

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

**April 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:

John Frey
Linda Gabel
Robin Gard
Shelly Kalkowski
Mike Liggett
Kipp Lyons
Cara Neth

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Kim Seter, Legal Counsel

DISTRICT STAFF PRESENT:

Sam Alvarez	
Tova Aragon	Currie Meyer
Jeff Barnes	Irene Romsa
Jean Bosch	Rob Stansbury
Amanda Bristol	Paula Watson-Lakamp
Holly Carroll	
Lynda Dickson	
Ken Draves	
Carol Gyger	
Gabe Johnson	
Cynthia Langren	

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES – March 19, 2012

There was a motion by Trustee Gabel to approve the March 19, 2012 Board of Trustee Annual Meeting minutes as presented. Trustee Lyons seconded the motion. The motion carried unanimously, 7 – 0.

V. REPORTS

A. DIRECTOR'S REPORT (March 2012)

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

- Circulation Statistics: The statistics decreased slightly which was expected as Main was closed for a weekend.
- City of Fort Collins Finance Committee has deferred our meeting with them until May 21, 2012
- May 19 – Overdrive's Digital Bookmobile will be stopping in Fort Collins as part of its national tour. It will be set up at Council Tree Library and open to the public from 11 a.m. to 4 p.m. Afterwards, at 4:30, Digital Literacy Librarian, Kristen Draper, will hold a class at Council Tree.
- National Library Worker's Day is tomorrow. The Customer Experience Team has a special surprise planned for all district employees.

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Kalkowski reported that the committee was to meet this week, but since the District's item was taken off the City Council Finance Committee agenda, the committee will plan to meet in the next two weeks to discuss the Council Tree Library fund strategy. The committee members are busy gathering items such as minutes from past board meetings and other items for background information.

2. Human Resources Committee

No Report.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

Trustee Gard reported the committee met and continue to pull together pieces of the manual. This item is on today's agenda and will be addressed then.

C. TRUSTEE REPORTS

Trustee Gard:

- Distributed the CAL newsletter which featured the trustee division; the president had some nice things to say. Also, Trustee Gard wrote the blurb on the back of the newsletter.
- Attended the CAL legislative day with Deputy Director Draves and either met with all representatives or left information for them. The representatives are very appreciative of library services.

Trustee Lyons:

- Tours of the libraries are underway for the new members. Staff has been very welcoming.

Trustee Liggett:

- Attended the water program that Justice Hobbs did at Harmony which was very nice.
- Attended the presentation by author Dorothy Wickenden who drew a great crowd.
- A week from tomorrow author Susan Orlean will be presenting at the Hilton.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Mr. Seter distributed a written Legal Status Report which he briefly went over. President Liggett thanked Mr. Seter for proving a clear, concise report. Mr. Seter said he will encourage Ms. Murphy to continue using this reporting format once she returns.

Mr. Seter noted that according to the Intergovernmental Agreement (IGA), 2012 is the last year that a joint meeting with City Council is required. Ms. Carroll added that this year, the City Council requested that the District provide an oral report at a council meeting which will be May 1. Mr. Seter commented that even though this requirement does end in 2012, that either party can extend it for 3 years. He suggested that the district may want to consider doing that.

President Liggett requested that Mr. Seter work with Executive Director Carroll on the still outstanding financial solicitation policy issue.

F. ANSWER CENTER PRESENTATION – *Dickson, Bristol, Johnson, and Alvarez*

Ms. Dickson introduced the Answer Center staff who performed a skit illustrating poor versus good customer service.

Ms. Dickson distributed several documents including graphs/stats and “Answer Center Facts & Functions”. She described the extensive training that the AC staff received and then went over the stats.

Several board members expressed appreciation for the presentation and were complimentary about the Answer Center service.

VI. UNFINISHED BUSINESS

A. Main Library Remodel

1. Project Update – *Draves & Carroll*

Deputy Director Draves reported that things are progressing on schedule. The boiler replacement is taking place on Wednesday. A crane will remove the boiler and bring the new equipment onto the roof. There are probably three more weeks of work on installing the new boiler before it will be complete. The good news is that no asbestos was found.

The children’s and adult areas are open now. Work continues on the new meeting rooms. It will sport a garage type door like the one at Council Tree Library.

The AMH is up and working very well thanks to the hard work of SA and the 3M staff.

Ms. Carroll reported that she continues to work with the Elks and the donation issue. Hopefully there will be an agreement of three parties soon; PRPLD, Elks, and DDA.

The tentative grand reopening date of Main is June 10. President Liggett indicated he has a previous commitment on that date that cannot be changed. Staff will select an alternative date in June.

With regard to the naming of Main Library, to date about 200 names have been submitted. The plan is to roll out the new name at the same time as the reopening event.

2. Estimation of Change Orders Update - *Draves*

Deputy Director Draves reported that copies of the latest Change Order, #12, were sent out to the board. There were no questions.

B. Harmony Library Remodel Update – *Draves*

Deputy Director Draves reported that the project is largely done, but has not been formally closed out yet due to the last of the punch list items and some signage that needs to be concluded.

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

Trustee Neth reported that as of this morning the trust received another \$40,000 in gifts.

D. Trustee Manual

Vice President Gard went over the draft manual that was handed out to all board members. She explained that this draft document is given out now so the board has time to review it and then will be discussed at length at the May meeting. Please plan to provide feedback next month. Comments are welcome via email before the next meeting as well. Please send to Vice President Gard who will compile them.

VII. NEW BUSINESS

None.

VIII. INFORMATION AND ANNOUNCEMENTS

Ms. Carroll encouraged the board to read the PLA Report written by Currie Meyer.

IX. ADJOURNMENT

Trustee Gabel moved to adjourn at 5:00 p.m. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 7 - 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary