

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

**June 13, 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:

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

BOARD MEMBERS PRESENT:

Mary Atchison (excused)

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Carson Block
Jean Bosch
Nicole Burchfield
Holly Carroll
Lynda Dickson
Kim Doran
Ken Draves
Vicky Hays
Cynthia Langren
Currie Meyer
Rob Stansbury

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Annie Fox

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

Main Library Manager Jean Bosch introduced new Public Services Librarian Nicole Burchfield to the Board of Trustees. Ms. Burchfield is from Chicago and started working for the district in May.

IV. APPROVAL OF MINUTES

Trustee Neth moved to approve both the May 9, 2011 Regular meeting minutes and the May 19, 2011 special meeting minutes of the board as presented. Trustee Gabel seconded the motion. The minutes were unanimously approved, 6 – 0.

V. REPORTS

A. DIRECTOR'S REPORT (May 2011)

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

- Yesterday's Victorian Fest event was well attended. Several board members were able to attend. Trustee Kalkowski thanked Ms. Hays for the extra work she did in making hand crafted (needlepoint) book marks for the ladies who attended the tea with "the queen".
- The board will be hosting a welcome dinner for Mr. Lopez this evening after the meeting. The painting will begin on June 15 and end on the 17th. There will be a reception for Mr. Lopez on the 17th at 6:30 at Main Library.

B. COMMITTEE REPORTS

1. Finance Committee
No report.
2. Human Resources Committee
No report.
3. Policy Committee
The next meeting will be July 5 at Council Tree Library.
4. Nominating and Board Development Committee
No report.

C. TRUSTEE REPORTS

None

D. FINANCIAL REPORT

1. Regular Monthly Report - Mr. Barnes presented the May 2011 Financial Report to the board. The report was accepted as presented.
2. Board Acceptance of 2010 Audit – Mr. Barnes explained that the audit report by McGladrey & Pullen, LLP has been completed and now their reports and audited financial statements for 2010 will be presented. Staff will ask for the board’s acceptance after the presentation.

There was a motion by Trustee Gabel to accept the Poudre River Public Library District’s Financial Report, December 2010. Trustee Kalkowski seconded the motion and it carried unanimously, 6 – 0.

E. LEGAL REPORT

Ms. Murphy reported Seter & Vander Wall has been working with staff and the board on the terms for the offer to purchase 301 E. Olive Street. She and Mr. Seter will continue to advise re: the due diligence investigation and necessary documents.

VII. UNFINISHED BUSINESS

A. Main Library Remodel

1. Remodel Update - Draves

Deputy Director Draves gave an update on the project, reporting that meetings with OZ Architecture continue on a regular basis and things are progressing on schedule. The most recent task has been to do an inventory of the existing furniture. He hopes that the construction documents will be out by the end of July. Kate Fields with OZ plans to attend the July board meeting to give an update and be available to answer questions.

2. Update on Relocation to 301 E Olive Street – Liggett

President Liggett gave an overview of the series of events that have occurred to date with regard to the staff relocation starting with the May 17 meeting. Currently, Mr. Seter is reviewing the counteroffer before it then goes to the board. It was noted that the property still needs to have an inspection and title review before anything is final.

B. Council Tree Library Project Funds Update – Carroll

Director Carroll reported that there is nothing new to report as the City’s Finance Committee rescheduled their meeting for July 18. She will keep the board updated after she is made aware of the outcome of the meeting.

C. 2010 Planning for Results Statistics – Draves

Deputy Director Draves went over the report that was distributed to the board at their last meeting. The report was accepted as presented.

VIII. NEW BUSINESS

A. Discussion re: Current Committees – Liggett

President Liggett asked that the board consider three questions:

1. Are the current committees successful?
2. Should the current committees be standing or ad-hoc?
3. What should be the charge of the committees?

The following was agreed upon by the Board:

Standing

Policy and Finance

Ad-Hoc

HR and Nominating

The charge for all committees is: to review data/information to prepare/make recommendations to the entire Board.

Each committee will be responsible for choosing its own chair person.

President Liggett asked that each board member let him know which committee(s) they are interested in.

B. Public Art Project Team – Carroll

Director Carroll announced she would like to have a team for this specific part of the remodel project. Trustees Atchison and Neth volunteered. Ms. Langren will coordinate a meeting in a couple of weeks.

C. Letter to Denver Post – Gard

The Denver community is discussing the formation of a library district so Vice President Gard distributed a letter and proposed resolution for this board to send to the editor of the Denver Post to show its support of library districts in general.

Trustee Neth moved to send the letter as written to the Denver Post, the Denver Business Journal, the Statesman, and the Westword. Trustee Gabel seconded the motion and it carried unanimously, 6 – 0.

D. Board/Trust Coordination of Fundraising Efforts - Carroll

Director Carroll explained that the Poudre River Trust would like to coordinate fundraising for the Main Library remodel. President Liggett requested that a representative from the Trust attend a Board meeting and tell the board what they would like to do and to please have specific examples.

Trustee Neth volunteered to begin attending Poudre River Library Trust meetings along with Trustee Knezovich who already attends. The meetings are on the first Tuesday of the month at 4 p.m. at Main Library.

IX. INFORMATION and UPDATES

Debut Theater Partnership

Director Carroll reported that there were six performances of Ivan and the Firebird in Library Park from June 2 to 5. There were approximately 1,700 attendees. Ms. Carroll hopes to partner with them again next year, construction permitting.

Terri Sullivan – Award Nomination

Vice President Gard announced that Terri Sullivan, Friends of the Library, was nominated for the “Unsung Heroes” award. She hopes to invite Ms. Sullivan to a future board meeting to honor her.

X. ADJOURNMENT

Vice President Gard moved to adjourn at 5:37 p.m. Trustee Gabel seconded the motion and it carried by a unanimous vote, 6 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary