



**Minutes of the
Poudre River Public Library District Board of Trustees
Special Meeting
May 19, 2011
4 p.m.**

**Main Library
201 Peterson Street – Ben Delatour Room
Fort Collins, CO**

BOARD MEMBERS PRESENT:

Mary Atchison
Linda Gabel
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Cara Neth

GUESTS PRESENT:

Jacqueline Murphy
Peter Kast
Travis Ackerman

STAFF PRESENT:

Tova Aragon
Carson Block
Jeff Barnes
Holly Carroll
Barbara Crandall
Lynda Dickson
Kim Doran
Ken Draves
Sylvia Garcia
Sue-Ellen Jones
Alice Jorgensen
Cynthia Langren
Louise Mosnik
Marian Sawyer
Becky Sheller
Rob Stansbury
Paula Watson-Lakamp
Jennifer Zachman

I. CALL TO ORDER

President Liggett called the meeting to order at 4:02 p.m.

II. AGENDA REVIEW

President Liggett reviewed the agenda – no changes were made.

III. REVIEW OF OZ ARCHITECTURE CONTRACT FOR PHASES 2 & 3 OF MAIN LIBRARY REMODEL - Carroll

Ms. Carroll explained that the RFP issued in 2010 for architectural services provided for a 3-phase project approach. OZ Architecture was selected and contracted with for the preliminary design process, which was Phase 1. At that time, subject to passage of the citizen initiative to allow the expansion to occur and a satisfactory working relationship with OZ, it was anticipated that they would continue as our architects for the final design and construction phases of the project.

In response to the RFP, OZ provided not to exceed fees for all phases. For the work requested, those fees are unchanged. Some items have been added to enhance the overall effectiveness of the project and to include mechanical improvements needed as identified in the retro-commissioning report issued in August 2010. Those items are detailed in the Agenda Item Summary.

The changes add \$55,992 to the Phase 2 & 3 totals. Ms. Carroll noted that Phase 1 was under budget by \$22,642 so the net increase in the total contact with OZ is \$33,350.

Staff is requesting board approval of the Professional Services with OZ Architecture for Phases 2 & 3 of the Main Library Expansion/Remodel Project with a fee not to exceed \$308,730.

Trustee Kalkowski expressed a concern that there is nothing in the contract about a master landscape plan mentioned in the plan and that the plan itself should be an attachment to the contract. President Liggett suggested that the scope should be revised to specifically include mention of the master landscape plan. In the scope there should be a description of the work we expect them to do related to the landscaping. Ms. Carroll said that it's a 2-page document so it should be attached.

President Liggett instructed staff to work with the wording and when they feel its right, they should request that Ms. Murphy review it.

Trustee Knezovich moved to approve the amended contract with OZ Architecture to enter into an agreement to go forward with phases 2 and 3 at a cost not to exceed \$308,730. Trustee Gabel seconded the motion. President Liggett suggested a friendly amendment: In addition, the amended contract is subject to approval of counsel for the District. Trustee Knezovich accepted the friendly amendment as did Trustee Gabel. The motion carried by a unanimous vote, 7 – 0.

President Liggett noted that the attachment issue is tied to approval by counsel and staff should make it clear to them the District wants to make sure that the work it gets from OZ is sufficiently described in the contract in a way that would be enforceable.

Trustee Knezovich thanked staff for their ongoing efforts in trying to put together a realistic time frame for the remodel. Approval of ph 2 and 3 is an important step to achieve our ultimate goal. Through the efforts of staff we've made great progress. Thank you.

Trustee Kalkowski noted that in the past, there has been board representation in the RFP process – she inquired if that would continue to be the case for this project. President Liggett said it would be a good idea, but that decision doesn't need to be made at this point.

IV. REVIEW COSTS ASSOCIATED WITH STAFF RELOCATION

Peter Kast and Travis Ackerman were introduced to the board. Ms. Carroll explained they are here to today to answer any questions the board may have.

Mr. Barnes gave a presentation that described that process the service center team went through including an overview of each of the properties they toured, pointed out both the pros and cons, and then went over the summary of costs and assumptions/details for all properties.

Trustee Gabel thanked Mr. Barnes and the team for all their hard work and the way the information was organized and presented.

V. EXECUTIVE SESSION

At 4:45 p.m. upon motion by Trustee Knezovich, seconded by Trustee Neth and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of developing negotiating positions or instructing negotiators as authorized by Sections 24-6-402(4)(a), (b) and (e), Colorado Revised Statutes, in reference to the lease/purchase terms for the administrative building relocation.

Trustees Atchison and Neth moved and seconded to adjourn the executive session at 5:22 p.m.

Following discussion and upon motion, second and unanimous approval, the Board directed President Liggett and Director Carroll to negotiate with the appropriate parties regarding the Olive Street location. The board's second choice is the Sharp Point property.

VI. ADJOURNMENT

The meeting adjourned at 5:53 p.m.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren
Recording Secretary