

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

**August 4, 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
Mike Liggett
Bob Viscount

BOARD MEMBERS ABSENT:

LIBRARY STAFF PRESENT:

Jeff Barnes
Brenda Carns
Lynda Dickson
Kristen Draper
Vicky Hays
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Larry Webber
Ed Ott
Annie Fox
Ellen Lawson

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes were made.

III. PUBLIC COMMENT

Ellen Lawson: I live on Pecan Street and I have no Internet at home and I use the Internet here and I really appreciate the service. I'm a scholar and I order at least 40 books on interlibrary loan and Prospector the last year and the service is fantastic. I also understand you have great statistics for circulation and I'm here because I had a very unpleasant experience here a week ago and I think it's correctable. So I'm here to speak on behalf of changing it.

If you have Internet service and you order books on Prospector they let you know by email. But if you don't they call you on the phone. They do not tell you the name of the book. They will not even tell you if you answer it in person. Last week I got a message that I had two books here and it was a hundred degrees outside. So I biked down here in hundred degree weather and of course I forgot my card. I understand you can't check books out without your card – I don't have a problem with that at all. But I thought perhaps they could tell me the name of the two books that I ordered because I order so many. And the clerk wouldn't due to privacy. And yet I am me. I know I'm me and she believed that I was me. I was just asking for the names of the books that I ordered that they wouldn't tell me in my own home and my own answering machine.

Now doctors and hospitals, when they call you with information, they ask you ahead of time, do you mind if we leave it on your machine? If they would only do that, I wouldn't bike down here in hundred degree weather and get really frustrated because I don't even know what it is and if it is worth going home and getting my card. I feel very strongly that I shouldn't be protected from myself. I believe in security and I believe in privacy, but this was so crazy. That's why I came here to tell you because I couldn't understand how my friendly local library..... just leave the information on my machine and things would be great.

IV. APPROVAL OF MINUTES

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

V. REPORTS

a) DIRECTOR'S REPORT – Brenda Carns

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

Additionally, she highlighted the following:

- There's been a problem with cyclists speeding through the park so "Children at Play" signs were recently installed as well as signs asking bicyclists to yield to pedestrians. Executive Director Carns checked with the City to see what else could be done and was told that they could not enforce a dismount zone.

Unfortunately, there was a recent accident in the park – a child was hit by a bicyclist. Executive Director Carns called the parents to talk to them but has not

been able to connect yet. She also called the City to see if stronger measures can be taken now that this has happened. She will keep the Board posted.

- Statistics were handed out and it was noted that circulation has again reached an all-time high. In June, the number of items circulated was 212,371.
- New branch naming – 11 names were submitted, the Library Management Team narrowed it down to 4 and staff liked Council Tree the best.
- The Board table at the Annie Walk still needs volunteers.

Trustee Gard stated that the Book Express project is very exciting and expressed kudos to staff who worked on the grant application. Great job!

b) TRUSTEE REPORTS – *All*

Trustee Knezovich: Trustee Knezovich stated that he would be interested in Executive Director Carns' response to the suggestion Ms. Lawson made tonight during the Public Comment portion of the meeting.

Executive Director Carns stated that she spoke with Ms. Lawson at length last week when she first heard of her complaint. She explained that she really doesn't know of any way around her issue because the policy is very clear. Executive Director Carns offered to distribute copies of it. The bottom line is that there is a law that makes it an offense, subject to a fine of up to \$300, for a staff person to give information to the wrong person. These policies are not only in place to protect the individual patron, but to provide a safe set of procedures that are consistent and fair for the staff to follow.

Ms. Murphy added that this issue has come up with a number of libraries and she has a two-page primer on user records and privacy issues that she can provide staff and the Board.

After the Board has established their Mission, Values and Vision, they will revisit this subject again.

Trustee Gard: Because there have been some questions about it, Trustee Gard clarified that the Library Management Team portion of the Director's evaluation will be part of the year-end evaluation, not the mid-year evaluation, which is a test of the process.

President Atchison reported that she and Vice President Liggett have summarized all the comments from the Board and now need to meet with Executive Director Carns to go over them. Once that occurs, the mid-year evaluation will be complete. The Board will receive copies of the summary after the meeting between Carns, Liggett and Atchison has occurred.

President Atchison: President Atchison asked Ms. Langren to go back and check the minutes on the naming process for the new branch. It appears to be unclear what the process is once staff submits name suggestions.

c) FINANCIAL REPORT – *Barnes*

Mr. Barnes stated that before the regular financial report, he wished to report that he received the report from the auditors – there are copies for everyone – no action needed. It simply needs to be submitted to the State and can be done with or without Board endorsement.

Secondly, because Trustee Knezovich had asked for a summary of where the City is to date on impact fees, Mr. Barnes worked up a schedule which he then distributed to the Board and briefly went over it.

After a brief discussion about the amount of fees the District has collected, Trustee Bodenhamer said that Council members are likely to question why the District is suddenly adding items to the new branch. Therefore she suggested that staff make it clear that this is not extra money, this is money to *restore* that initial design and initial vision to bring a quality service to the southeast part of the District.

Mr. Barnes presented the June Financial Report. To date, the District has had expenditures of \$570,523. The District is now 97% collected for property taxes.

Trustee Gard inquired about the budget for the Summer Reading Program. She added that it is phenomenal that this community has 10,000 people participating this year. Executive Director Carns will get the budget information to Trustee Gard and in the meantime indicated that it costs approximately \$30,000 for the program and much of it comes from the generous donations of the Friends of the Library.

d) LEGAL REPORT

Ms. Murphy reported that she distributed copies of the Library Park Transfer agreement to the Board for their review. City staff has proposed having a leasing arrangement to basically keep the maintenance arrangement status quo where the City would maintain the park on behalf of the District even after the transfer occurs. She said that is a transaction that has to go through Council, which is scheduled for the 19th. If anyone has any comment on the lease agreement, please let Ms. Murphy know by the 11th.

Trustee Knezovich requested an update on the Wellington issue. Ms. Murphy said that Seter & Vander Wall determined to go ahead and file a motion for summary of judgment which will be done by the end of this week. The District court judge is Schapanski. Once it's filed, then the Town of Wellington will have a certain number of days to respond and it will then be in front of the judge. The estimated date of disposition is mid-to late- fall of 2008.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. POLICY GOVERNANCE UPDATE – *Atchison*

President Atchison distributed copies of the email that she sent to the Board following her conversation with Bill Charney. She asked for feedback and heard from only two members. This is a very important endeavor for the board, so it is now on the table again for discussion.

She reminded the Board that Mr. Charney's cost is \$15,000 for three days. The other options are to check into two names of local facilitators who could take the Board through a day's worth of work to do their mission, vision and values and at the end of that time the Board could make a decision to either move forward with more work or not. President Atchison said that she doesn't have the cost for the other two consultants yet, but it will be significantly less than Mr. Charney.

There was consensus from the Board to check into the local facilitators rather than hire Mr. Charney. President Atchison will follow-up with the facilitators and will have something scheduled before the Board meets again.

2. FACILITIES PLAN PROCESS UPDATE – *Carns*

Executive Director Carns asked for Board feedback on the draft Request for Proposals (RFP).

Trustee Kalkowski offered to help wordsmith the document at a time separate from this meeting.

There were items brought up that need clarification such as capital needs for Main versus branch libraries which Mr. Barnes took note of. Trustee Knezovich added that the consultant should be asked for their recommendation as to how the library's growth structure should be set up – either a centralized library or a branch library system and how it could be financed.

Study Session with Council

Last month the Board agreed that there needs to be a Study Session with the City Council to update them on the Facilities Plan, which has been set for December 9.

President Atchison and Executive Director Carns recently met and agreed that in the meantime, a letter should be sent to City Council to update them on what the plan is. She asked that the Board review the letter at this time.

There was consensus to endorse the letter and send it out. Trustee Bodenhamer asked to be notified when the letter goes out so that Board members will know it's alright to speak with Council members about it in the event the opportunity arises.

3. **FINANCIAL POLICIES OVERVIEW – *Barnes***

Mr. Barnes stated that this month he has two policies to share with the board. These do not need any changes and do not need board approval. The two policies are: Cash Management Investment Policy and the Records Retention Policy. Mr. Barnes briefly went over the policies.

Trustee Bodenhamer requested that the fundraising policy be added to the top of the list of upcoming policies Mr. Barnes will bring to the board. Executive Director Carns noted that Ms. Watson-Lakamp is currently working on that, but work on it can be accelerated.

b) **NEW BUSINESS**

1. **OPEN RECORDS & BOARD COMMUNICATIONS – *Murphy***

Ms. Murphy was asked to briefly refresh the Board on the Sunshine Law as it pertains to email communications, noting that if there is an email or a series of emails that are referred to in a board meeting that essentially makes them a public document that must be disclosed if requested.

VII. INFORMATION AND ANNOUNCEMENTS

- Trustee Knezovich reported that after 15 years of service, Bondi and Co. will no longer be the auditor for the City.
- Trustee Gard asked if it would be helpful for the board to go ahead and vote on the new branch name now. President Atchison stated that Ms. Langren will check the minutes of the June meeting to see what process was decided on. Should the Board need to take a vote on the name, it can be done via email so staff doesn't have to wait until the next board meeting to move forward with next steps.
- President Atchison reminded the Board that the next meeting will be on September 8 due to Labor Day.
- President Atchison encouraged Board members to participate in the upcoming Annie Walk event as it is a good opportunity to visit with the public.

IX. ADJOURNMENT

There was a motion and a second to adjourn the regular meeting of the Board of Trustees. The motion carried unanimously, 7-0. The meeting adjourned at 5:34 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary