

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

**September 10, 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
Jill Burrell, Ditesco Services
Keith Meyer, Ditesco Services

BOARD MEMBERS ABSENT:

None

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Jean Bosch
Kim Doran
Norman Fitzpatrick
Carol Gyger
Vicky Hays
Cynthia Langren
Currie Meyer
Irene Romsa
Rob Stansbury
Paula Watson-Lakamp

I. CALL TO ORDER

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

II. POEM READING

Trustee Frey read the poem entitled: *Horses at Midnight Without a Moon* by Jack Gilbert.

Upcoming Readings:

October: Linda Gabel

November: Shelly Kalkowski

III. AGENDA REVIEW

President Liggett noted that Executive Director Carroll had a family emergency and could not be here today and that Deputy Director Draves is absent due to illness.

There were no changes to the agenda.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES – August 13, 2012

There was a motion by Trustee Lyons to approve the August 13, 2012 Board of Trustee Regular Meeting minutes as presented. Trustee Neth seconded the motion. The motion carried unanimously, 5 – 0.

***Trustees Gard and Gabel arrived at this point. ***

VI. REPORTS

A. DIRECTOR'S REPORT (August 2012)

The August 2012 report was accepted as presented.

Ms. Aragon presented the new and improved monthly statistical report. The board expressed their thanks to all who worked on it.

Bookmarks for the upcoming Fort Collins Reads author event were handed out and all board members were invited to the reception. Please let Ms. Aragon know if planning to come; she will bring tickets to the October board meeting. Trustee Kalkowski asked for a presentation on the Fort Collins Reads group and its involvement with the Library District at an upcoming Board meeting. Ms. Aragon invited Trustee Kalkowski to call or email any questions she may have as she is the liaison and is happy to answer any questions.

B. COMMITTEE REPORTS

1. Finance Committee

No report, but plan to meet on September 24 to review the draft 2013 budget.

2. Human Resources Committee

No report.

3. Policy Committee

Trustee Frey reported that the committee met on Wednesday after the last board meeting. Two topics were discussed: 1) Revisions to the current bylaws; most are housekeeping type changes. The bylaws were to be on the agenda today, but it was decided that Mr. Seter should have an opportunity to review them before asking for the board's approval of them. Therefore, this item has been deferred until the October Board meeting. 2) Communications policy; the Committee looked at the provisions and agreed that at present the board doesn't need to have a Communications Policy. The committee feels that everything in the current Communications Policy is either covered by the bylaws, the Board of Trustees Code of Ethics, or by Colorado Library Law. This will be discussed later this afternoon on the agenda. Trustee Frey noted that it is the unanimous opinion of the Committee to recommend that the Communications Policy be repealed.

4. Nominating and Board Development Committee

No report.

C. TRUSTEE REPORTS

Vice President Gard:

- The Colorado Association of Libraries Friends of the Library event was very successful – there were about 50 people who attended.

Trustee Gabel:

- Attended the Nicholas Carr author event. Was very popular; over 500 in attendance.

Trustee Kalkowski:

- Attended the recent “before hours” tour of Old Town Library for community leaders. There were about ten members who attended; Front Range Community College, Colorado State University and the Fort Collins City Council were all represented. It was a very good, positive meeting and everyone toured both inside and outside the library.
- ALTAFF – recently there have been some interesting threads: 1) Trustee/Board involvement in Strategic Planning and 2) how much the Executive Director and current trustees should be involved in selecting and appointing new trustees.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

Mr. Seter reported that there are three items of note in addition to the written report:

- Completed the draft Elks contract and sent it to Ms. Carroll for review; he will follow up with her when she returns
- Have reviewed the bylaws which will be brought before the board in October for approval
- Is currently waiting on the City Attorney regarding the Intergovernmental Agreement (IGA)

VII. UNFINISHED BUSINESS

A. Old Town Library

1. Library Park Landscape/Entryway Update – K. Meyer

Keith Meyer with Ditesco updated the board on the project. He has been working closely with Executive Director Carroll and is striving for a spring construction start. A couple of issues have come up. One is with the City of Fort Collins' Development Review process. The project went through the process and they had some changes to the drawings. The City wants the sloping sidewalk broken into sections. The other issue has to do with dedication of public easement. The City would like to see some blanket easements for a few items however, Mr. Seter indicated that he will be recommending against the blanket easement that includes the diagonal and sidewalk. He noted that he will continue to work through the issues and to negotiate the IGA. For now, the board instructed Mr. Meyer to go ahead and proceed with preparing documents for bid advertising.

B. Library Trust Fundraising Update – Neth

Trustee Neth reported that recently she completed a grant application that was sent in to Wells Fargo. She is pleased to report that it was approved and the Trust will receive \$500. Also, Vice President Gard was responsible for facilitating a memorial gift in the amount of \$1,000. Trustee Neth reiterated that if anyone is aware of any private foundations or entities that the Trust should approach, they should let her know.

Trustee Neth also reported that the Trust plans to do some mass mailings later in the fall that will be geared toward reminding people to remember the library/Trust when giving during the holidays.

VIII. NEW BUSINESS

A. Review and Approval of Contract Renewal with ICMA-RC – Barnes

Mr. Barnes explained that ICMA-RC provides administration of the Library District's retirement plans. The City of Fort Collins also contracts with ICMA-RC for the retirement plan administration and manages the contract between ICMA-RC and the Library District as part of our support services IGA with the City. The current agreements are expiring and new agreements have been negotiated with the assistance of City finance staff and legal counsel including Mr. Seter.

There was a motion by Trustee Kalkowski to accept staff recommendation and approve the agreement with ICMA-RC. There was a second by Gabel and it carried unanimously, 7 – 0.

B. Review of Communications Policy – Frey

As mentioned during Trustee Reports, Trustee Frey explained that the committee reviewed the current communications policy that was approved by the board in 2007 and now recommends that it be repealed.

Trustee Frey made a motion to repeal the Communication Policy that was approved in May 2007. Vice President Gard seconded the motion. It carried unanimously, 7 – 0.

IX. INFORMATION AND ANNOUNCEMENTS

A. Systems Administration Update – Gyger

Ms. Gyger gave a report on and demonstration of the many projects that Systems Administration is currently working on including SMS Text Alerts, the soon to be implemented Evanced room reservation system which will replace the current EMS system and a new Pay for Print system currently being researched.

She announced the hiring of Victor Zuniga who is the new ILS Administrator. This fills the vacancy that Ms. Gyger left when she first became interim IT manager. Mr. Zuniga comes to us from Ohio and will start at the end of October.

B. Summer Reading Program Report – Watson-Lakamp

Ms. Watson-Lakamp gave an overview on the 2012 Summer Reading Program. Planning for the 2013 program begins soon.

Mr. Fitzpatrick spoke about the success of the photo contest component of the Summer Reading Program. It proved to be a very good way to involve more people in the community in the SRP, bring more people into the library, involve a local photography club, and the Downtown Business Association.

X. ADJOURNMENT

Trustee Gabel moved to adjourn the meeting at 5:26 p.m. Trustee Frey seconded the motion which carried unanimously, 7 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary