

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

**June 11, 2012  
4 p.m.**

Old Town Library  
201 Peterson 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  
Robin Gard  
Shelly Kalkowski  
Mike Liggett  
Kipp Lyons  
Cara Neth

**OTHERS IN ATTENDANCE:**

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

**BOARD MEMBERS ABSENT:**

Linda Gabel (excused)

**DISTRICT STAFF PRESENT:**

|               |                     |
|---------------|---------------------|
| Tova Aragon   | Cynthia Langren     |
| Jeff Barnes   | Currie Meyer        |
| Jean Bosch    | Irene Romsa         |
| Holly Carroll | Becky Sheller       |
| Kim Doran     | Paula Watson-Lakamp |
| Ken Draves    |                     |
| Carol Gyger   |                     |
| Vicky Hays    |                     |

**I. CALL TO ORDER**

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

**II. POEM READING**

President Liggett read the poem: *Languages* by Carl Sandburg.

### III. AGENDA REVIEW

- Vice President Gard requested to reverse the order of D. and E. under VII. UNFINISHED BUSINESS.
- President Liggett asked to strike from the agenda, VIII. NEW BUSINESS, A. Approval of Resolution re: Revised IGA for the Colorado Special Districts Property & Liability Pool as Mr. Seter has advised President Liggett that there have been no changes, substantive or otherwise, since the resolution that was approved a year ago.

The above stated changes were approved.

### IV. PUBLIC COMMENT

None.

### V. APPROVAL OF MINUTES – May 2012

Trustee Lyons requested additional wording to page 3, LEGAL REPORT. The last sentence will now read: *Mr. Barnes responded that the District will be able to name Friends of the Library as additional insured on the policy.*

Page 4, regarding the Collection presentation, Trustee Lyons suggested that the minutes reflect that the Board had a full discussion about the Collection presentation and requested additional data and information on specific points.

Therefore, the following will be added after “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.*

***There was a motion by Trustee Lyons to approve the May 2012 Board of Trustee Regular Meeting minutes as revised above. Trustee Neth seconded the motion. The motion carried unanimously, 6 – 0.***

### VI. REPORTS

#### A. DIRECTOR’S REPORT (May 2012)

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

- A recent edition of the *American Libraries* magazine includes an article about the district’s Reading Flash Mob event held in Old Town Square in the spring. The article included a picture of some of the participants, which happened to include Trustee Neth and her mother.
- eMedia stats were handed out along with the usual circulation stats. This will be included on a monthly basis from now on.
- Outreach Services Manager Irene Romsa updated the board on the outreach efforts the District has made to the High Park Fire evacuees.
  - The Mobile Computer Lab has been set up at the McKee Building at the Ranch for use by those displaced by the High Park Fire. (Ms. Romsa and Ms.

Clink, with the help of two other District staff, first set up at the Cache La Poudre site and then moved with the evacuees late last night to The Ranch.)

- Staff will plan to provide services from 7 a.m. to 7 p.m.
- Volunteers are needed to help take shifts. Board members are more than welcome to volunteer and should contact Ms. Dickson as she is handling the volunteer scheduling.

President Liggett referred to the emails he distributed to the board regarding communications with Ms. Pritchett. He said if there are any questions, to see him after the meeting.

Trustee Frey suggested an improvement to the board's email process – to create an individual email address within the system. He explained that when an email comes in, there is an automatic system that sends it right out to each board member as a group.

President Liggett asked that Ms. Gyger work on this; to find a way to provide a pathway from public to the board without going through staff that eliminates all the spam.

## **B. COMMITTEE REPORTS**

### 1. Finance Committee

Trustee Kalkowski reported that the committee met and that most of the meeting was spent discussing the audit which is later on the agenda. They also briefly discussed reviewing the cost/benefit of the support services provided by the City of Fort Collins and looking at alternative sources for those support services. The next meeting is in September.

### 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**

None.

## **D. FINANCIAL REPORT**

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

## **E. LEGAL REPORT**

Mr. Seter reported that the Aurora City Council would be considering a proposal to change the state statutes to allow cities to exclude property from library districts as they are annexed. He noted that this is contrary to the Wellington case in which Poudre River Public Library District defeated Wellington's efforts to remove property from the District then known as the Fort Collins Regional Library District.

Mr. Seter is working with AnyThink Libraries, Arapahoe Library District, Berthoud Community Library District, and High Plains to oppose the City's position and would like to represent that he speaks for Poudre as well. After some discussion it was determined that Mr. Seter would represent that Poudre fought this exact issue with Wellington but would not state that his position is that of Poudre. The Trustees would like to know exactly what that position will be before endorsing it.

The Trustees reviewed and considered the proposed changes to the solicitation policy. Trustee Lyons questioned whether the policy would prevent a visiting author from soliciting purchases of his/her book and an author's event. It was noted that the library would like the right to simply approve who may solicit and who may not. Mr. Seter noted there are potential First Amendment issues and suggested bringing the policy back again next month with possible changes addressing the comments received.

## **VII. UNFINISHED BUSINESS**

### **A. Design Development Documents for Landscape Enhancements Approval**

President Liggett explained the action requested of the board is to approve the design documents to allow the timely preparation of the construction drawings so the bidding process can begin. Next month, the board will review the estimated costs of the design, the current resources available along with priorities and the accumulation of resources to make those things happen.

Ms. Ripley reviewed the design documents via Power Point.

*Trustee Frey moved to approve the design development documents as prepared from Ripley Design, Inc. so that work on the construction documents can begin immediately, go to bid, and have real numbers in order to prioritize at the next meeting. There was a second by Trustee Lyons and the motion carried unanimously, 6 – 0.*

### **B. Old Town Library**

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

Executive Director Carroll said that things are nearly complete. The end panels that are installed add a nice finishing touch to the look of the remodel. Mr. Draves is still working through some of the HVAC items and the final punch list items.

#### **2. Grand Opening Event Update**

Ms. Watson-Lakamp distributed extra invitations to the event. Outside entertainment will feature Mike Dixon, a one-man band, from 1 – 5 p.m. Also

outside there will be face painters, a giant bubble making machine, a stilt walker, and a giant puppet. Inside, staff and volunteers will be stationed to hand out items, help with signing up for Summer Reading and get new library cards. Staff will also be on hand to talk about the AMH (Rosie) and will help facilitate self-guided tours. The ceremony will consist of seven speeches and a ribbon cutting. Cookies and lemonade will be served.

**C. Consider Updated ALTAFF Public Library Trustee Ethics Statement (Approval)**

Vice President Gard explained this was introduced last month and the signature line has since been removed as requested. She offered four options for the board's consideration:

1. Stay with the current version.
2. Approve the new one as is.
3. Revise the new one.
4. Someone offer a new one.

*Vice President Gard moved to approve the updated statement, minus the signature line. Trustee Neth seconded the motion. The motion carried unanimously, 6 – 0.*

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

Vice President Gard received several suggested changes to the manual from board members since it was first brought to the board. She went through the manual and explained each of the changes.

*There was a motion, by Vice President Gard, to approve the Poudre River Public Library District Board of Trustees Handbook, which will include the updated Public Library Trustee Ethics Statement. Trustee Neth seconded the motion and it carried unanimously, 6 – 0.*

Vice President Gard will send the most current version to Ms. Langren so she can take it from there to work on the format and produce a clean, final handbook.

**E. Library Trust Fundraising Update – Neth**

Good news! As of last week, \$270,000 has been raised which will go towards a variety of goals. So far, the Collaboration Room and the Play 'n Learn are both fully funded and while a significant amount has been raised for landscaping, it is still short. To date, there is approximately \$175,000 in "asks" still pending and Trustee Neth reports that the Trust is actively seeking new leads in finding community members who might be interested in donating.

**F. Revised Sublease of 256 W. Mountain to Poudre River Friends of the Library- (Approval) – Carroll**

Executive Director Carroll explained the background on this issue and what has occurred since the last meeting. She confirmed that Mr. Seter has reviewed and approved the sublease from a legal standpoint and has communicated regularly with the City of Fort Collins' legal department.

*There was a motion to approve the sublease of 256 W. Mountain to the Poudre River Friends of the Library by Trustee Gard. There was a second by Trustee Frey.*

Discussion: Trustee Lyons inquired if there would be a conflict of interest if a PRPLD Trustee is also a member of the Poudre River Friends of the Library and votes on this motion. Mr. Seter said there would not. *The motion carried by a unanimous vote, 6 – 0.*

## VIII. NEW BUSINESS

### A. Acceptance of 2011 Audited Financial Report – Barnes

Mr. Barnes reported that the audit report was completed by the District's auditors – McGladrey & Pullen, LLP. The audit report is an unqualified, "clean" opinion on the financial statements. There was one item in the internal controls for processing year-end transactions that the auditors considered a significant deficiency. The deficiency resulted from the omission of retainage payable owed to the general contractor of the Old Town Library expansion/remodel project. This was an item that should have been added as part of the year end audit preparation process but was not. Because the expansion/remodel project was unique to the 2011 yearend, this is an isolated omission and not one that would be expected on a recurring basis and does not require a change in the controls in effect. There were no material weaknesses or other audit concerns noted. He went over the report and highlighted several key points including what was meant by the significant deficiency noted above.

On behalf of Trustee Gabel, Trustee Kalkowski referred to page 5, under Capital Assets heading: LIBRARY MATERIAL COLLECTION. The 2011 amount decreased by approximately \$150,000 from the 2010 number. She would like a better understanding of those figures. Mr. Barnes explained that the balance of the Materials Collection is arrived at by adding the current year additions to the collection to the balance at the end of the prior year and subtracting depreciation of the collection on an annual basis. This is done based on the annual collection purchasing activity and is not impacted directly by the amount of weeding taking place in any particular year.

No formal approval or motion is needed for this item, but President Liggett deemed it "accepted".

## IX. INFORMATION AND ANNOUNCEMENTS

- **Board Retreat**  
August 10  
8 a.m. to 2 p.m.  
Primrose Studio for working retreat  
Jay's for lunch

President Liggett said that he is still in the process of planning the topics for the retreat. At this point he does know that the retreat will be mostly informational. Possible topics are: a general discussion about issues the district faces in the future and our relationship with the community and education (what happens behind the scenes at the library). If anyone has a suggestion, please contact President Liggett.

- **Colorado Association of Libraries (CAL) Conference – October 18-20**  
Vice President Gard encouraged everyone to attend the CAL conference which will be held in Keystone, Colorado this year. There will be a session on Strategic Planning and one on advocacy.
- **Thank You**  
Trustee Gard thanked Ms. Aragon and Executive Director Carroll for the report about Collections and Weeding. Also with regard to the Collections report, Trustee Kalkowski asked questions about #7 and Prospector usage. This generated a brief discussion about the importance of surveys and getting feedback from our customers.
- **Trustee Training in July**  
Ms. Carroll announced that the Colorado State Library will be hosting a trustee training session in Nederland on July 24 from 5 – 8 p.m. She will get more information and pass it on.

**X. ADJOURNMENT**

*Vice President Gard moved to adjourn at 6:13 p.m. Trustee Lyons seconded the motion. It carried by a unanimous vote, 6 - 0.*

Respectfully submitted,

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Cynthia Langren, Recording Secretary