

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

**December 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 (late, excused)  
Robin Gard  
Shelly Kalkowski  
Mike Liggett  
Cara Neth  
Maddy Wawro

**OTHERS IN ATTENDANCE:**

Kim Seter, Legal Counsel  
Annie Fox, FRCC  
Keith Meyer, Ditesco  
Kevin Dugan, *Coloradoan*

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Jeff Barnes  
Jean Bosch  
Holly Carroll  
Barbara Crandall  
Ken Draves  
Cynthia Langren  
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**

President Liggett read a poem by Vachel Lindsay entitled: *Flower-Fed Buffaloes* which was selected by Trustee Neth.

### **III. AGENDA REVIEW**

There were no changes to the agenda.

### **IV. PUBLIC COMMENT**

None.

### **V. APPROVAL OF MINUTES – November 12, 2012**

*Trustee Kalkowski requested changes to page 6, IX. NEW BUSINESS, B. Bohemian Discussion. The changes were read to the board by Trustee Kalkowski. She felt her proposed wording makes the discussion clear. President Liggett suggested that since the board has not had sufficient time to review the proposed new section IX. B., that the current section be excised from the November 12, 2012 minutes and the proposed version be considered for approval at the January meeting. Trustee Kalkowski will distribute the proposed wording via email to the board so everyone has time to review and consider before the January meeting.*

*There was a motion by Trustee Neth to approve the November 12, 2012 Board of Trustee Regular Meeting minutes as presented but without section IX. NEW BUSINESS, B. Bohemian Discussion. Trustee Gard seconded the motion. The motion carried unanimously, 6 – 0. The section in question will be considered for approval next month.*

### **VI. REPORTS**

#### **A. DIRECTOR'S REPORT (November 2012)**

The November 2012 report was accepted as presented. In addition to the written report, Executive Director Carroll reported that the:

- Employee Recognition Event is at 6:15 p.m. on January 18 at Old Town Library
- Dart (Reference tracking tool) summary was handed out. Currie Meyer will present in more detail at the January meeting.
- 2013 PRPLD holiday closure list was distributed
- November How'd We Do list was distributed
- Survey results from the recent Orange Boy survey were handed out and briefly discussed

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

##### **1. Finance Committee**

No report. Trustee Kalkowski noted that the committee only has two members now since the resignation of Mr. Lyons. President Liggett requested that Trustee Kalkowski call him to discuss further.

##### **2. Human Resources Committee**

Trustee Gard reported that the evaluation process for the Executive Director is nearing completion. Evaluations were turned in by the Leadership Team. The next step is for the Board President to prepare a summary to share with the Board of Trustees, ask for feedback, then present a final version to Ms. Carroll for her

review. The Board will then go into Executive Session at the January meeting to discuss.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

Trustee Kalkowski reported that she met with Trustee Wawro to begin the mentoring process. Ms. Carroll will work with Trustee Wawro on scheduling a date for touring the district; Ms. Wawro indicated she prefers to schedule it on a Saturday.

**C. TRUSTEE REPORTS**

None

**D. FINANCIAL REPORT**

Mr. Barnes presented the November 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.

**VII. UNFINISHED BUSINESS**

**A. Library Park Landscape – Carroll**

**- Entryway/Streetscape Update**

Ms. Carroll provided a brief update. The Elks volunteers will not begin their projects until February 2013, weather permitting.

**- Continuation of Services – Ditesco and Ripley for Bench Alle/Amphitheater & Completion of Library Park Master Plan APPROVAL**

Executive Director Carroll referred to the Agenda Item Summary and described a correction in the Summary regarding the amphitheater. The seating would be for approximately 300 people not 6,000 which is what the Bohemian Foundation indicated would work for them.

Mr. Meyer described the details of the project including an alternative construction delivery method – design-build. By going with this method, it could mean that the projects have a much better chance of being complete by mid-summer. This method ensures an accelerated schedule versus a slower schedule with a hard bid and it also means there would be fewer Change Orders.

Trustee Kalkowski expressed concerns about going into construction and not having enough money. Trustee Gabel expressed concerns about the amount allocated for design/construction management versus bricks and mortar, stating it appeared to be more than 20% of the total project. Mr. Meyer explained that the cost is at a percentage that is a

little bit high which unfortunately happens on the smaller projects because the relative percentages lean a bit higher on the smaller contracts versus the larger. Architectural fees are typically between 10-15% of the construction value and here they are running about 15%. Ditesco costs are usually between 5-10% of the construction value.

President Liggett explained that originally, the Master Plan was going to be phased in three projects: 1) entryway/streetscape, 2) bench alle and 3) amphitheater and that the District was going to be able to plan its resource development and construction and tie them together.

Then the City of Fort Collins agreed to donate the disputed \$330,000 in unused Council Tree monies to fund improvements in Library Park. That has put the District in a situation where in order to be able to realize the benefits of the \$330,000 from the City, the District needs to raise additional funds in order to make everything happen by the December 31, 2013 deadline; sooner than was originally planned on before the District was given the extra money. In other words, the District received money, but now has to spend money sooner than planned in order to get it.

President Liggett added that if the District is unable to come up with the additional funds then it's simply a matter of deciding on components of the project that won't get done.

***Trustee Gabel moved to approve the change orders to the Ditesco and Ripley contracts that were approved with a second by Trustee Frey. The motion carried unanimously, 7 – 0.***

Trustee Kalkowski suggested that the District hold a community meeting in order to involve the neighboring areas in proposed plans for Library Park. There was a consensus among the Board, Executive Director Carroll and Mr. Meyer that holding a community meeting is a good idea. Mr. Meyer noted that a meeting or two could easily be included in the cost of the project without incurring additional costs.

Trustee Gabel requested the Change Order include/clarify “not to exceed” wording.

**B. Revised Agreement for Elks' Project Work – Carroll**

Mr. Seter outlined the differences between the agreement the board signed last time and this revised version.

***Trustee Neth moved to approve the revised agreement. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 7 – 0.***

**C. Library Trust Fundraising Update - Neth**

Trustee Neth reported the following:

- Holiday mailing has been sent out – the message was “please remember the library in your holiday giving”.

- A reminder about donating and being able to still take advantage of the Enterprise Tax Zone Credit.
- Bill Mygdahl will be the new President of the Trust.

President Liggett indicated that he and the Board of Trustees would like to express thanks to the Trust for all its hard work. He will discuss further with Trustee Neth how to best do that in a meaningful way.

#### **D. Board of Trustees' By-Laws Update**

Trustee Frey reported there are two issues carried over from last month's board meeting:

1. Succession Issue – are the bylaws clear about succession?  
The Policy Committee discussed and determined that at the start of the Annual meeting in March, the outgoing board member is present, but not as an active member because the new member is sworn in at the March meeting and is then “active”.
2. Unfilled Term Issue – what do the bylaws say about future terms?  
The Policy Committee felt that the Bylaws are clear that an unexpired term does not count as a term. A trustee is able to fulfill two consecutive terms after he/she has filled an unexpired term of a previous member.

Also, the committee noted that this board is appointed by two elected boards, the City of Fort Collins City Council and the Larimer County Commissioners, both of whom control who sits on this board. It was suggested that this topic be discussed further by the entire board next month. The committee conducted some research on how other boards handle their appointments; this information will be shared with the board before the meeting.

#### **VIII. NEW BUSINESS**

none

#### **IX. INFORMATION AND ANNOUNCEMENTS**

##### **A. Fort Collins READS Presentation by *Carroll & Aragon***

Executive Director Carroll and Ms. Aragon gave a presentation on the Fort Collins READS program/partnership.

#### **X. ADJOURNMENT**

*Trustee Gard moved to adjourn the meeting at 5:25 p.m. Trustee Kalkowski seconded the motion which carried unanimously, 7 – 0.*

Respectfully submitted,

---

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary