

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

**September 12, 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
Jean Bosch
Holly Carroll
Cydney Clink
Kristen Draper
Ken Draves
Carol Gyger
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy, Attorney
Annie Fox, FRCC
Eric Sutherland
Terri Sullivan, FOL & Award Winner
Linda Ripley
Damon Holland

I. CALL TO ORDER

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

II. AGENDA REVIEW

President Liggett added:

- Under VII. REPORTS, B. Committee Reports add: #5. Strategic Plan Task Force Report”
- Under VIII. A., add #2: “Additional Architectural Services.”

III. PUBLIC COMMENT

Mr. Sutherland expressed his concern over the public process and appropriateness of the City of Fort Collins allowing tax increment financing for a student housing project south of Prospect Road. He felt the Board of Trustees should also be concerned about this project and express its opinion to the City during the upcoming public meeting.

IV. APPROVAL OF MINUTES

Trustee Atchison moved to approve the August 8, 2011 Regular meeting minutes as presented. Trustee Gard seconded the motion. The minutes were unanimously approved, 7 – 0.

V. TERRI SULLIVAN RECOGNITION

Vice President Gard announced that she nominated Ms. Sullivan for the CAL Unsung Hero Award without her knowledge many months ago. Along with the nomination, she asked for and received several letters of support from various staff and trustees. This award names her as one of the most outstanding library volunteers for the entire state of Colorado. Ms. Sullivan has given the District exemplary service over many years and is highly deserving of this honor. Ms. Sullivan thanked the Board and accepted on behalf of all the Friends of the Library volunteers.

VI. E-BOOKS, E-READERS & DIGITAL RIGHTS MANAGEMENT PRESENTATION by Kristen Draper

Ms. Draper gave a PowerPoint presentation on this topic. The presentation included an explanation of Digital Rights Management, overview of PRPLD card holders and general description of a typical borrower of OverDrive eBooks. Ms. Draper also discussed current training to familiarize staff with the readers and the download procedures as well as the library’s program to loan Nooks to the public later this year.

VII. REPORTS

A. DIRECTOR’S REPORT (August 2011)

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

- Circulation stats continue to increase.
- The BTOP launched some computer sites: The Family Center and at the River of Life Church just outside of Wellington – the Core Center lab will be launched later when CSU interns become available

- Two staff were mentioned in national journals – Diane Tuccillo and Sarah Scobey
- Attended Steve Johnson’s County Commissioner public meeting on September 7. LaPorte residents would like to have the board meet in LaPorte in the future. Irene has arranged story times at the Headstart program in Cache La Poudre elementary school.
- Poet Camille Dungy will read poetry at 7 p.m. (not 2 p.m.) at Main Library

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Knezovich reported that there was a meeting on August 30 at which Mr. Barnes unveiled a 1.0 version of annual budget. The committee asked Mr. Barnes to prepare a bi-annual budget. The group also discussed the purpose of the committee in terms of how often the committee should meet. No decisions were made at this point.

2. Human Resources Committee

Vice President Gard reported the committee met to discuss the Executive Director’s evaluation and contract renewal. The same form as last year will be used, but the method will be a little different as it will be done via Survey Monkey. She explained that there are three parts to the evaluation: 1) the Board’s assessment, 2) a self-evaluation and 3) one for library staff including the library leadership team and all full-time classified employees. The results will be seen, tallied and reviewed by the HR committee. All comments will be included, but will be presented in an anonymous fashion. The results will be reviewed similarly to the way it was done last year; the President and the Director will sit down to talk about it, then there will be an Executive Session where the whole board will discuss.

Trustee Knezovich mentioned that the Finance Committee talked about parameters of salary changes that might be incorporated into next year’s budget. Any questions can be directed to Trustee Knezovich.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

No report.

5. Strategic Plan Work Group

Executive Director Carroll, Ms. Watson-Lakamp, Trustee Kalkowski and Trustee Gabel met on August 30 so that Kalkowski and Gabel could become familiar with how they might contribute to the process since most of work will be done at the retreat that Trustee Kalkowski is unable to

attend. Executive Director Carroll noted that there are opportunities for them to contribute, primarily the October 6 Innovation sessions. They are welcome to attend the staff sessions and hear the input firsthand as well as attend the session for the Board later in the afternoon. President Liggett summarized the discussion by saying that there will be continued communication from staff as to how Trustees Gabel and Kalkowski can contribute to the process.

C. TRUSTEE REPORTS

Trustee Gard:

Jefferson County Library Incident – Just an FYI. Recently there was an incident involving a teenager viewing porn on a library computer. She distributed the original article on the incident was distributed. Their board has decided to use a new technology that filters images on PCs. It works by calculating the flesh tones on the screen. This is causing censorship concerns and many court challenges. CAL is conducting a study to find out what Colorado libraries are doing for filtering and what their policies are. When the results come back from CAL, she will share it out with the board.

Trustee Knezovich:

Security – About a week ago Executive Director Carroll emailed the board about a security issue. He said he had asked her to check with the security company about what can be done to help with that issue and hadn't heard anything yet. Executive Director Carroll said that in talking with Main Library Manager Jean Bosch, it was suggested that security start their patrol at 7:30 a.m. to patrol the exterior of Main Library. She added that Ms. Bosch does an excellent job of communicating with both staff and the police department in handling security issues.

President Liggett:

Laura Lippmann was excellent the other night. Saturday, poet Camille Dungy will be here at Main at 7 p.m. Board members are welcome to join him in taking Ms. Dungy out afterwards.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Ms. Murphy reported that she was provided a copy of the construction project manual compiled by the City for the remodel of the Main Library, and provided initial comments to library staff and City purchasing. She also noted that the draft bid schedule needs to provide for board acceptance of the project manager/owner's representative's recommendation for the successful bidder. The board discussed tentative dates for this step. Ms. Langren will publish the meeting notice accordingly.

She also reported that the Olive Street deed has been recorded. She now has copies of the closing documents from the title company, and has given a set to Ms. Langren to file in the admin office if anyone is interested. Mr. March is to file the documents with the State for the dissolution of Library Park, LLC, as provided for in the Olive Street documents.

Trustee Atchison asked Ms. Murphy to talk more about the library's role in urban renewal authority (URA) matters in light of tonight's public speaker. Ms. Murphy explained that the statute currently requires prior approval of taxing entities such as the district, only in the case of "greenfield" development. Assuming the subject development is considered "infill" development instead, the URA can proceed without our prior approval. She noted, however, that in some cases with infill projects, metropolitan districts, school districts and other districts are able to negotiate an IGA with the URA, which would allow the taxing entity/district to retain a portion of the tax revenues otherwise attributable to the URA.

VIII. UNFINISHED BUSINESS

A. Library Park – Landscape Master Plan Review & Presentation of Various Concepts – *Carroll & Ripley*

Ms. Ripley explained that in early community meetings, it was deemed important to update the area in the front of the building. She showed two basic concepts to the board; one with the bike parking tucked over on the side of the building and landscape upgrades and the second concept added bike parking along the sidewalk on Peterson. At a recent meeting, the board decided to go with the first concept and put the bike parking on the side. Now that that decision has been made and the bike parking has been moved, the board needs to decide what to do with the now vacant area where the bikes were.

Ms. Ripley said there are two concepts to consider at the front entry: the first one accommodates 81 bikes, keeping the gravel and the wall and adding benches to the wall. The second one accommodates 10-14 fewer bikes, replacing the gravel with updated landscaping and café furniture would be on a hard surface.

Also, with regard to the Master Plan concepts, based on future improvements, she will be asking for board action on three items:

- a. Add more paving along Peterson – there would be a grade change and adding a hard surface at the curb will help people get from their cars to the library in a cleaner way especially in winter. The existing trees shouldn't be affected.
- b. The diagonal sidewalk – should there be benches aligned on both sides of the sidewalk? The benches could be used as a memorial symbols as well. Could face in any direction desired.
- c. Amphitheater – In the area to the east of the existing driveway on the north side of the park. It's a natural area and could be defined as an amphitheater for big events in the Plan.

The board discussed each item and made the following decisions:

1. Front entry: rather than choose “a” or “b”, Ms. Ripley asked for feedback and she will design something accordingly. The board and staff agreed:
 - It’s okay to reduce the bike parking as long as there is somewhere to add them later if needed
 - They like defined area for seating with the wall, without the aggregate
 - They like the landscape piece – a softer look
 - Would like Ms. Ripley to create a plan that provides seating that doesn’t necessarily have tables and one that does; show something both ways
2. Master Plan concepts
 - a. More paving along Peterson? – YES
 - b. Amphitheater – include definition in the master plan that would allow us to add one at some point in the future? YES
 - c. Diagonal sidewalk (add benches)? – Board YES, Admin staff NO due to safety concerns. Compromise – Set the benches back from the sidewalk for safety reasons. It was agreed to have the benches facing in rather than out.

B. Main Library Remodel

1. Project Update – Draves & Carroll

Executive Director Carroll reported that an update written by Ken Draves was included in her Director’s report and there isn’t anything new to report at this time. District staff will visit furniture showrooms in Denver September 14 to see firsthand various furniture pieces.

2. Approval of Additional Architectural Services for Main Library Remodel & Expansion – Signage and Graphics – Carroll

Executive Director Carroll explained that the current project budget includes \$5,000 for signage. As the project design has progressed, additional signage and graphics opportunities have been identified by the project team. Graphics on walls provide visual appeal and way finding assistance and graphics on acrylic end panels provide a cost effective manner of providing additional visual interest and enhance overall interior designs. In order to develop and produce the signage and graphics the team has identified, OZ has provided a proposal for additional signage and graphics services at an additional cost of \$7,670.

Trustee Knezovich moved to approve the addition of \$7,670 for signage and graphics services. There was a second by Trustee Gabel. The motion carried by a unanimous vote, 7 – 0.

C. 301 E. Olive Street

1. Naming Process – Carroll

Four names were submitted to the Board for consideration:

- Webster House Administration Annex
- Webster House Administration Center
- Olive Street Administration Annex
- Olive Street Administration Center

There was a motion by Trustee Atchison and second by Trustee Kalkowski to approve Webster House Administration Center. The motion carried unanimously, 7 – 0.

2. Building Improvements – Barnes

Mr. Barnes updated the Board on various items related to improvements to the building to date such as installation of fiber, painting, carpet cleaning, and continued landscape maintenance.

The Invitation to Bid for the remodel project went out on Friday with a due date of September 26. There will need to be a special meeting of the board to approve the contractor. The board agreed to meet on September 30 at noon at Main Library. Trustees Gard, Kalkowski, and Atchison indicated they could attend. Knezovich can if needed. Liggett, Neth and Gabel cannot attend.

D. Harmony Library Remodel Update – Draves

Draves said there is nothing new to add to what was included in his Director's report on this topic.

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

1. Fundraising Update – Carroll & Neth

Trustee Neth reported that members of the Trust have been quite busy lately. They completed a fundraising training and followed by a planning meeting. She distributed copies of the case studies out to the board – she cautioned that these should not be copied as they do contain an error. She indicated the correct version is on the website.

She further reported that the Trust is starting to make asks and this board is urged to be involved as well. If members of the board have any prospects in mind, please let Trustee Neth know so she can communicate that to the Trust.

She added that members of this board may be invited to help go around to service clubs and talk about the needs of the library and Trust.

F. Strategic Planning Process – Carroll & Watson-Lakamp

Agendas were distributed for the September 16 visioning session (morning)/board retreat (afternoon). Staff from OrangeBoy will be here in person to lead the discussion. Homework packets were distributed to the board by Ms. Watson-Lakamp.

Trustee Kalkowski said that since she will not be able to attend the retreat, she will write up and send her comments to President Liggett for consideration.

Executive Director Carroll noted that in terms of next steps after the retreat on the 16th, there will be Innovation Sessions on October 6 for the purpose of taking the findings/goals that come out of the September 16 sessions and comparing them with the market analysis and other data and then discussing them in more detail.

Innovation sessions are tentatively scheduled for October 6 as follows:

Noon – 1:30	Staff
1:30 – 3	Staff
3 – 4:30	LLT & Board

Menus were distributed; each member was asked to make a selection for lunch and submit it to Ms. Langren by Friday.

IX. NEW BUSINESS

A. Change in Email Provider – Carroll & Gyger

Ms. Gyger introduced herself as the interim IT Director. She explained that the District, along with the City of Fort Collins, is currently using Poudre School District (PSD) for email services. The City of Fort Collins is going to bring email service back in-house so the District needs to decide if it will follow suit or stay with PSD.

Staff recommends changing email providers from PSD to the City of Fort Collins due to many problems experienced with PSD. Doing so will be an improvement. *Trustee Atchison moved to approve changing email providers from the Poudre School District to the City of Fort Collins effective January 1, 2012. Trustee Gabel seconded the motion and it carried by a unanimous vote, 7 – 0.*

Executive Director Carroll noted that notice will need to be given to PSD and a revision to the IGA will need to be made to reflect this change.

X. INFORMATION AND ANNOUNCEMENTS

- Homecoming Parade is on September 30 and board members were invited to participate in the District's float. Contact Paula if interested.

XI. ADJOURNMENT

Trustee Gabel moved to adjourn at 6:54 p.m. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary