

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

**November 2, 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 |
| EXECUTIVE DIRECTOR: | Holly Carroll | 221-6670 |
| ADMINISTRATIVE SUPPORT: | Cynthia Langren | 221-6694 |

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

John Knezovich

DISTRICT STAFF PRESENT:

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

OTHERS IN ATTENDANCE:

Jacqueline Murphy

I. CALL TO ORDER

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

II. AGENDA REVIEW

Trustee Kalkowski requested an additional item under New Business: "Policy Review."

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 September 2009 regular Board meeting as presented. The minutes were unanimously approved, 6 – 0.

V. REPORTS

a) DIRECTOR'S REPORT

The written report was accepted as presented.

In addition, Ms. Carroll reported that staff has been invited by Mayor Donna Benson to present on impact fees at the December 9 Work Session of the Timnath Town Council. She will find out the exact location and time and let the Board know.

Ms. Carroll also reported that progress has been made with the placement of three book drops intended to better serve district residents in outlying areas. Representatives at each of the three desired locations have agreed to have a box placed on their property, now it's a matter of agreeing upon an exact location. Ms. Carroll and Mr. Stansbury will be visiting each location later this week to see the sites firsthand and make decisions from the options they will be given by the representatives from each property.

Circulation numbers, as demonstrated on the graph that was distributed, continue to be on target. It won't be long before the District reaches the 3 million mark.

The T.C. Boyle reception is on Saturday, November 7 at Jay's from 5-7 p.m. and Mr. Boyle will be at the Lincoln Center the following evening. Tickets for both events are still available for trustees interested in attending.

b) TRUSTEE REPORTS

None

c) FINANCIAL REPORT

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

Mr. Barnes notified the Board that the Library District recently received a generous donation from an estate. It was specified that the monies are to be spent on local/history materials for Main Library.

Mr. Barnes also reported that the bid for redoing the lighting at Main has been released and there were nine firms who attended the initial meeting.

d) LEGAL REPORT

Ms. Murphy reported that although the Red Flag Regulations do not apply to libraries, libraries are in the position of obtaining and retaining personal data from patrons. She recommended that it would be advisable to memorialize the steps the Library already takes to protect patron information. The deadline is now June 2010. Ms. Murphy will bring a draft document for the Board's consideration to an upcoming meeting.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. CAPITAL EXPANSION FEES (CEF) TALKING POINTS UPDATE – *Draves & Barnes*

The Board discussed the talking points as presented and expressed their great satisfaction with the document. Minor wording suggestions were given to Mr. Draves for consideration and possible incorporation into the final talking points document.

Action items as a result of the discussion were:

- Staff is to find out how Timnath's fees are capped.
- The point needs to be made that Timnath's population is much closer to Council Tree (2 miles) than hundreds of other residents in the district are to any library.
- In the FAQ section, #3, the statement about the mill levy can be misleading so staff was asked to reword it.

Trustee Kalkowski reported that the CEF subcommittee plans to meet this week and will work on converting the talking points into a PowerPoint.

2. PANDEMIC RESPONSE PLAN FOR THE DISTRICT – *Draves*

Mr. Draves explained that staff began working on this document after the initial wave of H1N1 flu cases were reported in the spring of 2009. Now that it is complete, it has been shared with staff to help them be prepared during this current outbreak.

Mr. Draves briefly went through the main points of the document with the Board.

Ms. Watson-Lakamp is working on a link that contains the latest information on vaccine clinics in Larimer County and other valuable information.

The Board agreed the document expresses a very reasonable approach and is very thorough without being too complex.

b) NEW BUSINESS

1. PROPOSED 2010 PRPLD BUDGET-OVERVIEW – *Carroll & Barnes*

Mr. Barnes stated that the purpose of tonight's presentation is to present an overview of the budget. The Public Hearing and adoption of the budget will occur at the December 2009 Board meeting.

Mr. Barnes then presented the proposed budget via PowerPoint.

Two budget options were given to the Board for their consideration; one with a 1% salary increase for classified staff and another with no salary increase. There was a discussion about being fiscally responsible and taking into consideration what other libraries are doing in terms of increases for employees for 2010.

Upon conclusion of the discussion, the board supported the 1% increase for classified employees based on how staff's performance in the past year has exceeded anything the public or anyone else could have expected of them. It was suggested by President Atchison that in the future, the board may look at increasing pay for hourly employees as well.

Trustee Gabel inquired if this district is within the salary range with other libraries. Mr. Barnes said that the District is in the middle. Ms. Carroll stated that the salary information is available from Mountain States Employers Council and she will share it with the board.

Trustee Knezovich emailed his comments on the budget to Mr. Barnes since he could not be present today and indicated his preference for 2010 would be to include a planning expenditure for preliminary work on the Main Library remodel.

2. CAL/ALA MEMBERSHIP for BOARD AND STAFF – Carroll

Ms. Carroll proposed that the District pay for half of the membership fees for staff and the board for both the Colorado Association of Libraries and the American Library Association. She feels this would get staff more involved in state and national levels and encourage a professional buy-in. Ms. Carroll also reported what other libraries in Colorado do in terms of paying for membership fees.

Trustee Liggett made a motion that the Board pay for one-half of the ALA and CAL membership fees for staff and annual membership fees for members of the Board of Trustees who express an interest. There was a second by Trustee Bodenhamer. The motion carried unanimously, 6 – 0.

3. HOUSEKEEPING CHANGES TO PRPLD POLICIES – Carroll

Ms. Carroll stated that the current version of the library's policies posted on the web needed immediate updating. The policies need to reflect the addition of Council Tree Library and the new name of the Library District.

Trustee Gabel moved to approve the proposed housekeeping changes to the District's policy as presented. Trustee Kalkowski seconded the motion. The motion carried unanimously, 6 – 0.

4. LIBRARY POLICIES REVIEW – Kalkowski

Trustee Kalkowski stated that it was mentioned in a previous Director's report that a committee is to be formed to review the library's policy manual. She requested more information on this.

President Atchison explained that ever since the District was formed, the District adopted the City of Fort Collins' policies as its own. There has always been an intention to review the policies and conduct a thorough examination of the policies as a board and determine whether they make sense for the District or not. President Atchison said that she and Trustee Liggett are planning to bring a policy review process to the Board. The process will more than likely involve presenting the policies for review in increments. She added that there is a possibility that some staff will also be involved. Trustee Kalkowski offered her expertise in policies if it is needed.

VII. INFORMATION AND UPDATES

- § Trustee Gard reminded the Board about the trustee's & directors' cocktail party at the CAL conference on November 19th.
- § Trustee Kalkowski commended Trustee Gard for all her hard work at the CAL officer level as Vice President of the Trustee Member division
- § President Atchison asked Trustee Gard to send a link to the CAL conference to the board.

VIII. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Upon motion by Trustee Liggett, seconded by Trustee Gard and passed unanimously, the meeting was adjourned.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary