

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

**February 11, 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:

Jacqueline Murphy, Legal Counsel
Annie Fox, FRCC
Jennifer Kutzik
Eric Sutherland

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Elaine Burritt
Holly Carroll
Cydney Clink
Barbara Crandall
Kim Doran
Ken Draves
Carol Gyger
Vicky Hays
Cynthia Langren
Currie Meyer
Sarah Scobey
Rob Stansbury
Molly Thompson
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 Ted Kooser entitled: *This is Nebraska*.

III. AGENDA REVIEW

Request by Executive Director Carroll to add one item under UNFINISHED BUSINESS: "D. Public Art in Library Park Contract."

IV. PUBLIC COMMENT

Eric Sutherland addressed the Board of Trustees concerning abuses he believes are occurring with the use of tax increment financing (TIF) by the City of Fort Collins. He expressed the opinion that such TIF arrangements with private parties in general and the Innosphere specifically are taking government funds away from public purposes and redirecting them to private gain.

Mr. Sutherland also informed the Board that he had been stopped by staff from handing out information at a community forum at Old Town Library and felt, at the time, his free speech right had been violated. He also let the Board know he had since had a conversation with Executive Director Carroll and now has a better understanding of our policy on this type of activity.

V. APPROVAL OF MINUTES

A. December 10, 2012, section VII. UNFINISHED BUSINESS, A. Continuation of Services – Ditesco and Ripley APPROVAL (page 3, last paragraph through page 4 second paragraph).

As agreed at the January 14, 2013 Board meeting, this section of the December 10, 2012 minutes is now presented to the board for approval. The proposed revisions are highlighted.

There was a motion by Trustee Gabel to approve page 3, last paragraph through page 4 second paragraph of the December 10, 2012 minutes as revised. Trustee Kalkowski seconded the motion. It carried by a unanimous vote, 7 – 0.

B. APPROVAL OF MINUTES – January 14, 2012

There was a motion by Trustee Neth to approve the January 14, 2013 meeting minutes as presented. The motion was seconded by Trustee Gard.

Trustee Neth referred to page 6, B. Library Trust Fundraising Update and suggested an addition after the sentence that begins with "Peggy Reeves. . ." **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.**

The motion to approve the minutes with this revision passed unanimously, 7 – 0.

VI. REPORTS

A. DIRECTOR'S REPORT (January 2013)

The January 2013 report was accepted as presented. In addition to the written report, Executive Director Carroll reported the following:

- Attention to the Thumbs Up letter written about three Council Tree Staff members.
- Met with Pat Burns at CSU and figured out a way to issue our library cards at the Morgan library by their staff. This will enable more students, staff and faculty to have cards to access our ebooks. Also, CSU is giving the Library District \$10,000 to build our ebook collection up.
- Recent smooth migration to a new innovation server. Kudos to Carol Gyger and her staff.

Trustee Neth inquired about the process for accepting donations that may come to a library staff person with regard to tracking the donors' contact information. Executive Director Carroll explained the process and how those are sent to Ms. Langren for processing at the Administration Center and noted that there aren't many donations; mostly an occasional memorial gift under \$50.

B. COMMITTEE REPORTS

1. Finance Committee

No report.

2. Human Resources Committee

No report.

3. Policy Committee

No report. On the agenda.

4. Nominating and Board Development Committee

Trustee Neth distributed the proposed slate of officers for consideration and approval at the Annual meeting next month.

President: Robin Gard

Vice President: John Frey

Secretary: Cara Neth

Treasurer: Linda Gabel

C. TRUSTEE REPORTS

Vice President Gard:

- Introduced guest Jennifer Kutzik who is assuming Gard's position as Chair of the CAL Trustees and Friends division.
- Read a list of PRPLD staff who are involved in leadership positions with CAL. She thanked them for their time and involvement in CAL.

- Reported that through CAL, they are working on a funding resolution to restore direct state aid to public libraries. . Gard, Gabel and Carroll met with three state legislators this past weekend seeking their support . They have a difficult job, but seemed positive. Will continue working with them on this issue.

Trustee Gabel:

- Noted how positive it is that the District's meeting rooms are used fairly often by public officials to hold public meetings.
- Lincoln Center – Wondering about the feasibility of utilizing the Lincoln Center display space during library month to showcase an exhibit or something to illustrate what the library is doing.

D. FINANCIAL REPORT

Mr. Barnes presented the January 2013 Financial Report to the board. The report was accepted as presented.

Trustee Gabel suggested that Mr. Barnes create a report that illustrates the breakdown of changes in the reserve balances between 2012 and 2013.

E. LEGAL REPORT

Ms. Murphy had nothing to add to the written report.

VII. UNFINISHED BUSINESS

A. Library Park Landscape Update – Carroll

Ms. Carroll reported that she is working on a land use or lease agreement with the Bohemian Foundation that will describe who is paying whom for the design. She added that there is still much work to be done on it before it will be ready to be presented to the Board.

Ms. Carroll announced that there will be a community information meeting on March 8, 2013 at Old Town Library in the Community Room to share information and gather feedback from the public. (NOTE: It was later noted that this date is incorrect and the correct date of March 6 was emailed to the board). Ms. Carroll extended an invitation to all board members to attend.

B. Library Trust Fundraising Update - Neth

Trustee Neth reported that the Trust held a planning meeting last week. The group brainstormed about what they want to accomplish as they move forward and what their approach to fundraising needs will be. This was the first of many discussions. Trustee Kalkowski was also in attendance at the meeting as a representative of the Friends group.

C. Revision to Bylaws re: Board of Trustee Terms APPROVAL - Frey

Trustee Frey recapped the issue that was first brought up in December regarding term limits. The board requested legal counsel to propose specific wording for an amendment to the bylaws based on language utilized by the City of Fort Collins concerning term limits. Proposed wording from Mr. Seter's office that the Policy Committee recommends:

Term Limits. Unless otherwise mandated by State statute, no Trustee may serve more than two complete terms. For the purpose of this limitation, appointment to fill a vacancy with a remaining unexpired term shall only be considered a completed term if the unexpired term exceeds 24 full months from the date the Trustee takes his or her oath of office.

It was noted that this is prospective so Trustees Gabel and Wawro would not be affected by this change.

Trustee Frey moved approval of the proposed wording. Trustee Gabel seconded the motion which passed by unanimous approval, 7 – 0.

D. Public Art in Library Park Contract – Carroll

Executive Director Carroll explained that she is seeking board authorization to enter into contact for public art in Library Park to be ratified by the Board at its March 2013 meeting. Mark Leichliter, the artist for the Grow Together artwork in Old Town Library, has designed a complementary piece of art to be placed in Library Park. Mr. Leichliter is considered sole source to create this artwork and has quoted a not-to-exceed cost of \$35,000 for design, fabrication, and installation which administration considers appropriate. In order to start fabrication so that the piece can be installed by the completion date of the entry plaza and streetscape improvements to Library Park, the contract with Mr. Leichliter needs to be executed prior to the next Board of Trustees meeting. Executive Director Carroll noted that the Library Trust has raised funds for this acquisition, but the Library District will need to pay half of the contract price upfront. Adequate funds are on hand to make this payment which will then be reimbursed by the Trust.

Trustee Gabel moved to authorize the Executive Director and Board President to enter into a contract with Mark Leichliter for the procurement of public art in Library Park with ratification by the Board of Trustees to be made at the March 2013 regularly scheduled meeting. There was a second by Trustee Frey. The motion passed by a unanimous vote, 7 – 0.

VIII. NEW BUSINESS

A. Security Issues at Old Town Library - Carroll

Executive Director Carroll reported that since mid-December, there has been a rash of incidents at Old Town Library involving patrons in violation of the Library District's Patron Rules of Conduct or criminal activity involving the police. Carroll has met with the district's library managers and representatives from the Security Company and Police

Department to discuss the incidents and steps library staff might take to deter such activity.

On February 8, Ms. Carroll and Mr. Draves met with the Policy Committee to discuss the issues. The policy committee offered suggestions and their philosophy on the issue. Carroll and Draves were then asked to draft proposed policy changes, send it out to the board in the next couple of weeks for review and hopefully be able to take action on this at the March board meeting.

President Liggett summarized what staff and the Policy Committee are working on in order to get District policies in a uniform way for all libraries. They are working on:

- 1) Developing a process on the nature of the misconduct.
- 2) Determining the length of time that a person will be trespassed (excluded) from the library.
- 3) Deciding how to process that.
- 4) Deciding how to involve law enforcement.

Trustee Neth indicated that having background information would be helpful to have for those board members not as familiar with this as the policy committee. She specifically said she would like to have data on the number of violations and severity. She also expressed concern about staff safety and inquired if the process needs to be expedited more quickly than proposed. Ms. Carroll explained that the process is already being expedited as much as it possibly can by asking the board to review and approve at the same meeting instead of reviewing it one month and approving the next as it the usual process.

IX. INFORMATION AND ANNOUNCEMENTS

A. Staff Day Presentation by Meyer

Members of the Learning Organization Team gave a 15-minute PowerPoint presentation on the District's first Staff Day (December 14, 2012). The report included data about attendance, staff survey results, event cost, and recommendations for future Staff Days. This information will be used to evaluate and determine the need and structure for future Staff Day events.

B. Market Analysis Update – Carroll

Executive Director Carroll gave a Power Point presentation on the cluster refresh and survey that was done in November. The last survey was two years ago and since then, many significant changes have occurred. The survey was sent out to 71,000 library customers and there was a 14.3% response rate which is considered very good. She outlined the comparisons between the last survey and this one. There are 13 clusters and one new one called "Digitarians". She highlighted significant changes and explained the results in detail and what they mean for changes in library services. Currently staff is collecting statistics weekly to update the market analysis information and to include new library card holders. A statistical dashboard will be implemented later this spring for staff to use that will compile the statistics and track usage of the clusters.

Trustee Neth would like to see the full report.

C. Resolution of Appreciation – Liggett

As Trustee Kalkowski will be concluding her service as a member of the Poudre River Public Library District Board of Trustees in March 2013, President Liggett read aloud a resolution thanking Trustee Kalkowski for her years of service on the board. *There was a motion by Vice President Gard to approve the Resolution of Appreciation, seconded by Trustee Gabel. The motion passed by a unanimous vote, 7 – 0.*

President Liggett then presented Trustee Kalkowski with a framed “historical timeline.” There will be a “good-bye” gathering after the meeting next month.

X. ADJOURNMENT

Vice President Gard moved to adjourn the meeting at 5:38 p.m. Trustee Wawro seconded the motion. It carried unanimously, 7 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary