

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

**February 1, 2010
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
John Knezovich
Mike Liggett

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

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

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Jill Stillwell
Sarah Walsh, Estes Park BOT

I. CALL TO ORDER

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

II. AGENDA REVIEW

One item was added under New Business:

- Colorado Association of Libraries Advocacy Campaign

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 January 4, 2010 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, Ms. Carroll requested direction from the Board regarding the design process for expansion and remodeling of Main library. One option is to have the City's architectural firm present several conceptual designs and then issue a Request for Proposals (RFP) for architect selection after the election if the ordinance is repealed. A second option is to issue an RFP for an architect and ask the selected firm to develop conceptual designs to present to the public. The RFP could be written to include a second phase to continue with the winning architect for design and construction.

Ms. Carroll stated that the District will be able to move forward with the project more quickly if an architectural firm is on board prior to the election and therefore recommends the latter.

Trustee Liggett suggested that the RFP contain a statement that this is simply for the design; however it may lead to being selected for the next stage. He said that staff should put together a vision of what the scope would be and email it to the Board for feedback. The Board agreed.

Trustee Liggett noted in the Director's Report that Ms. Carroll had a positive meeting with Colorado State University (CSU) staff and requested that as the opportunity presents itself to please explore the possibility of using CSU venues for Library District presentations/programs.

Trustee Knezovich thanked the staff who worked on the award winning National Library Week grant.

b) TRUSTEE REPORTS

Trustee Gard reported that the Friends of the Library approved their yearly gift to the Library District at their last board meeting. She distributed the approved list.

In addition to the approved list, the Friends are providing the District with \$14,000 from a capital projects fund to purchase new meeting room chairs. It was suggested that the Board write a thank you letter to the Friends thanking them for their continued support. Trustee Gard will draft the letter.

Trustee Gard then reported on several Colorado Association of Libraries related items. If anyone is interested in any of the upcoming meetings or meeting reports, please contact Trustee Gard.

c) FINANCIAL REPORT

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

With regard to transparent accounting, Trustee Gard suggested putting a link on the board page to the City's accounting page for the district to make it easier for anyone wanting to view the District's expenditures.

Trustees Knezovich and Bodenhamer both stated the need to create a vision for development of fundraising and would like to revisit this before the end of 2010. Between the Board and the Executive Director, roles should be defined regarding private vs. public fundraising and include the Trust as well.

d) LEGAL REPORT

Ms. Murphy referred to the Fair Campaign Practices Act memo as it relates to the Main Library renovation campaign.

There was a question about whether or not the Board can pass a resolution in support of or against ballot issues. Ms. Murphy will check to be absolutely clear and will also check to see if the current initiatives are officially on the ballot now or if there is another date that it is officially announced.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. CARNEGIE USE STUDY UPDATE – *Jill Stillwell (Museum)*

Ms. Stillwell provided an update on the recent survey results regarding the potential future use of the Carnegie building. There were 1,600 responses and 900 individual comments. Staff is still going through the comments. Preliminarily, the results indicate that 55% want it to be

used as a cultural community center, 25% selected library annex, and 22.2 % indicated global village.

Ms. Stillwell added that the comments about the library were neutral. Her next steps are for her to finish analyzing the data and then the results will be presented to the City Council on March 23 at their work session.

Once the board has reviewed the final report, the board will draft a letter to the Fort Collins City Council stating the District's position before their meeting on the 23rd. This item will therefore be placed on the March 8 library district board agenda.

2. BOARD MEETING DATES DISCUSSION – Atchison

Trustee Gabel made a motion to move the regular board meeting date to the second Monday of every month at 4 p.m. There was a second by Trustee Gard. The motion carried unanimously. The next meeting will be on March 8.

3. COMMUNICATIONS PLAN APPROVAL - Watson-Lakamp

Trustee Liggett moved to adopt the Two-Year Working Communications Plan: January 2010 – December 2011. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.

4. POLICY REVIEW – Atchison & Carroll

President Atchison referred to the packet that was distributed – BOARD OF TRUSTEES AND ORGANIZATION POLICIES. She stated that she and Vice President Liggett have reviewed them and agree with the proposed changes and would like the Board to review the proposed amendments before the next meeting. In the meantime, if there is any feedback, board members should send those to President Atchison who will share them with the entire board.

This process will be repeated each month until all the policies are reviewed and updated.

5. BOARD BYLAWS, HOUSEKEEPING ITEMS - Carroll

As mentioned last month, the law requires the District to send its bylaws to the State. When Ms. Carroll retrieved the bylaws it was discovered that the document had the District's old name on it. She requested that the Board approve updating the name to the new one wherever it is mentioned throughout the document.

There was a motion by Trustee Bodenhamer, seconded by Trustee Knezovich to change Fort Collins Regional Library District to Poudre River Public Library District in the Board's bylaws. The motion carried unanimously, 7 – 0.

b) NEW BUSINESS

1. TECHNOLOGY PLAN PRESENTATION – Block

Mr. Block presented the draft Technology Plan to the Board via PowerPoint and stated that he would ask for Board approval of the four goals and associated objectives outlined in the plan next month.

Upon conclusion of the presentation, some suggestions were given to Mr. Block and the Board expressed how pleased they were with the Plan overall.

2. PLANNING FOR RESULTS, STATISTICAL UPDATE – Carroll & Draves

With regard to the organizational competencies, Mr. Draves highlighted the following:

Initiative 2.1: By December 31, 2010, develop a multi-year fundraising plan that addresses needs as well as opportunities and strategies for private funding from sources such as grants, fundraising and sponsorships. Mr. Draves pointed out that the current status states it will be developed by the end of the year.

Initiative 7.1: By December 31, 2009, the Board of Trustees will have selected a model for governance and devised its self evaluation.

President Atchison suggested the board make a conscious decision to continue the method of governance used now; Colorado law describes what the Board's responsibilities are and the bylaws describe the duties of the executive committee rather than transition into another type of model.

Relative to the self-evaluation piece, Trustee Gard researched information on board self-evaluations and has shared those with President Atchison. Once the board does an evaluation, then they can decide what direction to go in terms of governance.

Process wise, the Board agreed to have a retreat in a few months and in the meantime do a self-evaluation. Trustee Liggett suggested that the Library Management Team also evaluate the Board.

Proposed new Initiative 9.2: By March 1, 2010 the Board of Trustees will approve a Technology Plan for the District. The plan will include the vision for technology in the District; identification of the digital priorities for the district; specific technology objectives and deliverables; the resources needed to achieve the objectives; and a timeline to complete the plan.

Trustee Bodenhamer moved to approve the proposed new wording for 9.2. There was a second by Trustee Gabel. The motion carried unanimously, 7 – 0. The date will be changed to March 8 – the date of the next board meeting.

3. CREATING A NOMINATING COMMITTEE – Atchison

President Atchison recommended the Board form a nominating committee to put together a slate of officer candidates for the Annual Meeting, which is next month. President Atchison will chair the committee and Trustee Bodenhamer volunteered to assist President Atchison.

Trustee Kalkowski suggested that the nominating committee be added to the bylaws if this is going to be a permanent process.

4. CAL ADVOCACY COMMITTEE – Carroll

Under the leadership of Jamie LaRue, the Colorado Association of Libraries is forming an advocacy network to promote the value of libraries. They are asking every library in the state to have a PR person, or Director liaison and a community advocate to go out in April, May and June to advocate the value of libraries with the following four talking points:

- Libraries change lives,
- build community,
- assist in economic recovery, and
- are a wonderful return on investment.

Training will be provided for the advocates at the Colorado Library Consortium (CLiC) workshop. The one for northern Colorado is in Fort Collins on April 8.

In the fall, the committee would like the advocates to go out and talk about the library ballot measure and work to protect Colorado's community. Ms. Carroll stated she is comfortable with the first part, but has concerns about the second part.

The liaison would set up five presentations to community groups. Perhaps he/she could write a soapbox for the newspaper as well.

The Board agreed to participate in the first part which is to have an advocate speak to the community about the value of libraries and perhaps include carefully crafted talking points about our local needs such as the build down. Get people excited about it.

Ms. Carroll recommended Jim McCauley as the official designee to work with Paula. He is the Treasurer for the Friends of the Libraries and was involved with the campaign for the District. The Board agreed he would be an asset. Ms. Carroll will contact Mr. McCauley and extend the invitation.

VII. INFORMATION AND UPDATES

- § Mr. Lancaster is scheduling a work session with the County Commissioners on March 4 at 9:30 a.m. to discuss Capital Expansion Fees
- § March 23 at 9 a.m. meet with Larimer County Commissioners - Annual Report presentation
- § March 23, 6 p.m., City Council Work Session – Jill Stillwell will be presenting the Carnegie Building survey results
- § Trustees Gard and Kalkowski commended staff on the recent employee recognition event
- § Board training flyer was distributed – March 19, hosted by High Plains Library District

VIII. ADJOURNMENT

Upon motion by Trustee Bodenhamer, seconded by Trustee Kalkowski and passed unanimously, the meeting was adjourned at approximately 6:13 p.m.

Respectfully submitted,

Cynthia L. Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary