

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

**August 8, 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

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Carson Block
Jean Bosch
Holly Carroll
Lynda Dickson
Ken Draves
Carol Gyger
Sue-Ellen Jones
Cynthia Langren
Currie Meyer
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy, Attorney
Annie Fox, FRCC
Bill Mygdahl, Library Trust
Peggy Reeves, Library Trust

I. CALL TO ORDER

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

II. AGENDA REVIEW

President Liggett announced that there will be a tour of the Olive Street building for board members following the meeting.

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

Ms. Langren noted a correction on page 6, under X. ADJOURNMENT -- Trustee Knezovich seconded the motion for adjournment, not Trustee Gabel.

Trustee Kalkowski proposed new wording on page 5 in the first paragraph: It is hoped to have the Invitation for Bids (IFB) out by mid-August and to ~~choose~~ identify a contractor by the end of September.

Trustee Atchison moved to approve the July 11, 2011 Regular meeting minutes as amended above. Trustee Kalkowski seconded the motion. The amended minutes were unanimously approved, 7 – 0.

V. REPORTS

A. DIRECTOR'S REPORT (July 2011)

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

- Circulation stats continue to increase.
- The nephew of author Peggy Parish, Herman Parish, was a delightful guest today at Main library. The room was filled to capacity and all copies of her books sold out during the book signing after the program.
- Upcoming author events including: Laura Lippman and poet Camille Dungy
- The July How'd We Do's (HWD) will be emailed separately to the board or included with the batch for next month.
- The Strategic Plan surveys will be emailed to board members the week of August 10.

B. COMMITTEE REPORTS

1. Finance Committee
No report.

2. Human Resources Committee

Vice President Gard reported that the HR committee met and welcomed Trustee Neth. They briefly discussed the upcoming "Reorg 2.0" or second phase of staff reorganization that will be announced to staff on August 11.

3. Policy Committee

Trustee Atchison reported that the committee met and have an action item on tonight's agenda.

4. Nominating and Board Development Committee

No report.

C. TRUSTEE REPORTS

Trustee Gard:

- Colorado Association of Libraries (CAL) Conference – The cost to join CAL is \$45 for Trustees. Conference information and registration materials were distributed to the board.
- Colorado Rockies Staff/Board Outing on August 19 - About 30 people are signed up to go to the game on the 19th. Let Trustee Gard know if additional tickets are needed by Wednesday, August 10.
- Front Range Community College Space Planning Meeting - Attended a recent meeting with the Friends of the Library, library and college staff to discuss future space needs of the Larimer Campus.

Trustee Liggett:

- 301 E. Olive – From May 17 – July 26 President Liggett explained that the simultaneous handling of all the components of the Olive Street transaction was similar to a juggling act which was skillfully demonstrated.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Ms. Murphy reported that she continues to work on the Olive Street real estate transaction and will have more to add under agenda item VI.

UNFINISHED BUSINESS, B. 301 Olive Street, 1. Ratify Purchase and Sale Agreement.

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Project Update – Draves & Carroll

Executive Director Carroll reported that the most recent meeting with OZ involved the staff being able to participate in selecting color schemes.

The 100% construction documents will be delivered on Friday. The review deadline has been extended by two weeks as the City staff requested more time to redline them.

B. 301 E. Olive Street

1. Ratify Purchase and Sale Agreement – Murphy

Ms. Murphy stated the recommended action for the board is ratification of the Purchase and Sale Agreement.

There was a motion by Trustee Gard and a second by Trustee Gabel to ratify the agreement. The motion carried by a unanimous vote, 7 – 0.

Ms. Murphy noted that Trustee Kalkowski will still need to sign the Bargain and Sale Deed and file an Article of Dissolution of Library Park LLC with the Secretary of State. This can be done following this meeting.

2. Update on Service Center – Barnes

Mr. Barnes gave a PowerPoint presentation on the Olive Street property that highlighted how the property has been improved in terms of the appearance of the lawn and flowerbeds. He also presented drawings of the office layout for individual staff members.

3. Naming Process - Carroll

Executive Director Carroll asked if there is a process that the board would like to engage in determining what to name the Olive Street building.

Trustee Kalkowski proposed that the board take suggestions from staff. President Liggett agreed and asked Executive Director Carroll to gather names in whatever manner she deems appropriate and bring a short list of names to the September Board meeting for the board to consider.

Trustee Atchison suggested that one of the choices should include Webster House and several members asked that it not be called an Administrative Service Center.

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

1. Fundraising Update – Carroll & Neth

Executive Director Carroll reported that the Library Trust recently received training via a three-hour workshop on how to make the ask. Everyone found it to be very valuable. There is another training session coming up in two weeks.

In order to make this an exceptional library, the goal amount is \$650,000 in contributions and is the main focus of the Trust. Ms. Reeves stated that the Trust could use the board's help in identifying a potential list of donors. She described the Cheyenne Library's sophisticated donor recognition and encouraged board members to go see it sometime.

Mr. Mygdahl noted that there will be a donor related training on August 23rd and invited the board to attend. Each Trust member is to come to the training with 20 names; board members are also welcome to bring names to add to theirs.

Four key projects were identified that the Trust would like to be able to financially assist with:

1. Landscaping
2. Collaboration room
3. Children's enhancements
4. Automated handling system

President Liggett stressed that it is very important to the Trust that when they are in the process of asking for donations they are able to say that members of the Board of Trustees have donated. He asked that everyone bring some dollars to the table and get behind this. He asked that the Trust get the "ask" language to Executive Director Carroll so she can get it out to the board. Ms. Reeves noted that giving can be done online through Community Foundation and that information will be given to Ms. Carroll for the Board as well.

2. Donor Recognition - Carroll

The Trust would like to display the names of donors who contribute \$1,000 or more. They have identified a spot near the community room and circulation desk that is highly visible. The architects will bring in samples of what it could look like.

VII. NEW BUSINESS

A. Policy Approval – Policy Committee

1. Volunteer – *Trustee Atchison moved to approve the Volunteer Policy as presented last month. Trustee Neth seconded the motion. It passed by a unanimous vote, 7 – 0.*

2. Colorado Open Records Law – *Trustee Atchison moved to approve the Colorado Open Records Law Policy. Trustee Gabel seconded the motion. It was suggested to replace “Requestors have” instead of “An individual has” at the beginning of the first sentence in the last paragraph. It passed unanimously, 7 – 0.*

B. Budget Amendment for Service Center Acquisition & Improvements - Barnes

Mr. Barnes explained that it is necessary to hold a public hearing to amend the 2011 General Fund budget and approve a 2011 Capital Projects Fund budget for the purpose of acquiring and improving property to be used as a service center.

The floor was open for the Public Hearing. There being no comment, the Public Hearing was closed.

There was a motion to adopt the resolution amending the budget by Trustee Kalkowski which was seconded by Trustee Gabel. It carried by a unanimous vote, 7 – 0.

VIII. INFORMATION AND ANNOUNCEMENTS

- Revised pathway drawings. Two changes since one month ago. Path is narrower to accommodate roots of nearby tree. Area where flag pole is now, will be filled with crushed stone until another use is identified. Brown metal benches will be placed strategically around low wall circling flagpole to provide seating similar in look to the bike racks.
- Trustee Kalkowski noted that a recent *American Libraries* magazine article contained very interesting data; of the top 20 libraries with the most circulation per capita – two are from Colorado.
- Vice President Gard commended staff at Main Library for soldiering on through the heat in the building due to a broken air conditioning unit.

IX. ADJOURNMENT

Trustee Neth moved to adjourn at 5:15 p.m. Trustee Knezovich seconded the motion and it carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary