

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

**January 14, 2013
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
Joan Ford

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Holly Carroll
Cydney Clink
Kim Doran
Ken Draves
Vicky Hays
Currie Meyer
Rob Stansbury

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 Mary Oliver entitled: *The Gardener*.

III. AGENDA REVIEW

There were no changes to the agenda.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES – November 12, 2012 IX. NEW BUSINESS, B. Bohemian Discussion

As agreed at the December 2012 Board meeting, this section of the November 2012 minutes is now presented to the board for approval. President Liggett noted that the original wording is in black text with strikethrough and proposed wording by Trustee Kalkowski is in red text.

Trustee Gabel moved to approve the proposed revisions to the minutes. There was a second by Trustee Kalkowski. DISCUSSION: Several options were considered:

- 1. Vote on the motion as is on the table. If the motion fails, the proposed language is still included in the permanent record because it has become part of the January minutes.*
- 2. Trustee Gabel: Have Ms. Langren listen to this section of the minutes again and see if there is anything she would add to her original minutes, then bring it back for board approval.*
- 3. Trustee Neth: Make sure the minutes reflect that this specific agenda item was requested by Trustee Kalkowski and also add the question that Vice President Gard asked which was whether the District or the Foundation would pay for the music venue design consultant.*

Trustee Kalkowski noted that the revisions are simply an expanded version of the original wording. If one were to go line by line in the original language and compare to the revisions it is very similar. When asked by Vice President Gard if Trustee Kalkowski would rather have Ms. Langren rewrite the section and ensure that Trustee Kalkowski's main points are accurately reflected or if she would rather have the section of the minutes as revised in its entirety, she said she would rather have the minutes as revised in its entirety.

At the request of Trustee Kalkowski, President Liggett called for a roll call vote. FOR: Gabel, Kalkowski, and Wawro. AGAINST: Frey, Gard, Liggett, and Neth. The motion failed 3-4. President Liggett asked that the minutes reflect that Trustee Kalkowski's proposed language was offered and declined and noted that her wording is included in the record since it is part of the minutes of this meeting.

APPROVAL OF MINUTES – December 10, 2012

There was a motion by Trustee Gabel to approve the December 10, 2012 meeting minutes as presented. The motion was seconded by Trustee Neth.

Trustee Gabel referred to page 3, last paragraph, second sentence and would like to revise it to say: 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. This addition more accurately captures the point she made during the discussion.

She also asked that Ms. Langren listen to the recording again because she recalls that Mr. Meyer said the cost is a little higher than the usual range.

Trustee Gard referred to page 4, second paragraph and offered to rewrite the first sentence.

President Liggett suggested that the board considering approving the minutes without the section in question which is page 3, last paragraph through page 4 second paragraph. That portion will be revised and resubmitted for approval by Ms. Langren at the February meeting. Trustees Gabel and Gard will work with Ms. Langren on the final draft.

Trustee Gabel amended her motion to approve the December 10, 2012 meeting minutes as presented but without the section in question. Trustee Neth seconded the amended motion. The motion carried unanimously, 7 – 0.

VI. REPORTS

A. DIRECTOR'S REPORT (December 2012)

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

- Foundation Center has chosen the Library District as a Cooperating Collection Center. This means that beginning in April of this year, the Harmony Library will provide access to numerous databases produced by the Foundation Center as well as print materials, and training sessions, (on-site and webinars). The non-profit community, students and grant seekers will be able to use these resources at the Harmony Library rather than traveling to the Center in Denver or to other libraries with cooperative collections.
- The board is invited to march with staff in the Martin Luther King Jr. Day event on Monday, January 21. Meet in Old Town Square at 12:45.
- The Friends of the Library Wish List was distributed as requested by Vice President Gard. Everyone expressed their appreciation for all the support the Friends provide to the District.
- Reminder that the District's Employee Recognition Event is at 6:15 p.m. at Old Town Library.
- Trustee vacancy has been posted. To date, there are four applicants.

Trustee Kalkowski asked for clarification on the Bike Library, an item that was included in a past Director's Report. She asked Executive Director Carroll if there is any new

information. Ms. Carroll said that this item is more than likely off the table since the funding necessary for the bikes did not come through.

B. COMMITTEE REPORTS

1. Finance Committee

Trustee Kalkowski reported that the committee met and focused mainly on three things:

- City services evaluation rather than just look at cost, Mr. Barnes and Director Carroll will refocus and look at how to work with city on how to best maximize the partnership
- Review IGA for details of park maintenance agreement between the City and Library District and current use fees. How will fees apply to improvements planned for Library Park?
- Depreciation schedule – will be developing a capital replacement and purchase plan

Vice President Gard asked staff to provide information that lists how much the District pays the City for each service it provides to us.

2. Human Resources Committee

Trustee Gard mentioned that the Executive Director's 2012 evaluation will be completed during Executive Session later this evening.

3. Policy Committee

No report.

4. Nominating and Board Development Committee

Trustee Neth reported that the posting to fill the vacancy on the board has been advertised by the County with a deadline of January 28. It is anticipated that the new member will be seated in time for the March meeting. Trustee Neth was interviewed by NoCo channel 5 and the *Coloradoan* newspaper announced the vacancy as well.

She added that there are plans to post the new trustee handbook the District's website soon.

C. TRUSTEE REPORTS

Trustee Kalkowski reported that she had the honor of being involved with a group of Fossil Ridge High School students who beta tested the Collaboration Room at Old Town Library. Their project involves mapping the trees in Library Park and is quite extensive. Each tree will be "mapped" in a GPS system and the circumference of each tree will be measured. The City of Fort Collins's forester is working with the students.

Vice President Gard reported that she has recently attended two events with public officials held in our libraries. She expressed appreciation for staff ensuring the groups had a good experience while using the library/room. Happy customers often become the best library advocates and that includes public officials. Gard noted that when public officials use the library for their meetings and have a positive experience, it helps make it easier for board members to get the support of our legislators on library related issues.

Vice President Gard mentioned that there was a recent issue in the news about the Boulder Library and its Unattended Children policy. In the end, Boulder Library officials said they plan to base their policy on the one that Poudre River Public Library District uses. She noted that this is good publicity for us.

D. FINANCIAL REPORT

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

President Liggett requested that Mr. Barnes increase the 2012 transfer to the Capital Projects Fund above the 3% of revenue already transferred if funds are available within the budget even if the 5% maximum transfer is not available.

E. LEGAL REPORT

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

VII. UNFINISHED BUSINESS

A. Library Park Landscape – *Carroll*

Ms. Carroll met with Ken Draves, Linda Ripley, Keith Meyer and John Stephen to discuss how to proceed with the selection of a contractor. She noted that the group have been discussing, as an alternative to the traditional bid process, an accelerated delivery method referred to as the Construction Manager General Contract (CMGC) method. Mr. Meyer has been asked to provide a schedule for both methods to determine which process would be more advantageous for the Library in terms of speed and cost. Executive Director Carroll further explained the CMGC is a project delivery method that is in-between what we usually do, a “hard bid” and a “design build” that was discussed last month. It allows the owner to interview and select a contractor based on qualifications and experience before the design and construction drawings are complete, usually requiring between 40-60% completion before one can start talking to contractors.

The Construction Manager (CM) and design team work together to develop an estimated design and the CM provides a guaranteed maximum price or a not to-exceed price and plans the scheduling, construction phasing and sequencing and then contractors are interviewed to see if they and any required subcontractors can do the work for that price, If none are able to complete the work within the maximum price, the next step would be to go out to hard bids.

The group agreed there is no way to get it done by mid-summer so a phased approach is being considered. One scenario is to complete the diagonal in June/July then construct

the amphitheater after New West Fest in the fall. It's possible an accelerated method may not be needed. By February, Mr. Meyer will have two schedules for the group to discuss in detail and bring forth to the board for consideration. Executive Director Carroll added that the group discussed the community meeting and Mr. Meyer indicated that one could occur as soon as early March and that it will be included as part of their fees as discussed.

B. Library Trust Fundraising Update - Neth

Trustee Neth reported that:

President Liggett and Vice President Gard attended the last Trust meeting to recognize their efforts.

New officers were elected as follows:

Chair	-	Bill Mygdal
Vice Chair	-	Tom Peterson
Treasurer	-	John Knezovich
Secretary	-	Michael Wright

Peggy Reeves will continue leading the campaign to raise funds for the Library Park landscaping project. In total, about \$300,000 has been raised from all sources and from that, about \$200,000 has been transferred from the Trust to the District. This does not include the city's transfer of funds.

Executive Director Carroll noted that with regard to the status of the Terri Sullivan Memorial, a decision was made to install a large stained glass hanging in the children's area of Old Town Library. Currently, staff is waiting to talk further with the artist and waiting for further information from Phil Sullivan and Terri's family for design ideas. There are some concerns about how to best mount the piece, but the project is moving forward.

C. Further Discussion or Terms & Trustee Selection

Trustee Frey recapped the issue that was brought up last month regarding term limits. The question is: if someone fills an unfinished term, does that count as a term, should it count as a term, etc. Vice President Gard researched what other entities do and this information is summarized on a one-page document that was included in the board's agenda packets.

The board reviewed the information, discussed it and agreed to have Mr. Seter return next month with a proposed revision to the bylaws that incorporates the City of Fort Collins wording from their Boards & Commissions policy/information.

The board then discussed whether or not to continue having the City and County interview applicants and select new trustees. Colorado Library law also provides an alternative method of trustees interviewing and recommending candidates to the governing bodies for appointment. It was agreed to continue with the status quo. Trustee Kalkowski indicated it would be preferable to be able to provide the board's selection committee with a list of certain qualifications or skills the board would like to have in a

new member. President Liggett explained that Executive Director Carroll does communicate that to the City and County liaisons at the beginning of the process, the selection committee makes the final determination of which applicants to move forward.

VIII. NEW BUSINESS

None

** NOTE: Vice President Gard was called away from the meeting at this point due to a family emergency.

IX. INFORMATION AND ANNOUNCEMENTS

A. DART Presentation by Meyer

Ms. Meyer gave a 15-minute PowerPoint presentation on the Data Research and Analysis Tool (DART) used by the district to track all the questions asked of library staff during designated periods throughout the year. This information is evaluated and used to improve services to the customers.

X. EXECUTIVE SESSION

Upon motion by Trustee Neth, seconded by Trustee Gabel and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session at 6:08 p.m. to discuss and negotiate the terms and conditions of the district's executive director contract as allowed by Section 24-6-402(4)(e), C.R.S. The executive session included the Board of Trustees and the attorney. The Board of Trustees returned from executive session and reconvened in public session at 6:34 p.m. The Board announced that the discussion in executive session was confined to the topic announced and that no decisions were made during the executive session.

Trustee Kalkowski moved to increase the Executive Director's 2013 compensation by 2%. The motion was seconded by Trustee Frey. President Liggett clarified that the increase would be retroactive to January 1, 2013. The motion carried unanimously, 6 – 0.

XI. ADJOURNMENT

Trustee Frey moved to adjourn the meeting. Trustee Gabel seconded the motion. It carried unanimously, 6 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary