

**Minutes of the Fort Collins Regional Library District
Board of Trustees – Regular Meeting**

**December 3, 2007
4 p.m.**

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

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
LIBRARY DIRECTOR:	Brenda Carns	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

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

OTHERS IN ATTENDANCE:

Jacqueline Murphy, Attorney
Jane Thompson, League of Women Voters
Larry Webber, previous FCPL Director
Annie Fox, FRCC/Harmony Library

LIBRARY STAFF PRESENT:

Jeff Barnes
Lu Benke
Carson Block
Brenda Carns
Ken Draves
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

1. CALL TO ORDER

President Atchison called the meeting to order at 4:02 p.m.

2. DECLARATION OF A QUORUM

President Atchison declared a quorum of the board.

3. ADDITIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

Trustee Knezovich moved to approve the regular meeting minutes of November 5, 2007 as presented. There was a second by Trustee Viscount. Trustee Kalkowski noted on page 7, 2nd paragraph under Executive Session, a sentence should be added to clarify whom the termination of cause would apply to. The paragraph will be amended with the addition of this wording after the last word in that paragraph (insert comma after the word "Clause" noting that this is applicable to non-contractual employees, because the terms of a contractual employee's employment are governed by his or her contract. The motion carried unanimously, 7 – 0.

Trustee Kalkowski moved to approve the special meeting minutes of November 14, 2007 as presented. There was a second by Trustee Gard. The motion carried unanimously, 7 – 0.

5. PUBLIC COMMENT

Jane Thompson expressed a concern with the Intergovernmental Agreement. Ms. Murphy said that she would contact Ms. Thompson directly to answer her questions.

Mr. Knezovich introduced former Library Director Larry Webber who was in attendance. Mr. Webber stated that he continues to be a large supporter of the library and plans to attend more board meetings.

Ellen Martin, with Art in Public Places, presented the art for the SE Branch on behalf of artist Barbara Baer via a 3-D model of the library. The art was received with high marks by several Board members.

6. FINANCIAL REPORT – *Jeff Barnes*

a. 2007 BUDGET UPDATE

Mr. Barnes explained the document: *Budget vs. Actual October 31, 2007* that basically states where the District's balance is as of October 31.

Trustee Liggett complimented Mr. Barnes on the format of the monthly financial updates.

Mr. Barnes stated that he would have more to report on the finance committee next month and that he received a letter from the auditor on Friday and will have more for next month on that issue as well.

7. DIRECTOR'S REPORT – *Brenda Carns*

Ms. Carns referred to the written report included in the packets and briefly went over the contents.

Trustee Knezovich expressed a concern about the tracking of Internet usage as brought up in the Systems Administration portion of the report. He stated that he would like clarification where the District is with respect to that issue.

8. COMMITTEE UPDATES

a. HR COMMITTEE – *Trustee Gard*

Trustee Gard explained that there is a position in Systems Administration that needs to be posted as soon as possible because it's relative to the RFID project. Ms. Carns asked for permission from the board to post the position now even though it would not be hired until after January 1. It is included in the budget. *There was a motion by Trustee Gard to approve the posting of the new position for RFID, for hiring after January 1. There was a second by Trustee Kalkowski and the motion carried unanimously, 7 - 0.*

Trustee Gard reported that she read the book: *Creating Policies for Results* and highly recommends it. It contains many of the answers that have been raised over the past few weeks and will be a great reference book for the Board and staff.

b. MARKETING/PR – *Trustee Bodenhamer*

Trustee Bodenhamer reported that as of late this afternoon, the IGA was still on the City Council's consent agenda and that a press release, written by June Greist, is ready for release.

She reported that she met with Paula, June and Brenda to discuss next steps such as what the transition will look like for both the public and for employees. Several ideas are being explored.

9. LEGAL REPORT

a. DISTRICT POLICIES PROCESS

Ms. Murphy distributed three resolutions that addressed: 1) Personnel policies, 2) Fiscal affairs, and 3) Library Operations. She stated that the resolutions basically state that the District is establishing the City's existing policies as their own policies for the time being. Certain clarifying changes, such as "Director" in place of "City Manager", "Board of Trustees" in place of "City Council", etc. are included.

The Board noted three changes, which Ms. Murphy read back to the Board to ensure accuracy. *There was a motion by Trustee Liggett to approve all three resolutions with those changes. Trustee Viscount seconded the motion. The motion carried unanimously, 7 – 0.*

10. NEW BUSINESS

- a. **2008 DIRECTOR’S WORK PLAN (DRAFT) – Brenda Carns**
2008 Director’s Work Plan – Ms. Carns distributed a draft 2008 Work Plan. This document reflects the priorities for the upcoming year and Ms. Carns welcomed input from the board.

Trustee Liggett thanked Ms. Carns for the work plan and said that it is very helpful to have the information.

Trustee Kalkowski said that she would like to compare this document to the Executive Director’s document the Board has been reviewing.

11. OLD BUSINESS

- a. **SOUTHEAST BRANCH – Brenda Carns**
SE Branch update – Ms. Carns reported that Mr. Mannon championed the signage issue for the District, and a sign that reads: “Public Library” will be included.

Mr. Knezovich stated that he feels it’s important to note that there’s a connection with the progress that’s going to be made at the SE Branch and the recognition that the City is going to continue its impact fees in order to fully pay for that branch. It has been critical that the City understands that the District needs those impact fees to make the SE Branch happen.

President Atchison announced a break at 5:15 p.m. Upon completion of break, the Board went into executive session.

12. EXECUTIVE SESSION

Upon motion by Trustee Gard, seconded by Trustee Viscount 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. Trustees Gard and Viscount moved and seconded to adjourn the executive session.

13. ADJOURN

The meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary