

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

**February 13, 2012  
4 p.m.**

Council Tree Library  
2733 Council Tree Avenue  
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  
Randy DeMario, Heath Construction  
Kate Fields, OZ Architecture  
Steve Seefeld, City of Fort Collins

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jeff Barnes	Irene Romsa
Jean Bosch	Rob Stansbury
Holly Carroll	Paula Watson-Lakamp
Cydney Clink	
Barbara Crandall	
Kim Doran	
Ken Draves	
Carol Gyger	
Vicky Hays	

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

President Liggett amended the agenda to add an item under VII. NEW BUSINESS

A. Approval of Resolution.

### **III. PUBLIC COMMENT**

None

### **IV. APPROVAL OF MINUTES – January 9, 2012**

*There was a motion by Trustee Gabel to approve the January 9, 2012 Board of Trustee minutes as presented. Trustee Kalkowski seconded the motion. The motion carried unanimously, 7 – 0.*

### **V. REPORTS**

#### **A. DIRECTOR'S REPORT (January 2012)**

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

- Supplement to ALA re eBooks and the digital revolution from various perspectives. It provides good background on what libraries are facing in getting digital content to the readers.
- Article written by Diane Tuccillo was included in the communications packet.
- A current copy of the PRPLD Policy Manual was distributed with a couple of updated pages. A revised manual will be handed out at the March meeting that will include a new org chart and some minor housekeeping items.
- Our very own Anne MacDonald was awarded the 2012 RUSA Brass award for outstanding business librarianship. The award includes a \$1,000 stipend to attend the ALA Annual Conference in Anaheim in June 2012.
- The City of Fort Collins' Finance Committee is meeting in April 2012 regarding the remaining Council Tree Library project funds.
- Interviews for the two new board members will be held on February 20 at Council Tree Library.
- The Laporte Area Planning Advisory Committee (LAPAC) meeting was held on January 17. Trustees Neth, Atchison and Gabel attended along with Ms. Carroll and Ms. Romsa. The LAPAC group seemed appreciative of the District's efforts in providing services to Laporte residents but would still like a physical building/presence in Laporte.
- Circulation stats are down slightly due to the closure of Main and a decrease was expected.

#### **B. COMMITTEE REPORTS**

##### **1. Finance Committee**

Trustee Knezovich reported that the group met last Thursday. They discussed several topics including the Elks Trust donation issue and the Main Library remodel budget which will be reported on later on the agenda. Trustee Knezovich noted that there will be a vacancy on the Finance Committee starting next month with his departure.

2. Human Resources Committee

Vice President Gard reported that the committee did not meet. She noted that with Trustee Atchison leaving the board this committee will also have a vacancy starting next month.

3. Policy Committee

Trustee Atchison reported that the committee met and discussed putting together a personnel manual for the District instead of using the City's manual which contains policies not relevant to the library district. A template was obtained from Mountain States Employers Council. The committee agreed to review the City's manual to determine what should be kept and what is still missing. The hope is to have it complete by the end of 2012. The committee also plans to evaluate the cost of the City providing HR services as opposed to the district doing it themselves. Again, with Trustee Atchison's departure, there will be an opening on the committee.

4. Nominating and Board Development Committee

Vice President Gard reported that the committee has met several times and is working on the creation of a handbook for new board members along with an orientation process. They are making progress and will have something ready in time for the new members who will be starting next month.

**C. TRUSTEE REPORTS**

***Trustee Knezovich:***

Reported that on January 27<sup>th</sup> he attended the District's Employee Recognition Event at Harmony Library. Complimented staff on the event and said he enjoyed the opportunity for interaction between staff and trustees.

***Trustee Gard:***

Reported that she and Trustee Kalkowski met ad-hoc to go over the summary of the board retreat. It was a good meeting; they developed some overview points such as: Reiterated that all board members should be in attendance at retreats, an agenda should be made available in advance of the retreat. President Liggett would like the bylaws to be reviewed by the Policy Committee.

Trustee Gard also reported that the Friends of the Library (FOL) approved the District's annual request which this time was for \$85,000 and included tiers 1 and 2. This is very generous and she will make sure a thank you letter is sent to them.

**D. FINANCIAL REPORT**

Mr. Barnes presented the January 2012 Financial Report to the board. The report was accepted as presented.

He also reported on the 2011 financial summary. A revised version was distributed, so please disregard the original one in packets. The 2011 financial results are still

preliminary but show revenue exceeded expenditures in the District's General Fund by more than \$300,000 and an unreserved fund balance of \$1,612,000.

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

Ms. Murphy reported that in terms of the Elks Trust donation they can be allowed to conduct the work provided that the appropriate releases for them to be allowed to work on library property are obtained.

With regard to the terms of use of library property and related policies there have been some complaints of soliciting and fundraising at the library (Main). She has conducted some research and it appears the District can restrict this activity on library property. She explained that in the park area that is clearly City property that would fall under the City's ordinance, but on the District's portion of the property, it is in a position to restrict that activity. Ms. Murphy will revise the current policy to make it more clear about the solicitation piece. President Liggett asked that this be taken care of as soon as possible.

The Board also directed Ms. Murphy to review the lease of the Mountain Avenue building between the City and the District and craft the appropriate legal document to allow the Friends of the Library to take over the lease and coordinate with the City Attorney as appropriate.

#### **F. OUTREACH PRESENTATION by Irene Romsa**

Outreach Services Manager Irene Romsa gave a presentation via PowerPoint that covered basic information about the department and its program of services.

### **VI. UNFINISHED BUSINESS**

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

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

Deputy Director Draves reported that the project is now in phase 1B. The floors have been poured, carpeting laid, and windows installed. The new Children's area is looking nice. The Circulation room and desk will be finished with the current phase if all goes according to plan. Most of the masonry work outside is complete as well.

The library will need to be closed for two weekends in order to replace electrical panels. It was hoped to have this done during the initial closure, but the panels were not available at that time. There is not any additional cost to the library.

##### **2. Estimation of Change Orders & Request for Additional Funds for Main Library - *Carroll***

Executive Director Carroll explained that the original construction budget of \$4,200,000 contained a modest contingency line item of \$361,500 to offset change orders and other necessary building improvements not foreseen by OZ Architects. Wember, Inc. recommended a contingency fund of \$306,181 for budget development and verification.

Staff is requesting board approval of the allocation of \$450,000 in unrestricted reserves and \$400,000 from the Capital Project fund if necessary to complete the remodel and expansion of Main Library. Many factors have contributed to increased construction costs include Poudre Fire Authority and City of Fort Collins code requirements, increased network and cabling costs and a significant increase to FF & E expenses.

After discussing the various reasons for the increase in cost, President Liggett summarized the discussion by noting that while poor planning at some point is to blame, the board has no choice but to approve the allocation of extra funds. He stressed that everyone will need to be diligent in keeping a close eye on the details and that the board needs to make sure it can fund what might come up in the future. He asked if staff and the project managers are certain that this amount will be adequate. They indicated it would.

***Trustee Gabel moved approval of increasing the construction budget by \$850,000 to be used only if necessary to complete the Main Library remodel and expansion project. Funds will be taken from the following: \$400,000 from the Capital Project fund and \$450,000 from the unrestricted reserves of the District's General Fund. There was a second by Trustee Atchison and the motion carried unanimously, 7 – 0.***

Trustee Atchison commended staff and the project managers how well they are doing on the project and putting up with all the construction and still providing excellent customer service. She agreed that the district will need to tighten its belt for the next few years.

Trustee Knezovich noted that the District should take great pride in knowing that it was able to self-finance the entire project.

Vice President Gard commented that next month the financial report should reflect this change so the board will be able to see the big picture on how this appropriation will affect the numbers.

**3. Approval of Naming Process for Main Library – Liggett**

President Liggett referred to the proposal in the packets to name the Main Library. He asked for comments and suggestions. Trustee Kalkowski asked that with regard to step #3, that there be two trustees instead of one on the committee. Trustee Neth suggested that a patron or community member such as a Friends of the Library or Trust member be included as well.

***Trustee Neth moved to approve the Main Library naming process as amended with the addition of one more trustee and one community member/patron. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.***

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

Deputy Director Draves reported that new acoustical clouds are being installed and that the flooring is complete except for the rubber flooring. Lights will soon be installed in the new clouds. All new mobile furniture will be moved to its correct place. Basically, things are going as planned.

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

Trustee Neth reported that the Trust met last week. To date, they have \$75,000 in hand and \$90k total as there are also the Elks Trust and several other gifts in process. Another mailing went out recently. There have been lots of smaller gifts and participation coming in which is great. It's going slow but steady.

President Liggett added that last Friday, he and Ms. Tharp, with the Trust, met with officials at Otterbox to make an ask. He hopes to hear from them soon.

**VII. NEW BUSINESS**

**A. Approval of Resolution – President Liggett**

President Liggett proposed board approval of a resolution recognizing and honoring outgoing trustees Atchison and Knezovich. He read the resolution aloud to the board.

*Trustee Gabel moved to approve the resolution as presented. Trustee Gard seconded the motion and it carried unanimously, 5 – 0 (Atchison and Knezovich abstained).*

Trustees Atchison and Knezovich thanked the board and staff and expressed their appreciation to have been able to serve on this board.

**VIII. INFORMATION AND ANNOUNCEMENTS**

- **Legislative Day is March 29 to interact with local legislators. Contact Vice President Gard if interested in attending.**

**IX. ADJOURNMENT**

*Trustee Atchison moved to adjourn at 5:55 p.m. Trustee Knezovich 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