

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

**March 14, 2011  
4 p.m.**

Council Tree Library  
2733 Council Tree Drive  
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  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett

**EX OFFICIO MEMBERS:**

Linda Gabel  
Cara Neth

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Holly Carroll  
Lynda Dickson  
Ken Draves  
Cynthia Langren  
Irene Romsa  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Annie Fox  
Dan Betts  
Jessi Ling  
Maggie Brauch

**I. CALL TO ORDER**

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

New member Cara Neth was introduced to the Board. Her appointment to the board will be made official after the City Council and the Board of County Commissioners' meetings this week. This affects Trustee Gabel's reappointment as well so both are sitting in as ex officio members today.

**II. AGENDA REVIEW**

No changes

**III. PUBLIC COMMENT**

National Charity League support of Friends of the Library and the Poudre River Public Library District - Jessi Ling and Maggie Brauch, members of the National Charity League, presented "I spy" boxes to the Board. These plastic boxes are filled with multi-colored beads and several objects are hidden within. A listing of all objects contained in the box is affixed to each container. The boxes are donated by the NCL and will be placed in each library for the public to enjoy.

Miss Ling and Miss Brauch shared that the NCL supported 21 of these boxes which are going to five philanthropies; the grant amount was \$150. Since April 1, 2010, NCL members contributed 304 volunteer hours to the library district/Friends; 228 hours by the girls ages 12 to 18. The Friends/District received the 4<sup>th</sup> highest total volunteer hours in their first year of affiliation with NCL.

The board thanked Miss Ling and Miss Brauch for the presentation, the donated boxes, and all the volunteers/hours the NCL gives the district.

**IV. APPROVAL OF MINUTES**

***Trustee Gard moved to approve the February 14, 2011 board meeting minutes as presented. Trustee Kalkowski seconded the motion. The minutes were unanimously approved, 5 – 0.***

**V. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION - Murphy**

After review of the Annual Administrative Resolution document, there were two revisions – to list both Cara Neth and Linda Gabel as ex officio members since they haven't been officially appointed yet pending tomorrow's City Council meeting.

President Liggett then presented the proposed slate of officers as follows:

President: Mike Liggett

Vice president: Robin Gard

Secretary: Linda Gabel

Treasurer: Shelly Kalkowski

There being no other nominations, President Liggett asked for a motion to adopt the slate of officers as proposed. ***There was a motion by Trustee Kalkowski and a second by Trustee Atchison. The motion carried unanimously, 5 – 0.***

Ms. Murphy went over the remainder of the Annual Administrative Resolution. ***There was a motion by Trustee Atchison to approve the Annual Administrative Resolution with the new officers' names and the two amendments: 1) List Trustee Linda Gabel as ex officio 2) list new member Cara Neth also as ex officio. Trustee Kalkowski seconded the motion. It was passed by a unanimous vote, 5 – 0.***

## VI. REPORTS

### A. DIRECTOR'S REPORT (February 2011)

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

- Circulation stats were in line with last year at this time
- Winning "I Love My Library" essays were handed out
- February How'd We Do list was handed out
- An updated Board Contact list was distributed

### B. COMMITTEE/TRUSTEE REPORTS

1. Finance Committee  
No report
2. Human Resources Committee  
Plans to meet immediately after this meeting. A report will be given next month.
3. Policy Committee  
No report – action items later on the agenda.
4. Nominating and Board Development Committee  
Currently working with Ms. Neth on orientation.

### C. TRUSTEE REPORTS

Trustee Gard:

- § FOL Wish List – Vice President Gard distributed a document: "Friends of the Library Requests for 2011." She reported that the Friends of the Library Board approved all of tier one and two. She requested that Ms. Carroll send a thank you letter to the Friends of the Library board from this board.
- § Expand Our Library Campaign update –The committee has had several meetings and is forging ahead. She showed the board a sample of the mass mailer that will go out soon. Book marks and fact sheets are being handed out at various places and the supply of yard signs is almost depleted. The committee is still seeking endorsements and encouraging letters to the editor and soapboxes, and still needs

volunteers to be out on busy intersections/corners to wave signs. Trustee Knezovich suggested that the committee voluntarily pay use tax to the vendor used for the printing of the mailers.

Trustee Kalkowski:

§ Toured Library Park with City Forester Tim Buchanan, Jeff Barnes and Jean Gullikson recently. She highlighted some of the most notable trees reporting on their history and facts.

#### **D. FINANCIAL REPORT**

Mr. Barnes noticed an error on the original report after the packets were mailed out so a revised February 2011 report was distributed. The revised report was accepted as presented.

Mr. Barnes offered to meet with Ms. Neth to explain the District's budget if she is interested.

#### **E. LEGAL REPORT**

Ms. Murphy reported she has continued to consult as needed on draft policy language and provided a filtering law memorandum.

She worked on the annual administrative resolution, the insurance renewal issue and wording for an Open Records document.

### **VII. UNFINISHED BUSINESS**

#### **A. Main Library Remodel**

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

Executive Director Carroll reported that her team continues to look at properties. She explained there has been a delay with the test fit as the City needs to provide more data.

Ms. Carroll indicated that the board would more than likely need to hold a special board meeting for the purpose of discussing the pros and cons of each property.

Ms. Carroll then updated the board on the Library Park issue. Steve Seefeld still has not submitted the change order; therefore the proposal with Ripley Landscaping for a <Master Plan is not yet final. She will meet with Linda Ripley to review the proposal and to further define the scope of project.

**B. Policy Approval – Policy Committee**

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

***President Liggett moved adoption of all four policies listed above. Trustee Atchison seconded the motion. Discussion: Trustee Knezovich had several questions about each policy which were answered to his satisfaction. Ms. Neth noted that the Lending policy states that Front Range Community College students can get a card, but what about Colorado State University students? Ms. Dickson said she would investigate that issue. There being no other discussion, the motion carried unanimously, 5 – 0.***

**C. Liability/Property Insurance Renewal – Barnes**

Mr. Barnes explained that the liability and property insurance coverage for the Library District renews annually on April 1. Since the insurance coverage was originally put in force in 2007, the coverage levels and needs of the District are discussed with the District's insurance brokers annually but the renewals have been automatic. Management determined that it was time to obtain competitive quotes for this coverage and has been working with Flood & Peterson, the City of Fort Collins' Purchasing and Risk Management staff and the City's insurance consultant to review proposals and select the insurance provider that will be used for the next 3-5 years.

The ability to obtain insurance coverage from either private insurance companies or the Colorado insurance pool for special districts is being investigated. Mr. Barnes explained that if the Special District Pool is selected, a board resolution is needed to become a participant in the pool and to designate our representatives. Approval of a resolution would allow for coverage with the Pool to be effective April 1, 2011 without the need for a special board meeting.

Since the renewal date occurs prior to the next Board of Trustee meeting, management is requesting Board authority to enter into contracts for the insurance coverage based on the results of the proposal analysis. Management is also requesting approval of a resolution to participate in the Colorado Special District Property and Liability Pool to facilitate membership in the pool in the event the Special District Pool is selected.

President Liggett had the following questions:

In looking at the bylaws:

1. If there is a catastrophic liability claim, what kind of calls can they make on their members?
2. Who does their risk assessment and how that's determined?

3. Concerned that a quorum for them is only 20% of the members of the pool.
4. Who are the members? I don't want it to be dominated by Metropolitan Districts who have different needs.
5. What is the savings? If its \$5,000 maybe it makes more sense to just use our local broker.

After discussion, the board agreed to conditionally approve it. It was noted that the resolution needs to be revised to fit the District.

***Trustee Knezovich moved adoption of the sense of the resolution, corrected grammatically, and contingent upon President Liggett's review and approval. Trustee Atchison seconded the motion and it carried unanimously, 5 – 0.***

President Liggett requested that Mr. Barnes let him know when he has the answers to the five questions above and has revised the resolution.

**D. Ratify Resolution in Support of Main Library City Ballot Measure**

***Trustee Atchison moved to ratify the resolution in support of the Main Library City Ballot Measure. The motion was seconded by Trustee Kalkowski. The motion carried unanimously, 5 – 0.***

Ms. Murphy noted that this can now be disseminated – the District can now post that portion of the minutes to communicate the District's support.

**VIII. NEW BUSINESS**

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

- Gift/Sponsorship/Partnership Policy
- Naming Opportunities

The Policy Committee requests that the board review these policies and will request board approval at the April meeting.

**B. 2010 Annual Report Presentation – *Carroll & Watson-Lakamp***

Ms. Watson-Lakamp presented the 2010 Annual Report to the Community via the web and demonstrated how to navigate through the report. Hard copies of the report were also distributed.

The Board applauded Ms. Watson-Lakamp for her hard work in coordinating the report.

**C. Strategic Plan Process - *Carroll***

Ms. Carroll explained that OrangeBoy, Inc conducted a market analysis for the District in 2010. The research included a demographic overview, ethnographic study, a cardholder survey, and market segmentation. The data from this project is current and provides a basis for future planning and prioritization of District goals. The current Strategic Plan expires in 2011.

Ms. Carroll requested approval of the proposal from OrangeBoy, Inc to assist with the Library District Strategic Planning process using data from the 2010 market analysis.

There was a brief discussion in which President Liggett suggested that two board members participate in the planning process. Trustees Kalkowski and Gabel volunteered.

***Vice President Gard moved to approve the OrangeBoy, Inc. proposal and have Trustees Kalkowski and Gabel assist administration. There was a second by Trustee Knezovich. The motion carried unanimously, 5 – 0.***

President Liggett noted it would be helpful if Ms. Carroll sees to it that as much preliminary work as possible is completed before the Board's retreat in September.

#### **VIII. INFORMATION and UPDATES**

##### Rafael Lopez Community Mural

Irene Romsa announced that in June, the Poudre River Public Library District will be hosting award-winning children's illustrator Rafael Lopez, a renowned artist who is recognized as a leader in urban renewal.

The objective is to create a mural with volunteer community participation in order to bring unity, art and renewal to a Latino neighborhood in Fort Collins in celebration of the 2011 Summer Reading Program "One World, Many Stories."

This initiative would be led by Poudre River Public Library District with the support of the City of Fort Collins. Other agencies, businesses, and artists will be invited to participate in this city-wide initiative.

It is estimated that \$3,000 will be needed for this project and staff is expecting that part of it will be covered by in-kind donations and outside funds. The mural will be gifted to the City of Fort Collins. Eight groups have already expressed interest in having a shift in which they get to paint.

When the project is complete, there will be a reception on June 17 at 6:30 p.m. at Main Library.

President Liggett suggested that Congressman Gardner be invited to participate in this community project and the reception.

**IX. ADJOURNMENT**

***Trustee Atchison moved to adjourn at 5:45 p.m. Vice President Gard seconded the motion and it carried by a unanimous vote, 5 - 0.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary