

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

**December 12, 2011
4 p.m.**

Harmony Library
4616 S. Shields 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

BOARD MEMBERS ABSENT:

Cara Neth

DISTRICT STAFF PRESENT:

| | |
|-------------------|---------------------|
| Tova Aragon | Sarah Scobey |
| Jeff Barnes | Rob Stansbury |
| Crystal Bollman | Paula Watson-Lakamp |
| Jean Bosch | |
| Nicole Burchfield | |
| Holly Carroll | |
| Kim Doran | |
| Ken Draves | |
| Sylvia Garcia | |
| Carol Gyger | |
| Jewels Hall-Payne | |
| Vicky Hays | |
| Sue-Ellen Jones | |
| Alice Jorgensen | |
| Cynthia Langren | |
| Currie Meyer | |
| Irene Romsa | |

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

There was a request to move the approval of the September 16, 2011 special board meeting minutes to VI. UNFINISHED BUSINESS, D. Summary 2011 Fall Retreat.

The rest of the agenda stands as published.

III. PUBLIC COMMENT

Main Library Manager Jean Bosch distributed a document containing some statistics on the Fort Collins NaNoWriMo, the world's largest writing challenge and non-profit literary crusade. She also shared the story written by one of the youngest participants; it demonstrates a lot of creativity and imagination as well as a love of storytelling.

Secondly, Ms. Bosch passed around a booklet of pictures taken from the Main Library Remodel project to show the progress being made.

IV. APPROVAL OF MINUTES – November 14, 2011

Trustee Kalkowski noted that on page 4 her name is misspelled. She also suggested new wording in that paragraph: "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 asked Trustee Kalkowski to send this wording to Ms. Langren.

Trustee Knezovich moved approval of the November 14, 2011 Board of Trustee minutes as amended above. Trustee Atchison seconded the motion. The motion carried unanimously, 5 – 0. (Trustee Gabel just arrived and Trustee Neth is not present.)

V. REPORTS

A. DIRECTOR'S REPORT (November 2011)

Trustee Kalkowski referred to page 9 of the report providing background on Colorado Lt. Gov. Garcia's recent use of Council Tree Library's meeting room for a conference on early childhood literacy. She asked that the Executive Director, in the future, inform all Trustees of public meetings with State-level officials at PRPLD facilities should they wish to attend in support of library service advocacy.

Page 3 – Beet Street membership – Trustee Kalkowski noted that it took a long time for the board to be informed that Executive Director Carroll was on the Beet Street board. She asked that Director Carroll explain how her membership came to be and what her mission is. Director Carroll explained that she was encouraged by Trustee Atchison to apply for membership on the board as a way for her to get out into the community and represent the library. She added that the Arts Incubator is going to be housed in the old Carnegie building in Library Park and its purpose is to help develop a regional center for artists to get training.

Trustee Atchison added that the purpose of Beet Street is to enhance the cultural and economic vitality in the downtown area and she feels it is a critical relationship for the library to be involved and know what's going on in the community. Director Carroll's presence there represents the library. She mentioned that after the first of the year, Beet Street will no longer be affiliated with the DDA. It will be a stand alone non-profit.

Trustee Kalkowski appreciated knowing it is being separated from the DDA and asked that in the future to please inform the board earlier when Director Carroll obtains a seat on a community board.

The written report was accepted as presented. In addition, Director Carroll reported that the final event in the Louisa May Alcott series was a great success. The Lyric Cinema was packed and a second theater was opened up. It was a great end to the highly popular series and kudos go to Sarah Scobey for all her work on this.

B. COMMITTEE REPORTS

1. Finance Committee

No report.

2. Human Resources Committee

Vice President Gard reported that the committee is collecting Board evaluations submitted by the Leadership Team. She described how there had been a glitch with Survey Monkey and she needed to start over and ask everyone to resubmit their evaluations. Due to the glitch, the deadline has been extended. She apologized for the error.

When discussing what to do with the information that is collected, Vice President Gard said it would be valuable for the board to be able to compare how the board thinks they are doing with how the Leadership Team thinks they are doing.

President Liggett agreed and added that the next step would be for the data to be collected and condensed and then to look at it as a board and decide what to do with the information from there. The question of whether the evaluations would be considered public record or not and both Ms. Murphy and President Liggett agreed that yes, the board evaluations should be considered public record. It was clarified that while the Library Leadership Team evaluations of the board are anonymous, the results or summary evaluation report can be viewed by public. The summary evaluation, which will include both BOT members' and LLT comments, will be sent to Ms. Murphy for the files.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

Vice President Gard reported:

- That the board's vacancy will be posted soon.
- The committee will start working on a handbook for new trustees
- President Liggett polled the board and found that everyone is in agreement that current slate of officers should be nominated at the March meeting for approval.

C. TRUSTEE REPORTS

Trustee Kalkowski:

- Thank you to Vice President Gard for keeping everyone updated on Terri Sullivan's status. The Friends of the Library will be accepting donations for her and the funds will be funneled into the Trust.
- Thank you to Holly Carroll for speaking to the NCL charity league on Sunday afternoon. Much appreciated.
- Congratulations to library volunteer Brielle Kelley, a high school junior, whose book recently won a publishing award in the Spanish language category.

Trustee Knezovich:

- Met with representatives of Community Foundation and our Trust last week. With respect to donations, a public reminder was made that donations should be made through the Enterprise Zone and need to be made by December 31, 2011 in order to qualify for tax deductions and state income tax credits this year.

D. FINANCIAL REPORT

Mr. Barnes followed up on a question from the October report brought up by Trustee Gabel. Three items (the purchase of PC's, Nooks and the payment of the Council Tree Library condo fees accounted for why October 2011 was much higher than October 2010.

He then presented the November 2011 Financial Report to the board. The report was accepted as presented.

E. LEGAL REPORT

Ms. Murphy reported that she has been in contact with City Attorney Decker to find out the timetable for City review of the proposed language to elaborate on the project management service, and the other minor change to confirm email service. The Board gave staff direction to finalize the document with City Attorney Decker, hopefully to be ratified in January.

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Project Update – Draves & Carroll

Deputy Director Draves reported that the interior demolition is almost complete. Crews are digging the foundation at the entryway today. The excavation work under the drop downs is almost complete. Things are happening at a breakneck

pace, but Mr. Erlich, Heath project manager, thinks that things are on track. President Liggett added if anyone would like to take a walk through the building to see it firsthand, contact Jean or Ken to make arrangements.

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

Executive Director Carroll reported that the chosen artist is Mark Leichliter. The APP committee met with him a week ago and has another meeting set for Friday. Trustees Neth and Atchison will be there to represent the board. Mr. Leichliter should have some initial designs very soon. The committee is very excited to see what his initial thoughts are.

3. Automated Materials Handler (AMH) Machine– Carroll & Gyger

Executive Director Carroll addressed the board and said that while the idea of getting an AMH machine for Main library first started last spring, she realized that background information has been lacking on what an AMH is exactly and what it can do for the District. She turned the floor over to Ms. Gyger who gave a presentation introducing the AMH machine and discussed the pros and cons. She showed two videos of the machine in action at a library with customer comments after using the machine.

She then illustrated where the AMH would be installed on drawings of the Main library.

Ms. Gyger explained that the machine is much like the self-check-out machines that patrons love so much in that the AMH machine will check books in and produce a receipt instantly for those who want one; it's an option.

Background: Ms. Gyger reported that the AMH team looked at AMH machines at five libraries including High Plains, Huron branch of Anythink, Denver Public Library and JeffCo. The team also examined the current work flow and determined that the machine would save six human touches per item.

At the advice of OZ Architecture, members of the selection committee wrote an RFP so that if money was available, the District would be in a position to go ahead with the project. Four proposals were received. The selection committee interviewed the four vendors and determined that the 3M system was the best choice for the Library District in terms of price (\$200,000) and meeting the goals of the project.

Advantages: Installing an AMH machine would improve the already excellent customer service here at the district; it is the logical next step in the district's RFID project; we are in the middle of a remodel and now is the time to plan for and install an AMH; we like to be on the leading edge of technology; and the library's Facility Plan called for us to study AMH.

Also, AMH will save 43 hours of repetitive motion a week. It will free staff up to do other things on the other side of the desk. Staff believes the system will be as enthusiastically embraced as is the self-check-out. Will it reduce staff? No. It is anticipated that having the machine will actually increase circulation.

Disadvantages: Cost. Viewed as a separate project the \$200,000 price is high and may not be undertaken in future years as the Library's budget remains flat.

Ms. Carroll thanked Ms. Gyger for the presentation and requested board approval of staff's recommendation which is to accept the contract from 3M for an automated materials handler so that the installation of the system can occur as part of the Main Library construction project. Executive Director Carroll noted that the Trust has not yet raised funds for this item to date. If the Trust is not able to fund this item, the District would need to use part of its reserve fund for the purchase.

Mr. Barnes explained that the Capital Project Fund money was appropriated for the Heath contract but very little of that will get spent this year. In the General Fund the current estimate is that we will have \$1.2 million in unreserved funds going into 2012.

Trustee Atchison moved to approve the staff's and City Purchasing Department's (following the City-administered RFQ) recommendation which is for the district to accept the contract from 3M for an automated materials handler. There was a second by Trustee Knezovich.

Discussion:

Trustee Atchison reminded everyone that the Building on Basics (BOB) money runs out in 2015 and the board/staff need to make sure we have what we need before that money runs out. If this is something that needs to be purchased for the library, then it needs to happen now.

Each board member shared their thoughts on this issue which were in general supportive of voting in favor of the motion. President Liggett added that while installing an AMH clearly supports the mission of the library, specifically the efficiencies and customer service components of the mission, he regrets how this was handled by the board and administration. Unfortunately, we now find ourselves in this situation of urgency. He is hopeful that the Trust will collect enough money to defray the cost. He commented that we will have better service to our patrons as opposed to a monetary return.

President Liggett suggested amending the motion to be contingent upon approval of the contract. Ms. Murphy indicated that she was provided draft documents from Mr. Barnes/City procurement (Purchasing Department) and is working with City procurement to revise the documents as necessary. She recommends the board approve the contract subject to Chairperson and counsel final review.

Trustees Atchison and Knezovich accepted this friendly amendment to the motion and it carried unanimously, 6 – 0. It was noted that when the contract is ready, it will be sent to President Liggett, Trustees Kalkowski and Neth. No other trustees requested review.

B. Harmony Library Remodel Update – Draves

Deputy Director Draves updated the board on the latest construction news at Harmony Library. The general contractor will begin off-hours demolition work on the central core area and initiate wiring and electrical work beginning this week.

New mobile service desks should arrive by weeks end and that will give Ms. Gyger and her staff time to get those set up.

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

Trustee Knezovich reported that people on the Trust are making progress on soliciting donations. The big date, as mentioned earlier, is December 31, 2011 to get both Enterprise Zone tax credit and tax deductions for 2011.

D. Summary 2011 Fall Retreat – President Liggett

The September 16, 2011 draft minutes with attachments were reviewed. President Liggett explained the afternoon session for the benefit of Trustee Kalkowski who was not present for the retreat. During the afternoon session, the facilitator walked around the room and trustees made comments that were put onto flip charts and compiled onto a list. President Liggett referred to Attachment B and described a couple of changes he made to the notes from the original from the facilitator. These changes were based on review and recollection of other board members. He suggested two parts to this topic. One is to approve the minutes and two is to decide what to do with the summary now; what are the next steps.

Trustee Gabel moved to approve the September 16, 2011 minutes of the Poudre River Public Library District Board of Trustees Orange Boy Strategic Planning Workshop & Board Retreat as presented. There was a second by Vice President Gard. Discussion: Trustee Kalkowski requested that a heading be added to the first page “BOARD MEMBERS ABSENT” and to list her name under that. The board agreed to this addition to the minutes. *The motion passed unanimously, 5 – 0.* (Trustee Kalkowski did not vote as she was not present at that meeting.)

President Liggett opened the floor to discussion about what to do with the retreat information from this point on.

Trustee Kalkowski expressed concern over procedural discrepancies that occurred when the retreat was scheduled. She requested the following:

1. Schedule retreats only on days when all Trustees are available for such a meeting.
2. Publish a complete agenda prior to the retreat so that all retreat attendees have adequate opportunity to consider their input on the issues.

3. Never again have a retreat agenda item titled "Evaluation of Trustees" particularly if all Trustees are not in attendance.

Trustee Atchison suggested that perhaps the board could create an ad hoc task force to review the retreat information, discuss it, and see if any kind of appropriate action items or follow up could be brought back to the board. Vice President Gard offered to work with Trustee Kalkowski to review the information and come back to the board with suggestions.

VII. NEW BUSINESS

None

VIII. INFORMATION AND ANNOUNCEMENTS

None

IX. ADJOURNMENT

Trustee Gabel moved to adjourn at 6:26 p.m. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 6 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary