

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

**March 11, 2013  
4 p.m.**

Old Town Library  
201 Peterson Street  
Fort Collins, CO

**FOR REFERENCE:**

PRESIDENT:	Robin Gard	204-4927
VICE PRESIDENT:	John Frey	482-0212
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

Jennifer Birks  
John Frey  
Linda Gabel  
Robin Gard  
Mike Liggett  
Cara Neth  
Maddy Wawro

**BOARD MEMBERS ABSENT:**

None

**DISTRICT STAFF PRESENT:**

Jeff Barnes  
Jean Bosch  
Holly Carroll  
Cydney Clink  
Barbara Crandall  
Carol Gyger  
Vicky Hays  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Shelly Kalkowski  
Kim Seter, Legal Counsel  
Annie Fox, FRCC  
Barbara Immroth  
Joanne Gallagher  
Bill Campbell  
Bill Mygdahl  
Jennifer Kutzik  
Linda Ripley  
Damon Holland

**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 Mark Strand entitled: *The End*.

**III. WELCOME NEW MEMBER/ADMINISTER OATH OF OFFICE**

President Liggett administered the Oath of Office and welcomed new member Jennifer Birks.

**IV. AGENDA REVIEW**

Executive Director Carroll introduced and welcomed guest Barbara Immroth. Ms. Immroth is a candidate for ALA President and is in Fort Collins to visit.

**V. PUBLIC COMMENT**

None.

**VI. APPROVAL OF MINUTES (February 11, 2013)**

*There was a motion by Trustee Gabel to approve the February 11, 2013 meeting minutes as presented. The motion was seconded by Trustee Frey. The motion carried unanimously, 7 – 0.*

**VII. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION**

President Liggett explained that the purpose of the resolution is two-fold. One is for the board to reaffirm its statutory obligations on a number of requirements, ranging from banking, the official newspaper, posting of meetings, insurance, and the law firm representing the District. The second component is for the board to elect new officers.

Mr. Seter noted that a correction is needed to paragraph seven which is to add Council Tree Library, 2633 Council Tree Avenue, Fort Collins, CO to the list of locations where the board's meeting notices are posted. President Liggett agreed and noted that this will be added to the final resolution.

President Liggett noted that the proposed slate of officers was presented last month by the Nominating Committee as follows:

President – Robin Gard  
Vice President – John Frey  
Secretary – Cara Neth  
Treasurer – Linda Gabel

There being no other nominations, *there was a motion by Trustee Wawro to adopt the Administrative Resolution with the slate of officers are proposed. There was a second by Birks. The motion carried unanimously, 7 – 0.*

On behalf of the board, President Gard presented Trustee Liggett with a gift of appreciation for his years of service as President of the board.

**VIII. REPORTS**

**A. DIRECTOR'S REPORT (February 2013)**

The February 2013 report was accepted as presented.

**B. COMMITTEE REPORTS**

President Gard asked board members to let her know via email which committee each member would like to serve on as this will be discussed at the April board meeting.

1. Finance Committee  
No report.
2. Human Resources Committee  
No report. Item on the agenda under Unfinished Business, *Executive Director Contract*.
3. Policy Committee  
Continues to discuss patron behavior. The issue has become more complicated than originally thought. The committee wants to give it the time and attention it needs to get it right. The committee will meet again on March 25.
4. Nominating and Board Development Committee  
No report.

**C. TRUSTEE REPORTS**

Trustee Liggett:

Reported on a meeting held with a City representative concerning the City's Tax Increment Financing. This meeting was in response to comments made by Eric Sutherland during public comment at the February 11, 2013 Board meeting.

Trustee Frey:

Reported that he is the Chair of the Larimer County Humane Society Board and invited anyone who is interested to see him after the meeting to sign a petition.

**D. FINANCIAL REPORT**

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

**E. LEGAL REPORT**

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

**IX. UNFINISHED BUSINESS**

**A. Library Park Landscape Update – Carroll**

**1. Approval of Design for Bench Alle & Amphitheater**

Ms. Carroll introduced Ms. Ripley and Mr. Holland who presented various designs for the bench alle or diagonal sidewalk in Library Park. Several ideas were discussed including placement of the Annie statue, having one on each end of the walk, inserting dog paw prints along the walk, having boulders mark the entrances to the Park on each end and variations of the design.

With regard to the placement of a small scale permanent stage in the northwest area of the park, Ms. Ripley spoke with people from Debut Theater, Open Stage Theater, the Bohemian Foundation and DBA to get their input since they have used the area from time to time. Based on their input, Ms. Ripley proposes a raised surface, about 500-600 square feet with two spaces, one above and below so as to have a front stage and a back stage. It would be designed with boulders and meant as a multi-purpose use area for picnics as well as performances or programs.

President Gard asked for feedback from Old Town Library Manager Jean Bosch. Ms. Bosch shared her perspective on the Annie statue and various suggestions that have been discussed this evening.

Trustee Neth suggested that the board authorize Executive Director Carroll to discuss the designs with staff and make a decision rather than do that as a board this evening.

President Gard summarized the discussion: it appears that the most popular design discussed this evening has been a marked entrance to the walk way where it meets with Old Town on the northwest corner, paw prints imprinted in the walk way surface leading to the statue of Annie the Railroad Dog which will be located close to the entrance of the library.

*Trustee Liggett moved to approve the general design documents and authorize construction documents with detail including, but not limited to, the location of Annie and the nature of the signage to Executive Director Carroll and staff. There was a second by Trustee Neth. The motion carried unanimously, 7 - 0.*

## **2. Ratification of Contract for Mark Lechliter**

*There was a motion by Trustee Gabel to ratify the contract approved by Board President Liggett authorizing sculptor Mark Lechliter to begin final design, fabrication and installation of public art for Library Park. Trustee Frey seconded the motion. The motion carried unanimously, 7 - 0.*

## **3. Ratification of Easement Agreement**

*There was a motion by Trustee Gabel to ratify the signed Deed of Dedication of Easement. Trustee Neth seconded the motion which carried unanimously, 7 - 0.*

## **B. Library Trust Fundraising Update - Neth**

Trustee Neth reported that Ms. Reeves continues to work diligently on fundraising. The Trust met last week. Last month, Bill Mygdahl led the group through a strategic planning exercise. He shared responses from the group from there an agenda will be developed moving forward. The Trust also discussed the design for a wall that will recognize donors who have participated in the last campaign and who have given \$1,000 or more. She described what it will look like and the materials to be used.

**C. Executive Director Contract - Gard**

President Gard said that this is the final step in the Executive Director's evaluation. Ms. Carroll has requested a revision to her contract which would be one additional week of vacation. Approving this request will bring her in line with what management at her level in the City system receives. President Gard noted that she feels this revision would also serve to recognize the huge amount of time Ms. Carroll works above and beyond a 40-hour work week. *There was a motion to approve this revision by Trustee Gabel. Trustee Birks seconded the motion which carried unanimously, 7 – 0.*

**X. NEW BUSINESS**

**A. Acceptance of Terri Sullivan Memorial - Carroll**

Executive Director Carroll reported that family and friends of Terri Sullivan would like to donate a memorial in her honor to be placed at Old Town Library. The task force working on this project proposes working with local artist Deb Kessler to design and install original stained glass artwork. The proposed artwork is a set of four stained glass pieces. Designs are still under development but feature nature, children and reading. After viewing the artist rendering of the stained glass pieces, Trustee Neth suggested that the children in the artwork reflect the diversity of our community.

*Trustee Gabel moved to approve board acceptance of the stained glass artwork in memory of Terri Sullivan. Trustee Liggett seconded the motion. The motion carried unanimously, 7 – 0.*

**B. Acceptance of Carl Lantz Sculptures – Carroll**

Executive Director Carroll informed the board that library staff was contacted recently by an executor/representative of the estate of late local artist/poet Carl Lantz to see if the library would be interested in receiving a series of suspended wooden sculptures entitled, "Flying Hearts."

The District proposes acceptance of the donation of the artwork and would plan to work with Front Range Community College and with a local artist who is experienced in displaying suspended art pieces to help install the original mobile above the children's area at Harmony Library.

*There was a motion by Trustee Liggett, seconded by Trustee Neth, to approve board acceptance of the donation of "Flying Hearts." The motion carried unanimously, 7 – 0.*

**XI. INFORMATION AND ANNOUNCEMENTS**

**President Gard:**

- Pointed out that Ms. Langren distributed several items before the meeting: 2013 Board Meeting Schedule, Updated Board Contact List, How'd We Do List, and stats.
- Noted that she would like to schedule an informal work session for the board, Executive Director Carroll and Deputy Director Draves. The purpose would be to identify board goals and Executive Director goals and how to mesh these. The work session would not be facilitated and would be approximately half a day.

- Would love to hear from board about ideas for presentations or agenda items.
- Asked that board members please get back to her with regard to committee/interest assignments.

**XII. ADJOURNMENT**

*Vice President Frey moved to adjourn the meeting at 5:10 p.m. Trustee Gabel seconded the motion. It carried unanimously, 7 – 0.*

Respectfully submitted,

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Cara Neth, Secretary

Cynthia Langren, Recording Secretary