

**Minutes of the Fort Collins Regional Library District  
Board of Trustees - Special Meeting**

**July 23, 2007**

**4 p.m.**

**Main Library – Ben Delatour Room  
201 Peterson Street**

**FOR REFERENCE:**

PRESIDENT:	Mary Robertson	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
LIBRARY DIRECTOR:	Brenda Carns	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6526

**BOARD MEMBERS PRESENT:**

Nina Bodenhamer  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett  
Mary Robertson  
Bob Viscount

**ABSENT:**

**LIBRARY STAFF PRESENT:**

Lu Benke  
Brenda Carns  
Cynthia Langren

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy, Attorney  
June Greist, Communications

**1. CALL TO ORDER**

The meeting was called to order by President/Trustee Robertson at 4 p.m.

**2. DECLARATION OF A QUORUM**

Trustee Robertson declared a quorum of the board.

**3. ADDITIONS TO THE AGENDA**

None.

**4. APPROVAL OF MINUTES**

*Trustee Gard moved to approve the minutes of June 4, June 11 and June 29, 2007 as presented. There was a second by Trustee Viscount. The motion carried unanimously (7 – 0.)*

**5. PUBLIC COMMENT**

None.

**6. FINANCIAL REPORT – John Knezovich**

Trustee Knezovich reported that the July check arrived from Larimer County showing a net deposit of \$1,532,847.02. At this point about 97% of the property taxes have been collected. Since the District was formed as an entity, it has collected \$6,013,418. The district has paid \$1,150,000 in bills so there is approximately \$4.8 M in the bank. Trustee Knezovich distributed a handout with the above information.

**7. UPDATES**

**a. HR COMMITTEE – Gard**

Trustee Gard reported that the sub-committee constructed a framework to compare benefits. They've talked to two vendors/brokers and the City. Continuing to use the City for an additional year or two is an option should the Board choose to go with that. The sub-committee will be meeting with Mountain States to compare and analyze the benefits and the prices from the three vendors. Once the committee meets with MSEC, they will then come to the entire Board and share the pros and cons of working with various vendors.

The sub-committee members and Ms. Carns will be attending a Mountain States employee benefits conference this week, which is in Fort Collins.

Trustee Gard stated that the sub-committee also wrote an update for staff and employees this week on what the committee has done to date. Ms. Carns will send that out shortly.

**b. MARKETING/PR COMMITTEE – Bodenhamer**

Trustee Bodenhamer introduced June Greist who is working with the Board in terms of communication and community relations as it relates to the District during the transition period. Ms. Greist has created a communications plan, which is an internal working document for the board to be able to refer to. The Marketing committee will be meeting next week to go over it.

Ms. Greist has crafted a letter to community stakeholders, which is an update of sorts about the District and what the board is doing. A list has been compiled of who that will go out to. Trustee Bodenhamer will send the letter and the list out to the rest of the board so they can take a look at it.

There's been an issue of whether or not to partner with the City on a letter/Soapbox for the newspaper. Trustee Robertson and Ms. Greist have been working on that, but felt that there are some pieces that need to come before that such as getting the stakeholder information out, meeting with the editorial board, sending out press releases about what we have been doing such as the new hires before we would send out a Soapbox as a joint effort.

Trustee Kalkowski inquired about when the rest of the Board will be able to see the plan and what the process is. Trustee Bodenhamer stated that the BOT could have a copy of the plan. She explained that it is something the sub-committee went over with Ms. Greist in terms of the things that the committee feels are gaps in communicating with the larger community. It's planning and drafting those messages, for example, for an editorial board meeting at the *Coloradoan*. If something like that were to come up, then the BOT would be a part of that and asked to attend. Trustee Kalkowski expressed the need for the entire board to look at the plan. President Robertson clarified that the BOT authorized Ms. Carns to hire Ms. Greist because the BOT wants messaging to go out to the community. After discussing what was wanted, they were asked to bring back what they develop in conjunction with the marketing committee. It was agreed that there needs to be a dialog to achieve the final plan.

Trustee Bodenhamer expressed her concern that every committee needs to be trusted to represent the rest of the board. Trustee Kalkowski said that she doesn't have an issue with that; she just would like to know what's going on with this project because each Board member will be a player in it. President Robertson restated that the BOT's role is to direct staff to do what is needed. Since the message has been discussed, now the BOT is asking staff to take the message and go create how the message is going to be delivered. Trustees Knezovich and Liggett agreed that the staff and committee's work should be shared.

Trustee Bodenhamer concluded that the sub-committee will be meeting next week to further discuss the Communications Plan and after that meeting, the Plan will be forwarded on to the entire BOT for review/comment.

Ms. Greist has been working with Ms. Carns and library staff on the upcoming Annie Walk. The date is Saturday, August 25. The Board of Trustees will have a table at the event and the planning committee can always use more volunteers to help with various activities.

c. **SE BRANCH UPDATE – Kalkowski**

Trustee Kalkowski reported that the SE branch committee has been meeting weekly. She talked about some of the issues that have come up with the core and shell design including the elevators, the stairwell, and the lobby. Progress is being made on requesting permits for the core and shell. The SE library is going to be the last building built in that complex. There has been much discussion on the schedule. It is thought at this point that the grand opening could be October or possibly January.

Trustee Kalkowski gave a report on the Art in Public Places meeting that took place.

There was an update on a recent SE Branch meeting in which Trustee Kalkowski invited Council members Diggs Brown and Lisa Poppaw. The meeting was an excellent one with a lot of information and good questions from the council members. Trustee Bodenhamer added that that type of presentation should be made available to more groups and she applauded Trustee Kalkowski for inviting them.

d. **HIRING PLAN – Carns**

Ms. Carns went through the list of positions and gave a brief update on the status of each one.

Trustee Liggett updated the BOT on the Finance Officer interview process. Four applicants have been interviewed to date and two will go on to the second round of interviews.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

a. **JOINT SOAPBOX WITH THE CITY OF FORT COLLINS**

President Robertson explained how the idea of writing a joint soapbox with the City of Fort Collins came up and how she and City Manager Darin Atteberry agreed to update and inform the community of the progress on the IGA. President Robertson sent an email to Trustee Bodenhamer, Ms. Carns and Ms. Greist indicating that we're working together towards a common goal and progress is happening and requested a draft to use when the Soapbox is needed to reflect this. There was no timeframe given for submitting the article although it will most likely be before the end of the year.

Trustee Liggett recalled that when he met with Mr. Heffernan, Ms. Decker, Mr. Seter and Trustee Kalkowski, that they left that meeting with an agreement that someone was going to put together a document of operating principles; how the group was going to operate with the

negotiations. He stressed that the group recognized the importance of the library, the importance of the District, the will of the people, the citizen's ownership, etc. and the mission of the negotiation and recommends this be included in the Soapbox.

In summary, President Robertson stated that since there are important pieces that need to go into place first, the Soapbox would not be submitted until a later date and after board approval.

**10. EXECUTIVE SESSION**

*Upon motion by Trustee Viscount, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of discussing the Intergovernmental Agreement between and among the District, City, and County and personnel matters as authorized by Sections 24-6-401(4)(a), (e) and (f) of the Colorado Revised Statutes at 5:24 p.m.*

*Trustee Viscount moved for the adjournment of the executive session and President Robertson seconded. The motion carried unanimously, (7-0).*

**11. ADJOURN**

*President Robertson adjourned the meeting.*

Respectfully submitted,

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Cynthia Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary