

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

**January 9, 2012  
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  
Cara Neth

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy, Attorney  
Annie Fox, FRCC  
Phyllis Abt, FRCC  
Bruce Walthers, FRCC  
Steve Seefeld, City of Fort Collins

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Elaine Burritt  
Jean Bosch  
Nicole Burchfield  
Holly Carroll  
Ken Draves  
Vicky Hays  
Cynthia Langren  
Anne MacDonald  
Giny McConathy  
Currie Meyer  
Irene Romsa  
Rob Stansbury  
Paula Watson-Lakamp

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

No changes to the agenda; stands as is.

**III. PUBLIC COMMENT**

None

**IV. INTRODUCTION OF BRUCE WALTHERS, VP FRCC**

Ms. Abt introduced Mr. Walthers who was recently appointed Vice President of Front Range Community College – Larimer Campus. Previously, Mr. Walthers was vice president for student services and enrollment management at Red Rocks Community College.

**V. APPROVAL OF MINUTES – December 12, 2011**

*Ms. Langren distributed an amended page 2 of the minutes as proposed by Trustee Kalkowski. The amended wording was highlighted in yellow for easy reference. There was a motion by Trustee Kalkowski to approve the December 12, 2011 Board of Trustee minutes including the amended page 2. Trustee Atchison seconded the motion. The motion carried unanimously, 6 – 0. (Trustee Neth was not yet present.)*

**VI. REPORTS**

**A. DIRECTOR’S REPORT (November 2011)**

In addition to the written report, Director Carroll highlighted the following:

- LAPAC Meeting on January 17, 7 p.m. at the Water District, 2711 N. Overland Trail. Trustees Atchison, Gabel and Neth volunteered to attend as well.
- The circulation statistics are not yet available as Ms. Gyger was unable to compile yearly statistics before the board meeting. Staff Recognition Event will be on January 27 at 6:15 p.m. at Harmony Library. Ten staff members are being recognized. Please RSVP to Cynthia.
- Will be attending the American Library Association Conference from January 19 – 23, returning to her office on the 24<sup>th</sup>. Mr. Draves will be in charge in her absence.
- Will be participating, along with Ms. Romsa and some of the kids who participated in the Rafael Lopez mural painting, in the Martin Luther King Jr. day march on January 17<sup>th</sup>. President Liggett asked Ms. Romsa to send the particulars to the Board.
- LLT continues to work on tactics for the Strategic Plan. Director Carroll will present a final document to the board no later than the March meeting.

**B. COMMITTEE REPORTS**

1. Finance Committee

Trustee Knezovich reported that the next meeting is on February 2 at 9:30 a.m. at the Webster House Admin Center. One of the agenda items will be a report from Mr. Barnes on how the District is preparing for the annual audit.

2. Human Resources Committee

Vice President Gard reported that the committee completed the Executive Director evaluation process.

With regard to the Board of Trustees evaluation, she reported that the results were emailed to the members last night. She then distributed the list of Library Leadership Team comments.

President Liggett led a discussion on how to handle the Board's evaluation in future. It was suggested that the trustees conduct their own evaluation in July of each year so the results can be discussed in September at their retreat.

The board also discussed whether or not to use a different tool for future evaluations. Trustee Atchison was in favor of beginning the process with the anonymous submittal of evaluations in order for members to feel completely comfortable in sharing honest thoughts. Trustee Neth suggested that evaluations submitted by LLT be another useful starting point for the board's own evaluation. Trustee Kalkowski stressed the importance of defining how the Board's effectiveness can be measured.

President Liggett asked that the HR Committee undertake this project. He would like them to identify any issues that arose out of this round of evaluations, review the current tool, and propose perhaps a different evaluation tool (making sure it contains measureable items), in July.

3. Policy Committee

No report. Executive Director Carroll will work with Trustee Atchison in scheduling a meeting soon.

4. Nominating and Board Development Committee

Vice President Gard reported:

- The vacancy has been posted; seven applications have been received to date. The application deadline is January 15.
- President Liggett encouraged board members to reach out to members of the community they think would be a good addition to this group – encourage them to apply.

**C. TRUSTEE REPORTS**

***Trustee Knezovich:***

Met with an individual who expressed interested in applying for the board. She asked for more information and Trustee Knezovich gave her the board meeting agenda and encouraged her to also attend a board meeting.

#### **D. FINANCIAL REPORT**

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

Trustee Knezovich inquired about the status of the unspent Council Tree Library funds issue with the City of Fort Collins. Executive Director Carroll reported that she spoke with Wendy Williams recently. Ms. Williams anticipates having this issue on the Council Finance Committee's February agenda. Executive Director Carroll will keep the board posted.

#### **E. LEGAL REPORT**

Ms. Murphy reported that at the last meeting, the Board directed her to finalize the Automated Materials Handler contracts. She has been working with the City's Purchasing department to make the contract as close as possible to other City contracts for efficiency and continuity. At this point, she is waiting for a response from 3M.

Trustee Kalkowski asked if the Library Park LLC has officially dissolved. She indicated the web site has changed and she cannot locate it. Ms. Murphy confirmed it has indeed been resolved.

### **VII. UNFINISHED BUSINESS**

#### **A. Main Library Remodel**

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

Deputy Director Draves reported that the reopening of Main Library was delayed by three days which has turned out to be a positive because it gave staff more time to prepare for opening. A temporary certificate of occupancy was issued so hard hats are no longer required in the areas that will be open to the public.

##### **2. Estimation of Change Orders**

Mr. Seefeld discussed the list of estimation of change orders that was distributed to the board. Heath project manager Paul Erlich estimates the total to be somewhere between \$50,000 – 75,000. Mr. Seefeld explained this list is a work in progress and not complete.

Trustee Knezovich suggested that future reports be clearer. Perhaps start with the base contract number and indicate clearly what the figures are plus/minus the starting base number.

President Liggett summarized by stating that this document is basically a list of open items that could lead to Change Orders. Some of the numbers on this current list are projected and some are vetted. Based on the contractor's best guess, the total is approximately \$50,000 – 75,000 at this point. Lastly, staff will provide a report each month to the board.

**3. Art in Public Places RFQ – Carroll**

Executive Director Carroll passed around a rendering of the sculpture the artist plans to create and hang from the atrium. Ten feet long and made of steel, it will weigh about 275 lbs. The plan is to have it suspend from the ceiling and rotate. Executive Director Carroll will send the link from the artist that demonstrates how it will move. Trustee Atchison added that this has been a very positive process.

**4. Library Park Master Plan (Revision to include outside sculpture) – Carroll**

Executive Director Carroll explained that the Library Park Master Plan needs to be revised in order to include an outside sculpture. She referred to the materials in the board packets, a new page 10 and 11 to the Plan that illustrates the outside sculpture and its location in the plaza area.

*Trustee Gabel moved to amend the Library Park Master Plan to incorporate the new pages 10 and 11. The motion was seconded by Trustee Gard and passed unanimously, 7 – 0.*

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

Deputy Director Draves updated the board on the latest construction news at Harmony Library. Carpeting errors have been corrected. There are trenches for new power and data lines. Work is being done at night. He hopes everyone can tour after the meeting.

Mr. Draves added that in spite of the construction and the various changes, everyone is being wonderful, both public and staff. He hopes that things will be in their correct locations by end of January and totally done by end of February. If there are any leftover funds, a couple of enhancements might be added.

Trustee Gard complimented staff on how they are still providing great customer services in the midst of all the construction and chaos. Good job.

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

Trustee Neth reported that the Trust raised \$57,000 at year end. There are several gifts in the pipeline that the Trust is confident will come through. She encouraged board members to participate as well so it can be announced that there is 100% board participation.

She thanked Trustee Knezovich for working out the end of year issues with the Enterprise Zone tax credit. Some of the materials are being redone but she will make sure that each board member gets some information packets to distribute.

**D. Ratify Amendment to IGA with City of Fort Collins – Murphy**

Ms. Murphy explained that in December 2010, the District approved the City-generated amendment to the IGA to reflect changes to current services purchased from the City and to clarify procedures for reimbursement of Impact Fees in the event a request for a refund is made by developers to the City. The City did not formally approve the amendment in

its original City-generated form in 2011. Ms. Murphy and Ms. Decker revised the 2010 amendment for approval in 2012 by all parties with these changes:

- 1) Inclusion of email service as a component of services provided by MIS and
- 2) Addition of project management services and scope of such service

*Trustee Kalkowski moved to approve the first amendment to the IGA with the City of Fort Collins as proposed. There was a second by Trustee Gabel. The motion carried unanimously, 7 – 0.*

## **VIII. NEW BUSINESS**

### **A. Statistics – Aragon**

Ms. Aragon reported that due to a recent change, the annual circulation totals might start looking different than what is typically expected. She explained that when the district first started tallying eBook downloads, they were included as part of the circulation stats. Freegal and BookFlix were later in the count.

Recently, the national and state statistic takers have defined what eMedia use is and it's a little different than what the Library district has interpreted. Only items that have records in the catalog or OPAC are to be counted as circulation. . Consequently, staff had to back up and recalculate statistics for 2011 and not include Freegal and BookFlix use in the circulation count.

On the sheet handed out today, there is a 2011 and 2011 x. Based on the old way of counting, the District's circulation would have been up by 1.9%, but because of the reporting change, will decrease slightly.

Ms. Gyger and Ms. Aragon will continue to give monthly reports to the board; both database numbers and circulation stats.

### **B. Discussion to Consider Name Change for Main Library – President Liggett**

President Liggett explained that now would be an opportune time to consider changing the name of the Main Library when it reopens.

Ms. Watson-Lakamp recounted the process for naming Council Tree Library in 2009. The Naming Opportunities policies were reviewed.

President Liggett asked Executive Director Carroll if staff is in favor of renaming the building. She indicated yes. Ms. Fox, FRCC, also agreed and expressed how it would be very helpful for the main library to have a distinctive or geographical name as it would be less confusing for FRCC students. Main Library Manager Bosch agreed that it would be helpful if the name were more geographical in nature.

President Liggett requested that this item be placed on the February agenda as an action item. He asked that staff put together a proposal on how to proceed and to include a public process.

**VIII. INFORMATION AND ANNOUNCEMENTS**

Vice President Gard thanked staff for the wonderful Webster House Open House reception; it was a pleasure to show it off to our guests.

Ms. Abt thanked staff for their flexibility and positive attitudes during the construction at Harmony Library.

**IX. ADJOURNMENT**

*Trustee Gabel moved to adjourn at 5:37 p.m. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 7 - 0.*

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary