

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

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

**City Streets Facility
625 Ninth St.
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:

Jeff Barnes
Lu Benke
Carson Block
Brenda Carns
Annie Fox
Cynthia Langren
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Kim Seter

I. CALL TO ORDER

President Atchison called the meeting to order at 4:05 p.m.

II. AGENDA REVIEW

Following discussion and upon motion, second and unanimous approval, the agenda was approved as presented.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

Following discussion and upon motion, second and unanimous approval, the minutes of the October 6, 2008 board meeting were approved as amended by Trustee Gard on page 7 (corrections were submitted in writing).

V. REPORTS

a) DIRECTOR'S REPORT

Executive Director Carns reviewed the written report with the Board.

b) TRUSTEE REPORTS

None.

c) FINANCIAL REPORT – *Barnes*

Mr. Barnes presented the October Financial Report. Following discussion and upon motion, second and unanimous approval, the Board accepted the financial statements as presented.

d) LEGAL REPORT – *Seter*

Attorney Seter reviewed with the Board the terms and conditions of the Professional Services Agreement with Aaron Cohen & Associates. Following discussion and upon motion, second and unanimous approval, the Board ratified execution of the Agreement.

Attorney Seter also reviewed with the Board the terms and conditions of the Professional Services Agreement with Toolbox Creative, Inc. The Board determined to delay ratifying the execution of the Agreement in order to confirm that the scope of work includes the Survey requested by the Board. The Board intends to ratify execution of the Agreement at its next regular meeting or to address the change, if any, to the scope.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. 2009 BUDGET-- *Barnes*

President Atchison opened the public hearing on the District's 2009 budget. It was noted that notice of the date, time and place of the hearing on the budget had been duly published in accordance with statute.

Following discussion, and upon motion made by Trustee Liggett, seconded by Trustee Bodenhamer, and unanimously carried, the Board approved the Resolution summarizing expenditures and revenues for each fund and adopting a budget, levying property taxes for collection in the year 2009 to help defray the costs of government, and appropriating sums of money to each fund in the amounts and for the purposes set forth therein.

2. FACILITIES MASTER PLAN – *Barnes and Carns*

Mr. Barnes updated the Board with regard to the timeline for the preparation of the Facilities Master Plan now that the contract is in place.

Executive Director Carns reviewed with the Board her proposed talking points to be discussed with the City Council at the December 9, 2008 study session at City Hall, to include the request for continued impact fee revenue for library purposes. The Board proposed certain revisions to the talking points and suggested that the December 9, 2008 study session be postponed to the following month.

3. GIFT/SPONSORSHIP POLICY – *Watson-Lakamp*

Ms. Watson-Lakamp reviewed the draft policy with the Board. Counsel was directed to review it for legal sufficiency, in particular, for compliance with IRS Publication 598 and IRS Notice 1336, at the request of Trustee Kalkowski.

b) NEW BUSINESS
None.

VII. INFORMATION AND ANNOUNCEMENTS

Trustee Kalkowski acknowledged that the December meeting will be Trustee Viscount's last meeting, as he is relocating to Arizona, and thanked him for his service to the District. Trustee Viscount said he has enjoyed his tenure on the Board.

VIII. EXECUTIVE SESSION

Upon motion by Trustee Liggett, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of consulting counsel on specific legal questions and discussing personnel matters as authorized by Section 24-6-402(4)(b) and (f), Colorado Revised Statutes.

Trustees Liggett and Gard moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval, the Board authorized: (1) Trustees Atchison and Liggett to follow up with Ms. Carns as appropriate; (2) Counsel to provide the City Attorney's office with the revised holiday display language for inclusion into the Library Park Lease Back Agreement; and (3) Counsel to file a Notice of Appeal in the Wellington litigation.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary