

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

**July 6, 2009  
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
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

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

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jacqueline Murphy  
Larry Webber

**DISTRICT STAFF PRESENT:**

Tova Aragon  
Jeff Barnes  
Lu Benke  
Carson Block  
Lynda Dickson  
Kim Doran  
Ken Draves  
Sylvia Garcia  
Vicky Hays

Sue-Ellen Jones  
Alice Jorgenson  
Cynthia Langren  
Anne MacDonald  
Rob Stansbury  
Paula Watson-Lakamp  
Linda Williams

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

President Atchison added an Executive Session at the end of the meeting in order to discuss District negotiations regarding the terms of the new Executive Director's contract.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Kalkowski and seconded by Trustee Liggett to approve the minutes of the June 2009 regular Board meeting as presented. The minutes were unanimously approved, 7 – 0.*

**V. REPORTS**

**a) DIRECTOR'S REPORT**

The written report was accepted as presented. In addition, Mr. Draves pointed out the new record for circulation numbers on the Circulation graph that was distributed. SRP has surpassed all previous records as well.

**b) TRUSTEE REPORTS**

Trustee Kalkowski:

Impact Fee Committee Report

County Manager Lancaster has reviewed the capital expansion fee statement and sent it for review to both the County attorney and the Planning department. He has asked attorney George Hass and the Planning staff to return comments to him by the 14<sup>th</sup>. Shortly thereafter he'd like to set up a meeting with the committee to discuss bringing the statement to the Commissioners.

A joint meeting between the City Council and Commissioners is planned for July 30 and the Impact Fee Committee is on the agenda to provide an update.

The Committee hopes to bring the statement to the Board for approval in August.

**c) FINANCIAL REPORT**

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

- d) **LEGAL REPORT**  
None.

**VI. BUSINESS ITEMS**

a) **UNFINISHED BUSINESS**

1. **CONSIDER SELECTION OF EXECUTIVE DIRECTOR FROM AMONG THE FOLLOWING FINALISTS: Holly Carroll & Ken Draves**

Trustee Gard read the following statement for the record:

We are concluding a process that started more than six months ago when we began the task of choosing a new Executive Director for the Poudre River Public Library District.

With the assistance of a consultant with a strong background in the library field, and with input from our staff, our management team, our partners at Front Range Community College, our supporters at the Friends of the Library and Library Trust, and members of the public, we have spent much time interviewing candidates. We asked them to talk to us about their backgrounds, their management philosophies, their experience, and their broader views on what it will take to lead our library district into a productive future.

We ended with two strong finalists who exhibited a passion for library service, managerial competence, and a desire to unify and lead our district.

Holly Carroll, currently Deputy Director of the Cleveland Public Libraries, has managed districts of different sizes and complexities, has been active nationally in the library field, and has much experience working with boards and strengthening community partnerships. We were all impressed with her background, her commitment to libraries, and her inclusive leadership style.

Ken Draves, our Harmony Library Manager, is well known to us as someone who did a great job as Interim Director during challenging circumstances while still managing to lead the Council Tree construction project to a successful finish. We appreciate his thoughtfulness, his managed and reasonable approach to problem-solving, and his knowledge of our District, its history and its challenges.

The Board recommends that we hire Holly Carroll to be our next Executive Director pending the outcome of background and reference

checks. We further recommend that the position of Deputy Director be created and that Ken Draves be appointed to this position, which will include his current duties as manager of the Harmony and Council Tree libraries.

We believe this combination of talent and experience will open the door to our development as a District and we are excited by the possibilities before us.

***Trustee Gard moved that pending the outcome of the background and reference checks that the Board offer the position of Executive Director to Holly Carroll. Trustee Liggett seconded the motion.***

Board Comments:

Trustee Gard stated that the possibility of creating the deputy director position became obvious to the Board through the interview process as they interviewed candidates from all over and that the Board has discussed the wisdom of another career management step in the library with both candidates.

Trustee Kalkowski stated for the record that she participated in the interview sessions with Front Range Community College and with the management team the comment she heard was that the candidates both had such strong qualifications that the Board had a very tough decision ahead of them.

Several members thanked Mr. Draves for his excellent work serving as the interim director and extended appreciation to the staff and management team for their participation in the interview process.

***The motion carried unanimously, 7 – 0.***

Mr. Draves thanked the board for allowing him to serve in the interim role and commended the interview process. He stated he and staff will welcome and fully support Ms. Carroll in her new role.

## **2. FACILITIES MASTER PLAN APPROVAL – *Draves & Barnes***

Last month the Board approved a public review process of the Plan. Mr. Draves listed all the ways the Plan has been presented/shared with the public. With regard to Larimer County, he reported that County Manager Lancaster received a copy and said it looked fine to him and there were no comments from the County Commissioners.

Open House attendance was about 20. Assistant City Manager Wendy Williams attended and did not mention any comments from City Council. There were some members from the Laporte Area Planning Advisory Committee (LAPAC) who indicated their desire to have a facility in LaPorte. Dr. Phyllis Apt also attended and expressed the college's strong support of expanding the meeting room at Harmony.

The survey results were included in the Director's Report which Mr. Draves reviewed with the Board.

***Trustee Liggett moved to adopt the draft Facilities Plan (dated June 10, 2009). There was a second by Trustee Gabel.*** Discussion:

The following corrections need to be made:

- Correction on page 1 – “shopping”
- Clarify ownership of the park - Make it clear that the District now owns a portion of Library Park – show on a map which portions the District does own (page 6).
- Page 24, Cohen's standard vs. page 10 our standard. Bridge the wording in a way that states that although Cohens standard is “this” we opted to use “that”.
- Explain in further detail the 5% for the park and the need for the election if that changes.

***With the above amendments, the motion carried by a unanimous vote, 7 – 0.***

Once the amendments are made, a copy will be provided to the City of Fort Collins per the Intergovernmental Agreement.

**b) NEW BUSINESS**

**1. DISTRICT/MUSEUM LOCAL HISTORY WEB SITE – Block**

Mr. Block gave a PowerPoint presentation regarding the new local history web site. This was done in partnership with the Fort Collins Museum and Discovery Science Center. Mr. Block described the existing relationship, the memorandum of understanding, and demonstrated a comparison between the old and the new site.

**2. DISTRICT SERVICES TO THE BUSINESS COMMUNITY-MacDonald**

Ms. MacDonald shared an overview of what she does in working with the business community. She works as a counselor for the Small Business Development Center, she coordinates business library research classes, at FRCC, she teaches introduction to business databases and lastly, she helps walk-ins at the library with all their business questions/needs. She described the many memberships she

holds and how they benefit her in her work. Ms. MacDonald distributed a packet of information containing various items that she utilizes in working with the business community. She also demonstrated the business section/links on the District's website.

**VII. INFORMATION AND UPDATES**

Draves reported that the dedication plaque is now up in the lobby at Council Tree.

**VIII. ADJOURNMENT**

The regular meeting adjourned at 5:34 p.m.

**IX. 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 developing negotiating positions or instructing negotiators and discussing personnel matters as authorized by Section 24-6-402(4)(e) and (f), Colorado Revised Statutes, in reference to negotiating terms of Ms. Carroll's executive director contract.

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

Following discussion and upon motion, second and unanimous approval, the Board directed Trustees Atchison and Liggett to follow up with Ms. Carroll as appropriate.

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary