

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

**February 14, 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:**

Nina Bodenhamer  
Linda Gabel  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett

**BOARD MEMBERS ABSENT:**

Mary Atchison (excused)

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Carson Block  
Holly Carroll  
Lynda Dickson  
Ken Draves  
Jean Gullikson  
Cynthia Langren  
Currie Meyer  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Annie Fox  
Matt Robenault  
Kathy Cardona  
Michelle Rogers  
Susan Perry  
Julie Pignataro

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

- Add Expand Our Library Endorsement request to VII. New Business, "C."

**III. PUBLIC COMMENT**

No comments

**IV. APPROVAL OF MINUTES**

***Trustee Knezovich moved to approve the January 10, 2011 board meeting minutes as presented. Trustee Kalkowski seconded the motion***

Discussion:

Page 4, Item VI. B (Public Hearing on Second Amendment to 2010 Budget/Consider Adoption of Budget Amendment) – Ms. Murphy will provide language to clarify that notice had been published in accordance with state statutes for the budget.

***Trustee Knezovich amended the original motion to include this revision to the minutes. Trustee Kalkowski also accepted the friendly amendment and seconded the motion. The minutes were unanimously approved as amended, 5 – 0. (Trustee Bodenhamer was not yet present for this vote.)***

**V. GUEST MATT ROBENAULT with Downtown Development Authority**

Matt Robenalt, Executive Director of the Downtown Development Authority (DDA), discussed the changes that will happen to the DDA's funding beginning in 2012.

Since formation of the DDA in 1981, the tax revenue on property that existed at the time (the 1981 base) has continued to be collected and remitted to the various taxing entities. Property taxes on new construction and improvements since that time has gone to the DDA in the form of tax increment financing (TIF). Due to changes in the state statutes (S.B. 170 in 2008), the base amount that all taxing entities (such as the Library District) receive will be moved forward 10 years to 1991. This will increase the amount of money retained by the District from the base by approximately \$64,250. In addition, the tax revenue above the base (The TIF) will be split 50/50 between the DDA and the other entities. The result of the 50/50 TIF split will provide an additional \$59,500 to the District. In total, the District will receive increased property taxes from the DDA area of approximately \$124,750.

Overall, the DDA's funding from property taxes is expected to drop from \$5.5 million to \$2 million. The 50% of the TIF the District will receive can be retained by the DDA through negotiation. Matt reported that the City of Fort Collins will be allowing the DDA to keep what would have been their entire share back and Larimer County has agreed to consider letting the DDA retain a portion of the County share back on a project by project basis.

**VI. REPORTS**

**A. DIRECTOR'S REPORT (January 2011)**

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

- Circulation was down slightly from last month
- The list of How'd We Dos for January were sent out ahead of time because a couple of them were sensitive in nature. With regard to the complaint about viewing of inappropriate material on the Internet, Executive Director Carroll reported that staff developed new procedures to deal with such situations that align with the patron code of conduct.
- Master Plan for Library Park – Trustee Kalkowski mentioned that the board did not formally ask Executive Director Carroll to pursue a contract with Ripley Design. President Liggett added the issue to the agenda under New Business, Item D for further discussion/action.

**B. COMMITTEE/TRUSTEE REPORTS**

1. Finance Committee

No report

2. Human Resources Committee

No report

3. Policy Committee

No report – action items later on the agenda.

FYI - The committee is considering a fundraising and a naming policy.

4. Nominating and Board Development Committee

The application deadline is February 18. Once a member is selected, they will be assigned a mentor. If anyone is interested in fulfilling a mentor position, please let Vice President Gard know.

Trustee Knezovich distributed a list of proposed officers; this will be brought up and voted on at the March meeting.

**C. TRUSTEE REPORTS**

Trustee Gard:

§ Attended the Colorado Association of Libraries Strategic Planning Committee retreat over the weekend.

§ CAL Lobby Day – the annual visit to the State Capitol to meet with local representatives is on March 3, from 8 – noon. Please let Executive Director Carroll or Vice President Gard know if you're interested in attending. The theme this year is: Libraries Mean Business.

- § Campaign update – the official name is “Expand our Library”. The committee has had several meetings and is forging ahead. They are planning a campaign that includes one mass mailing, participation in the Saint Patrick’s Day parade, book marks, yard signs, seeking endorsements from those running for office, letters to the editor, soapboxes, and volunteers will be out on corners waving signs.

Trustee Bodenhamer gave a farewell speech and President Liggett thanked her for her years of service on the board. A gift was presented to Trustee Bodenhamer from the board. It was announced that there will be a private farewell party at Avogadro’s from 4 – 7 on Saturday, February 19 for board members/family and library management staff and their families.

**D. FINANCIAL REPORT**

Mr. Barnes presented the January 2011 financial report. The report was accepted as presented.

**E. LEGAL REPORT**

None

**VII. UNFINISHED BUSINESS**

**A. Main Library Remodel**

**1. Staff Relocation to Service Center Update - Carroll**

Executive Director Carroll and her team have looked at 12 properties, with one more scheduled for next week. They are using a criteria checklist to rate each one. At this point, direction is needed from the board as to when trustees should be involved in the selection process.

President Liggett indicated Executive Director Carroll should narrow the list down to only realistic properties and then bring that list to the board. It was agreed that a fit analysis should be conducted before bringing the list to the board. It should include all costs to fit into a specific facility and take into consideration aesthetics, location, any IT issues, length of lease, and tenant finish cost if applicable.

President Liggett noted that once the process moves to the contract negotiation phase, it will be done in Executive Session; that’s when the board will discuss the pros and cons of each space.

**2. Wember Report – Carroll**

Paul Wember submitted a draft report to Holly Carroll and Jeff Barnes for initial review in mid-January. The report validated the budget and suggested some changes to OZ Architecture’s phased construction

recommendations. Holly and Carson Block are reviewing technology costs for any duplication. There is question if the Library District is required to pay a traffic impact fee. Steve Seefeld, project manager, is investigating.

**B. Board of Trustees Vacancy Update**

There are 12 applicants to date. The deadline is the 18<sup>th</sup> of February.

**C. Policy Approval – *Policy Committee***

- Unattended Children
- Colorado Library Card

***Trustee Gabel moved adoption of two policies: Unattended Children and Colorado Library Card policies. Trustee Kalkowski seconded the motion. It carried unanimously, 6 – 0.***

**VIII. NEW BUSINESS**

**A. Policies for Review – *Policy Committee***

- Serving People with Disabilities
- Social Media
- Hours of Operation & Emergency Closures
- Lending

The board will review these policies between now and the next meeting. The Policy Committee will request that the board approve them on March 14.

**B. Slate of Officers**

This item was addressed earlier under Trustee Reports. Trustee Knezovich requested that President Liggett touch base with Trustee Atchison to confirm that she is still able to carry out her term or if her new position is making it difficult for her to continue serving on the board. With the current application process – this would be a prime time to consider a replacement if Trustee Atchison would like to discontinue her membership on the board.

**C. Endorsement of Ballot Issue**

Vice President Gard asked that the board formally endorse the ballot issue.

Ms. Murphy advised that it is customary to have a written resolution for board's consideration. She noted that the board can endorse it verbally for now, and then follow up with a written resolution.

It was moved by Trustee Knezovich to adopt the following Resolution and ratify actions taken in connection herewith:

WHEREAS:

1. The Poudre River Public Library District would like to renovate and expand the Main Library in accordance with their Facilities Plan; and
2. The Board of Trustees has set aside funds to pay for this expansion and renovation; and
3. The expansion and renovation would contribute to the economic vitality of Old Town and downtown Fort Collins, and
4. The plans would honor the heritage and history of Library Park; and
5. A 1975 City ordinance limits the library footprint in Library Park to 5%, and
6. The Expand Our Library Committee has gathered petition signatures and succeeded in putting a measure on the April 5 municipal ballot to amend this ordinance,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE  
POUDRE RIVER PUBLIC LIBRARY DISTRICT THAT:

The Board of Trustees endorses the passage of the ballot measure concerning construction in Library Park, which would amend the 1975 ordinance to read that 85% of Library Park will remain as open park space, in order to go forward with the renovation and expansion of the Main Library.

***The motion was seconded by Trustee Gabel and carried unanimously, 6 – 0.***

**D. Master Plan for Library Park**

President Liggett reminded the board that this issue was discussed generally at the November 2010 board meeting. Although the general discussion was positive, the board did not take action, which President Liggett claimed responsibility for. Since then, Executive Director Carroll has engaged in a contract with Ripley Design, who is sub-contracted with OZ Architecture, to do a plan for area of the park that is east of the diagonal at the expense of \$7,500.

***President Liggett moved to retroactively approve the \$7,500 expenditure for Ripley Design. Trustee Bodenhamer seconded the motion. The motion carried unanimously, 6 – 0.***

**VIII. INFORMATION and UPDATES**

Vice President Gard – Discussions concerning extension of the USA PATRIOT Act are taking place in congress this week.

**IX. ADJOURNMENT**

***Trustee Knezovich moved to adjourn at 6 p.m. Vice President Gard seconded the motion and it carried by a unanimous vote, 6 - 0.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary