

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

**July 9, 2012  
4 p.m.**

Old Town Library  
201 Peterson Street  
Fort Collins, CO

**FOR REFERENCE:**

<b>PRESIDENT:</b>	Mike Liggett	493-0361
<b>VICE PRESIDENT:</b>	Robin Gard	204-4927
<b>EXECUTIVE DIRECTOR:</b>	Holly Carroll	221-6670
<b>ADMINISTRATIVE SUPPORT:</b>	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Kim Seter, Legal Counsel  
Annie Fox, FRCC  
Todd Dangerfield

**BOARD MEMBERS ABSENT:**

John Frey (excused)

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jeff Barnes	Currie Meyer
Holly Carroll	Irene Romsa
Cydney Clink	Rob Stansbury
Barbara Crandall	Paula Watson-Lakamp
Kristen Draper	
Carol Gyger	
Vicky Hays	

**I. CALL TO ORDER**

President Liggett called the meeting to order at 4:01 p.m.

**II. POEM READING**

President Liggett read the poem: *Theories of Time and Space* by Natasha Trethewey.

### **III. AGENDA REVIEW**

- Trustee Kalkowski requested that an Executive Session be added to the end of the agenda:
  - XI. Executive Session
  - XII. Adjournment

The above stated changes were approved. Mr. Seter will provide the proper wording for the motion to go into Executive Session at that time.

### **IV. PUBLIC COMMENT**

None.

### **V. APPROVAL OF MINUTES – June 2012**

Trustee Lyons requested an amendment to page 2, V. APPROVAL OF MINUTES, second paragraph. The first sentence should end with the word “points” and the rest of the current sentence (and that staff responded with a follow-up report on June 8) will be stricken.

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

### **VI. REPORTS**

#### **A. DIRECTOR’S REPORT (June 2012)**

The June 2012 report was accepted as presented.

Trustee Kalkowski noted that there has been some activity in Wellington by the Outreach Department. She asked for more information about that since Wellington is not within the library district. Outreach Services Manager Irene Romsa answered her questions; the activities are held in the Poudre River Public Library service area, outside the boundaries of the town of Wellington.

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

1. Finance Committee  
No Report.
2. Human Resources Committee  
No Report.
3. Policy Committee  
No report. The committee will be meeting to review the board’s bylaws when Trustee Frey returns from vacation.
4. Nominating and Board Development Committee  
For more discussion at the retreat, Trustee Neth suggested the idea that a heading be listed on the monthly agendas to allow for trustees to be able to bring ideas to

staff. Rather than BOT members contacting staff individually, they could bring it up at the board meeting at the appropriate time. Perhaps list on the agenda as a regular item after the info/announcements heading on the agenda. No action was taken.

### **C. TRUSTEE REPORTS**

- Trustee Kalkowski shared an entertaining article from the *Wall Street Journal* on how to dress like a librarian.
  
- President Liggett stated that he, Trustee Kalkowski and Executive Director Carroll met with City Manager Darin Atteberry and the Mayor this morning regarding the remaining Council Tree Library funds. This will be the topic of the Executive Session tonight.

### **D. FINANCIAL REPORT**

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

### **E. LEGAL REPORT**

Mr. Seter reported that he and Ms. Murphy met with Mayor Hogan, and that the Aurora City Council postponed review of Councilman Broom's draft legislation pertaining to taxing boundaries.

### **F. AUTOMATED MATERIALS HANDLER (AMH) PRESENTATION by Carol Gyger**

Ms. Gyger presented background information on the Automated Materials Handler (AMH) machine and an update on the benefits and goals of AMH.

## **VII. UNFINISHED BUSINESS**

### **A. Old Town Library**

#### **1. Project Update – Carroll**

Executive Director Carroll reported that the Owner Architect Contractor (OAC) meetings continue with the last one scheduled on Thursday that she will attend in place of Mr. Draves.

With all the high temperatures Fort Collins has experienced lately, the chiller in the server room is failing, plus it is old and parts are hard to find. There is a portable unit in there now that is doing a sufficient job in the meantime. Staff is currently obtaining bids for a new chiller which could be as much as \$9,000 for the unit and approximately \$2,000 for electrical work related to installing a new unit. She will keep the board apprised of the situation.

#### **2. Library Park Landscape/Entryway Update – Carroll**

Executive Director Carroll reported that the Elks voted to proceed with all components of the landscape project. Ripley Design is preparing construction documents which will be completed by mid-July.

She then introduced Todd Dangerfield with Downtown Development Authority and reported that she met recently with Mr. Dangerfield, Linda Ripley, and John Stephen, City of Fort Collins Purchasing, to determine how best to structure and sequence the bidding process for the project including oversight of the Elks' volunteer labor. Mr. Dangerfield spoke to the board about the meeting Ms. Carroll mentioned and that he recommends hiring a construction project manager. He explained that the DDA is interested in ensuring that the funds are spent responsibly and that planning is in place before the project begins. He shared his philosophy with the board: If you can get the first 15% of design and coordination flowing and coordinated well then the rest of the project falls into place rather well behind it. In other words, it's important to make sure there's an investment made at the front end of the project, that there is oversight and planning involved, and that involves some type of construction manager. The DDA has an interest in making sure that the project flows smoothly and is basically advocating for everyone to realize the management piece is essential to the success of the project. Plus, he added that donors are more apt to give if they know the project is well planned out and in good hands.

President Liggett thanked Mr. Dangerfield and said that this will be discussed during the Executive Session portion of the meeting.

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

Trustee Neth reported that it has been confirmed – the Trust received \$50,000 from an anonymous donor and another \$5,000 gift was received today. She added that several grant proposals are still out there and the Trust is waiting to hear back from several banks. President Liggett noted that Trustee Neth did much of the legwork for a grant application that she was made aware of at the last minute and thanks to her, it was completed and submitted before the deadline.

**C. Policy Revision re: Solicitation – (Discussion) – Carroll**

Mr. Seter distributed a memo dated July 9 that outlined his concerns about the board's desire to amend the current policy that addresses solicitation, fearing that it may implicate the First Amendment to the United States Constitution.

Today, after further consideration, he concluded that there are really two different issues: one is sales and the other is solicitation. Sales does not fall under the First Amendment. Commercial solicitations are banned, but sales are allowed. He will give this further thought and return next month with a revised policy to recommend to the board for approval.

**D. Board E-mail/Mailbox Procedures – Liggett**

President Liggett explained that at the June board meeting, Ms. Gyger was asked to investigate a new process to forward email going in the "Library Board" mailbox to each member's individual email boxes. Ms. Gyger described the recommended process.

The Board discussed the process and agreed that Ms. Gyger should move forward with activating the new system right away. The board will see how the new system works between now and the next board meeting at which time they will again discuss and assess how many “legitimate” emails come in and how many are unwanted spam.

For coordination purposes, in the event that a legitimate email does come in and in order to avoid duplicate response emails from several board members to the sender, President Liggett determined that he will be responsible for making sure the email is dealt with appropriately and in a timely manner. Further, if a board member sees an email that they feel should be answered, President Liggett should be contacted. If he is not available, contact Vice President Gard and she will handle the response to the sender.

## VIII. NEW BUSINESS

### A. Review Naming Policy – *Liggett & Carroll*

President Liggett explained that the Trust continues to fundraise and has had conversations with some significant and promising donors. The possibility of naming rights has been mentioned thus, he would like the board to review the current Naming Policy.

During the discussion, it was noted that the in the 2<sup>nd</sup> paragraph, it does state that: “. . . the Poudre River Public Library District Board of Trustees has the sole right to name or rename library programs, collections or facilities.” There was consensus that this wording is adequate and no changes are needed; therefore the policy will remain as is.

### B. Can Your Fines Proposal APPROVAL – *Draper & Clink*

The Library District’s Customer Experience Team has researched the pros and cons of offering a fine forgiveness week in September during National Library Card Sign-up Month.

Ms. Clink and Ms. Draper, co-facilitators of the team, presented the proposal and asked for board approval of a fine forgiveness week, September 24 – 30. ***Trustee Gabel moved to approve the Can your Fines proposal. Vice President Gard seconded the motion. The motion carried unanimously, 6 – 0.***

## IX. INFORMATION AND ANNOUNCEMENTS

- **Board Retreat Update**

President Liggett shared a proposed agenda for the retreat. Trustee Neth asked that the Board Evaluation be added. President Liggett agreed. He reminded the board that this will not be facilitated.

August 10

8 a.m. to 1 p.m.

Primrose Studio for working retreat

Jay’s for lunch at 1:30 p.m.

- **Friends of the Library Book Sale – July 12 – 15 at Harmony Library**  
Vice President Gard encouraged everyone to come out and support the Friends and the District.
- **Trustee Continuing Education Opportunities:**
  - Colorado State Library, trustee training session, July 24 from 5 – 8 p.m. in Nederland, CO.
  - 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. She outlined the various workshops that will be offered. Contact her for more information or check out the conference on the CAL website.
- **Board/Staff Event:** Instead of the Rockies this year, will watch Colorado Foxes play! See the email from Vice President Gard for more information on this group activity
- **Kudos to Staff on the Grand Reopening of Old Town Library** from Vice President Gard
- **New Board Photos for District Web Site**  
President Liggett announced that new photos of the board of trustees will be taken at the retreat.

**X. EXECUTIVE SESSION**

*Upon motion by Trustee Liggett, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of discussing the distribution of funds from the City leftover from the construction of Council Tree, as allowed by Section 24-6-402(4)(e), Colorado Revised Statutes, as a matter subject to negotiations.*

Trustees Liggett and Gard moved and seconded to adjourn the executive session.

*Following discussion and upon motion, second and unanimous approval, the Board directed Chairman Liggett and Director Carroll to negotiate with the appropriate parties.*

**XI. ADJOURNMENT**

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary