

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

**April 6, 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
Linda Gabel
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett

BOARD MEMBERS ABSENT:

Nina Bodenhamer

DISTRICT STAFF PRESENT:

Jeff Barnes
Lu Benke
Carson Block
Elaine Burritt
Lynda Dickson
Ken Draves
Cynthia Langren
Marg Portouw
Rob Stansbury
Diane Tuccillo

OTHERS IN ATTENDANCE:

Annie Fox
Larry Webber

I. CALL TO ORDER

President Atchison called the meeting to order at 4:00 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 special minutes of the March 2, 2009 meeting with Larry Corbus of Corbus Library Consultants as presented. President Atchison noted that on the first page, the section II. Header should be amended to read: CORBUS LIBRARY CONSULTANT MEETING. With this amendment, the minutes were unanimously approved, 6 - 0.

It was moved and seconded to approve the minutes of the March 2, 2009 Annual board meeting as presented. Discussion: Trustee Kalkowski noted that during the Legal Report someone inquired about whether there is a need for the Board to declare conflicts of interest at this time and nothing was included in the minutes about that part of the report and she requested that it be included. With this amendment, the minutes were unanimously approved, 6 - 0.

V. INTRODUCTION OF NEW BOARD MEMBER – LINDA GABEL

The Board welcomed new member Linda Gabel. Trustee Gabel shared some background information. Attorney Murphy issued the official oath of office.

VI. REPORTS

a) DIRECTOR'S REPORT

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

- Story time attendance numbers at Council Tree have surpassed expectations and set new records
- Year-to-date circulation stats are at all time highs as well
- The reasons for increased hours of security coverage at Main library were explained

Trustee Kalkowski thanked staff and all the volunteers on the successful grand opening event at Council Tree. Unfortunately, there was a glitch with regard to the invitations and since the District does not want to appear to be biased or partisan, she asked that everyone be more aware of being fully inclusive for future events. President Atchison stressed that there was no purposeful intent for the District to be partisan and that it was simply an oversight.

b) TRUSTEE REPORTS

Trustee Gard reported that the Friends of the Library book sale was the most successful ever in spite of the snow storm.

Trustee Gard stated that Tool Box Creative generously offered to let the Friends of the Library have one of the logos that the Board did not select and to have it at no charge.

c) Financial Report

Mr. Barnes presented the February 2009 Financial Report in the new comparative format requested by Trustee Liggett at the last meeting. Following discussion, the report was accepted as presented.

d) Legal Report

Attorney Murphy stated that the Board could defer ratification of the Corbus Library Consultants contract to the May meeting.

Attorney Murphy briefly summarized federal legislation guarding against identify theft (FACT Act) and that libraries districts in the State are examining the law to see if they are subject to it, as entities that sometimes retain patrons' personal data and maintain accounts, including charging of late fees. The Board determined to adopt a policy if it is determined the Act actually applies to library districts.

Library law update--Attorney Murphy reported that the library bill she drafted on behalf of the CAL working group was signed by Governor Ritter last week. She noted that it is a clean up bill to clarify existing law pertaining to library districts. Although many of the provisions apply to districts in formation, there are some that apply to all library districts such as the requirement to file maps and bylaws with the State Library.

Wellington--Attorney Murphy reported that Mr. Seter will file the Reply brief this week. The case on appeal will then be fully briefed, and the parties will await the Court of Appeals' decision.

VII. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. Approve Election of Council Tree Branch Condominium Association Representatives - *Murphy*

Per the memo in the packets, the District must choose two employees or principals to serve on the Association's Board of Directors.

It was suggested that Trustee Liggett and Mr. Barnes would be good candidates to represent the District on this Board. ***There was a motion by Trustee Kalkowski to appoint Liggett and Barnes. There was a second by Trustee Gabel. The motion carried by a unanimous vote, 6 – 0.***

2. Facilities Plan Update – *Draves & Barnes*

Mr. Barnes presented the Facilities Master Plan Draft IV

Recommendations via Power Point, which were:

- Regional Library Approach with Service Center
- Add a New Regional Library
- Expand Main Library
- Integrate Main Library, Carnegie Building and Library Park
- Conduct a Library Service Assessment to Improve Services to Outlying Areas
- Expand Harmony Meeting Room
- Relocate Operations to New Service Center and Perform a Library Service Assessment/Operational Analysis for Automated Sorting System

Upon conclusion, Mr. Draves and Mr. Barnes asked the Board for feedback on the following questions:

- Is the Service Center better considered as a separate aspect of the plan rather than conjoined with a new Regional Library?
- Should automated sorting systems be considered as a separate aspect of the plan rather than conjoined with a new Regional Library?
- What is timing and budget for Kiosks/Book by Mail etc recommendation?
- Does the District require a separate, 10,500 sq. ft. meeting and programming space associated with the new Regional library?

Although feedback was provided on each question, the Board requested that this item be on the agenda next month and for staff to present their recommendations, as opposed to the consultant's recommendations, and to include costs.

3. Impact Fees – *Draves*

In March, District Trustees and staff met with Fort Collins City Council and Larimer County Commissioners to discuss facilities plans and impact fees. Both Council and Commissioners agreed to consider an impact fee for future District facilities based on further research, establishing a rational nexus justifying a new or continued fees, and a District wide, broad, regional approach. Trustee Kalkowski stressed the importance of first establishing a solid rational nexus in order to justify the imposition of a fee. She proposed the formation of a committee, consisting of two Board members and perhaps three staff members to work on this specific issue.

The Board discussed the importance of serving all residents in the District. Relative to that discussion, Trustee Gard requested that demographic information on the District's cardholders be made available as well as land use planning maps. Mr. Block is already working on the demographic data and will have it ready by the end of April. Trustee Liggett offered to call Craig Harrison to request the land use planning maps.

President Atchison gave a report about the meeting that she and Mr. Draves had recently with Ms. Davidson, Town of Timnath. One outcome from the meeting was an offer for the Town Board to meet with the District Board in a Work Session, possibly as early as May 13.

In conclusion of the impact fee discussion, it was agreed that a committee will convene to work on the rational nexus; how to position the concept of the rational nexus and the impact fees. Trustees Kalkowski and Gabel volunteered. District staff will also assist. Secondly, President Atchison and Mr. Draves will schedule a meeting to discuss a district wide approach to impact fees with City Manager Atteberry.

4. Executive Director Search Process – *Gard*

Trustee Gard reported that the ad for the Executive Director position has been posted. Unfortunately, the wrong ad was posted due to issues at the American Library Association, but it should soon be rectified with the posting of the correct ad.

As part of the selection process, Mr. Corbus recommends that the library be closed for a day in late May/early June so that every library employee has an opportunity to participate. He suggests closing on a Friday for staff participation and schedule Board interaction with the candidates on Saturday. There was a discussion about the pros and cons of closing versus staying open by utilizing a skeleton crew made up of hourly and substitute staff. It was agreed that rather than close the library, supervisors will ensure that those who want to participate are able to and will be represented. In addition, it was noted that the library doesn't open until 10 a.m. on Fridays and a delayed opening if needed would be preferable as opposed to a full day closure. The dates chosen were May 29 and 30.

5. Strategic Plan Update – Draves

Mr. Draves distributed a document entitled, “2009 Priority Activities Supporting Planning for Results Service Responses”. He briefly went over the document which outlines activities planned for 2009.

Mr. Draves added that he will bring a couple of different versions of reporting mechanisms that will reflect the progress of items in the Strategic Plan to the next Board meeting. The Board was appreciative of the update and pleased that a reporting mechanism will be presented to track the progress of 2009 activities goals.

b) NEW BUSINESS

1. Staff Recognition – Gard for Bodenhamer

Trustee Gard stated that there were many people who were especially instrumental in making Council Tree a reality and getting it up and running. The Board would like to thank and honor those people with a special book plate to be placed in a book of their choice and added to the collection. In addition, they will receive a handwritten thank you note from the Board.

VIII. INFORMATION AND UPDATES

§ Trustee Kalkowski inquired about the status of the joint Poudre School District (PSD) Board and Library District Board meeting. Benke stated that it is preferable to wait until November when the new PSD Board members will be seated.

§ Paula Watson-Lakamp: The Chamber of Commerce Business before Hours event is on April 14 at 7:30 a.m. Anne MacDonald will do a library/business presentation. Trustees Gard, Kalkowski and Atchison will attend.

§ National Library Week is April 12-18. The Friends of the Library will be providing funds to supply all three libraries with goodies for employees on Library Workers Appreciation Day (4/14).

§ Saturday, April 18, is the Asian/Pacific cultural event.

IX. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary