

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

**August 13, 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
Linda Gabel
Robin Gard
Shelly Kalkowski
Mike Liggett
Kipp Lyons
Cara Neth

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC

BOARD MEMBERS ABSENT:

None

DISTRICT STAFF PRESENT:

Jeff Barnes
Jean Bosch
Holly Carroll
Cydney Clink
Carol Gyger
Cynthia Langren
Irene Romsa
Paula Watson-Lakamp

I. CALL TO ORDER

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

II. POEM READING

President Liggett read the poem entitled: *August* by Mary Oliver.

Upcoming Readings:

September: John Frey

October: Linda Gabel

November: Shelly Kalkowski

III. AGENDA REVIEW

Vice President Gard requested an additional item under:

VII. UNFINISHED BUSINESS, "E. Election Year Candidate Tours"

This request was approved.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES – July 9, 2012

There was a motion by Trustee Gabel to approve the July 9, 2012 Board of Trustee Regular Meeting minutes as presented. Trustee Lyons seconded the motion. The motion carried unanimously, 7 – 0.

VI. REPORTS

A. DIRECTOR'S REPORT (July 2012)

The July 2012 report was accepted as presented.

Executive Director Carroll noted that the statistics will soon be reported using a new format that staff have been working on. It should be ready for the September meeting and will include the usual statistics as well as additional information on a monthly and quarterly basis.

For the benefit of new members, Trustee Kalkowski asked Director Carroll to confirm the dollar amount for contracts that she is authorized to approve without being required to bring before the board. Executive Director Carroll explained that the Ditesco contact is for \$24,100 which is well under the \$30,000 limit. Anything over that requires approval by the Board.

Trustee Kalkowski also gave kudos to staff for providing excellent analysis in the report and as a tool for making certain decisions. Specifically, she referred to the holds data and the programming for the year.

B. COMMITTEE REPORTS

1. Finance Committee

No Report, but plan to meet in September.

2. Human Resources Committee
No Report.

3. Policy Committee

Trustee Frey reported that the committee will be meeting this Wednesday to review the board's bylaws and Communications Policy.

Trustee Kalkowski suggested the committee talk about the possibility of developing a policy regarding embedding librarians as discussed at the board retreat. President Liggett said he would like the board to first discuss the concept, at some point, and make sure it is something everyone agrees with before pursuing it further.

4. Nominating and Board Development Committee

Trustee Neth reported that the committee met and put together the Board Self-Assessment that was discussed at the retreat.

C. TRUSTEE REPORTS

Vice President Gard:

- Reported that she and Trustee Neth were able to attend the State Library sponsored trustee training in Nederland. The topic of Colorado Library Standards was brought up and she spoke with Executive Director Carroll about the possibility of this being on a future agenda for a board meeting. Trustee Neth added that she brought the notebook from the training session in case other board members are interested in reviewing it.
- From CAL legislative committee – a current topic is big picture library funding. She emailed Gene Hainer who sent a summary to her. If anyone is interested, she can get it to Holly to send out to everyone.

President Liggett:

Reported that the board met on Friday in retreat. In general, the board felt that most of the original charges that the board was commissioned with from five years ago have been met or are close to being met. The board agreed they want to make sure our district remains of value and relevant to the needs of our community. The board also spent time during the retreat going through self-evaluation and then concluded with lunch.

Trustee Kalkowski added that the group discussed ways make libraries more compelling; how do we get more people into our facilities? That might involve looking at what we aren't doing and asking what services are our patrons not receiving that they would like to?

Trustee Lyons suggested that the board revisit the notes from the retreat that Mr. Draves took and have those available when the board discusses the strategic plan.

President Liggett agreed and said that Executive Director Carroll is working on the notes to reduce them into a memo to the board.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Mr. Seter had nothing to add to the written report included the packets.

VII. UNFINISHED BUSINESS

A. Old Town Library

1. Project Update – Carroll

Executive Director Carroll reported that the last change order came across her desk a couple of weeks ago so there shouldn't be any more. Currently she is waiting on one or two billings from OZ. Final close out of the project is just around the corner.

2. Library Park Landscape/Entryway Update – Carroll

Executive Director Carroll reported that Ditesco recommends creating a new timeline which will put the bidding process to begin September 4 and construction to start mid-October. The Elks would like to show something before end of year, so perhaps the checkerboard could be implemented before then.

B. Library Trust Fundraising Update – Neth

Trustee Neth reported the Trust met last week. There is no news to report at this time. Trustee Kalkowski thanked Neth and Liggett for their extra work on the fundraising efforts.

C. Policy Revision re: Solicitation APPROVAL – Carroll

There was a motion by Trustee Gabel to approve the revised language to the policy manual as stated in the proposed resolution:

Page 39, in the first sentence of "Principles and Guidelines," the words "solicitation and" shall be deleted.

Page 40, the first paragraph of "Third Party Fundraising" shall be deleted; Following the definition, the following shall be added: "The Library District allows fundraising at the discretion of the Executive Director."

Page 43, the fifth bullet shall be revised to say "Soliciting, surrounding or making serial approaches to a patron. . ."

Page 48, Section 10 shall be revised to say: ". . ., including but not limited to:

- Soliciting

- Sales (except those ancillary to a program or presentation provided at the request of or on behalf of the library, such as an author's book signing, or otherwise as approved by a branch manager.)

There was a second by Trustee Kalkowski and the motion carried unanimously, 7 – 0.

D. Board E-mail/Mailbox Procedures – Liggett

President Liggett asked for feedback on the new system. Trustee Gabel expressed her satisfaction with the new process. No one else reported having any issues with it and the board consensus was to continue with new system.

E. Election Year Candidate Tours – Gard

Vice President Gard explained that while attending a recent event, she was approached by a local candidate who was interested in touring the library. In an effort to be fair and equitable to all political parties, she proposed to send a letter to the chair of each of the major political parties with meeting room guidelines attached. The purpose is to take the initiative to reach out and let them know about our meeting rooms.

The board discussed and agreed that Vice President Gard would draft a letter that would be for the Executive Director's signature. It will be sent to all the major political parties. The focus will be on offering a tour of the libraries and if they want to pursue the use of any of the library meeting rooms, it is up to them. Attached to the letter would be the listing of PRPLD Meeting Room Policies. The letter will also let candidates know that staff and/or trustees are happy to give them a tour of any of the three libraries.

VIII. NEW BUSINESS

A. Burgeon Contract APPROVAL – Carroll

Executive Director Carroll noted a typo in the Agenda Item Summary, under Situation, last paragraph. The amount should be \$61,**100**, not \$61,000. She asked for board approval of the contract which is for children's interactive features with Burgeon Group.

Trustee Lyons suggested a correction to 4. B. (page 2) of the contract. Since the consultant is an LLC, use of the word "disability or death" does not apply; he suggested striking that and initialing it.

There was a motion by Trustee Lyons to approve the contract with that revision. There was a second by Kalkowski and it carried unanimously, 7 – 0.

IX. INFORMATION AND ANNOUNCEMENTS

Colorado Association of Libraries (CAL) Conference – October 18-20

Vice President Gard again encouraged everyone to attend the CAL conference which will be held in Keystone, Colorado this year. If interested in attending, please contact Ms. Langren who will handle registrations for board members. Early bird deadline is August 31.

X. ADJOURNMENT

Trustee Frey moved to adjourn the meeting at 4:56 p.m. Trustee Lyons seconded the motion which carried unanimously, 7 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary