

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

**May 9, 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
Cara Neth

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Carson Block
Elaine Burritt
Lynda Dickson
Ken Draves
Vicky Hays
Cynthia Langren
Currie Meyer
Rob Stansbury
Molly Thompson
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Kim Seter
Annie Fox

I. CALL TO ORDER

President Liggett called the meeting to order at 4:00 p.m.

II. AGENDA REVIEW

Addition to the agenda:

Following Public Comment, President Liggett will administer the "Oath of Trustee" to new member Cara Neth.

III. PUBLIC COMMENT

None

IV. OATH OF TRUSTEE

President Liggett administered the oath to Trustee Neth. A copy of the signed oath will be sent to Ms. Langren for her files.

V. APPROVAL OF MINUTES

Trustee Gabel moved to approve the April 11, 2011 board meeting minutes with a correction to page 4, #3, second paragraph: "singed" should be "signed". Trustee Kalkowski seconded the motion. The minutes were unanimously approved as amended, 7-0.

VI. LEARNING ORGANIZATION TEAM PRESENTATION

Elaine Burritt, Currie Meyer, Vicky Hays, and Molly Thompson, members of the District's Learning Organization Team, gave a presentation via PowerPoint.

Highlights of the presentation:

- Our Goals
 - Goal #1 – Communication (our purpose, learning organization – integral part of District's success, learning happens in all positions, self-directed learning)
 - Goal #2 – Customer Service Competencies (collaborate with supervisors and teams to identify customer service competencies for all positions)
 - Goal #3 – Staff Day (Research staff days at area libraries and create a report for Holly and Ken on our findings)
- Learning Organizations in Other Libraries (Teton County, Denver Public and Multnomah County)
- What the LO Team has done so far
- Survey Results
 - 118 out of 161 employees completed the survey
 - Each area's preference for job-related learning method was revealed
 - They learned what staff want to learn
- Survey results will help in planning the library's future training efforts such as:
 - e-resources and databases
 - e-books
 - new library trends
 - customer service
 - circulation skills
- Learn, share, grow!

VII. REPORTS

A. DIRECTOR'S REPORT (April 2011)

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

- Referred to the Rafael Lopez update in the written report. Ms. Carroll continues to work diligently on the issues with the City of Fort Collins.
- Noted that Carol Gyger has worked to evaluate inventory processes and has developed some streamlined processes that will literally save hundreds of hours. Kudos to Carol!
- Harmony Remodel Project Update – Mr. Draves reiterated the update in the written report. He reported that there will be an additional \$50,000 for the project that originally wasn't counted on.

B. COMMITTEE REPORTS

1. Finance Committee

There will be a Finance Committee meeting on May 13 at 1:30 p.m.

2. Human Resources Committee

No report.

3. Policy Committee

No report.

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 committees' charges and determine if all are still needed. Membership in each will be reviewed as well. Perhaps some will become standing committees while others become ad-hoc.

C. TRUSTEE REPORTS

Vice President Gard:

- Returned Money to the Friends of the Library – Vice President Gard reported that she presented Friends of the Library President Gene Bosler with a check for \$8,200 from the Expand our Library Committee. These were unspent campaign funds.
- Networking and Social Event for Trustees – There were about 50 who attended the event. Thank you to those who came.
- National Legislative Day – Vice President Gard sent out an email regarding this topic. If anyone is inclined to send a letter to their legislator, please see her email for helpful tips.

Trustee Kalkowski:

- Asian Fest – Reported that the event was well attended; the food was great and she expressed her thanks to those in the community who contributed to the event.
- Annie's Garden – Noticed new plantings outside in Annie's Garden. Many patrons were stopping to admire them. The Garden Club should get some recognition/appreciation.

D. FINANCIAL REPORT

Mr. Barnes presented the April 2011 Financial Report to the board. The report was accepted as presented.

E. LEGAL REPORT

Mr. Seter reported that Ms. Murphy is attending the National Library Legislative Day in Washington, D.C. along with Executive Director Carroll. He added that Ms. Murphy is co-presenting at the Colorado Municipal League conference next month regarding libraries and economic development and is highlighting the Council Tree Library.

VII. UNFINISHED BUSINESS

A. Main Library Remodel

1. Staff Relocation to Service Center Update - Draves

The special board meeting has been rescheduled to May 19 at 4 p.m. at Main Library.

The plan for the meeting on the 19th is to review each of the three proposed lease sites. Trustee Kalkowski requested that cost, duration and responsibility information for each site is presented in a way to reasonably compare them. Staff will come to the meeting with this data and also with a recommendation.

2. OZ Architecture Contract – Draves

Meetings have officially kicked off. The contract is nearly ready for review and approval.

It was agreed that the meeting on the 19th will serve two purposes: 1) review of the three spaces and 2) Review and approval of the OZ contract.

Trustee Knezovich requested that the board receive information several days before the special meeting so there is time to review it.

B. Council Tree Library Project Funds Update – Liggett

As mentioned last month, President Liggett said there is \$330,000 of funds that were remaining after the completion of Council Tree Library. There is a dispute between the City of Fort Collins and the Library District about who the unspent funds belong to. The City's Finance Committee was to meet and discuss it on May 16th, but discussion of the unspent funds issue was rescheduled to a later date. There will be an update on this topic at the June meeting when more is known.

C. Strategic Planning/Update Retreat – Liggett

The retreat date has been set for September 16 at Tamasag. President Liggett reminded the board that Trustees Kalkowski and Gabel were asked to help work with staff on the new strategic plan.

VIII. NEW BUSINESS

None.

IX. INFORMATION and UPDATES

2010 Planning for Results Statistics

Deputy Director Draves distributed a 2010 Progress Report and briefly went over the results.

Trustee Knezovich requested that the board receive large amounts of information such as this, in advance of the meeting as opposed to the day of the meeting so members have time to review, digest and discuss the information.

President Liggett agreed and if requested this item will be placed on the June agenda for further discussion.

Thanks to Ms. Carroll

Vice President Gard expressed her appreciation of Executive Director Carroll attending the conference in D.C. adding that she is a great library advocate.

X. ADJOURNMENT

Trustee Atchison moved to adjourn at 5:08 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