

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

**November 14, 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  
Cynthia Langren  
Currie Meyer  
Irene Romsa  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy, Attorney  
Annie Fox, FRCC

**I. CALL TO ORDER**

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

## II. AGENDA REVIEW

President Liggett noted:

- Re: Approval of the October 28, 2011 Special Board Meeting Minutes – revised minutes were distributed for approval. Disregard the version contained in the packets.
- Changes to the Executive Session wording on the agenda – the correct wording was provided by Ms. Murphy. It should read: *The board may enter into executive session to discuss renewal of contract of the Executive Director pursuant to §24-6-402(4)(e), C.R.S.*

## III. PUBLIC COMMENT

None

## IV. APPROVAL OF MINUTES

*Trustee Atchison moved to approve the October 10, 2011 Regular meeting minutes as presented. Trustee Kalkowski seconded the motion. The minutes were unanimously approved, 6 – 0. (Trustee Gabel was not present for the vote.)*

*Trustee Atchison moved to approve the October 28, 2011 Special meeting minutes as presented. Trustee Gard seconded the motion. The minutes were unanimously approved, 6 – 0. (Trustee Gabel was not present for the vote.)*

Trustee Kalkowski asked if there would be minutes from the September 16, 2011 meeting/retreat of the Board and leadership team. Ms. Murphy commented that having a set of cursory minutes is acceptable. Vice President Gard inquired if the subcommittees are required to produce minutes of their meetings. Ms. Murphy confirmed that they do.

## V. REPORTS

### A. DIRECTOR'S REPORT (October 2011)

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

- Circulation stats continue to increase due to eMedia
- Diane Tuccillo had an article published in a youth magazine and a photo of the District's theatre pals was featured on the front cover.
- She received a letter from ALA stating that Sarah Scobey is participating at the Guadalajara book fair later this year.

### B. COMMITTEE REPORTS

1. Finance Committee  
No report.

2. Human Resources Committee

Vice President Gard reported that the committee and Board will complete the Executive Director's evaluation process this evening during Executive Session.

3. Policy Committee  
No report.

4. Nominating and Board Development Committee

It was noted that Trustee Knezovich' s last meeting will be February 2012 so an opening for a new board member will need to be posted. A new member for this committee will need to be recruited.

### **C. TRUSTEE REPORTS**

#### ***President Liggett:***

November 16, 7 p.m. at Harmony Library, Judge Julie Field and Mike Liggett will present a program entitled: "See You in Court"

#### ***Vice President Gard:***

CAL Conference thank you to everyone who helped make the conference a success.

#### ***Trustee Neth:***

Geraldine Brooks was outstanding. There were over 900 people in attendance.

### **D. FINANCIAL REPORT**

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

### **E. LEGAL REPORT**

Ms. Murphy reported that she contacted Brad March regarding the status of the Library Park LLC dissolution and he also updated her on the progress/timeline of removing items from the garage. November 30 is the agreed upon deadline.

## **VI. UNFINISHED BUSINESS**

### **A. Public Hearing and Approval of the 2012 PRPLD Budget**

Mr. Barnes presented the proposed 2012 Poudre River Public Library District budget.

President Liggett opened the hearing on the 2012 budget. Ms. Murphy noted that notice of the date, time, and place of hearing had been published. There being no public present wishing to speak, President Liggett closed the public hearing.

*Trustee Gabel moved to accept the PRPLD 2012 budget as presented, to set the mill levy at 3 mills, appropriate General Fund expenditures of \$8,333,130 including transfers, and appropriate Capital Project Fund expenditures of \$3,803,000. Trustee Neth seconded the motion and it carried by a unanimous vote, 7 – 0.*

### **B. Main Library Remodel**

#### **1. Project Update – Draves & Carroll**

Mr. Draves updated the board on the most recent news regarding the project including finalizing of the initial furniture package. He has secured storage space

for materials that are not coming back into the building. He is working with the City of Fort Collins on putting excess items up for auction. Ms. Murphy reminded staff that when disposing of library property, it needs to be tracked, listed and put in a resolution.

The issue of Change Order Requests (CORs) was discussed. Executive Director Carroll asked for Board direction with regard to when CORs would require board approval. President Liggett suggested that Ms. Carroll email the board whenever there is a change in the contract as an FYI. If there are any CORs that the City of Fort Collins, as project manager, recommends that are less than \$30,000, Ms. Carroll will approve them. If a COR is over \$30,000 she will request Board approval. Either way, the board will be kept apprised of any CORs. She will keep a constant tally of the figures and will pass out information monthly on the budget figures for the project. President Liggett indicated he would appreciate “skillful management” to keep the number of special meetings of the board to a minimum and stressed the importance of keeping the board up-to-date throughout the project.

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

Ms. Carroll reported that there were 38 entries. The committee will meet again later in November to make a selection.

**3. Automated Materials Handler Update - Gyger**

Ms. Gyger reported that there were four proposals. All four vendors will be interviewed on November 22. David Carey, City Purchasing Department, will be on the selection committee as well.

Ms. Carroll said that next month, a list of the pros and cons for installing an AMH will be shared with the board. Trustee Kalkowski expressed concern over the availability of funds for the project given that the AMH project is on the list of “enhancements” in the on-going PRPLD Trust’s Capital Campaign. She also asked for information – given the current economy – on whether any library jobs would be eliminated as a result of AMH installation. President Liggett said that next month staff will present the pros and cons and this topic will be discussed in depth.

Vice President Gard also noted that it is unknown at this point how much money the Trust is going to be able to raise for this and that should be taken into consideration next month when talking about this topic.

**C. Approval of Library Park Master Plan**

*Trustee Neth moved approval of the Library Park Master Plan in concept as presented. There was a second by Trustee Atchison. The motion carried by a unanimous vote, 7 – 0.*

**D. Webster House Administration Center Update - Barnes**

Mr. Barnes reported that Admin staff will be moving to Webster House this week, on November 16. Everything is proceeding according to plan. Collections will be the last to move over and that will happen the week of November 28.

**E. Harmony Library Remodel Update – Draves**

Mr. Draves reiterated the information contained in the Director’s Report. He noted that the OAC meetings are weekly, on Tuesdays. Everything is on track at this point.

**F. Library Trust – Fundraising Update – Carroll, Knezovich & Neth**

Trustee Neth reported that the Trust is moving along in their fundraising efforts. Ms. Watson-Lakamp helped with the writing of a grant proposal. Trustee Neth commented that a couple of major potential donors have asked what level this Board supports this campaign. She noted that the amount of money is less significant than the fact that this board shows a certain percentage of contribution. Everyone should receive information on how to donate via email very soon.

**G. Strategic Planning Process: Approval of Belief & Mission Statements and Goals & Strategies – Carroll & Watson-Lakamp**

Ms. Carroll explained that the process of developing a new strategic plan to replace the current one that is expiring at the end of this year began in earnest in July 2011 with an online stakeholder assessment conducted by OrangeBoy Inc. She is now asking for board approval of the goals and strategies and one of two proposed versions of Mission and Vision Statements for the new strategic plan so that the plan can be further developed to include tactics, cost assessment, measurement and target audiences.

*Trustee Atchison moved approval of the proposed strategic goal/strategies and version #2 of the Mission and Vision Statements which reads:*

*Mission Statement – The PRPLD provides universal access to ideas and information to enrich our communities.*

*Vision Statement – The PRPLD is dynamic, responsive, and integral to the fabric of our community.*

***Vice President Gard seconded the motion.***

Discussion: Trustee Kalkowski expressed concern that the statements do not adequately reflect what the voters voted for. She read the District referendum aloud and concluded that the proposed statements do not mention library services. She researched other library districts in Colorado to see what other statements look like. Trustee Atchison supported her motion by indicating that the items in the ballot language have already been accomplished and this is the next logical step in providing, improving and expanding and providing enhanced library services to the voters.

*Trustee Kalkowski requested that the existing value statements be added to this Strategic Plan as a friendly amendment to the motion on the table.* This was accepted by Trustees Atchison and Gard.

Trustee Kalkowski requested a roll call vote:

Knezovich: Yea  
Atchison: Yea  
Kalkowski: Abstained  
Gard: Yea  
Gabel: Yea  
Neth: Yea

*The motion carried by a majority vote, 6 – 0 with 1 abstention.*

## VII. NEW BUSINESS

### A. Approval of Purchase of Custom Mobile Furniture for Main Library from Azar's Woodcraft, Inc. – Draves

Mr. Draves explained that board approval of custom mobile furniture from Azar's Woodcraft, Inc. for the Main Library is needed to facilitate fabrication and delivery of furniture needed for Main's reopening in early January. Further explanation is detailed in the Agenda Item Summary for this item.

*Trustee Gabel moved approval of a sole source purchase order for the purchase of custom mobile furniture from Azar's Woodcraft, Inc. in the amount of \$72,286.84. The motion was seconded by Trustee Gard and the motion carried unanimously, 7 – 0.*

## VIII. INFORMATION AND ANNOUNCEMENTS

- November 30 Groundbreaking Ceremony at Main Library
  - This is planned to be a low-key event; primarily a photo op.
- December 9 Holiday Open House at Webster House Admin Center – all are welcome to attend
- LAPAC Meeting – HC would like a board member or two to attend with her and would like the board to consider meeting in Laporte in the future
- FOL Annual Meeting is tomorrow at 2:30 if anyone would like to attend

## IX. ADJOURNMENT

Vice President Gard moved to adjourn at 6:23 p.m. Trustee Knezovich seconded the motion and it carried by a unanimous vote, 7 – 0.

## X. EXECUTIVE SESSION

*Upon motion by Trustee Gard, seconded by Trustee Knezovich 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 Section 24-6-402(4)(e), Colorado Revised Statutes in reference to the renewal of the Executive Director's contract.***

***Trustees Gard and Knezovich moved and seconded to adjourn the executive session.***

On behalf of the Board, Chairman Liggett thanked Ms. Carroll for her many accomplishments and dedicated work over the past year. Other members chimed in to express their appreciation for her leadership and guidance of the district through the many changes and challenges that 2011 brought. Members noted that Ms. Carroll was asked to undertake several difficult tasks from the time she was hired and that she has done an outstanding job. ***Following discussion and upon motion, second and unanimous approval, the Board approved renewal of the Executive Director's contract to include a 2 % raise for 2012.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary