

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

**April 11, 2011
4 p.m.**

Harmony Library
4616 S. Shields 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
Cara Neth

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Carson Block
Holly Carroll
Ken Draves
Norm Fitzpatrick
Julia Hall-Payne
Cynthia Langren
Irene Romsa
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Annie Fox
Tom Sander

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

Trustee Gard moved to approve the March 14, 2011 board meeting minutes as presented. Trustee Atchison seconded the motion. The minutes were unanimously approved, 6 – 0 (Trustee Gabel was not yet present at this time).

V. PROGRAMMING TEAM PRESENTATION

Jean Gullikson and Jennifer Zachman, co-facilitators of the district's Programming Team, gave a presentation via PowerPoint. Highlights of the presentation:

§ Why Programming

- Because our core value statement: the Library District will be a dynamic and responsive institution, integral to the fabric of our community
- Because no other entity offers quality early literacy experiences like public libraries do
- Because our Library District is a community destination

§ What do we do?

§ Who we are

§ Outcomes to date

- Scheduling further out in the calendar
- Created framework for the calendar year
- Budgeted for Friends' fundraising request
- Revised process for cost tracking
- Assigned staff responsibilities
- Established criteria for selection of programs

§ Program Criteria

§ Our future endeavors

- Northside program locations
- Outreach to child care facilities
- Strategic program partnerships
- Review of current program offerings

VI. REPORTS

A. DIRECTOR'S REPORT (March 2011)

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

- EnviroVation – The District was awarded a plaque for achieving gold status after only two years in the ClimateWise Program. The plaque, composed of beetle kill pine, was passed around.

- Retreat Scheduled – The date for the all-day retreat of the Board and the Library Leadership Team is September 16.
- Stats - Circulation stats for the year remain steady
- E-Books Report - This report, mentioned in the Director's written report, will be forwarded to the Board soon. Pat Burns and Holly will meet before the end of the month to review and determine next steps.

B. COMMITTEE REPORTS

1. Finance Committee
No report
2. Human Resources Committee
Met to discuss one personnel issue.
3. Policy Committee
No report – action items later on the agenda.
4. Nominating and Board Development Committee
No report

President Liggett noted that in June, one of the agenda items will be a discussion/evaluation of the committees to review the charges and determine if all are still needed. Membership in each will be reviewed as well.

C. TRUSTEE REPORTS

Vice President Gard:

- § Campaign Thank You – Vice President Gard expressed thanks on behalf of the campaign committee to everyone who volunteered their own time to help out with the campaign.
- § Invitation to Networking and Social Event for Trustees – May 3 at Council Tree Library at 4:30 p.m. She emailed a detailed invitation out to the board.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Ms. Murphy reported she has continued to conduct research on the Council Tree Library fund balance issue.

VII. UNFINISHED BUSINESS

A. Main Library Remodel

1. Staff Relocation to Service Center Update - Carroll

Executive Director Carroll reported that there is one site that staff is particularly interested in. CAD drawings were not available for this site, so there has been a delay as RealTec worked to get measured drawings so that OZ Architecture can then conduct a test fit. Once all the data is in, the board will need to meet to discuss.

2. Special Meeting for Lease Issues – Liggett

As mentioned above, a special meeting date needs to be set so the board can review and compare data on each of the proposed sites and discuss the final selection of a site.

Since some of the board members already plan to attend the May 3 networking/social event that Vice President Gard announced earlier, it was suggested that the special meeting be held after that event.

Ms. Langren will check with all board members, appropriate staff, and Ms. Murphy to see if meeting on May 3 at 6:30 p.m. at Council Tree Library suits everyone's schedules.

3. Recommendation re: OZ Architecture (see AIS) - Carroll
Trustee Atchison moved to continue to work with OZ Architecture for Phases 2 and 3 as described in the Agenda Item Summary. There was a second by Trustee Gabel.

Discussion: Before the contract with OZ is signed, the board agreed they would like staff to verify the scope and cost and would like to see an updated statement once that's done before a contract is signed.

President Liggett also requested that Executive Director Carroll contact OZ Architecture to find out what is the most effective way to manage the project in terms of contract manager General Contractor (CMGC) or an owner's representative.

The motion carried by a unanimous vote, 7 – 0.

B. Policy Approval – Policy Committee

- Naming Opportunities Policy
- Gift/Sponsorship/Partnering Policy (Revised)

Trustee Atchison moved adoption of both the Naming Opportunities and the Gift/Sponsorship/Partnering policy as presented. There was a second by Trustee Gabel.

Discussion: With regard to the Gift/Sponsorship/Partnering policy, the group agreed to strike the words: "its Trust or Friends and other affiliated organizations" from the third paragraph on page three.

With regard to the Naming Opportunities, in "G." correct the word "statues" to "statutes".

Trustee Atchison amended her motion to adopt only the Naming Opportunities with the correction mentioned in "G.". Trustee Gabel seconded it and the motion carried unanimously, 7 – 0.

Trustee Atchison moved to adopt the Gift/Sponsorship/Partnering policy with the correction to page 3 as described. There was a second by Trustee Gabel and the motion carried unanimously, 7 – 0.

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

Mr. Barnes reported that the District was given permission to proceed with membership in the Colorado Special District Pool by President Liggett after the data he requested at the March meeting was collected and found to be satisfactory. Mr. Barnes noted that being a member results in substantial savings for the District.

D. Council Tree Library Project Funds – *Liggett & Carroll*

President Liggett reported that there is currently a dispute between the District and the City over \$330,000 of funds that were remaining after the completion of Council Tree Library. Their position is that these were general fund monies not collected after the library was finished and the District feels it was marked for library use.

The next step will be to provide the City with information they requested such as what the District plans to spend the money on. He will keep the board apprised as discussions occur.

VIII. NEW BUSINESS

Ripley Landscaping Contract – the change order was not finalized by the City, so that gave Trustee Kalkowski an opportunity to review what was being proposed. Trustee Kalkowski and Executive Director Carroll will meet this week to discuss Trustee Kalkowski's suggestions which includes more community involvement to any changes made to the park.

IX. INFORMATION and UPDATES

National Library Legislative Day, May 9 - 10

Executive Director Carroll announced that she is participating in the ALA National Library Legislative Day. She will not be in attendance at the May board meeting and Ken Draves, Deputy Director, will serve as her designee.

Thank You to Staff

Vice President Gard thanked staff for their hard work and expressed her appreciation for all they do to make our libraries wonderful.

IX. ADJOURNMENT

Trustee Knezovich moved to adjourn at 5:30 p.m. Vice President Gard seconded the motion and it carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary