

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

**June 1, 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  
Linda Gabel  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Lu Benke  
Carson Block  
Lynda Dickson  
Ken Draves  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jacqueline Murphy  
Larry Webber

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:01p.m.

**II. AGENDA REVIEW**

No changes were made to the agenda.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Gabel and seconded by Trustee Kalkowski to approve the minutes of the May 4, 2009 regular Board meeting as presented.*

*Discussion: Trustee Gard submitted written changes to a paragraph on page 5 to Ms. Langren and it was noted that Attorney Murphy should be listed as in attendance.*

*The minutes, with the amendments, were unanimously approved, 7 – 0.*

**V. REPORTS**

**a) DIRECTOR'S REPORT**

The written report was accepted as presented. In addition, Mr. Draves informed the Board that the Governor chose to sign several bills this evening at the Council Tree library in the Community Room. He reiterated that the room was reserved through the usual process and that the District in no way supports the views of any group using the meeting rooms.

After reading the Director's Report, Trustee Liggett expressed how impressive it is that so much is going on in the District and is being done so well by so few staff.

Trustee Kalkowski asked for clarification from Ms. Watson-Lakamp on four items in the Communications section of the report.

President Atchison gave a recap of the meeting she attended with Mr. Draves on May 27 of the North Fort Collins Business Association that was mentioned in the Director's Report.

**b) TRUSTEE REPORTS**

Trustee Kalkowski:

Impact Fee Committee Report- Trustee Kalkowski reported that the Impact Fee committee now has a draft capital expansion fee statement in draft stage. In June, the committee will be working with the draft plan fee statement and will get it out to all working groups and ask for a quick turnaround. The committee plans to set up a meeting with County Manager Lancaster and George Haas in the near future.

The committee would like to have another draft in time for the July Board meeting that will have incorporated the feedback from the Board and the County. They will then ask for the Board's final approval at the August Board meeting.

The critical approach to marry rational nexus to facility plan is using new standards: essential, enhanced, and comprehensive.

Mr. Barnes spoke about the three levels of service and how service currently being provided and also contemplated by our Strategic Plan is at the enhanced level, but the current space is only adequate to provide essential services. The impact fee is calculated to maintain the space per capita (.58 square feet) that was in effect when the Harmony Library opened. This was the last major facility improvement to be added without impact fees. Any costs with increase the square footage per capita beyond .58 is not considered an eligible use of impact fees. Mr. Barnes recommended using a two-tiered impact fee with one fee for single family units and a lesser fee for multi-family units.

Trustee Gard:

(Mr. Draves was excused from the room.) The Board discussed and agreed upon the next steps in the Executive Director search process.

**c) FINANCIAL REPORT**

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

**d) LEGAL REPORT**

Attorney Murphy stated that it has been determined that the Identity Theft issue she brought forth to the Board two months ago does not apply to the District. She will bring documentation to the July Board meeting stating the final conclusion.

**VI. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

**1. Approval of Facilities Master Plan Draft for Public Review – *Draves & Barnes***

Mr. Draves briefly discussed the latest revisions to the draft plan and stated staff would like consensus from the Board to take the draft to the community to share and request feedback.

The following are comments from the Board:

- Page 3, Masonville is not in the District
- Page 9, include a sentence about Front Range Community College – the importance of involving FRCC in that conversation. Add a sentence or two about that.
- Page 11-12, add an additional location for Enhanced Book Dispensers: Extreme southeast locations of the district
- Page 14, Essential and Enhanced – define what it means to be “essential” and “enhanced” as part of good public relations. It would help to explain what you get for each one.
- Page 24, add another bullet under the Preliminary Site Selection heading: “and other appropriate locations”
- There needs to be something in the plan about the importance of maintaining the historical buildings and land. Show we care about it historically. Perhaps include a map. Show how it will fit in with our service.
- Make the plan clean and visually appealing. Suggest hiring a professional to do that.
- Watermark “draft” on each page of the document.

***There was consensus from the Board to accept the draft with the amendments as discussed.***

**b) NEW BUSINESS**

**1. Overview of Circulation Services – *Dickson***

Ms. Dickson gave an overview of the services performed in Circulation Services. The presentation began with a description of the many day-to-day operations occurring in Circulation and included several statistics, some of which were new records for the department.

**VII. INFORMATION AND UPDATES**

None

**VIII. ADJOURNMENT**

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary