

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

**May 5, 2008  
4 p.m.**

**Main Library – Ben Delatour Room**  
201 Peterson 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  
Bob Viscount

**BOARD MEMBERS ABSENT:**

Mike Liggett

**LIBRARY STAFF PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Jane Thompson  
Larry Webber

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:00 p.m.

**II. AGENDA REVIEW**

No changes.

### III. PUBLIC COMMENT

None.

### IV. APPROVAL OF MINUTES

*Trustee Viscount moved to approve the regular meeting minutes of April 7, 2008 as presented. There was a second by Trustee Gard. The motion carried unanimously, 7 – 0. (Later in the meeting, Trustee Gard requested a slight revision to the minutes. Item VI. Business Items, a) Unfinished Business, 3. Program Planning Update – Substitute “this particular event” with “the Annie Walk”. The revision was accepted and approved by all.)*

### V. REPORTS

#### a) DIRECTOR’S REPORT – *Brenda Carns*

In addition to the written report, Executive Director Carns verbally touched on the following items:

- The process for naming the branch in the southeast has moved to the forefront. Executive Director Carns and Ms. Watson-Lakamp have put together a plan to share with the Com-Com group and then the Board. She added that there will be public input in the process.
- The Harmony Library is specifically mentioned in a book entitled: *The Thriving Library: Successful Strategies for Challenging Times* as an example of best practices.

Trustee Gard expressed kudos to staff that have been invited to attend various important meetings, workshops and interviews throughout the state and beyond as noted in the Director’s Report. She stated that it’s wonderful to have staff in such high demand due to their expertise and knowledge.

President Atchison complimented staff on an excellent Director’s Report.

#### b) TRUSTEE REPORTS – *All*

Com-Com Report. Trustee Bodenhamer reported that the Com-Com group met to discuss the new branch, the Communications Plan, and the Goals and Competencies for Communications. The branding package has been brought up and the group discussed the fact that the cart is before the horse so to speak because until the District has worked through the entire Planning for Results (PFR) process, a brand, mission and values statement are all on hold. The Com-Com group is discussing a way to at least begin the naming process for the District without launching a full branding project.

Ms. Bodenhamer reported that Mr. Block provided an exceptional report to the Com-Com group outlining all the web issues, current development, current fixes, where things are headed and how that will tie into the larger PFR project and branding.

Friends of the Library (FOL) Report. Trustee Gard said that the FOL is in the process of revising their policies, procedures and by-laws and that the FOL would like to enter into a Memorandum of Understanding (MOU) with the Board. Trustee Gard distributed examples. She stated that the FOL are looking for a general consensus that the Board would be willing to have them go ahead and draft an MOU document to bring back to the Board after Trustee Gard and Executive Director Carns have a chance to review it first.

Mr. Webber, FOL member, stated that there has never been an MOU and that it would be good to have one in place. He added that there is no rush and that at this point, the FOL is just interested in finding out if the District is willing to entertain having one drawn up. President Atchison agreed that having the MOU is a good idea and told Mr. Webber that the Board will incorporate this request into their planning process and will get back to the Friends of the Library.

Interim Evaluation for Executive Director. Trustee Gard stated that she sent information related to this topic to the Board and Executive Director Carns via email. She noted that the suggested process for the evaluation was not a result of the HR subcommittee, but rather from President Atchison and Trustee Gard. In other words, it's not a formal committee recommendation. She also noted this evaluation was at the request of Executive Director Carns.

Trustee Gard said that there are still some questions that need to be answered about the process. After a discussion about those questions, President Atchison suggested the Board try the evaluation this first time out and see how and if it reflects what the Board is trying to accomplish. She said to consider this a "dry run" to just try it out. Ms. Murphy requested an extra day or two before providing feedback since she did not have all the attachments printed out or reviewed prior to the meeting.

The Board agreed that once the evaluation document has passed the initial legal review, Trustee Gard will call Mountain States Employers Council and talk to them about the actual tabulation and results and get their advice in general about the entire topic. It was agreed that the results will be presented to the Director and the Board will review the results afterwards. It was also agreed that two Board members will go over the evaluation with the Director as opposed to the entire Board.

**c) FINANCIAL REPORT – *Jeff Barnes***

Mr. Barnes presented the March Financial Report. To date, the District has had expenditures of \$662,224. March is one of the months when the County Treasurer distributes substantial amounts of property taxes. With the \$1.5 million received in March, the District's revenue has now exceeded its

expenditures for the year-to-date. Approximately \$300,000 has been spent on the RFID project from the District budget.

**d) LEGAL REPORT**

None.

**VI. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. Update on Library Park Appraisal – *Jeff Barnes***

Mr. Barnes stated that Scott McHenry should have his findings completed this Friday, May 9 therefore there is nothing new to report at this time. An update will be provided next month.

**2. Impact Fees – *Atchison & Carns***

President Atchison reported that there was a meeting held recently with County Manager Lancaster, Executive Director Carns and Trustee Kalkowski to talk about what it would look like for the County to impose impact fees in the unincorporated areas within the District. County Manager Lancaster educated them on the concept “rational nexus” which means it has to be related to how much it costs to provide increased services as development occurs and that it can’t be used to infill old needs. It has to be used to address expanded impact on the library system due to new development.

Ms. Murphy went over the document she provided for the packets as did Mr. Barnes. The Board thanked them for compiling the information in an easy to read and understand format.

**3. Facilities Planning – *Atchison & Carns***

President Atchison said that the impact fee discussion leads to this topic because there’s no need to have impact fees if the District is not going to expand its capital. The next question will be to what extent does the Board need to plan, want or need to expand capital?

Trustee Bodenhamer stated that the City is waiting to hear from the Board in the next 30 days regarding this topic. Trustee Knezovich shared that the Mayor told him that the Board needs to get a proposal to the Council as soon as possible and initiate conversations with them. He stated that part of the issue is that the City is under the assumption that the impact fees for the new branch will end at the end of 2008, but enough money will not have been collected by then. The Board believes it will need to extend into 2009 and quite possibly 2010 before enough will

have been collected. This is not what the City is expecting so it is very important to get the figures together and have a meeting with them. Executive Director Carns stated that staff will gather data and create a spreadsheet in preparation for a meeting with the City.

Trustee Knezovich stated that he feels strongly about impact fees because they signify to the community that growth and development is paying its own way. Over the last 10 years, the community has put together \$7M to help the library and impact fees are part of an overall plan. The District needs to have some long-term debt that is financed by property taxes, but there is a need to balance taxes with development paying its fair share.

Trustee Bodenhamer brought up the fact that there are people in the community who will question why the Library would impose impact fees after the voters agreed to the 3 mill levy to support libraries. There is likely to be some backlash. The community probably doesn't understand that the mill levy only covered operating expenses for the library and not expansion.

Executive Director Carns provided the Board with many materials related to facilities planning, but said she would like to focus on what is possible as opposed to what has been done in the past. She suggested the creation of a Facilities Planning Task Force to work with her to identify what the board would like a consultant to do. The consultant would have access to all the data and would be asked to submit a recommendation.

President Atchison thanked Executive Director Carns for the suggestion and said that the Facilities Plan is one of *the* most important tasks this Board is commissioned with. With that in mind, she suggested that staff contact three consultants who specialize in facilities planning and ask each of them to outline a process to the Board and submit a proposal adding that the process, and ultimately the plan, has to be foolproof and defensible. After the proposals/presentations are finished, the Board will hire one of them.

Trustee Viscount stated that the Board should keep in mind that until the Planning for Results process is complete, the Board and staff are operating in the dark in terms of what kind of facilities are needed. An advantage of having the presentations by consultants is that it won't happen immediately and it will be known by then what the results are from the PFR process.

*There was consensus from the Board to have staff contact facilities consultants and get presentations scheduled.*

4. **SE Branch Update/Talking Points – *Watson-Lakamp***

Ms. Watson-Lakamp referred to the gold sheet in the packets and asked if there were any questions. She said that she would like to schedule a tour for the Board to see the site which is quite interesting. Ms. Watson-Lakamp will be in touch about scheduling a tour.

Trustee Bodenhamer stressed the importance of getting a message out to the public that the City of Fort Collins is building and paying for this new branch and that it will be turned over to the District.

5. **Planning for Results (PFR) Update on Activities – *Carns***

Executive Director Carns briefed the Board on the latest PFR activities. She noted that the timeline, page 2 in the PFR packet materials, is probably one of the more important documents because it contains revised dates.

President Atchison asked the Board if there were any further revisions to any of the PFR documents. The following were the requested changes:

- Reword the awkward sentence in italics on page 3 - Trustee Viscount offered to help reword it, which was agreeable to Trustee Bodenhamer who put the original sentence in.
- Requested that the word “fundraising” on page 2 be changed to “development”. - Trustee Viscount
- Would like to see things more systematic (there are some redundancies throughout the document) – Trustee Viscount
- Page 3, organizational competency 5.5, the date of May 31, 2009 seems too late. Executive Director Carns will change the wording to say “complete” by that date.
- Page 4, Efficiencies process, add “completed” to that too.
- Governance – President Atchison suggested either taking that section out or changing the wording to say that a governance model will be developed by the end of the year.

6. **Policy Governance Training Recap – All**

President Atchison stated that she would like feedback from the Board about the recent Policy Governance training they received. She added that Policy Governance is just one governance model and that she'd like to suggest the Board talk to some other consultants before actually choosing one for adoption. County Manager Lancaster recorded the session and will make it available along with the name of a consultant used by the County.

Trustee Kalkowski said that she feels policy governance provides a very clear outline for policies and most of all, it offers a structure. She liked that it says to write your own values and policies, not to just adopt ready made ones or someone else's. She also liked the four areas of policy. She suggested the Board drill down further to get at the deeper layers. Lastly, she noted the importance that everyone understands that the issue of ethics and prudence is critical and will take a lot of discussion.

Trustee Gard stated that she is looking forward to the discussions because the Board hasn't really had time to do that as a Board.

Executive Director Carns distributed some pages from the Jefferson County Library web site, specifically their policy process, as a sample for the Board to see what they covered.

***Trustee Kalkowski moved to adopt the Policy Governance model as defined by John Carver and then to engage a consultant. There was a second by Trustee Viscount. The motion failed by a majority vote, 1 – 5.***

Trustee Knezovich stated that he has been on other governmental boards and doesn't need a "bible" for governance. He observed that in his opinion, there are different perspectives on where the Board should be spending time and money.

Trustee Bodenhamer, who was not present for the training, stated that she feels rushed and noted that Trustee Liggett is not present to weigh in.

It was agreed that the Board will revisit this next month and that in the meantime President Atchison and Executive Director Carns will meet with a consultant familiar with governance models.

Ms. Langren will let Trustee Bodenhamer know when the audio recording of the training session is available for her to pick up.

**b) NEW BUSINESS**

**1. FINANCIAL POLICY – *Jeff Barnes***

Mr. Barnes stated that this is the same financial policy that was tabled last month due to time constraints. He explained the policy in detail and how it differs from the way it was worded before.

Trustee Knezovich stated that he whole heartedly endorses the concept in paragraph one and actually having budget documents that conform with the District's financial statements because they are both prepared under Generally Accepted Accounting Principles (GAAP). He also approves of unexpended appropriations lapsing at the end of the year. Both policies are very sound.

Trustee Kalkowski stated that when the District is able to write checks, that there should be a two person signing policy in place.

*There was a motion by Trustee Knezovich to adopt the Second Amendment to Resolution No. 2008-05 Concerning an Interim Fiscal Affairs/Expenditures Policy. There was a second by Trustee Viscount. The motion carried by a unanimous vote, 6-0.*

**VII. INFORMATION AND ANNOUNCEMENTS**

Trustee Gard stated that the American Library Association (ALA) has a Trustees Division and they started posting things on their web site. This month there is something on Board self-evaluations and a practical guide to hiring outside consultants.

Trustee Knezovich stated that he has no appreciation for the Council Tree name and at some point would like to understand the historical significance of it.

Executive Director Carns thanked Board members who attended the Volunteer Appreciation Brunch.

Executive Director Carns announced that the Children's department just hired a new Bilingual Library Assistant who will start on May 19.

Trustee Knezovich said that the County Assessor was recently featured in the newspaper about potential assessed valuation declines. His interpretation of the tax law is that if the assessed valuation goes down 5%, the District's tax collections go down 5% and the District does not have an emergency clause to raise the current 3 mills. This is something the District will need to keep an eye on.



**IX. ADJOURNMENT**

*There was a motion by Trustee Viscount to adjourn the meeting, which was seconded by Trustee Kalkowski. The motion carried unanimously, 7-0. The meeting adjourned at 7:10 p.m.*

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary