



**POUDRE RIVER
PUBLIC LIBRARY
DISTRICT**

**Minutes of the Poudre River Public Library District
Board of Trustees – Annual Meeting**

**March 2, 2009
4 p.m.**

Harmony Library
4616 S. Shields Street - Community Room
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
INTERIM EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Mary Atchison
Nina Bodenhamer
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett

OTHERS IN ATTENDANCE:

Annie Fox
Larry Webber
Jacqueline Murphy
Relliford Hugh

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Lu Benke
Carson Block
Lynda Dickson
Ken Draves
Sue-Ellen Jones
Cynthia Langren
Rob Stansbury
Diane Tuccillo

I. CALL TO ORDER

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

II. AGENDA REVIEW

No changes were made to the agenda.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved and seconded to approve the minutes of the February 2, 2009 regular board meeting as presented. Trustee Kalkowski noted that in the TRUSTEE REPORTS section, the report about CAL was not included and requested that it be. With this amendment, the minutes were unanimously approved, 6 - 0.

V. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION - Murphy

Attorney Murphy explained that this resolution basically outlines the basic statutory requirements and is done every year at the District's annual meeting. Also, as part of the Administrative Resolution, officers for the year are appointed.

Trustee Liggett moved to reappoint the current slate of officers by acclamation. Trustee Gard seconded the motion. Discussion: Trustee Kalkowski noted that while it is important to keep the current leadership for 2009 due to the many important issues the Board is undertaking, she urges the Board to think about abiding by the bylaws with regard to recommended term limits after this year's election. The motion carried by a unanimous vote, 6 – 0.

Trustee Bodenhamer moved to pass the Annual Administrative Resolution. Trustee Liggett seconded the motion. Discussion: Trustee Kalkowski inquired about whether there is a need for the Board to declare conflicts of interest at this time. Attorney Murphy stated that as long as it is on file, there is no need to fill out a form each year unless there is a new conflict. The motion carried by a unanimous vote, 6 – 0.

VI. REPORTS

a) DIRECTOR'S REPORT

The written report was accepted as presented. In addition, Mr. Draves reported the following items of interest:

- The elevators at Council Tree passed inspection on Friday
- Books and other media have been delivered and put on the shelves in the last couple of weeks at Council Tree
- If any Board members are interested in participating in grand opening events at Council Tree, contact Mr. Draves

- Thirteen applications were received for the vacant trustee position. Hopefully there will be a seventh trustee at the April meeting.
- The District received a couple of Grants from Fort Fund
- The School Library Journal is interested in including the teens in an article

b) TRUSTEE REPORTS

Trustee Gard announced that the Friends of the Library approved \$80,175 of requested funding for programs from a list prepared by Lead Librarians Lu Benke and Tova Aragon. This money will go toward a wide variety of events, including the Summer Reading Program, Harmony Concerts, the Read On program, the Annie Walk, the Council Tree opening and National Library Week.

President Atchison noted that the Friends of the Library helped keep the library afloat during the worst of the City budget cuts, and that the library continues to value and appreciate their support.

Trustee Bodenhamer reported that she attended the February 17 City Council meeting with Trustee Kalkowski at which she was reappointed to the Board. At the meeting, she noted a very positive perception of the District and the Library District's role in the community from City leadership. Trustee Kalkowski was asked to speak and had the opportunity to acknowledge that Council Tree is a product of the relationship between impact fees and the District.

c) Financial Report

Mr. Barnes presented the February 2009 Financial Report. Following discussion, the report was accepted as presented.

d) Legal Report

Attorney Murphy stated that she would ratify the contract with Corbus Library Consultants at the April Board meeting.

VII. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. Update from ToolBox Creative re: Logo/Colors & Survey Results - *Draves*

Ms. Putney reviewed the citizen survey results with the Board by highlighting the top responses to the questions. One of the most popular comments by respondents stated that they would like coffee to be available in the library.

The request for specific data to be sorted and pulled from the survey was made and Ms. Putney stated that would not be a problem to do so. The data can be sorted however the Board would like such as by age group, location, etc.

The new logo was presented in color for the first time and was well received by the Board. Via PowerPoint slides, Ms. Putney presented several items: a design for a billboard advertising the opening of the new library, invitations to the grand opening of the new library, and what the new web page design looks like.

2. Ratify Sublicense Agreement between City of Fort Collins and Poudre River Public Library District – *Murphy*

Attorney Murphy explained the purpose of the Sublicense Agreement.

Trustee Kalkowski moved to ratify the Sublicense Agreement between the City of Fort Collins and the Poudre River Public Library District. There was a second by Trustee Knezovich. The motion carried by a unanimous vote, 6 – 0.

3. Authorize the Execution of Documents necessary for Transfer of Council Tree Library space from City of Fort Collins to the District, including assignment of the Post Closing Agreement between Bayer Properties and the City of Fort Collins – *Murphy*

Attorney Murphy explained this item acknowledges the closings that are occurring this month and that the Board President needs to have the authority to sign the documents necessary to close.

Trustee Bodenhamer moved to authorize the execution of documents necessary for transfer of Council Tree library space from City of Fort Collins to the District, including assignment of the Post Closing Agreement between Bayer Properties and the City of Fort Collins subject to the Chairman's and counsel's final review. There was a second by Trustee Kalkowski. The motion carried unanimously, 6 – 0.

4. Update on Facilities Planning Process – *Barnes*

Mr. Barnes stated that he created a 3-4 page summary document based on the third draft of the Facilities Master Plan from Cohen consulting. The Board will receive this document via email tomorrow.

Mr. Barnes reported that Ms. Benke will be attending an open house in the town of Laporte that is hosted by Commissioner Steve Johnson.

Mr. Draves plans to meet with the Town of Timnath to update them on the on the Plan as well as the Larimer County Commissioners.

Trustee Bodenhamer requested all the outreach efforts be consolidated into a one-page document which would list in a simple bullet format all the meetings attended and the dates. It should be packaged nicely to showcase staff's efforts of what has been done in the area of outreach. President Atchison agreed noting that County Manager Lancaster requested that the District document the District's outreach efforts, the feedback received from the citizen survey, specifically from those outside the city limits, and what they would like to see in terms of services.

Mr. Block will follow up with the City's GIS department in gathering the location of District cardholders' information as requested by Trustee Kalkowski.

5. Update on City Council Work Session – *Atchison and Draves*

President Atchison stated that the Facilities Plan summary will be taken to City Council on March 24 at which point Council will be asked to provide feedback.

A meeting has been called that includes Wendy Williams, the City Manager, the Mayor, the Mayor Pro-Tem, Mr. Draves and President Atchison to discuss impact fees before the Work Session on the 24th. Also joining them will be Mr. Barnes and Trustee Liggett. This meeting was initiated by the City.

In the meantime, Mr. Draves will work to schedule a meeting with the Timnath Town Manager, himself and President Atchison to share and request input on the draft Facilities Plan. Before that meeting occurs, the lead librarian for Council Tree, Currie Meyer, will be meeting with the town's staff to introduce herself and invite them to Council Tree library.

As mentioned previously, the draft summary will be sent to Mr. Lancaster with a request to meet with the Commissioners prior to the meeting with the City Council on the 24th.

Mr. Barnes noted that he has been working on a draft impact fee statement. President Atchison asked if the Board was still in consensus that they want to make a request for the City to continue impact fees for library services and to implement impact fees within the county within the District. The Board agreed.

President Atchison stated that all Board members are welcome and encouraged to attend the Work Session on the 24th.

b) NEW BUSINESS

None

VIII. INFORMATION AND UPDATES

None

IX. ADJOURNMENT

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary