

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

**October 8, 2012
4 p.m.**

Harmony Library
4616 S. Shields 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
Cara Neth

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC

Keith Meyer, Ditesco Services

BOARD MEMBERS ABSENT:

Kipp Lyons

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Jean Bosch
Holly Carroll
Cydney Clink
Ken Draves
Cynthia Langren
Irene Romsa
Sarah Scobey
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 Gabel read the poem entitled: *Simple Arithmetic* by Billy Collins.

Upcoming Readings:

November: Shelly Kalkowski

December:

III. AGENDA REVIEW

There were no changes to the agenda.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES – September 10, 2012

There was a motion by Trustee Gabel to approve the September 10, 2012 Board of Trustee Regular Meeting minutes as presented. Trustee Frey seconded the motion. The motion carried unanimously, 5 – 0.

***Trustee Kalkowski arrived at this point. ***

Trustee Kalkowski indicated that last month she requested a presentation about Fort Collins Reads to occur at the next board meeting. Executive Director Carroll will coordinate with Ms. Aragon to schedule it for a board meeting in the near future once the 2013 PRPLD budget has been approved as it will be taking up the bulk of the October and November meeting agendas.

VI. REPORTS

A. DIRECTOR'S REPORT (September 2012)

The September 2012 report was accepted as presented. In addition to the written report, Executive Director Carroll reported that Maddy Wawro, who was considered a runner up during the trustee selection process, will become “official” with board of County commissioners and City Council approval on October 16 and 23 respectively. She will attend her first board meeting in November. Ms. Langren will have the New Trustee Handbook compiled and ready for her.

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Kalkowski reported that the committee met last week and discussed the budget. They will continue to look at the analysis of City services and other details and will focus on that at the next meeting in early January.

2. Human Resources Committee

Trustee Gard reported that the committee met and discussed the City of Fort Collins Personnel Manual. According to staff it appears that 80% of it is okay and the focus of the committee will be on the parts that are not okay. They will continue to review and suggest changes.

The committee asked for an update on an employee satisfaction survey. Mr. Draves spoke with Suzanne Jarboe Simpson with the City of Fort Collins about the survey the City does, Q-14. The survey is conducted twice a year and it is helpful to review and compare the trends over the course of several years. She is checking to see if it would be an option for the District to tag onto the assessment tool for District employees at a reasonable cost next year

The committee discussed the director evaluation and agreed to wait until the Library Leadership Training with Johnna Bavoso is completed later this fall. The process will be similar to the evaluation done in 2010 with the board, LLT and the Executive Director's self-evaluation.

At this time we are getting excellent value with the City for HR services we are contracting for so we'll leave it status quo for now.

3. Policy Committee
John Frey reported that the committee has met and has an item on the agenda.
4. Nominating and Board Development Committee
No report.

C. TRUSTEE REPORTS

Vice President Gard:

- The Colorado Association of Libraries Legislative Committee has a signed a proclamation from the Governor that October is literacy month.
- FOL Book Sale - Numbers are not in yet, but it seemed to be very busy
- Loved the Banned Book Display – kudos!

D. FINANCIAL REPORT

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

Additionally, Mr. Barnes presented a summary of the amounts received and spent of the Building on Basics (BOB) money from 2008 through 2011 along with a projection of BOB activity from 2012 through 2015. BOB money is a portion of city sales tax that is specifically restricted to library technology. 2015 is the last year the city will be transferring this portion of their sales tax revenue to the District.

The District uses this money to fund a portion of the Systems Administration and database annual budgets. As of December 31, 2011 \$608,000 of the BOB money received had not been spent and is being held in reserves. The projection shows that at the end of 2015, close to \$1 million will be held in reserves and will be available to supplement current revenues for the Systems and database budgets into 2016 and 2017 if necessary.

E. LEGAL REPORT

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

VII. UNFINISHED BUSINESS

A. Library Park Landscape/Entryway Update – Carroll & K. Meyer

Mr. Meyer reported that the project has been advertised and was posted for a week and a half. Eight contractors attended the pre-bid meeting on October 8.

Next steps: The bid opening is set for October 18 at 3 p.m. at the City's Purchasing Department office. Process takes about 5 minutes. After that, Ditesco will qualify the bidders to ensure they meet the minimum requirements in the contract. The bid will then be awarded.

Executive Director Carroll asked Mr. Meyer to explain how there are two notices to proceed for this particular contract/project. Fifteen days after initial notice to proceed is issued the contractor has to deliver the materials relative to the story tree and checkerboard for the Elks construction to occur. Secondary to that he will issue a second notice to proceed in springtime which will initiate the streetscape contract in which the majority of the work will happen.

B. IGA with the Downtown Development Authority Approval – Carroll

Executive Director Carroll explained that the Fort Collins DDA and the Benevolent and Protective Order of the Elks of the United States of America have determined that \$75,000 of funds being held in escrow by the DDA from the purchase price of the Elks building at 140 east Oak Street be donated to the Library District for improvements to Library Park. The governing boards of both the DDA and the Elks have agreed to the use of this gift. The IGA outlines the transfer of the funds and the cost accounting necessary to receive the funding. The funding is necessary to complete the improvements as described in the IGA and will allow the Library District to realize the Master Landscape Plan for Library Park.

Trustee Frey moved to approve the Intergovernmental Agreement with the Downtown Development Authority. Trustee Gabel seconded the motion and it carried, 6 – 0.

President Liggett noted that in order to meet timelines, the board would need a parameters resolution. *Trustee Gabel made a motion to approve the construction contract for the Poudre River Public Library District Streetscape Project subject to approval by the Board President Liggett, Executive Director Carroll, Finance Officer Barnes and Mr. Meyer of the final contract. There was a second by Vice President Gard and the motion carried unanimously, 6 – 0.*

With regard to procedure, the contract will be sent out to the board for review. If no significant objection, it will be approved. Mr. Seter noted that if there is significant objection, anyone can call a special meeting of the board to discuss.

C. Intergovernmental Agreement with City of Fort Collins re: Library Park/Funds Approval - Carroll

Executive Director Carroll distributed a revised IGA and explained the revisions, background and current situation in detail. She asked for board approval of the revised IGA which will mean the disputed Council Tree funds, \$329,304, will be returned to the Library District as a gift for the completion of the Landscape Master Plan for Library Park.

Ms. Carroll added that there is one item that staff/legal counsel is not quite sure of – some added wording about the easement in paragraph five. Ms. Murphy sent it out to the other parties for review and response and has not yet heard back from Paul who is the attorney for the engineering department.

It was noted that the form requires the actual bid cost; Mr. Meyer will complete the form as well as the construction permit when that is known.

Trustee Frey moved to approve the parameters of the draft Intergovernmental Agreement with the City of Fort Collins for funding of landscape improvements for Library Park with final agreement subject to review and approval by the Board President, legal counsel, Executive Director Carroll and Mr. Meyer of any changes in paragraph five. A second was made by Trustee Neth. It carried unanimously, 6 – 0.

D. Agreement with the Elks

Executive Director Carroll presented a draft Agreement for Elks' Project Work outlining the terms and conditions for the Elks' contribution of volunteer labor to the improvements to Library Park and asked for board approval of the agreement.

Trustee Neth moved to approve the agreement with the Elks. Trustee Gabel seconded the motion. Upon discussion, Trustee Frey requested to strike #5, Warranty paragraph, as a friendly amendment. Trustees Neth and Gabel accepted the friendly amendment and it carried unanimously, 6 – 0.

E. Required Security for Streetscape Improvements in City Right-of-Way

Mr. Barnes explained that whenever improvements are made to public infrastructure, the City requires security upfront to ensure that the improvements will be made to City standards. Once improvements are completed and inspected they become part of the public improvements that are maintained by the City. For the Library District's landscape and entrance plaza improvements, these include sidewalk and street access that lies with the City's right-of-way.

He then explained in detail the three options for providing security: A surety bond, a letter of credit or cash. Staff's recommendation is cash. Mr. Meyer noted that it is not needed until April 2013.

Trustee Frey moved to approve the cash option. Trustee Kalkowski seconded the motion. It carried unanimously, 6 – 0.

F. Library Trust Fundraising Update

Trustee Neth reported that the special mailing mentioned last month will occur around the holidays – details are still being worked out. As always, if there are any thoughts on possible people to contact, please pass that information on to Trustee Neth.

G. Board of Trustees’ Bylaws Approval

Trustee Frey explained that the Policy Committee has reviewed the current board bylaws and recommend approval of the version before the board. This version shows the proposed changes in redlines.

It was determined that with the absence of Trustee Lyons at this meeting, the board is not allowed to approve revisions to the bylaws at this time. Therefore, this item will be tabled for approval until next month when there is a full board.

The board agreed to go ahead and discuss the proposed changes. For the November meeting, it was agreed that the board would like to have Mr. Seter provide alternative wording for Section #36 Amendment by Vote: 1) as is with the “unanimous” wording and 2) wording that includes “three-quarters sitting”.

Also, the board would like to have a clean copy of the bylaws without any redlines, one of each version, so it can be approved and signed off on at the November meeting.

VIII. NEW BUSINESS

A. 2013 PRPLD Budget Review – Barnes

Mr. Barnes presented the proposed 2013 Poudre River Public Library District budget.

At the November Board meeting, there will be a public hearing regarding this proposed budget before the Board approves it.

IX. INFORMATION AND ANNOUNCEMENTS

A. Can Your Fines Program Report/Statistics – Clink

Ms. Clink provided a report to the board on the success of the recent Can Your Fines program. Vice President Gard offered to draft a “thumbs up” letter to the *Coloradoan* and will be sure to mention the Food Bank in it as well. She will send it to Ms. Carroll and Ms. Clink.

B. CSU Program Partnership Presentation – Scobey

Ms. Scobey presented on the programming partnerships between the Library District and CSU’s Department of English and the Center of Public Deliberation. She highlighted the upcoming series of fall programs.

X. ADJOURNMENT

Trustee Kalkowski moved to adjourn the meeting at 6:26 p.m. Trustee Gabel seconded the motion which carried unanimously, 6 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary