

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

**October 10, 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
Ken Draves
Carol Gyger
Jewels Hall-Payne
Vicky Hays
Cynthia Langren
Currie Meyer
Irene Romsa
Sarah Scobey
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy, Attorney
Annie Fox, FRCC
Eric Sutherland

I. CALL TO ORDER

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

II. AGENDA REVIEW

President Liggett added:

- Approval of the September 30, 2011 Special Board Meeting Minutes

III. PUBLIC COMMENT

Mr. Sutherland distributed a hand out. He expressed his concern about the appropriateness of the City of Fort Collins allowing tax increment financing for the Innosphere project on east Vine Drive. He felt the Board of Trustees should also be concerned about this project as well.

IV. APPROVAL OF MINUTES

Trustee Knezovich moved to approve the September 12, 2011 Regular meeting minutes as presented. Trustee Gabel seconded the motion. The minutes were unanimously approved, 7 – 0.

Trustee Atchison moved to approve the September 30, 2011 Special meeting minutes as presented. Trustee Kalkowski seconded the motion. The minutes were unanimously approved, 4 – 0. (Only the four members who attended the special meeting voted.)

V. REPORTS

A. DIRECTOR'S REPORT (September 2011)

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

- Circulation stats continue to increase due to eMedia.
- The United Way campaign is underway and Ms. Langren is the District's representative this year
- Author Dava Sobel is the fourth author in the CSU/PRPLD/FOL author series. It will be held at the Hilton Fort Collins on October 16. Executive Director Carroll asked if any of the Trustees were interested in attending a dinner with her prior to the event at 5 p.m. The District has 2 – 3 seats. If anyone is interested, please let Ms. Carroll know.
- City of Fort Collins Finance Committee – There was a meeting, but the issue of the remaining Council Tree Library funds was not on the agenda. There is a possibility that this will be on the November agenda.

Ms. Carroll requested direction from the Board of Trustees in how to proceed in this matter. President Liggett directed Ms. Carroll to contact Wendy Williams and let her know that the Trustees are concerned enough about this issue that they are interested in attending a public meeting.

- Louisa May Alcott – The film will be shown on December 10 at 10:30 a.m. at the Lyric Cinema.

B. COMMITTEE REPORTS

1. Finance Committee

No report.

2. Human Resources Committee

Vice President Gard reported the committee has been working on the Executive Director's evaluation. To date the committee received the following number of evaluations:

Board of Trustees:	7
LLT:	5
Classified staff:	15

3. Policy Committee

No report.

4. Nominating and Board Development Committee

No report.

C. TRUSTEE REPORTS

Trustee Kalkowski:

Attended the Special District Conference and gave a detailed report on the various workshops and highlighted some of the topics she felt were interesting and useful as it related to the library district.

- There will probably be a premium increase for the special district's pool
- The SDs use of QuickBooks (a financial program for small businesses)
- New laws re: construction contracting
- Seter Vander Wall did a workshop re: the impact of foreclosures and declining assessments and the financial stability of SDs
- Tax issues for SDs as opposed to non-profits
- Security/protecting your information

Vice President Gard:

- CAL Conference is next week and it's not too late to sign up
- FOL Book Sale - Numbers are not in yet, but it seemed to be very busy
- Innosphere City Reception - Attended this and found it very interesting and useful. Spoke with the Mayor and past mayor.
- Proposition 103 - The CAL Executive Board endorsed this mainly because of the impact that education funding has had on libraries.
- Nook Training - Attended the session held at Main Library
- Joyce Meiskes Presentation on Banned Book Week – Attended the presentation and thanked everyone who arranged to have her here

Trustee Atchison:

Was invited to go to the Boulder Public Library to talk to them about the process of becoming a library district. She spoke for about 40 minutes and felt it was a good discussion.

Trustee Gabel:

- Poet Camille Dungy – thoroughly enjoyed meeting with her and her husband.
- FOL Book Sale – Attended and supported the sale this year.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Ms. Murphy reported that with regard to Main Library construction documents, the City's Purchasing received preliminary comments, they then routed out a second set of documents for comment and she has been communicating with John Stephen on that. Those comments were incorporated or addressed and the bid documents were then released and are due back on the 21st.

The board will need to convene to accept the recommendation of the City Project Manager and Administration.

Ms. Murphy reported she has looked at the preliminary Automated Material Handler documents, made some initial comments, mostly about process and got clarification from Executive Director Carroll today.

She has attempted to contact attorney Brad March to check on the status of the Library Park LLC dissolution, but hasn't heard back from him yet.

President Liggett asked the Board to mark their calendars for a Special Board meeting on October 28 at 3:30 p.m. for the purpose of accepting the recommended general contractor.

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Project Update – *Draves & Carroll*

Executive Director Carroll said that she will be announcing to all Main Library staff on October 11 what will happen during the period the library is closed. The classified staff are guaranteed work and will likely work at one of the other two buildings. Hourly staff at Main will not be assigned for most of the month of December with the exception of 3-4 employees that will be handling the increased computer lab hours at one of the other two buildings. Trustee Neth requested a report on which staff will be disadvantaged due to the closure.

Executive Director Carroll noted that the Technical Services building on Mountain Avenue will be available for use by some of the displaced Main Library classified staff after the Tech Services staff move over to the Webster House Admin Center.

2. Art in Public Places RFQ – Carroll & Watson-Lakamp

Executive Director Carroll reported that all the submissions for art will be done electronically via software called “Café.” The due date is the 26th of October. November 7 is the tentative date for reviewing and making a final selection.

B. Webster House Administration Center Update - Barnes

Mr. Barnes reported that construction started on Monday. During the initial work to carry out the expansion of a doorway, the workers discovered a third arched doorway in the main hallway. This will be a definite aesthetic improvement. Painting is underway and new carpet has been delivered. The wiring is on schedule.

A moving schedule has been structured so that Systems Admin staff will move first on November 8, the Administration and the Answer Center staff on the 16th and then Collections/Tech Services staff and Rob last. Everyone should be moved in by November 28.

President Liggett asked Mr. Barnes to write a letter to the Wilkins Trust, in care of Brad March, describing all the improvements that have been/are being made.

C. Harmony Library Remodel Update – Draves

Draves said there was a public bid opening on September 20. A company called Construction Concepts was the low bid. He then reiterated points made in the director’s report and added that Andy Dorsey (FRCC) supplied additional money to help with the staff areas. It is not anticipated that the library will close. The construction period will be from November 2011 through February 2012. Trustee Atchison encouraged a thorough public marketing campaign about the remodeling projects that reflect the success of the library district. She believes this is a good opportunity for positive PR for the District.

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

Trustee Neth reported that members of the Trust have been making some asks and developed a plan for following up on leads and contacting some prospects. They are considering doing a general solicitation campaign around the holidays.

E. Strategic Planning Process Update – Carroll & Watson-Lakamp

A fourth innovation session was held at which several staff and two board members attended. The next step is for Nicky from Orange Boy to compile all the comments gathered from the brainstorming sessions. Ms. Carroll noted that there were many similarities between the input from staff and from the board.

VII. NEW BUSINESS

A. 2012 Staff Day Proposal – Carroll

Executive Director Carroll explained that the Learning Organization Team has been pursuing having a library staff development day. Team members have researched, interviewed other libraries and observed staff development days. The LO Team proposes a staff development day for December 14, 2012 when all three libraries would be closed to the public. This will allow all library district staff to work together to improve customer service and enhance familiarity with technology that affects libraries and library service to the public. Additionally, Front Range Community College will be out of session at this time.

There was a motion by Trustee Kalkowski to approve the concept of a staff development day which would be conducted on December 14, 2012 and the closure of all three library buildings. There was a second by Trustee Neth. The motion carried unanimously, 7 – 0.

B. 2012 Budget - Barnes

Mr. Barnes presented the proposed 2012 Poudre River Public Library District budget. President Liggett asked that it be made clear that the board is adopting a one-year budget – 2012.

At the November Board meeting, there will be a public hearing regarding this proposed budget before the Board approves it.

Executive Director Carroll requested a Finance Committee meeting to review the budget. Ms. Langren will coordinate the meeting.

X. INFORMATION AND ANNOUNCEMENTS

- For the November board meeting President Liggett would like to add: Retreat Outcomes and Committees
- Trustee Kalkowski announced that there will be a state high school band competition at Hughes Stadium on October 22. There will be 18 different bands and Fossil Ridge will more than likely participate. She said it is very impressive and encouraged people to attend if possible.
- Trustee Gard suggested perhaps it is time to consider attending another Coloradoan editorial board visit after the new staff there is on board.

XI. ADJOURNMENT

Trustee Gabel moved to adjourn at 5:58 p.m. Trustee Atchison seconded the motion and it carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Linda Gabel, Secretary
Cynthia Langren, Recording Secretary