise additional monies for “extras” in the project. ***The motion carried by a unanimous vote, 6 – 0.***

C. Policy Approval – Amendment to Collection Development/Reconsideration of Materials Policy – Policy Committee

Trustee Atchison explained that the Collection Development policy was adopted previously, but the committee is now proposing an amendment to the Collection Development policy to include a section on reconsideration of materials.

Trustee Atchison moved to adopt the Collection Development policy as amended. There was a second by Trustee Gabel. The motion carried unanimously, 6 – 0.

VII. NEW BUSINESS

A. Policies for Review – Policy Committee

Unattended Children Policy – Trustee Atchison briefed the Board on the draft policy and explained the discussion the committee had. The board will take action on this policy at the February board meeting.

Colorado Library Card – Trustee Atchison explained the policy to the board. It was agreed that at some point in the future, the District can specify certain restrictions or limits on materials if needed. This policy will be before the board for approval next month as well.

VIII. INFORMATION and UPDATES

Vicky Hays: Colorado Libraries for Early Literacy (CLEL) Storyblocks website
Vicky shared that last year, Colorado Libraries for Early Literacy produced 16 one-minute videos highlighting an early literacy skill through songs, finger plays and rhymes in English and Spanish through an LSTA grant. A website was created to show these videos at www.storyblocks.org Vicky Hays headed the content committee and Cydney Clink and her son Stephen performed in two of the videos. The work won the Jean Maio Award from CAL and was named to ALA's Great Web Sites for Kids.

IX. ADJOURNMENT

Trustee Atchison moved to adjourn at 5:30 p.m. Trustee Knezovich seconded the motion and it carried by a unanimous vote, 6 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary