

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

**June 2, 2008  
4 p.m.**

**Main Library – Ben Delatour Room  
201 Peterson Street  
Fort Collins, CO**

**FOR REFERENCE:**

<b>PRESIDENT:</b>	Mary Atchison	217-9213
<b>VICE PRESIDENT:</b>	Mike Liggett	493-0361
<b>EXECUTIVE DIRECTOR:</b>	Brenda Carns	221-6670
<b>ADMIN SUPPORT:</b>	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Nina Bodenhamer

**LIBRARY STAFF PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Jane Thompson  
Larry Webber  
Annie Fox

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:03 p.m.

**II. AGENDA REVIEW**

No changes.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*Trustee Gard moved to approve the regular meeting minutes of May 5, 2008 as presented. There was a second by Trustee Viscount. The motion carried unanimously, 6 – 0.*

**V. REPORTS**

**a) DIRECTOR'S REPORT – Brenda Carns**

Executive Director Carns submitted a detailed report for the month of May in the Board's agenda packets.

Trustee Knezovich stated that he would like to attend the tour of the new branch site. Others attending include: Trustees Gard and Viscount, Fort Collins City Council Member Lisa Poppaw, and some Library Management Team members.

**b) TRUSTEE REPORTS – All**

HR Committee Report

Trustee Gard reported that the next step for the Executive Director mid-year evaluation is for her to meet with the Library Management Team to get their feedback on the form. President Atchison added that she has now received completed evaluations from all the trustees.

Communications Committee (Com-Com) Report

Trustee Gard reported that Ms. Watson-Lakamp presented the committee with a year-long calendar of events, the group talked about the branding process and community outreach.

Meeting Summary with Fort Collins City Manager

Trustee Kalkowski stated that the meeting with Mr. Atteberry went very well overall. He was receptive to hearing the District's position regarding the impact fees and the concern that the current construction budget for the new branch will not be quite enough. He will present this information to the City Council and let them know that this board is working on the issue and that a lot of what happens depends on the outcome of the District's facilities plan.

Trustee Kalkowski said that under the terms of the Intergovernmental Agreement (IGA), the District is able to request meetings with City Council and a work session on this topic might be in order.

Windsor Library.

Trustee Kalkowski noted that the library in Windsor sustained some damage due to the recent tornado and that some of the librarians lost their houses. She suggested that staff call and offer support and help.

Cheyenne Visit.

Trustee Kalkowski reported that she visited the new Communibrary at the F.E. Warren Air Force Base in Cheyenne. She stated that it literally took an act of Congress to declare that the military bases cannot close libraries. This particular facility serves about 10,000 people who are on base and about 5,000 who are not.

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

Mr. Barnes presented the April Financial Report. To date, the District has had expenditures of \$548,230. He stated that he is somewhat concerned that the assessed valuation from last year to this year went up 10%, but so far collections are only up 7%. The difference equates to approximately \$300,000. Regarding the Radio Frequency Identification project, approximately \$300,000 has been spent to date.

**d) LEGAL REPORT**

Ms. Murphy reported that Mr. Seter is currently working with attorney Brad March on the case management order regarding the Wellington issue. It is estimated that the disposition date will be towards the end of August.

**VI. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. UPDATE ON LIBRARY PARK APPRAISAL – *Barnes***

Mr. Barnes stated that the appraisal on the park land came in at \$1,590,000 with the use restriction of keeping it as a public park. Mr. McHenry also gave an estimate if it was used for “best use” which would be as Old Town Lofts and that estimate would have been double that amount.

The next step involves the Board’s approval of the purchase and sale agreement at their July meeting.

**2. RADIO FREQUENCY IDENTIFICATION TAGS PROJECT UPDATE – *Block***

Mr. Block briefly updated the board via a PowerPoint presentation. Highlights of his update included:

- Review of the project objectives
- Progress reports on weeding, retro-conversion, self checks and staff stations, financial standings, and final project phases

The bottom line is that the project is on time and on budget thanks to hard working staff from all departments.

**3. FACILITIES PLANNING UPDATE – *Carns***

Executive Director Carns stated that she sent letters to three library consultants: Aaron Cohen and Associates, June Garcia, and Providence Associates. Replies have been received from two of the three.

It was agreed that Executive Director Carns will give the consultants a deadline of June 21 to submit proposals and the Board will then review and discuss them at their July meeting.

4. **PLANNING FOR RESULTS POWERPOINT PRESENTATION – Carns**

Executive Director Carns gave a presentation on the progress of the Planning for Results process. Highlights of the presentation included:

- Top 10 Goals and Objectives For Each
- The 12 Organizational Competencies
- Next Steps

Trustee Liggett stated that he is happy with the outcome of the process so far. The document describes the activities the library intends to provide, they are prioritized, the competencies tell the organization how it will provide them, and what things are needed to be done in order to provide them, and there is a measurement piece included. It's a great leadership tool for everyone.

Trustee Gard said that she tried to find information on past planning processes, but could not find anything that was as concise as this is. She feels this will be very useful especially in terms of the way it is presented.

Trustee Gard strongly recommended that staff schedule a specific community meeting to give people in Laporte and Timnath an opportunity to give their input. Executive Director Carns said that it can be done although past experience has been that not many people come to those types of meetings.

5. **POLICY GOVERNANCE UPDATE – Atchison**

President Atchison stated that a contact name was obtained from County Manager Lancaster. Bill Charney is a Policy Governance consultant and has an office in Denver. Ms. Carns was able to have an initial telephone conversation with him. Mr. Charney is out of town until June 18, at which point President Atchison will try to connect with him. She plans to ask him some initial questions to determine what he can do for the board and how much it will cost. She will report to the Board once she knows more.

6. **COMMUNICATIONS PLAN – Watson-Lakamp**

Ms. Watson-Lakamp distributed a schedule of summer community outreach events. She explained that the District will have a booth at each individual community summer fests and that board member volunteers are needed to help man the booths. Members should email Ms. Watson-Lakamp if they are interested.

The board discussed the purpose of the outreach meetings and in conclusion agreed that instead of depending on them as a reliable way of gathering information, the primary purpose of having the booths there will be so staff can hand out information about the District and let folks know what the District offers them.

At some point in the future, it was recommended that staff hold focused community meetings specifically geared toward asking for feedback on community needs and District services.

Ms. Watson-Lakamp distributed a 3-page project timeline that reflects all the projects she will be working on this year. There are two projects of special interest; the naming of the District and the naming of the new branch. The Board discussed the process and agreed that for the naming of the District, the Com-Com will come up with some guidelines and then will request name suggestions from the public. The Com-Com will narrow the list down to five names which will be presented to the Board of Trustees for consideration and final selection.

For the naming of the new branch, the Com-Com will solicit suggested names from library staff and will narrow the list to five for the Board to consider.

Trustee Knezovich suggested that since this is an election year, perhaps the library can work with the League of Women Voters on a forum to be held in the fall.

**b) NEW BUSINESS**

**1. PROCUREMENT POLICY– *Barnes***

Mr. Barnes referred to the spreadsheet included in the agenda packets and went over each line with the Board. He explained that these are the rules the District is operating under currently and he then compared them to what other libraries have in place. He reminded the Board that the District is still operating under City of Fort Collins policies

Mr. Barnes requested Board feedback on whether they are satisfied with the current figures as listed in the “2007” line or if they would like to change it. Trustee Liggett suggested increasing the Market Purchase amount from \$2,000 to \$5,000, but otherwise leave the rest of the figures in the 2007 line as they are.

Mr. Barnes will make the suggested change and bring it back next month for the Board’s approval.

**2. CAPITAL RESERVES – Carns & Barnes**

Mr. Barnes stated that the capital needs of the District include maintaining existing facilities, technology infrastructure, and providing for additional and/or remodeled facilities. He explained that the amount needed as a capital reserve directly depends on the identified needs. It is clear that the 30+ year old Main Library building will require more maintenance or major refurbishing in the near future.

A capital fund reserve is a responsible piece of the overall financial planning for the District. At what level and what for is difficult to determine until a facilities plan is developed.

Mr. Barnes went over the document entitled: *FCRLD Budget Projections 2008 & 2009*. He noted that the figure in the “Reserved for Operations” line is three months worth of operating costs. The Board discussed various options related to impact fees and capital needs. The Board agreed that it is very important to internally build reserves up for future capital expansion needs to show the voters that the District is responsible and conscious of the needs. Trustee Knezovich stressed the importance of not only building up the District’s reserves, but also continuing to ask for impact fees. He distributed a letter he emailed to the Mayor of Fort Collins for the Board’s information.

In conclusion, Executive Director Carns will put together a proposal to fix up the Main Library, in stages, and Mr. Barnes will return next month with some capital reserves (both reserved and unreserved) options for the Board’s consideration.

**VII. INFORMATION AND ANNOUNCEMENTS**

None.

**IX. ADJOURNMENT**

***There was a motion and a second to adjourn the meeting. The motion carried unanimously, 6-0.*** The meeting adjourned at 6:50 p.m.

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary