

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

**May 14, 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  
Robin Gard  
Shelly Kalkowski  
Mike Liggett  
Kipp Lyons  
Cara Neth (Late – excused)

**OTHERS IN ATTENDANCE:**

Linda Ripley, Ripley Design  
Annie Fox, FRCC  
Jacqueline Murphy, Legal Counsel  
Kim Seter, Legal Counsel

**BOARD MEMBERS ABSENT:**

Linda Gabel (excused)

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jeff Barnes	Anne MacDonald
Crystal Bollman	Currie Meyer
Jean Bosch	Irene Romsa
Elaine Burritt	Marian Sawyer
Holly Carroll	Becky Sheller
Cydney Clink	Paula Watson-Lakamp
Kim Doran	
Ken Draves	
Carol Gyger	
Julia Hall-Payne	
Vicky Hays	
Alice Jorgensen	

**I. CALL TO ORDER**

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

## II. POEM READING by President Liggett

President Liggett announced that starting this month, every meeting will open with a poem. He read: *Intro to Poetry* by Billie Collins. He invited other members to call in advance if they have a poem to be shared; otherwise he said he will keep bringing them.

## III. AGENDA REVIEW

President Liggett noted two changes:

- Item VII. UNFINISHED BUSINESS, A. Contract with Ripley Design Approval will be moved up on the agenda to immediately follow the Legal Report due to time/schedule constraints for Ms. Ripley.
- Switch the order of the last two items on the agenda so that Executive Session is now X. and Adjournment is now XI.

## IV. PUBLIC COMMENT

None.

## V. APPROVAL OF MINUTES – April 2012

*There was a motion by Trustee Kalkowski to approve the April 2012 Board of Trustee Regular Meeting minutes as presented. Trustee Lyons seconded the motion. The motion carried unanimously, 5 – 0. (Trustee Neth not yet present.)*

## VI. REPORTS

### A. DIRECTOR'S REPORT (April 2012)

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

- Circulation Statistics: The April statistics decreased slightly – stat chart was distributed.
- Poudre River Public Library District won “Best in Show” Awards for the 2010 Web-based Annual Report and the video made for the Rafael Lopez Community Mural. These awards were given by the American Library Association/PR and Marketing Division.
- Book Ends Award – The District won one of five 2012 Innovations in Reading Award from the National Book Foundation for the "Bookends" television show our IRS teens do in partnership with PSD Channel 10. Our library gets a \$2,500 prize to help promote the "Bookends" project with PSD. Kudos to Sue-Ellen Jones and Diane Tuccillo

Trustee Kalkowski complimented staff for manning a booth at the recent kite festival where 1,200 bookmark craft kits were given out as well as many of the One Book Colorado books.

President Liggett noted that the director's report keeps getting better. He expressed thanks to staff and to Executive Director Carroll for all the photos and extra work that goes into the monthly director's report.

## **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

No report; the draft trustee handbook is on today's agenda for approval.

## **C. TRUSTEE REPORTS**

### *Trustee Gard:*

Distributed the latest "banned books" list. She also passed around a copy of the children's book entitled: *The Dirty Cowboy* that has created the latest controversy.

## **D. FINANCIAL REPORT**

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

## **E. LEGAL REPORT**

Ms. Murphy referred to the written Legal Status Report that was included in the agenda packets. Trustee Lyons indicated that last month, there was a question about the Mountain Avenue property as it relates to insurance coverage. Mr. Barnes responded that the District should be able to name Friends of the Library as additional insured on the policy.

**\*\*\*\* Advanced to VII. UNFINISHED BUSINESS, A. Contract with Ripley Design Approval as noted under Agenda Review \*\*\*\***

### **CONTRACT WITH RIPLEY DESIGN APPROVAL – Carroll**

Executive Director Carroll explained that she is seeking Board approval of the Ripley Design proposal for landscape architectural design development and construct documents. She described the situation as written in the Agenda Item Summary and reiterated that board approval is needed in order for the project to move forward and timing is important so it can coincide with the design and construction of the plaza entry with improved street accessibility, a requirement that must be fulfilled by the end of the year to receive a final certificate of occupancy.

Trustee Neth asked that Ms. Ripley further describe the chessboard which she did. Trustee Kalkowski then asked for staff's opinion on this. Main Library Manager Jean Bosch indicated that the staff would prefer the board and pieces to be on a smaller scale as opposed to a larger scale. The proposed size of the chessboard would be approximately 12' x 12'.

Vice President Gard noted that Flatiron Mall in Boulder has a chessboard similar to what Ms. Ripley described and pointed out that they would surely have some of the same concerns. She added that someone might want to check with them to see how much of a problem it is for them. Trustee Neth noted that in the event this project did not work out after a certain period of time due to lack of use, excessive vandalism, or becomes a burden for staff requiring undue supervision of the pieces, this project would be completely reversible. However, everyone is hopeful it will be utilized properly and become a definite asset to the library and the park.

*There was a motion by Trustee Lyons to approve the landscape architectural design development and construction documents subject to review by counsel. Trustee Neth seconded the motion. It carried by a unanimous vote, 6 – 0.*

\*\*\*\*Continuing with VI. REPORTS\*\*\*\*

**F. COLLECTION DEVELOPMENT PRESENTATION - Aragon & Sheller**

Ms. Aragon and Ms. Sheller gave a PowerPoint presentation to the board that described the process by which new library materials are selected. She discussed the District's Collections Policies, introduced the Collection Management staff, and the three components that the selectors use for making purchasing decisions: anticipate demand, read reviews and respond to patrons suggestions for materials. She noted that the department receives 70 – 80 suggestions from patrons per week.

Collection HQ program was described. This is a software tool that Collections staff also relies on to help determine whether or not to purchase specific materials.

Ms. Aragon explained the weeding process as well, from start to finish. Following the presentation, the Board of Trustees had questions and discussion concerning the presentation and collection and weeding policies and requested follow up data.

Several board members expressed appreciation for the presentation and were complimentary about the Collection Management department/staff.

**VII. UNFINISHED BUSINESS**

**A. Main Library**

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

Deputy Director Draves reported that things are progressing on schedule. The sculpture was successfully installed and looks great. The certificate of occupancy should be issued soon.

**2. Estimation of Change Orders Update - Draves**

Draves noted there isn't anything new to report. The current total for change orders is still about \$300,000.

**3. Official Name Selection for Main Library – Watson-Lakamp**

Communications Manager Paula Watson-Lakamp described the process for collecting name suggestions. The board inquired which names were the most popular. They are as follows:

- “Old Town” = 154 submittals
- “Peterson Street”, “Place”, or “Park” = 21 submittals
- Something with “Downtown” in it = 14 submittals
- “Main” = 11 submittals

The committee proposes “Old Town Library”.

*There was a motion to officially name Main Library “Old Town Library”. There was a second by Trustee Gard and the motion carried unanimously, 6 – 0.*

Ms. Watson-Lakamp added that she plans to send a special invitation to the grand re-opening to those patrons who took the time to come up with “extra creative” name suggestions.

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

Trustee Neth gave kudos to Executive Director Carroll for her patience and perseverance in working through the many issues that came up in working with the Elks proposed donation. She said that Ms. Carroll has done an excellent job in representing the district and publicly thanked her.

Trustee Neth added that there are a few potential donors that the Trust should be hearing back from soon. Ms. Watson-Lakamp is currently coordinating a special donor recognition at the reopening event.

**D. Trustee Manual Approval – Vice President Gard**

Vice President Gard went over the draft manual section by section. Several suggestions were made by the board; Vice President Gard asked that all comments mentioned at this meeting be sent to her via email so she can compile them.

Due to the number of proposed changes, President Liggett asked that a third version be presented for approval at the June board meeting.

**VIII. NEW BUSINESS**

**A. Consider Updated Public Library Trustee Ethics Statement – Vice President Gard**

Vice President Gard explained that the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association recently updated the Trustee Ethics Statement. The previous version, written in 1985 appears in

the District's policy manual. The board is being asked to vote on whether to endorse this updated version.

***Trustee Frey moved to approve the updated Public Library Trustee Ethics Statement. Trustee Neth seconded the motion.*** DISCUSSION: Trustee Kalkowski asked if there is a summary of the changes between the two versions. Vice President Gard indicated that she compared them and is confident that everything in the old version is included in the new one plus there are additional bullets. Rather than take time to locate and discuss the changes now, President Liggett asked that everyone make it a point to read the new proposed statement over the next month and come to the June meeting with any questions or comments. The board will be asked to approve it then. One revision that was definitely agreed upon is to remove the signature line in the final version.

#### **IX. INFORMATION AND ANNOUNCEMENTS**

- **Annual Calendar for the Board of Trustees – Executive Director Carroll**

Director Carroll referred to the new calendar explaining that the intent to have one document that board members can refer to for the year for meetings and other important dates. It will be given out at the beginning of the year, updated, and redistributed as needed.

#### **X. EXECUTIVE SESSION**

***A motion was made and seconded to enter into executive session for the purpose of receiving legal advice from its attorney and to discuss matters subject to negotiations concerning the IGA between the City and PRPLD allowing for the return of construction funds to PRPLD after completion of the Council Tree branch as allowed by Section 24-6-402(4)(e), C.R.S. The motion passed by unanimous vote and the board entered into executive session at 5:53 p.m.***

The board returned to regular session at 6:14 p.m. at which time President Liggett announced that no action was taken in executive session and that the topics that had been discussed in executive session did not go beyond those described in the motion.

#### **XI. ADJOURNMENT**

***Trustee Frey moved to adjourn at 6:15 p.m. Trustee Lyons seconded the motion. It carried by a unanimous vote, 6 - 0.***

Respectfully submitted,

---

Cynthia Langren, Recording Secretary