

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

**June 14, 2010  
4 p.m.**

Main Library  
201 Peterson Street  
Fort Collins, CO

**FOR REFERENCE:**

PRESIDENT:	Mike Liggett	493-0361
VICE PRESIDENT:	Robin Gard	204-4927
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:**

Jeff Barnes  
Carson Block  
Holly Carroll  
Lynda Dickson  
Ken Draves  
Jean Gullikson  
Vicky Hays  
Cynthia Langren  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jim McCauley  
Jacqueline Murphy  
Peggy Reeves

**I. CALL TO ORDER**

President Liggett called the meeting to order at 4:00 p.m.

**II. AGENDA REVIEW**

- No action is needed on New Business Item #1. Instead it will be presented as an update to the Board.
- New Business Item #4 was removed as President Liggett no longer has schedule conflicts.
- Information and Announcements #2 was removed as Ms. Aragon is absent due to illness.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Gard and seconded by Trustee Gabel to approve the minutes of the May 10, 2010 regular board meeting as presented. The minutes were unanimously approved, 7 – 0.*

**V. CAL ADVOCACY CAMPAIGN – Jim McCauley, Friends of the Library**

Mr. McCauley gave his Colorado Association of Libraries (CAL) Advocacy Campaign presentation to the Board. He will be giving this presentation to many groups within the Poudre River Public Library District to advocate for libraries as part of a statewide campaign. The intent of the campaign is for advocates to express the same message to communities throughout the state.

Should anyone want to schedule a presentation by Mr. McCauley to a particular group, they should contact Ms. Watson-Lakamp to arrange it.

**VI. POUDRE RIVER LIBRARY TRUST – Peggy Reeves**

Ms. Reeves gave background information about the Library Trust. She explained that the Library Trust was first formed in 1999. Initially there were nine members on the board. The Trust now has money invested at the Community Foundation. The Trust not only encourages people to keep them in mind when doing their will, but they also desire to work with the Library District to see how they can be of assistance with capital needs of the library.

Presently, Trust members are going out to meet with CPAs and attorneys to inform them about the Trust in the event they might have clients who are thinking about what they want to do with their money. Ms. Reeves noted that the members of the Trust recognize they need to meet with trust departments of various banks as well and plan to do so. In addition, they would like to begin visiting service clubs as well at some point down the road.

Another avenue of getting the word out about the Trust is having a regular column in the Friends of the Library newsletter.

Ms. Reeves thanked Trustee Knezovich for attending the monthly meetings of the Trust and for his willingness to be a liaison between the Trust and the Board. She explained that the Trust is interested in working with this board on long-term capital needs.

Trustee Kalkowski thanked Ms. Reeves and the Poudre River Library Trust for all that they do.

Mr. McCauley expressed how grateful the Friends of the Library are for what the Trust is doing. He noted that the two organizations complement each other perfectly.

President Liggett encouraged Ms. Reeves and Mr. McCauley to let Ms. Carroll know if they have any needs whatsoever.

## **VII. REPORTS**

### **A. Director's Report**

The written report was accepted as presented. In addition, Ms. Carroll reported the following:

- District Boundaries – staff received the map of the district from the state and found discrepancies between the City of Fort Collins GIS department's map and the version presented by the Colorado State Library. Mr. Block is working with the appropriate people to resolve this issue.
- Reminder about the Staff Appreciation BBQ, June 24, 6 – 8:30 p.m. at Mary's house.
- The Victorian Fest has been rescheduled for Sunday, June 20.

### **B. COMMITTEE/TRUSTEE REPORTS**

#### **1. Finance Committee**

Finance Committee chair John Knezovich reported that the committee met on June 7, 2010 to discuss the 2009 Audit Report. The Board will be asked to approve the 2009 audit report later on the agenda.

#### **2. Human Resources Committee**

No report

3. Policy Committee

Trustee Atchison reported that the Policy Committee met on June 8, 2010 to discuss the set of Property and Risk Management policies that will be distributed and discussed later on the agenda.

4. Nominating and Board Development Committee

No report

**Trustee Reports:**

None

**C. FINANCIAL REPORT**

Mr. Barnes distributed and presented the May financial report. Following discussion, the report was accepted as presented.

Mr. Barnes then provided a summary explanation of Tax Increment Financing (TIF). TIF is a funding mechanism available to Urban Renewal Authorities (URA's) and Downtown Development Authorities (DDA's). Once an authority is established, the existing property or sales tax revenue continues to be paid to the taxing authorities but any additional taxes generated by new development and increased property values are remitted to the URA or DDA. The DDA or URA uses this funding stream to pay operating costs and make debt service payments on bonds issued to assist in the development projects.

The empty lot on Oak St. west of the Main Library was used as an example. The property currently pays \$5,700 in property taxes. If an office building was constructed, valued at \$800,000, the property taxes would be \$21,200. The various taxing authorities would continue to receive their \$5,700 and the DDA would get the additional \$15,500. If retail space was added, the DDA would get all of the sales tax since the property currently generates no sales tax.

This process originally had a 25 year term with a 5 year extension being available. In 2008, the legislation was changed to provide an additional 20 years of TIF. However, during this extended period, 50% of the TIF revenue is to be shared with the taxing authorities unless a smaller amount is negotiated between the DDA/URA and those taxing authorities. For the Fort Collins DDA, this sharing process will begin with the 2012 tax distributions.

**D. LEGAL REPORT**

None

**VIII. BUSINESS ITEMS**

**A. UNFINISHED BUSINESS**

**1. Main Library Remodel Update – Carroll**

Ms. Carroll reported that 14 proposals were submitted. Phase 1 for conceptual design ranged from \$70,000 - \$150,000 with the majority around 100,000. The cost for the design plus construction drawings ranged from \$200,000 - \$550,000 with the majority around \$350,000. These figures are within what staff thought it might cost for architectural services. Participants will be reading the proposals and turning in scores by June 21. July 1 is the date set aside for interviews of the four top-rated firms and Board approval of a firm will be at the next regular meeting on July 12.

Mr. Barnes distributed a handout entitled: *Poudre River Public Library District Summary of Main Remodel/Expansion Funding* and explained each line and figures to the Board.

**2. Staffing Reorganization Update – Carroll**

Ms. Carroll updated the board on the status of the reorganization. An all-staff meeting was held last week, at which time the new organization chart and guiding principles were rolled out for the first time. Staff then met with their current supervisors to discuss any concerns. Overall, the reaction was positive. Ms. Carroll also made herself available to meet individually with any employee who requested a meeting.

The next steps are “managing change” workshops for managers and all staff with facilitator Ava Diamond. These workshops will be held in June and July. In August, Doreen Kemp, with the City of Fort Collins’ Human Resources Department, will assist with team development, guidelines, charges and instruction in how to work in teams.

Additionally, Ms. Carroll has asked Mary Stansbury, PhD, Dean of the library school at the University of Denver, to meet with the professional librarians to help them find their new role.

Interim Main Library Manager, Jean Gullikson, was introduced and welcomed to her new post.

**B. NEW BUSINESS**

**1. Change in E-Mail Vendor – Block**

Mr. Block referred to the *E-mail Project Status* sheet included in the Board packets and asked if there were any questions. There were questions relating to Intergovernmental Agreements versus contracts, the cost, and servers. Ms. Murphy will be involved in reviewing the

Intergovernmental Agreement and it will be brought to the Board for approval later in the year.

**2. Draft Property & Risk Management Policies – *Carroll/Policy Committee***

A set of policies, Property and Risk Management, were distributed to the board. Trustee Atchison reported that the committee met and discussed this set last week. An issue the policy committee discussed regarding the *Exhibits, Postings and Distribution of Informational Materials Policy* is the posting of campaign literature. Trustee Atchison said the committee would like to have input from the Board regarding that issue as well as meeting room use for incumbents during campaign season and political activity outside of the buildings/entrances.

The board discussed the issues at length and agreed that Ms. Murphy should supply the Policy Committee with language for inclusion in the policies that addresses the issues brought up, including disruptive conduct, and will work with them to word the policies.

Another issue to be resolved is permitting/banning open versus concealed weapons in the library. The Board discussed this and agreed that the policy should be compliant with the law, on the restrictive side. Again, Ms. Murphy will work with the committee to help craft language that will err on the side of restriction.

A third issue was political literature. The board agreed this should be the same as the meeting room policy. The library can have limits related to time, place, and manner. It was suggested that there be one table or some sort of designated space at each library for political literature.

In conclusion, President Liggett set forth the following: Before the next meeting, the board will see the revised policies and if there are any particular legal questions to contact Ms. Murphy directly and copy Ms. Carroll so she is in the loop. At President Liggett's request, Ms. Murphy will provide the most and least restrictive draft policy language. The Board will then consider approval of the policies at the July 12, 2010 Board meeting.

**3. Acceptance Of 2009 Audit – *Barnes***

Mr. Barnes went over the 2009 Audit with the Board and answered questions.

***There was a motion by Trustee Kalkowski to accept the Audited 2009 Poudre River Public Library District Financial Report and the Report to the Board of Trustees. Trustee Gabel seconded the motion. The motion carried unanimously, 7 – 0.***

**4. Board/Director Evaluation – Vice President Gard**

Vice President Gard presented a proposed board self-evaluation form to the board and asked if they are interested in completing one. There was consensus from the board to go forth with the self-evaluation. The following process was agreed upon:

Vice President Gard will work Trustee Bodenhamer in mailing them out to the board and will arrange it so that members can mail their completed evaluations back in to President Liggett in an anonymous fashion. He indicated it would be acceptable to have them back by the next Board meeting which is on July 12.

President Liggett requested that the Board Development & Nominating Committee work with Ms. Carroll to eventually develop a process for the staff to evaluate the Board.

With regard to evaluating Ms. Carroll, it was agreed to wait until closer to her one-year anniversary. Vice President Gard will provide a proposed timeline/process at the next meeting at President Liggett's request. It was agreed that the board will look at a more expansive review/evaluation for Ms. Carroll in 2011 that would involve community input.

**IX. INFORMATION AND UPDATES**

**1. Statewide Ballot Issues Update – Carroll**

Ms. Carroll reported that the group ceased meeting because the City of Fort Collins' attorney was concerned about violating the fair campaign laws. Ms. Carroll plans to meet with Tess Heffernan after hours to discuss getting the City of Fort Collins back on board.

Ms. Carroll reported that Douglas County Libraries have all their facts and figures in and they will lose half their income if the initiatives pass.

The Colorado Municipal League (CML) has worked on a community approach. Ms. Murphy briefed the board on what has been done to date. CML has created a set of survey questions that cities, counties, and special districts can use to assess the impacts, which can then be brought back to their boards and their communities. The thought is

that this data would channel through the statewide associations and be disseminated to whoever is interested, including the "Don't Hurt Colorado" campaign.

Ms. Carroll will have Mr. Barnes complete the survey for the PRPLD.

President Liggett requested that Ms. Carroll come back with a recommendation that outlines how the potential loss of income would affect this district such as reducing hours of operation, funds for collection development, etc.

Trustee Kalkowski asked that the survey be sent out to the board. Ms. Carroll will email it to the board.

The board will more than likely need to consider a resolution in August.

Treasurer Knezovich noted that the City Council has suggested that if the District goes forward on the April ballot, there will be an opportunity to pass out petitions. He noted that the Library District needs 2,517 valid signatures to place a citizen's initiative on the ballot.

**X. ADJOURNMENT**

***Upon motion by Trustee Atchison, seconded by Trustee Gabel and passed unanimously, the meeting was adjourned at 6:22 p.m.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary