

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

July 11, 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
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Cara Neth

BOARD MEMBERS PRESENT:

Linda Gabel (excused)

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Carson Block
Jean Bosch
Holly Carroll
Lynda Dickson
Kim Doran
Ken Draves
Vicky Hays
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Annie Fox
Linda Ripley

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

Trustee Kalkowski moved to approve the June 13, 2011 Regular meeting minutes as presented. Trustee Neth seconded the motion. On page 4, under New Business, A. Discussion Regarding Current Committees, third paragraph, Trustee Kalkowski asked that the last sentence be stricken so the paragraph reads as follows: The charge for all committees is: to review data/information to prepare/make recommendations to the entire Board. ~~Committees report to the Chair/whole board.~~ ***The amended minutes were unanimously approved, 6 – 0.***

V. REPORTS

A. DIRECTOR'S REPORT (June 2011)

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

- Jim Butzek has announced his retirement from Front Range Community College, Larimer Campus. Andrew Dorsey, President for the Front Range Community College system will be filling in for Mr. Butzek until a new VP for the Larimer Campus is appointed. Director Carroll and Ken Draves are arranging an introductory meeting with Andrew Dorsey.
- City Manager Atteberry called to discuss some negative issues that were relayed to him regarding issues the District ran into when working with the city to locate a site for the Lopez mural.
- Trustee Knezovich inquired about how the district is going to deal with eBook communications. It was agreed that the board would like to have a 15-minute eBook presentation from Mr. Block/staff.

B. COMMITTEE REPORTS

1. Finance Committee

No report.

2. Human Resources Committee

No report.

3. Policy Committee

Trustee Atchison distributed two policies to the board for review and then approval at the August meeting: Volunteers and Colorado Open Records Law.

She noted that the committee would like to have a presentation on what the volunteer procedures are at a future board meeting.

President Liggett suggested that the words "or an attorney." be deleted from the last sentence of the Volunteer policy.

4. Nominating and Board Development Committee
No report.

C. TRUSTEE REPORTS

Trustee Atchison reported that she did submit the letter regarding Denver Public Library to both the *Denver Post* and the *WestWord*, but to her knowledge, neither one printed the letter. Executive Director Carroll asked for a copy of the letter to forward to Shirley Amore who suggested that the letter be posted to the DPL blog. Trustee Atchison will email it to Ms. Carroll.

President Liggett presented each board member with a framed photo of the finished Rafael Lopez mural.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Ms. Murphy reported that she and Mr. Seter have been working on the agreements/necessary documents and due diligence for the Olive Street stock and real property transactions. She prepared a parameters resolution for the board's consideration to be discussed in Agenda item VIII. Ms. Murphy also advised she has conferred some with the policy committee and provided some sample language.

VI. UNFINISHED BUSINESS

A. Discussion Regarding Current Committees – *President Liggett*

President Liggett thanked everyone for expressing their interest in serving on one or more of the committees. After reviewing the list and consulting with Executive Director Carroll and Vice President Gard, the proposed membership for each committee is as follows:

POLICY

Atchison
Liggett

FINANCE – will convene quarterly, unless there is a need for a special meeting

Gabel
Kalkowski
Knezovich

HUMAN RESOURCES – In November will start looking at internal HR policies and consider separating from City HR services

Atchison
Gard
Neth

NOMINATING & BOARD DEVELOPMENT

Gabel
Gard

Proposed project driven task forces:

Strategic Planning

Gabel and Kalkowski

Public Art

Atchison and Neth

Library Trust

Knezovich and Neth

Friends of the Library Liaison

Gard

Olive Street Property and Main Library Remodel

Liggett

Ms. Murphy noted that while no motion is necessary to approve the memberships on these committees, it would be helpful to revise the by-laws with this updated information at some point.

B. Main Library Remodel

1. Remodel Update – *Draves & Carroll*

Executive Director Carroll reported that staff received the 50% of construction drawings just today. She distributed an updated floor plan (an outdated version was circulated previously) and said she is working on creating a timeline that she will get out to the board and will copy Ms. Murphy.

It is hoped to have the Invitation for Bids (IFB) out by mid-August and to identify a contractor by the end of September. Currently, November 1 is the date that construction will begin, after a successful contract is negotiated with a construction firm.

2. Board Approval of Walkway Design in SE Corner of Building – Carroll

Ms. Ripley passed around a drawing while she explained why the board needs to approve the walkway design now. At the July 6 community meeting, the preferred walkway design was the one identified in concept II of the Library Park Master Plan as the walkway design to include in construction documents for Main Library Expansion and Remodel project. This locates the bike parking to the side of the building as opposed to the front of the building. This decision needs to be made so that the construction drawings can proceed.

Trustee Gard moved to accept and endorse concept 2 for the bike parking and walkway around the SE corner of Main Library. The motion was seconded by Trustee Neth. The motion carried unanimously, 6 – 0.

Executive Director Carroll will assign a staff member to do a bike census over a two week period at various times of day.

C. Library Trust – Fundraising Update – Carroll, Knezovich & Neth

Executive Director Carroll reported that the Trust is now meeting every other week and have made some progress on the fundraising issue. They plan to enter into a contract with a fundraising consulting firm: JVA for training and administration of the fundraising efforts. June Greist will write the case studies due to her knowledge and background with the district and the remodel project

Trustee Neth added that as part of the contract with JVA, there will be some basic training for the trust board members including how run a campaign and to make an ask. Then the Trust will start looking at a potential list of donors and will come back to this board in the future with a better plan in terms of looking at naming rights.

Trustee Knezovich and Trust Vice President Bill Mygdal will be meeting on Thursday with the Colorado Economic Development Commission to get approval for the Main Library to be part of the enterprise zone tax credits. Trustee Neth commented that people were very appreciative of the soapbox article written by Trustee Knezovich.

VII. NEW BUSINESS

A. Board Approval of Revised Hours of Operation (Harmony Library) for Fall Term – Carroll

Deputy Director Draves explained the rationale for extending the hours of Harmony Library from the current 8 p.m. closing time to a 9 p.m. closing time Monday – Thursday. It will provide consistency among all three libraries and more convenience for patrons.

There was a motion by Trustee Atchison to approve the revised hours of operation at Harmony Library by extending the evening closing time to 9 p.m. on weekdays, Monday through Thursday starting with the fall term, August 22, 2011. There was a second by Vice President Gard and the motion carried unanimously, 6 – 0.

VIII. EXECUTIVE SESSION

Upon motion by Trustee Kalkowski, seconded by Trustee Gard 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 Liggett and Gard moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval, the Board adopted Resolution No. 11-2, Authorizing the Purchase of Real Property Pursuant to Section 24-90-109(1)(g), C.R.S. (301 E. Olive St.).

IX. INFORMATION AND ANNOUNCEMENTS

- Friends of Library Book Sale: July 15-17 at Harmony Library
- District staff picnic date is Friday, September 9 from noon – 8 p.m. and will be at Boyd Lake State Park. More information to come.

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