

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

**March 19, 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:**

John Frey  
Linda Gabel (late, excused)  
Robin Gard  
Shelly Kalkowski  
Mike Liggett  
Kipp Lyons  
Cara Neth (late, excused)

**OTHERS IN ATTENDANCE:**

Annie Fox, FRCC

**DISTRICT STAFF PRESENT:**

Tova Aragon	Currie Meyer
Jeff Barnes	Irene Romsa
Jean Bosch	Rob Stansbury
Holly Carroll	Paula Watson-Lakamp
Cydney Clink	
Ken Draves	
Carol Gyger	
Cynthia Langren	

**I. CALL TO ORDER**

President Liggett called the meeting to order at 4:02 p.m.

President Liggett announced the sad news regarding the tragic loss of Jason Murphy, the husband of the District's legal counsel, Jacqueline Murphy, and requested a moment of silence for Ms. Murphy.

**II. WELCOME NEW MEMBERS/ADMINISTER OATH OF OFFICE**

President Liggett introduced and welcomed new members John Frey and Kipp Lyons. The Trustee's Oath of Office was administered by President Liggett and both members were officially sworn in.

**III. AGENDA REVIEW**

No changes. President Liggett noted that two board members are not yet present so approval of the minutes and adoption of the slate of officers will need to be delayed until they are present.

**IV. PUBLIC COMMENT**

None

**V. CONSIDER ADOPTION OF ANNUAL ADMINISTRATIVE RESOLUTION**

President Liggett explained that the purpose of the resolution is for the board to reaffirm its statutory obligations on a number of requirements, ranging from banking, the official newspaper, posting of meetings, insurance, and the law firm representing the district. President Liggett asked for a motion to approve the Annual Administrative resolution with the exception of the proposed Slate of Officers section since two board members have not yet arrived to participate and vote.

*Vice President Gard moved approval of the Annual Administrative Resolution without the slate of officers. Trustee Kalkowski seconded the motion. It carried unanimously, 5 – 0.*

\*NOTE: Trustees Neth and Gabel arrived at this point.

**VI. APPROVAL OF MINUTES – February 13, 2012**

*There was a motion by Trustee Neth to approve the February 13, 2012 Board of Trustee minutes as presented. Trustee Gabel seconded the motion. The motion carried unanimously, 5 – 0 (Trustees Lyons and Frey did not vote as they were not present).*

**VII. SLATE OF OFFICERS**

*Trustee Neth moved to elect the following slate of officers:*

President:	Mike Liggett
Vice President:	Robin Gard
Secretary:	Linda Gabel
Treasurer:	Shelly Kalkowski

*Trustee Gabel seconded the motion and it carried unanimously 7 – 0.*

**VIII. REPORTS**

**A. DIRECTOR'S REPORT (February 2012)**

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

- The Library District's entry in the St. Patrick's Day community parade won first place. Director Carroll thanked staff for the extra time, effort and participation in the parade, especially to Ms. Clink and Ms. Romsa who organized it all.

- The District won a bike rack for Webster House Administration Center through the ClimateWise program via a drawing that was recently held.
- Circulation Statistics: The statistics increased slightly which is especially good news since Main Library was closed for a weekend.

Vice President Gard noted in the Communications report that the Lopez mural is mentioned. She suggested that staff submit the mural for the CAL Project of Year award.

Trustee Kalkowski praised the Answer Center's use of statistics to adjust their work schedule to better meet patron needs. During Ms. Carroll's later Strategic Plan presentation, Trustee Kalkowski again cited the Answer Center's actions as an exemplary use of data analysis to adjust and/or completely revise service tactics. She encouraged Ms. Carroll and staff to fully implement such data analysis when evaluating tactics intended to achieve the four goals of the new 2012-2014 Strategic Plan.

## **B. COMMITTEE REPORTS**

### 1. Finance Committee

Trustee Kalkowski reported that no meeting was held, but the committee does plan to meet to prepare for the City's Finance Committee meeting next month. Director Carroll and Trustee Kalkowski will attend and forward the position of the District to the City's committee. Members of this committee are Trustees Kalkowski and Gabel.

### 2. Human Resources Committee

Vice President Gard. No meeting. Members of this committee are Trustees Neth and Gard.

### 3. Policy Committee

President Liggett is the sole member. No report.

### 4. Nominating and Board Development Committee

Trustee Neth reported the committee met and are pulling together pieces of the manual. She will be working with Ms. Langren in compiling the manual. The board will have an opportunity to approve the manual before it is finalized.

## **C. TRUSTEE REPORTS**

### *Trustee Kalkowski:*

Reported that she visited Seattle and had an opportunity to see their new city library; she highly recommended that others stop in and see it if ever in Seattle. She was very impressed.

## **D. FINANCIAL REPORT**

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

## **E. LEGAL REPORT**

None.

## **IX. UNFINISHED BUSINESS**

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

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

Deputy Director Draves reported that the project is now in phase 2. The new fire protection system has been installed, tested, and approved. We have switched over to the new system and the old unit is being removed this week.

While newly constructed areas have been determined to be safe for occupancy, there are some elements yet to be completed in those areas such as wall graphics, end panels, signage, art glass (in the story time room), and corner guards.

As soon as the collections, shelves, and furniture are removed from the existing children's area on first floor, the final area to be remodeled on that floor will be turned over to Heath for completion of the new circulation area and the new meeting room.

The last major element of the project is the removal of the old boiler and the installation of the new. That work will start in April or early May and will take approximately four weeks to complete. Depending on when the boiler replacement takes place the overall project completion date may occur in May rather than June.

Manager Jean Bosch invited members to come visit her and the staff at the library at any time. She would be happy to show folks around.

#### **2. Estimation of Change Orders Update - *Carroll***

Executive Director Carroll explained that copies of the latest Change Orders were sent out to the board: #9, 10 and 11 which included explanations of each change. There were no questions.

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

Deputy Director Draves reported that the project is nearly complete. We are awaiting completion of some flooring elements, installation of the last of the new lighting, and some final painting and signage.

In addition, Annie Fox, FRCC Campus Librarian, recently applied for and received almost \$50,000 in initiative funds from the College, not originally in our project budget, which allows for new, more space-efficient tables in the computer lab, replacement of our worn interior door locks, a new secure lock on our staff entrance to the building, and replacement of worn entry doors. This additional work is underway and should be completed in March and April.

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

Trustee Neth reported that the Trust met last week. To date, they have raised \$140,000. Peggy Reeves and Linda Hopkins have been working especially hard. The Griffin Foundation has given \$15,000.

Mr. Knezovich was officially sworn in this month as a member of the Poudre River Library Trust.

Trustee Neth offered to meet with Trustees Frey and Lyons to provide background information on the Library Trust and get them up to speed.

**D. Strategic Plan Update – *Carroll***

Executive Director Carroll explained that she has been working with the Library Leadership Team on determining specific tactics to achieve the goals and strategies of the plan as approved by the Board of Trustees at its November 2011 meeting. She explained how they have worked to link the strategies and tactics to the 2010 OrangeBoy market analysis and priority cluster groups. Along with Ms. Watson-Lakamp, Ms. Carroll gave a graphical presentation illustrating how the data from market analysis is aligned with the strategic plan.

**X. NEW BUSINESS**

**A. Consider Resolution Amending PRPLD Administrative Policies – *Carroll***

Executive Director Carroll explained that since the latest revision to the Policy manual in 2011, the board has since adopted new Mission and Vision statements for the District, the organizational chart has been revised and legal counsel was asked to revise the policy on solicitation fundraising due to recent activity outside Main Library.

*Trustee Gard moved to approve the Resolution Amending PRPLD Administration Policies. Trustee Neth seconded the motion.* There was discussion about the solicitation wording; specifically that it is perhaps too broad. Also discussed were concerns about using the word “Non-affiliated” versus “affiliated” and language about “in designated areas only.” In the end, it was agreed that these concerns should be expressed to the District’s legal counsel and the board should wait to take action next month. Administration will follow up with legal counsel and return with proposed new wording.

*Trustee Frey moved to table this item until next month. The motion was seconded by Trustee Lyons and passed unanimously, 7 – 0.*

Trustee Gard and Trustee Neth withdrew their original motion and second.

**B. Finding of Surplus Property and Authorization for Disposal – *Barnes & Draves***

*Trustee Gabel moved to approve the Resolution Declaring Surplus Property and Authorizing its Sale, Conveyance or Disposal. Trustee Frey seconded the motion which carried unanimously, 7 – 0.*

**C. Consider Approval of Sublease of 256 W. Mountain Avenue – Carroll**  
*Trustee Kalkowski moved approval of subleasing the 256 W. Mountain Avenue premise and storage unit on Mason Street for use by the Poudre River Friends of the Library for sorting and storing used books. There was a second by Vice President Gard.* Discussion: Trustee Lyons inquired about whether the Friends should be specifically named on the District's insurance – Mr. Barnes will follow up on this question. *The motion carried unanimously, 7 – 0.*

**D. Consider Approval of (Sculpture) Fabrication Contract – Carroll**  
*Trustee Gabel moved approval of the fabrication contract for the Art in Public Places sculpture. Trustee Frey seconded the motion.* DISCUSSION: Trustee Lyons pointed out a mistake on paragraph 11, The words "Failure to Complete, will you change the sentence to read:" will be stricken.

*Trustees Gabel and Frey accepted the change to the document in their motion/second to approve. The motion passed unanimously, 7 – 0.*

#### **XI. INFORMATION AND ANNOUNCEMENTS**

- **2011 PRPLD Annual Report** - Ms. Watson-Lakamp distributed the 2011 annual report. The obligations to the City of Fort Collins and to Larimer County have been satisfied with regard to submitting the annual report.

#### **XII. ADJOURNMENT**

*Trustee Gard moved to adjourn at 5:40 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