

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

**December 1, 2008  
4 p.m.**

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

**FOR REFERENCE:**

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
INTERIM EXECUTIVE DIRECTOR:	Ken Draves	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

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Lu Benke  
Carson Block  
Lynda Dickson  
Ken Draves  
Annie Fox  
Carol Gyger  
Vicky Hays  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Phyllis Abt  
Melinda Flugge  
Annie Fox  
Sonny Hugh  
Ken Mathias  
Larry Webber  
Kim Seter

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:02 p.m.

**II. AGENDA REVIEW**

President Atchison stated that she would add an item regarding 2009 Study Sessions to the agenda.

**III. PUBLIC COMMENT**

Rob Stansbury:

I would like to state for the record my appreciation for the great service that Brenda Carns has done for the library over the last 11 years. She has always supported the staff even though it meant she was on the wrong side of the City management at times. She did the incredible; she spearheaded and made the library district, which has made us what we are today. We wouldn't have the hours or the programs or the book drops or the positions that we do right now without Brenda Carns' efforts and I want to officially go on record saying that, knowing the efforts and the tremendous contributions that Brenda has made for this library, for our patrons, for our staff and for our community.

**IV. APPROVAL OF MINUTES**

*Following discussion and upon motion, second and unanimous approval, the minutes of the November 5, 2008 board meeting were approved as presented.*

**V. INTRODUCTION OF INTERIM EXECUTIVE DIRECTOR**

President Atchison thanked staff for the grace and professionalism with which they have handled the period of transition from Executive Director Carns' departure to the introduction of Interim Executive Director Ken Draves. She also thanked other members of the Board for assisting in the transition in her absence.

President Atchison thanked Mr. Draves for his willingness to step in for the interim and asked him to share his background with the Board. The Board welcomed Mr. Draves.

In addition, President Atchison stated her appreciation for Ms. Carns and the many things that she has contributed to the library.

Trustee Knezovich: I think it's very important that we thank Ms. Carns for her 11 years of service to the library. I think she really made a difference for our library. I think she was instrumental with a lot of folks in our community in helping put together the referendum the voters passed in November of 2006 to form the Library District and I think getting the Library District up and running has been a monumental change for the citizens of Fort Collins and I also would be remiss if I didn't mention that I think Brenda gave her heart and soul not only to our library, but also to our community and I think she did a great job for Fort Collins and for the Fort Collins Regional Library District. She will be missed. *Trustee Liggett seconded the above statement as a motion for a resolution for the Board. The motion carried unanimously.*

## **VI. REPORTS**

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

The report was accepted as presented.

### **b) TRUSTEE REPORTS**

Trustee Kalkowski announced that Trustee Gard has been elected Vice President of the Directors and Trustees section of Colorado Association of Libraries (CAL).

Trustee Kalkowski attended a number of sessions at the CAL conference that she found very beneficial. Trustee Gard reported the same.

Trustee Gard stated that at her request, the speech prepared and given by Jimena Pena at CAL was included in the Board packets. She asked Ms. Pena to stand and be recognized by the Board for the excellent diversity related work that she does and for the award she won at CAL.

### **c) FINANCIAL REPORT – *Barnes***

Mr. Barnes presented the October Financial Report. Following discussion the Board accepted the financial statement as presented.

### **d) LEGAL REPORT – *Seter***

None

## **VII. BUSINESS ITEMS**

### **a) UNFINISHED BUSINESS**

#### **1. CONSIDER APPROVAL of the VALUES STATEMENT-- *Atchison***

President Atchison presented the draft Values statement, crafted by the Board at a special meeting on November 17.

*Following discussion, and upon motion made by Trustee Viscount, seconded by Trustee Liggett, and unanimously carried, the Board approved the Values statement for the Fort Collins Regional Library District as presented.*

#### **2. UPDATE ON MAIN LIBRARY FACELIFT – *Aragon***

Ms. Aragon updated the Board with regard to the planned facelift project and assurance that it does not conflict with future facilities planning. She reported that the following projects are now moving forward: painting, moving lab computers, remodel of the Ben Delatour room and expanding Children's staff office space into vacated lab space.

**3. UPDATE ON FACILITIES PLANNING – *Barnes***

Mr. Barnes reported that the next scheduled conversation with Aaron Cohen Associates is on December 4 via conference call with the library management team.

Mr. Barnes noted that a list of questions that could be used for the survey were obtained from Cohen and have been passed along to Toolbox Creative for inclusion.

Mr. Barnes said that Mr. Cohen would like to meet with the Board for a 2-hour meeting on January 26 or 27. It was agreed that Ms. Langren will coordinate the meeting for the Board. Trustee Knezovich stressed the importance of having materials to review before the meeting.

**4. CONSIDER RATIFICATION OF AGREEMENT WITH TOOLBOX CREATIVE – *Watson-Lakamp***

Ms. Watson-Lakamp reviewed with the Board the concerns that were expressed at the November meeting and how they have since been addressed. Trustee Bodenhamer acknowledged and expressed appreciation for Toolbox Creative's contribution to the project at a substantial discount. *Following discussion and upon motion, second and unanimous approval, the Board ratified execution of the Agreement.*

**5. CONSIDER APPROVAL OF GIFT/SPONSORSHIP POLICY - *Watson-Lakamp***

Ms. Watson-Lakamp reported that based on direction from the Board at the November meeting, Counsel reviewed the policy for legal sufficiency, in particular, for compliance with IRS Publication 598 and IRS Notice 1336 and found the policy to be in compliance.

*Upon motion by Trustee Bodenhamer and second by Trustee Viscount, the Gift/Sponsorship/Partnership policy passed by a unanimous vote.*

**b) NEW BUSINESS**

**1. CONSIDER RATIFICATION OF LEASE AGREEMENT WITH CITY OF FORT COLLINS TO INCLUDE HOLIDAY DISPLAY LANGUAGE – *Seter***

Attorney Seter reviewed with the Board the Holiday display language included in the lease agreement with the City of Fort Collins. *Following discussion and upon motion by Trustee Bodenhamer, second by Trustee Gard and unanimous approval, the Board ratified execution of the Agreement.*

**2. BOARD MEMBER REPLACEMENT PROCESS**

Attorney Seter reported that process according to the Intergovernmental Agreement is standard. If the Board finds a candidate and proposes them to the City and the County, the odds are that they would be approved.

President Atchison and Trustee Liggett offered to meet with Mr. Heffernan, and eventually the County, to discuss the replacement process further. The Board agreed.

Trustee Knezovich stated the importance of heavily advertising the vacant position to encourage people to apply as well as to have the position filled by March 1.

**3. POUFRE SCHOOL DISTRICT MEETING WITH FCRLD BOARD**

President Atchison asked for feedback from Ms. Benke regarding the status of the proposed joint meeting that was to occur in January. Ms. Benke stated that the meeting was scheduled for January 27 which conflicts with the special meeting the Board is now having with Cohen and Associates. Upon discussion and consensus of the Board, the joint meeting with the Poudre School District Board will be postponed until February.

**4. 2009 BOARD STUDY SESSIONS**

President Atchison proposed that in lieu of the scheduled 2009 Board Study Sessions, that 15-minutes be added to the regular agendas for staff presentations. The Board agreed.

Trustee Knezovich inquired about the status of the December 9 City Council Study Session. President Atchison said that it is her understanding that it has been postponed. She suggested that a written document can still be sent to Council.

Attorney Seter referred to page 3 of the November 5 minutes; it states that the Board requested that the Study Session be postponed. Trustee Knezovich disagreed that the Board agreed to postpone it. Trustee Liggett suggested that staff check to see if the Study Session has been changed and decide what to do from there.

**VIII. BOB VISCOUNT RECOGNITION**

President Atchison presented Trustee Viscount with a parting gift on behalf of the board; a token of appreciation for his service on the Board. Trustee Viscount spoke about his time on the Board and bid everyone farewell.

**IX. INFORMATION AND ANNOUNCEMENTS**

- Friends of the Library  
Trustee Gard announced that the new President is Lil Price.
- 2009 Board Networking Calendar  
Ms. Watson-Lakamp distributed a calendar listing various meetings and events for board members to attend should they desire.
- Staff Recognition Event  
Ms. Watson-Lakamp announced the date of the staff recognition event – January 9 at 6:30 p.m. The event will be in the Delatour room, which will be decorated with white table cloths and red roses. Hot hors d’oeuvres will be served. Employees celebrating milestone years of service will be recognized. All board members are invited and encouraged to attend.

**X. EXECUTIVE SESSION**

Upon motion and second 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.

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary