

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

**March 3, 2008
4 p.m.**

**Harmony Library – Community Room
4616 S. Shields Street
Fort Collins, CO**

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
EXECUTIVE 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:

Phyllis Abt
Jacqueline Murphy
Lil Price
Jane Thompson
Annie Fox

LIBRARY STAFF PRESENT:

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

I. CALL TO ORDER

President Atchison called the meeting to order at 4:01 p.m.

II. AGENDA REVIEW

There were no changes to the agenda.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

Trustee Viscount moved to approve the regular meeting minutes of February 4, 2008 as presented. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.

V. REPORTS

A. TRUSTEE REPORTS

Trustee Gard requested to have an item on the next meeting agenda: Interim evaluation with Executive Director.

Trustee Liggett asked that an update regarding the property switch/appraisals also be placed on the agenda for next time.

Trustee Knezovich reported that he attended the Library Trust's Annual Brunch on Sunday, which had about 80 attendees.

B. FINANCIAL REPORT – *Jeff Barnes*

Mr. Barnes explained the document: *Budget vs. Actual January 31, 2008* that reports the District's revenue and expenditures for the month. He explained the reason for the seemingly large expenditure figure, citing the City's accounting system and timing of money rollover. Trustee Knezovich expressed a concern that the District completely separate from the City's accounting system as soon as possible, hoping that it does not continue to be mandated by the City's system, but rather the District's own in time.

C. DIRECTOR'S REPORT – *Brenda Carns*

In the interest of time, Ms. Carns stated that she would be glad to answer any questions the Board may have for her after reading her report.

Trustee Gard thanked Ms. Carns for the Southeast Branch update and requested that one be included every month in the Director's Report. She said she is continually asked questions about the branch from the public and would like to have the most up-to-date information to share.

Ms. Carns stated that she has been working with the City's Communication and Public Involvement Director, Kelly DiMartino, on this issue, but will accelerate it as much as possible since it seems to be

an issue that most Board members are dealing with. She will work with Ms. Watson-Lakamp and Ms. DiMartino to produce a PR statement that can be shared with not only Board members, but City staff as well so that everyone is on the same page when giving out information on the status of the project. In addition, Ms. Carns will include Southeast Branch updates on a monthly basis.

Trustee Knezovich said the District needs to pursue the condominium declarations. Ms. Murphy stated that she has been working with the City's Assistant Attorney, Ingrid Decker, on this issue and will step up efforts to get it resolved.

Trustee Knezovich thanked Front Range Community College (FRCC) for their help with future public forums, noting the Glade Reservoir issue coming up in April. Ms. Abt, Associate Vice President, Outreach and Strategic Partnerships, FRCC stated that the college is happy to help and that the Glade Reservoir forum will be held in the Student Center where there's more room. Since the students are co-sponsoring the forum, there will be no fee for use of the room.

Trustee Kalkowski commended staff for undertaking the data collection/measurement task as discussed at the last meeting.

Trustee Bodenhamer stated that the Annual Report, required by the City/County Intergovernmental Agreement is due on March 31, therefore this meeting would be the only opportunity for the board to see it. Ms. Carns said that this year's Annual Report would use the State's required survey to form the basis of the actual report, which will be modest this first time out. Mr. Barnes has almost completed the State survey. Ms. Carns will email it out to the Board so they will have an opportunity to review it before the deadline.

D. LEGAL REPORT

1. Policy Review

a. Discuss Meeting Room Policy

Ms. Murphy referred to the memorandum in the packets, stating that at the last meeting, she was asked look into the use of library meeting spaces by private groups or individuals. The memo outlines the legal framework, current policy and recommendations. She stated that the existing policy makes it clear that the District does not endorse the views of any particular group, but the Board may consider posting this disclaimer near the meeting rooms where publicity for scheduled events would be posted.

She added that there is no need for Board action since the purpose of this was simply to remind everyone what the policy is.

Trustee Kalkowski stated that she would like to see the meeting room policy prominently displayed on the web site as well as shared with groups who reserve the room. Ms. Carns stated that this is currently being done and that staff will post the disclaimer near the meeting rooms for good measure.

b. Consider Amendment to Fiscal Policy

Ms. Murphy explained that at the February Board meeting, Mr. Barnes brought forth a proposed amendment to the Fiscal Policy related to trustee reimbursement. She distributed an amendment to Resolution 2007-05 for the Board's approval.

There was a motion by Trustee Liggett to approve the First Amendment to Resolution No. 2007-05 Concerning an Interim Fiscal Affairs/Expenditures Policy. Trustee Viscount seconded the motion. DISCUSSION: There was a suggestion to add the Vice President as a second person required to approve requests in the second paragraph under #1. Trustees Liggett and Viscount accepted the friendly amendment to the motion. After more discussion, the motion on the table was stricken.

Trustee Liggett moved to approve the First Amendment to Resolution No. 2007-05 Concerning an Interim Fiscal Affairs/Expenditures Policy, but adding that in the absence of the President, the Vice President may approve requests. Trustee Viscount seconded the motion. The motion carried unanimously, 7 – 0.

2. Consider Adoption Of Annual Administrative Resolution

Ms. Murphy went over the document entitled: "Certified Copy of Annual Administrative Resolution of the Fort Collins Regional Library District 2008," explaining that this is considered the Annual meeting of the board.

Item #13 of the resolution states who the elected officers are.

Trustee Bodenhamer moved to maintain the current officers for the District:

***President – Mary Atchison
Vice President – Mike Liggett
Secretary – Shelly Kalkowski
Treasurer – John Knezovich***

There was a second by Trustee Gard. The motion carried by a unanimous vote, 7 – 0.

Discussion about other points of the resolution:

Trustee Knezovich stated that because he has a minority interest in another newspaper he is willing to declare a conflict of interest as it relates to the statement in the document that designates *The Fort Collins Coloradoan* as the official newspaper that all legal notices will be published in for the District if needed.

This reminded the Board about declaring a conflict of interest as needed. Ms. Murphy will email copies of the conflict of interest forms to the Board for their review.

Trustee Viscount moved to adopt the Certified Copy of Annual Administrative Resolution of the Fort Collins Regional Library District 2008. There was a second by Trustee Kalkowski. The motion carried by a unanimous vote, 7-0.

3. Wellington Update

Ms. Murphy stated that the Town of Wellington chose to exclude from the Library District at the time the District was formed. The Town now takes the position that property annexed into the Town in the future will be excluded from the Library District.

The Town would like to enter into an agreement with the Library District to confirm this exclusion. Alternatively, the Town may file a declaratory judgment action in the district court to have the statutes interpreted in its favor.

Ms. Murphy stated that there are no exclusion or disconnect provisions in the Library law to support the Town's interpretation and that it may not be within the powers of the Board of Trustees to exclude property or to agree to exclusion.

Trustee Liggett said he agrees with Ms. Murphy's analysis and stated that this Board does not have the authority to alter what the voters have done. Trustee Bodenhamer agreed, adding that the voter's preference stands firm. She added that she would like to have a visual aide to see boundaries and properties being annexed to have an idea of the impact.

President Atchison briefed the Board on the history of this issue that began with a letter she received from Wellington's attorney, Brad March, immediately after the District was formed.

Trustee Knezovich moved to approve sending a formal response to Mr. March. There was a second by Trustee Viscount.

DISCUSSION: Trustee Viscount commented that perhaps there needs to be a discussion with the folks in Wellington about how to provide adequate library services. If there is a willingness to talk things over, that would be preferable.

Trustee Bodenhamer suggested that Ms. Carns and Ms. Watson-Lakamp put together some information, for example, the Board/staff are aware that Mr. March is bringing this forward, but how do the residents feel and do they understand what all this means? Do they understand that this Board is not empowered to tamper with the outcome of a vote, yet is empowered to bring them library services or enrich their existing library services?

President Atchison stated that the *North Forty News* has contacted her, so this issue is likely to be making its way to the forefront soon.

Trustee Gard requested the number of library cardholders there are with Wellington addresses. Staff will let her know.

President Atchison called the question and the motion carried unanimously, 7 – 0.

VI. BUSINESS ITEMS

A. UNFINISHED BUSINESS

1. Planning for Results – Brenda Carns

Ms. Carns reviewed the Planning for Results process to date with the Board. The purpose of the discussion is to simply share staff points generated by a half-day workshop with 26 staff members. They identified the strengths, weaknesses, threats, and opportunities for ten service responses. Staff will

share the feedback with the Community Planning Committee for their information on March 6.

Via a PowerPoint presentation, Ms. Carns outlined the Strengths, Opportunities, Weaknesses, and Threats for each priority with time for board feedback at the end of each priority.

VII. INFORMATION AND ANNOUNCEMENTS

None.

VIII. ADJOURNMENT

There was a motion by Trustee Gard to adjourn the meeting, which was seconded by Trustee Liggett. The motion carried unanimously, 7-0. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary