

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

**August 3, 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:**

Jeff Barnes  
Lu Benke  
Ken Draves  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**I. CALL TO ORDER**

President Atchison called the meeting to order at 4:03 p.m.

**II. AGENDA REVIEW**

Trustee Kalkowski requested an item under New Business: Succession Policy.

Trustee Knezovich requested an item under New Business: Election Discussion. With the additions, the agenda was approved.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Kalkowski and seconded by Trustee Knezovich to approve the minutes of the July 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 July on the Circulation graph.

**b) TRUSTEE REPORTS**

Trustee Kalkowski:

Impact Fee Committee Report

Trustee Kalkowski reported that on July 30 there was a joint meeting between the Larimer County Commissioners and the Loveland and Fort Collins City Councils. While not expecting to give a formal presentation on the Impact Fee/Capital Expansion Fee statement and Facilities Master Plan, the District was asked to present. Trustee Kalkowski did an excellent job of speaking to the attendees about the basic points of the District's draft proposal. She explained that the impact fee is designed to provide the same level of service as present and that the fee would be applied at the same level across the district (i.e., regardless of whether the residence was inside the City or outside).

Currently, the District is awaiting comments from the City of Fort Collins and Town of Timnath before moving further. Those comments will be incorporated into the draft once received.

The Board discussed the importance of statistics and knowing how many cardholders are within the county/outside the Fort Collins city limits. President Atchison commented that it is important for everyone to not think in terms of "city," "county," or "Timnath," but rather think in terms of each person is a "district resident."

President Atchison concluded the discussion with this summary:

1. Attorney Murphy will research and clarify the legal issue of whether or not impact fee monies collected in a municipal or county area (e.g., FC, Timnath, and unincorporated Larimer Co.) must be spent on capital improvements within the boundaries of those governmental units.
2. Design the outreach process. Structure the message, presentation, speaking points, etc.

President Atchison:

Ratify Executive Director Contract

President Atchison distributed copies of the contract to board members and briefly highlighted certain points.

***There was a motion to ratify the contract by Trustee Gabel, which was seconded by Trustee Kalkowski. The motion carried unanimously, 7 – 0.***

**c) FINANCIAL REPORT**

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

Trustees Gard and Liggett requested more information on the discrepancy between the 2008 and 2009 Investment Earnings numbers at a later date.

Trustee Knezovich noted that this is a reassessment year which will indicate the District's revenue for the next couple of years and is key to the District's financial future.

**d) LEGAL REPORT**

None.

**VI. BUSINESS ITEMS**

**a) UNFINISHED BUSINESS**

None.

**b) NEW BUSINESS**

**1. ACCEPTANCE OF 2008 AUDITED FINANCIAL REPORT – Barnes**

Mr. Barnes reviewed the findings of the report with the Board. Following discussion, ***there was a motion by Trustee Bodenhamer to accept the 2008 Audited Financial Report. Trustee Gabel seconded the motion. The motion carried unanimously, 7 – 0.***

**2. SUCCESSION POLICY – Kalkowski**

Trustee Kalkowski suggested that the Board ask staff to start looking into developing a policy that requires a succession plan for top management. The policy should state that at no time would the District be without a designated manager in town.

After discussion, it was determined that Mr. Draves will outline the current decision making plan for when the Director or managers are out of town and provide that to the Board. However, a formal succession plan or policy to have one is not desired by the majority of the board at this time.

3. **ELECTION DISCUSSION** – *Knezovich*

Trustee Knezovich reminded the Board that in order to obtain voter repeal of the 1975 People’s Ordinance No. 2, the District is responsible for bearing any election-related expenses and the City will cooperate by calling the election.

The deadline for getting on the November 2009 ballot has passed. After discussion, it was agreed that the issue will be tabled until Ms. Carroll assumes her position.

4. **INTELLECTUAL FREEDOM** – *Benke*

Ms. Benke gave a PowerPoint presentation on the topic that included the following highlights:

- Definition of Intellectual Freedom
- Legal basis for intellectual freedom
- Our library’s relevant policies
- Filters
- Handling complaints

The Collection Development Policy and the Public Access to the Internet Policy was provided to the Board.

**VII. INFORMATION AND UPDATES**

None

**VIII. ADJOURNMENT**

The meeting adjourned at 6:37 p.m.

Respectfully submitted,

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Cynthia L. Langren  
Executive Administrative Assistant

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Michelle S. Kalkowski  
Secretary