

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

**October 6, 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

**LIBRARY STAFF PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jacqueline Murphy  
Jane Thompson  
Larry Webber  
Dawn Putney  
Michelle Venus

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

*Trustee Kalkowski moved that item V. be either dropped or delayed from the agenda and replaced with a discussion of a policy of the Board in terms of endorsing political referendums or candidates. There was a second by Trustee Liggett. The motion carried by a unanimous vote, 7 – 0.*

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*Trustee Gard moved to approve the regular meeting minutes of September 8, 2008 as presented. There was a second by Trustee Viscount. Trustee Kalkowski noted an error on page 3 in the Financial Report. The second to last sentence should read: Revenues of \$584,112 exceeded expenditures for the month by \$1,607,200. The motion carried unanimously, 7 – 0.*

**V. REQUEST TO SUPPORT 1A**

It was noted that Peggy Reeves decided not to request the Board's support and therefore is not in attendance.

Trustee Kalkowski stated that from the Board's recent retreat it became obvious that there was a need for clear policies on the issue of political endorsements. She stated that she looked back to the Board's Mission Statement to the fact that the Board is here to provide just library services. In addition, she pointed out that this is an appointed board and not an elected board. In her opinion, that means that the statute was set up that the Board is not to take political positions. Therefore, Trustee Kalkowski stated that she has concerns about supporting anything political that is not directly, wholly and clearly related to the provision of library services.

*Trustee Kalkowski moved to develop a policy on political endorsements that the Board would only consider those that are directly, wholly and clearly related to the Board's mission of providing library services. There was a second by Trustee Viscount.*

*After discussion, Trustee Kalkowski changed the word "develop" to "adopt" in the motion. Trustee Viscount accepted the amendment to the motion. After more discussion, the question was called and the motion failed, 5– 2.*

*Trustee Liggett moved to adopt a policy that says ballot measures for the Board's consideration with regard to resolutions will only be heard for discussion by the Board if the majority of the Board agrees. There was a second by Bodenhamer. The motion carried unanimously, 7 – 0.*

Murphy offered to produce a one-page resolution to reflect the Board's action on adoption of this policy.

## **VI. REPORTS**

### **a) DIRECTOR'S REPORT**

Trustee Gard and several other Board members expressed their appreciation for all the wonderful things going on as reflected in the Director's written report.

Executive Director Carns distributed the Summer Reading Program report for Children's, Teens and Adults. It was suggested that the report be put on the web site and be shared more widely. An article in the Coloradoan was also suggested and Watson-Lakamp agreed.

There were no questions for Executive Director Carns on the written report.

### **b) TRUSTEE REPORTS**

#### *Trustee Gard:*

- Reported that the Colorado Association of Libraries conference is quickly approaching and reminded the Board that she emailed them the link to the Trustee workshops offered at the conference. She noted that she is in charge of the Trustee cocktail reception this year.

- Reported that she was on hand for the first day of RFID which was exciting and was glad for the chance to be there to see how successful it was.

- With regard to the Executive Director's evaluation, Trustee Gard stated that it has not yet been finalized how the staff forms get returned and compiled. One suggestion was for Trustee Gard to email the form to each LMT member as an attachment and they can mail it back. Trustee Gard would like to come to an LMT meeting soon to discuss process with the group – (Set for October 16 tentatively).

- National Friends of the Library Week is October 19 – 25. Watson-Lakamp has some fun activities planned and their monthly board meeting is on October 21 at 2:30 and the Board is welcome.

#### *Trustee Knezovich:*

- Reported that on September 30 the Board and the Executive Director participated in an all-day retreat and were fortunate to have a very good facilitator who did a fantastic job. Everyone participated and learned from it and felt it was a day well spent.

- Reported that he will be representing the Board at the Library Trust meeting.

**c) FINANCIAL REPORT – *Barnes***

Mr. Barnes presented the August Financial Report. The property tax year-to-date collections of \$6,452,414 are 97% of the annual budget. Total revenue for the month of August was \$29,190. Expenditures for the month were \$622,510. This is a higher amount than average because in August there were 3 bi-weekly payrolls. Because there are 26 pay periods in a year, there are two months when this occurs. Total expenditures exceeded revenue in August by \$333,035. The current fund balance is \$5,619,410.

**d) LEGAL REPORT**

Murphy stated counsel is still waiting for a decision with regard to the Wellington issue.

**VII. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. TOOLBOX CREATIVE – *Watson-Lakamp***

Watson-Lakamp introduced Dawn Putney from Toolbox Creative who is tentatively the marketing/branding consultant for the District. Ms. Putney briefly went over the process she plans to take which includes six phases. She introduced Michelle Venus who will also be working on this project.

Watson-Lakamp proposed a committee of 8 – 10 people work with Putney and Venus. She asked for direction from the Board on who to ask to be on the committee and whether or not the committee should start with the list of 10 proposed Library District names that were narrowed down from an original 154 from the public; or, if the committee should only start with 3.

In conclusion, it was agreed that the committee will bring the top three names to the Board for a vote, plus any others that they want to present that are not on the list. The Board agreed that the committee will be made up of the following: President Atchison, Trustee Bodenhamer, a library staff member (or two), a Friends of the Library member, a Library Trust member, a Front Range Community College staff member, and Toolbox Creative will be asked to recommend a couple of people.

**2. FACILITIES MASTER PLAN – *Barnes***

Barnes stated that the District received six responses to the Facilities Master Plan Request for Proposals (RFPs). The proposals were reviewed by an evaluation team and from the six responses; three were selected for interviews which were held on October 1. A firm has been selected, but due to prior commitments, they cannot meet with the Board until November 17 and 18. Therefore, Barnes requested a special meeting of the Board be held on those dates so the firm can come and meet the Board and walk them through a “visual scan”. This will be the opportunity for them to hear the Board’s input and make sure the Scope is correct. Then

on the 18<sup>th</sup>, they will actually get the ball rolling in terms of beginning their work.

Trustee Kalkowski added that included in the price for this firm are unlimited drafts of the final report to ensure that it covers what the Board wants it to.

The timeline was discussed and the Board agreed that there is no reason to rush it and that it is more important to get it right than to get it done quickly.

Trustee Liggett asked if there was a specific reason why the Board doesn't go ahead with signing a contract with the chosen firm. President Atchison and Trustee Kalkowski both expressed their comfort in going ahead with signing a contract with the top candidate as did the rest of the Board and staff. Murphy stated she would prefer to review the contract before it is signed.

3. **2008-20011 STRATEGIC PLAN APPROVAL – *Watson-Lakamp***  
President Atchison proposed to schedule a separate two-hour meeting for the Board to discuss, finalize and adopt the draft Mission, Vision and Values. The Board agreed and asked that Ms. Langren coordinate the scheduling.

Although the Board wanted to ensure there is coordination between the Strategic Plan and the Mission, Vision and Values documents, President Atchison stated that the staff needs to be able to move forward with the Strategic Plan, especially in terms of the budget. President Atchison proposed to go ahead and approve the service responses/goals and objectives and save the organizational competencies until they can be melded (or not) with the Mission, Vision, Values. The Board discussed various options including approving parts of the plan versus the entire plan.

***Trustee Bodenhamer moved to approve the 2008-2001 Strategic Plan subject to revisions as deemed necessary by the Board created mission, vision and values. There was a second by Trustee Liggett. The motion carried unanimously, 7 – 0.***

Watson-Lakamp stated that the next steps will be to post the document on the web and to create a short, condensed version in a brochure format to hand out to the public.

4. **MAIN LIBRARY FACELIFT UPDATE – *Carns***  
Executive Director Carns referred to the written update included in the Board's packets and then shared samples of the various color shades that

will be used throughout the library. The different areas will be color-coded and will also serve as a way finding tool as well. Trustee Bodenhamer complimented the color palette.

**5. RFID WRAP-UP – Block**

Block presented information on the final phase of the RFID project and shared the success enjoyed so far. Everyone has been very pleased with it and perhaps one of the best points is that the project came in under budget by about \$100,000 – 150,000. There will be a staff and volunteer celebration for a job well done on October 19 at Avogadro’s Number. The Board is invited to take part in the festivity. More information will be coming soon. The Board thanked Block and all the staff for all the work on this project.

**b) NEW BUSINESS**

**1. ALA RFID POLICY – Carns & Block**

Executive Director Carns stated that now that the Library is in full swing with RFID, she recommends that the District adopt the American Library Association RFID policy, which the District is already in compliance with.

*Trustee Liggett moved to approve the American Library Association RFID policy as the policy for this library district. There was a second by Trustee Gard. The motion carried unanimously, 7 – 0.*

Executive Director Carns noted that this newly approved policy would go up on the web site right away and with regard to the rest of the library’s policies, she has instructed staff to put them up as they stand, knowing they need to be revised.

**2. APPOINTMENT OF AUDITOR - Barnes**

Barnes explained that the City of Fort Collins appointed the CPA firm of McGladrey & Pullen, LLC as auditors for the City. Because the Library District is contracting with the City for financial and accounting services, appointing McGladrey & Pulley, LLC as the District’s auditors would be the most efficient process.

*Trustee Kalkowski made a motion to appoint McGladrey and Pullen, LLC as auditors for the District and authorize the Executive Director to enter into any required agreements as part of that appointment. There was a second by Trustee Viscount. The motion carried unanimously, 7 – 0.*

Murphy added that she would need to review the agreement as well.

**3. 2009 FCRLD BUDGET – Barnes**

Barnes presented a detailed report on the 2009 proposed budget for the District via Power Point. He noted that after this submission to the Board, a Notice of Budget will be published. At the November Board meeting, a public hearing on the budget will be held and adoption of the 2009 budget will be requested.

Upon conclusion of the presentation, Barnes asked for comments or questions, which were answered satisfactorily. The Board thanked Barnes for the clear, concise report.

Barnes stated that unless there is direction from the Board, the next steps are to post a Notice of Budget and then hold a public hearing at the Board's November meeting and he will ask for the Board's approval at that time.

Trustee Knezovich inquired about impact fees, noting that there is no line item for that. He asked about the status of that. Barnes stated that when the southeast branch construction is completed, the City should turn over unspent impact fees over to the District because it's primarily capital oriented and will go into the capital project fund so it won't impact the general fund. Trustee Knezovich asked what steps staff are taking to continue those impact fees. Executive Director Carns is scheduled to meet with Council at a Study Session soon.

President Atchison asked if there is any direction for Barnes on the 2009 proposed budget. There being none, the Board thanked Barnes for the excellent work.

**VIII. INFORMATION AND ANNOUNCEMENTS**

- Watson-Lakamp announced that the new branch is Council Tree Library. ***Trustee Bodenhamer moved to adopt the name of Council Tree Library for the new southeast branch library. There was a second by Trustee Viscount. The motion carried unanimously, 7 - 0.*** Watson-Lakamp stated she is meeting with City folks to work out how it will all be announced and signed. Trustee Bodenhamer stated that it might be advantageous for the Executive Director to send out a letter to Council and the Mayor announcing the name.
- Trustee Knezovich spoke in support of 1A, stating he did have the support of three other Board members to bring this issue up. He proposed that the Board announce their support of issue 1A. There was no action to support it as a whole.
- Trustee Kalkowski stated she attended the Special District Annual Conference with her husband and it was very good.
- President Atchison mentioned the 2009 calendars for both regular Board meetings and Study Sessions which were distributed at the beginning of the meeting.

**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 7:30 p.m.*

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary