

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

**September 8, 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
Brenda Carns
Lynda Dickson
Ken Draves
Cynthia Langren
Peggy Shaughnessy
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Phyllis Abt
Jane Thompson

I. CALL TO ORDER

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

II. AGENDA REVIEW

- Executive Director Carns requested the addition of “Facilities Request for Proposals Process” be added as the first agenda item under Unfinished Business and added that John Stephen, Senior Buyer with the City of Fort Collins is present to answer any questions the Board may have.
- Executive Director Carns said that the Auditor’s Report will be conducted via conference call rather than in person due to a schedule conflict.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

Trustee Viscount moved to approve the regular meeting minutes of August 4, 2008 as presented. There was a second by Trustee Gard. The motion carried unanimously, 6 – 0.

V. REPORTS

a) DIRECTOR’S REPORT – *Brenda Carns*

- Executive Director Carns thanked the Board for their participation in recent events during August. She said that it’s appreciated that virtually every member took time out of their busy schedules to be at various meetings and events.
- With regard to the naming of the new branch, Executive Director Carns and Watson-Lakamp are meeting with Ty Smith from Colorado State University who is a contact from the Native American community, to see if there are any potential issues with the name “Council Tree”. If the name does not present any issues, then an announcement will be made and staff will move forward, however if there are significant objections, staff will come back to the Board.
- It was noted that there will be an update on the District branding project from either Trustee Bodenhamer or Watson-Lakamp at some point during the meeting.

Trustee Kalkowski noted that a partnership was mentioned in the Director’s report and suggested that it would be helpful to track those activities back to the strategic goals so that the Board and staff can track progress. Executive Director Carns agreed it was a good idea.

In relation to the recent increase in incidents at Main library, Executive Director Carns asked if the Board would like to consider passing a resolution in support of amendment 1A at the next meeting. She noted that the school board passed a similar resolution in favor of the district’s ballot question in ’06. Trustee Gard

stated that she would think the Board would look for direction from Executive Director Carns as to whether a resolution should be passed or not.

b) TRUSTEE REPORTS – *All*

Trustee Gard gave an update on the employee evaluation request made of Executive Director Carns earlier this year when she was asked to come up with an effective evaluation system for District employees. Lynda Dickson has been the lead person in pursuing this with the City's Human Resources department and found that they have been using a specific software system for their evaluations called Integrated Talent Management System that they are very pleased with. Dickson found that the District was able to easily plug into the same system and will be implementing a pilot project using hourly employees of the District first to work out any glitches in the system. Once that is successful, Classified employees will be moved over to the new system as well.

Trustee Bodenhamer reported that with respect to the branding process, the Request for Proposals was very good as reflected by the proposals that have come back in. She noted that there are professionals in the community who are even willing to donate a portion of their time since there isn't a huge budget. Kudos to Watson-Lakamp for a great job on this.

c) FINANCIAL REPORT – *Barnes*

Mr. Barnes presented the July Financial Report. As expected, the District received a large property tax distribution in July. The amount (\$1,662,046) brought the year-to-date collections to \$6,374,007 which is 95% of the annual budget. The District also received its first distribution of Building on Basics (BOB) funds from the City of Fort Collins. Beginning the August the pro-rata remaining amount due will be transferred to the District on a monthly basis. Revenues of \$584,112 exceeded expenditures for the month by \$1,607,200. The current fund balance is \$5,952,445.

d) LEGAL REPORT

Murphy reported that with regard to the Wellington litigation, the case is fully briefed at this point and is before the judge. Depending on his docket, it is expected that there will be a decision in the next 30-60 days.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. FACILITIES RFP – *Barnes*

Barnes reported that the Request for Proposals (RFPs) were picked up and distributed on Friday, September 5 and that the review team, including President Atchison and Trustee Kalkowski, are currently looking the proposals over.

Barnes stated that staff has some concern about the process as it relates to the Board's involvement and would like clarification. John Stephen took the floor and explained the City's process to the Board. Basically, a review team of 5-8 people is formed that routinely includes two Board members. Proposals go to the team; they read and rate them using a standard rating format (available on the web). After the team rates the proposals, they compare the numbers and decide on the top three. Next, the top three are interviewed using the same criteria for both the written and the oral. The team scores each candidate which is then put up on a board and the team discusses the scoring and reasoning and ultimately, a decision is made and a consultant is selected. Once a consultant is selected, it is still confidential until a signed agreement is obtained.

Board comments/questions:

Trustee Bodenhamer stated that while the City's process appears to be thorough, she has questions about the Board's involvement. She recalled that earlier in the year, the Board talked about getting presentations from the consultants as a whole.

President Atchison stated that this is such an important plan that the District will rely on this for the next 10-20 years and it will be used to request additional funds from the public and therefore it needs to be an extremely defensible process. Initially, the Board was very concerned and interested in making sure the steps that the planner goes through are comprehensive and thorough and such that the Board would feel confident if they had to go out to the public and request money.

She said that her main concern is making sure everyone on the board has a chance to see the proposals so they can talk about them and be involved in the process.

Trustee Gard stated that the Board was going to rely on the presentations for education.

Trustee Kalkowski stated that due to her past RFP experience, she is very comfortable with the City's process and that there are good reasons behind having a smaller review team. The proposals have to be evaluated strictly against the RFP. Education should have been included in what the consultant does.

Stephen stated that the Scope of Work can certainly be revised after a consultant is selected. He added that this process has been used with similar boards such as this one including Poudre Fire Authority, Downtown Development Authority, and the Housing Authority and it works best to only have two representatives from the Board. The goal is to trust the people that you have on the review team to collaborate and

focus on getting the best consultant to do the master facilities planning for the District. He said that he understands the concern of the board, but it is a process that he feels Trustees Kalkowski and Atchison will definitely be able to carry out on behalf of the board and ensure that a consultant is chosen that will be the best fit.

Stephen said that once a consultant is hired, the Board will be working hand in hand with them. For example, if the Board feels there is something left out or there is an addition that's needed, at that time, the Board can talk to them about that at that point. The goal of the review team is to choose the best consultant that they feel will provide the services needed and then from there, the consultant, the board, and the staff will work together as a team to develop the final report that will go out.

Trustee Gard asked President Atchison and Trustee Kalkowski if they are comfortable in knowing what the Board wants or if more input is needed. President Atchison stated that she does not feel comfortable.

Barnes stated that an option would be to go ahead with the City's process, select a consultant and then right at the beginning, have that consultant come to the Board and do the education piece. That way, everyone could be involved in a brainstorming session to ensure that the consultant completely understands what the Board wants.

President Atchison asked the Board for their opinion on going with the City's process.

Trustee Knezovich agreed it would be best to do what the professional advises the Board to do and added that he hopes the chosen consultant would interview City Planning staff regarding future growth.

Trustee Viscount stated that he is comfortable with having President Atchison and Trustee Kalkowski represent the Board and that the Board needs to wait and see which consultant comes out on top. He suggested that the top company should come and talk to the Board and explain exactly what they're going to be doing before a contract is approved with them. President Atchison asked if that is a possible step: for the board to interview them? Stephen said yes, after a consultant is selected. This is done on a regular basis with consultants. In this case it will be a bit more, since there will be more folks to sit down and chat with. Usually they come in and meet with the project manager to make sure the scope meets or fits the needs, noting that everything can't be changed, but there is a lot of room for additions and changes.

Trustee Knezovich noted the timeline, which says the consultant will be selected on September 17. Executive Director Carns stated that the reasoning behind the aggressive timeline had to do with the December 8 Work Session date with the City Council. However, the date can be flexible since City Manager Atteberry requested only that a simple update be provided to the Council and that a Facilities Plan doesn't necessarily have to be in effect on that date. It will be sufficient to give them an update and let them know the facilities plan is moving forward.

Trustee Bodenhamer expressed that one of the most important things she will be looking for is getting someone who understands the value of community vision.

President Atchison asked again if the Board is comfortable with moving forward with the proposed process. There was consensus from the Board.

The Board thanked Stephen and Barnes for the clarification and discussion. Barnes will revise the timeline.

2. **PURCHASE AND SALE AGREEMENT – Murphy**
There was a motion and a second to approve the Purchase and Sale Agreement between the City and the District. The motion carried unanimously, 6 - 0.

3. **LEASE AGREEMENT – Murphy**
There was a motion and a second to approve the Lease Agreement between the District and the City to address ongoing maintenance of Library Park. The motion carried unanimously, 6 - 0.

4. **PLANNING FOR RESULTS – Carns & Watson-Lakamp**
Watson-Lakamp distributed final draft copies of the Planning for Results document and stated that she would appreciate feedback over the next month and that it will be brought to the Board for approval in October.

Trustee Knezovich asked if there were any board members who were disappointed with the process and if so, why?

Trustee Gard stated that a lot of it has to do with misunderstanding what was going to come out at the end. She plans to do a critique of the process and is willing to share that with anyone who is interested. She added that there were questions that she had hoped the process would answer, but didn't and that she is not satisfied with the public process.

Trustee Knezovich asked how it was a flawed process. Trustee Gard said that the committee was only 17 individuals who did not represent any significant public input into the process. Rather than take up time at the moment, she offered to share her concerns with Trustee Knezovich at a later time.

Trustee Bodenhamer stated that her concerns centered around the lack of having the Board's values, vision and mission on which to build this document on.

Any concerns should be emailed to Watson-Lakamp between now and the next meeting so she can compile them. At the October meeting, she will go over those with the Board. She noted the reason that October was chosen as the approval date was so that the budget building process could use this document as a guide.

Trustee Bodenhamer suggested using the organizational competencies in the PFR document at the Board's retreat to apply the process to what is desired out of operational efficiencies and how that is defined.

5. BOARD RETREAT – *Atchison*

President Atchison stated that the board will be meeting on September 30 at Tamasag. Langren will send out logistical information as the date approaches.

Gregg Piburn was selected to assist the Board at their retreat. The following are the steps involved in the process:

- a. Gregg will meet with Atchison and Carns on the 15th
- b. He will meet with each Board Member individually
- c. Hold the all day retreat
- d. Gregg will provide a summary within one week of the retreat
- e. He will be available for follow-up

b) NEW BUSINESS

1. REPORT FROM THE AUDITOR – *Barnes*

Barnes stated that there was a family scheduling conflict with the auditor so a conference call has been arranged instead.

Unable to reach the auditor, Barnes proceeded with the report, a hard copy of which was distributed last month.

The District was given a clean opinion and no action is required although it would be favorable to have a motion from the Board to accept it. ***There was a motion by Trustee Kalkowski to accept the audit. Trustee Viscount seconded the motion and it carried by a unanimous vote, 6 – 0.***

2. OUTREACH PRESENTATION - Benke

Benke gave a Power Point presentation with handouts that included the following highlights:

- Our Library District (maps included)
- Our progress so far
- Outlying communities
- Getting to know our customers
- Potential Ways to Serve them
- Into the Future
- The Fort Collins Regional Library District is committed to serving its customers – all 172,994 of them.

3. GIFT/SPONSORSHIP POLICY – Watson-Lakamp

Paula Watson-Lakamp stated that this policy is for the Board's review and discussion and then approval at the October meeting.

Initially the Board suggested several edits to the policy, and then agreed it would be beneficial to discuss this further on the 30th or after when the Board has had the retreat in which their Mission, Values and Vision will be established.

4. FUTURE ANNUAL DISTRICT PICNICS - Bodenhamer

After a brief discussion, it was agreed that Executive Director Carns will ask the Library Management Team to provide feedback on whether or not to hold future District staff social events and to suggest ideas for staff recognition and appreciation, which will be brought to the Board.

5. STUDY SESSIONS - Carns

Executive Director Carns suggested holding an additional meeting on the third Monday, every other month, to allow staff to give educational presentations to the Board, similar to the one Benke presented this evening.

The Board agreed it would be beneficial to do this and decided to start in January. An RFID wrap-up report will be one of the first presentations.

Langren will provide both regular and study session dates to the Board for their 2009 calendar by the next Board meeting.

VII. INFORMATION AND ANNOUNCEMENTS

- Trustee Kalkowski stated that for the retreat, she would like to hear from staff about what they think is important in terms of values. President Atchison said that Mr. Piburn can talk to staff as well as to the Board so that everyone is included.
- Trustee Viscount reported that the Colorado Association of Libraries (CAL) conference is coming up, November 6 – 8 and that registrations are being accepted. Langren will send out information to the Board and sign members up if they would like.
- Trustee Knezovich asked everyone to be aware of ballot issue 1A
- Executive Director Carns stated that Banned Book Week events are being planned such as a daily drawing for banned book bags.
- Executive Director Carns announced there is a Read on! Fort Collins event featuring author Julie Otsuka on October 26 at the Lincoln Center.

IX. ADJOURNMENT

There was a motion and a second to adjourn the regular meeting of the Board of Trustees. The motion carried unanimously, 6-0. The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary