

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

**November 12, 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
Cara Neth
Maddy Wawro

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Jeff Barnes
Jean Bosch
Holly Carroll
Barbara Crandall
Ken Draves
Vicky Hays
Cynthia Langren
Currie Meyer
Irene Romsa
Rob Stansbury
Molly Thompson
Paula Watson-Lakamp

I. CALL TO ORDER

President Liggett called the meeting to order at 4:00 p.m. and a moment of silence was observed in memory of our veterans.

II. POEM READING

Trustee Kalkowski read the poem entitled: *Hush!* by Frank E. Seabeck, Maj (ret), USMC.

III. WELCOME NEW MEMBER/ADMINISTER OATH OF OFFICE

President Liggett welcomed and administered the oath of office to new board member Maddy Wawro.

IV. AGENDA REVIEW

There were no changes to the agenda.

V. PUBLIC COMMENT

None.

VI. APPROVAL OF MINUTES – October 8, 2012

Trustee Gard requested three changes to page 2-3, VI. REPORTS, COMMITTEE REPORTS as highlighted here:

Human Resources Committee

Trustee Gard reported that the committee met and ~~reviewed~~ discussed the City of Fort Collins Personnel Manual. ~~At first glance~~ 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.

There was a motion by Trustee Frey to approve the October 8, 2012 Board of Trustee Regular Meeting minutes as revised. Trustee Neth seconded the motion. The motion carried unanimously, 6 – 0.

VII. REPORTS

A. DIRECTOR'S REPORT (October 2012)

The October 2012 report was accepted as presented. In addition to the written report, Executive Director Carroll reported that she and Ms. Aragon, as the READS liaison, will make a presentation at the December Board meeting on the District's partnership with Fort Collins Reads.

Trustee Kalkowski requested an addition to the agenda: she would like to add under New Business: "B. Bohemian Discussions."

Ms. Carroll noted that the monthly statistics, the *How'd We Do* listing, an updated Board of Trustees contact list and a 2013 meeting schedule have all been distributed to board members.

B. COMMITTEE REPORTS

1. Finance Committee

No report.

2. Human Resources Committee

Trustee Gard reported that the committee will not meet again until after the Library Leadership Team has completed the Executive Director evaluations.

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

Trustee Kalkowski:

- This evening on KUNC: "Changing Role of the Library" at 7 p.m.

Vice President Gard:

- Thank you to all the board members who were able to attend the recent Colorado Association of Libraries conference.

President Liggett:

- The Fort Collins Reads author event with Thrity Umrigar was very well attended; over 500.

D. FINANCIAL REPORT

Mr. Barnes presented the October 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.

VIII. UNFINISHED BUSINESS

A. Library Park Landscape/Entryway Update – Carroll

Executive Director Carroll announced that Hoff construction was the successful bidder on the project.

The Elks met last week, and they have agreed to the agreement. More to report next month.

B. Library Trust Fundraising Update – Carroll

Trustee Neth reported that the Trust is meeting tomorrow, therefore no report today.

C. Board of Trustees' By-Laws Revisions APPROVAL - Frey

Trustee Frey deferred to Mr. Seter to explain the three options for the by-laws. Mr. Seter explained the differences between the three options which the board then discussed.

Trustee Gabel moved to approve version 1 with the revisions suggested during the discussion. It will read as follows:

Section 34. Amendment by Vote. Bylaws and administrative policies may be altered, amended or repealed at a public meeting of the Board by three-quarters of the sitting Board (exclusive of vacancies).

Section 35. Notice Proposed Amendment. Notice of proposed bylaw or policy changes must be in written form and notice provided to all Trustees at least 15 days prior to consideration for adoption.

There was a second by Trustee Wawro. The motion carried unanimously, 7 – 0.

Questions for the Policy Committee to address in the future:

- Trustee Gabel: According to Section 2, members cannot serve more than 2 consecutive terms. What about when someone fills a vacancy on the board for a member with an unexpired term? Do the two consecutive terms begin after the initial term is over?
- Trustee Gard: Also in II. Section 2, it states that “A Trustee’s term shall expire on the day of the annual meeting and the term of newly appointed Trustees shall begin at the annual meeting.” This seems confusing. Would like to make it clear so that there are not more than 7 active members present at the annual meeting.

President Liggett asked for a motion to approve the amended bylaws as a whole incorporating new sections 34 and 35. *There was a motion for approval by Trustee Kalkowski which was seconded by Trustee Neth. It carried unanimously, 7 – 0.*

D. Public Hearings:

- 1. Amendment of 2012 Poudre River Public Library District Budget – Barnes**
Mr. Barnes explained the proposed amendments to the 2012 PRPLD budget and why they are needed.

President Liggett opened the public hearing on the proposed to the amendments 2012 PRPLD budget at 4:56 p.m. Mr. Seter noted that notice of the date, time, and place of hearing had been published. There being no public present wishing to speak, President Liggett closed the public hearing at 4:57 p.m.

Trustee Gabel moved to approve the proposed amendments to the 2012 PRPLD budget. There was a second by Trustee Gard and it carried unanimously, 7 – 0.

- 2. Approval of 2013 Budget of Poudre River Public Library District – Carroll & Barnes**
Mr. Barnes presented the proposed 2013 Poudre River Public Library District budget.

President Liggett opened the hearing on the 2013 budget at 5:35 p.m. Mr. Seter noted that notice of the date, time, and place of hearing had been published. There being no public present wishing to speak, President Liggett closed the public hearing at 5:36 p.m.

Trustee Kalkowski moved to approve the resolution summarizing expenditures and revenues for each fund and adopting a budget, levying property taxes for collection in the year 2013 to help defray the costs of government, and appropriating sums of money to each fund in the amounts and for the purposes set forth herein for the Poudre River Public Library District, Larimer County, Colorado for the calendar year beginning on the first day of January 2013 and ending on the last day of December 2013. Trustee Gabel seconded the motion and it carried by a unanimous vote, 7 – 0.

IX. NEW BUSINESS

- A. Resolution in Support of Restoration of State Funding for Colorado Libraries – Carroll**

Executive Director Carroll requested board approval of a resolution that supports the Colorado Association of Libraries resolution urging restoration of funding (direct state aid to libraries) per the State Grants to Libraries statute §24-90-401.

The advantage to having the funding restored would allow publicly-funded school, public and academic libraries to support the statewide initiative to advance early literacy

programs and other literacy efforts through greater access to educational materials. A disadvantage could be that per-capita distribution may not be as effective as using funds for a statewide initiative such as the previous purchase of a suite of databases common to all libraries.

There was a motion by Trustee Gard to approve the resolution supporting the Colorado Association of Libraries' resolution urging restoration of funding for the State Grants to Libraries statute 24-90-401. Trustee Gabel seconded the motion and it carried unanimously, 7 – 0.

B. Bohemian Discussion

At the request of Trustee Kalkowski, Executive Director Carroll described the two conversations she has had with representatives from the Bohemian Foundation concerning plans for Library Park. Ms. Carroll said she was approached by them with a general request for information. She reiterated that the discussions have been general in nature; just an exchange of information.

Trustee Kalkowski expressed concern and wanted to ensure that the entire board be made aware of the conversations and felt there might be a perception that Executive Director Carroll is fostering a partnership with the Bohemian Foundation without board approval and we don't want to seem like we're tailoring the acceptability of the funds to items specific to their project. Executive Director Carroll assured the board that this is not the case. No one has asked the District to change anything or do anything special just for them.

President Liggett inquired if there was any interest from the board in making this an action item. Since there was not, he indicated that Executive Director Carroll should continue status quo.

X. INFORMATION AND ANNOUNCEMENTS

A. Staff Day Presentation – Meyer & Thompson

Ms. Meyer and Ms. Thompson gave a report/presentation to the board about the upcoming district-wide Staff Day, December 14 at Harmony Library and Front Range Community College Student Center. This will be an all-day event and will require the closure of all three libraries and Webster House Administration Center as well.

XI. ADJOURNMENT

Trustee Gabel moved to adjourn the meeting at 6:14 p.m. Trustee Gard seconded the motion which carried unanimously, 7 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary