

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

**July 12, 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
John Knezovich
Mike Liggett

BOARD MEMBERS ABSENT:

Shelly Kalkowski

DISTRICT STAFF PRESENT:

Tova Aragon
Jeff Barnes
Lu Benke
Carson Block
Holly Carroll
Ken Draves
Jean Gullikson
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Annie Fox
Jacqueline Murphy
Jim O’Neill
John Stephen

I. CALL TO ORDER

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

II. AGENDA REVIEW

- Ms. Carroll requested that the first two items under Unfinished Business be moved up on the agenda to accommodate Mr. O'Neill and Mr. Stephen's schedules. Noted and approved by President Liggett.

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

It was moved by Trustee Atchison and seconded by Trustee Gard to approve the minutes of the June 14, 2010 regular board meeting as presented. The minutes were unanimously approved, 6 – 0, 1 absent.

V. REPORTS

A. DIRECTOR'S REPORT (June 2010)

The written report was accepted as presented. In addition, Ms. Carroll reported that with regard to the Colorado State Library and the discrepancies in the boundary, staff is still working to get this resolved. She will have more to report next month.

B. COMMITTEE/TRUSTEE REPORTS

1. Finance Committee
No report

2. Human Resources Committee
No report

3. Policy Committee

Trustee Atchison stated that the Policy Committee is requesting Board approval of the set of Property and Risk Management policies that were distributed and discussed at the last Board meeting.

Ms. Murphy explained that she revised two of the policies: 1) Library Facility Usage Policy and 2) Exhibits, Postings, and Distribution of Informational Materials Policy. The rest of the policies are presented for approval without any changes from last month.

Firearms Prohibited Sign and Resolution Discussion

Ms. Murphy said that a definition of "weapon" is part of the statute and can also be included in the procedures/regulations. A sign notifying the public that weapons are prohibited will need to be posted as required by law.

Because the District does not own the property that Harmony Library and Council Tree Library are on, the wording in the resolution to prohibit weapons was revised to clarify that it pertains to all property *operated* by the District and therefore would be inclusive of all three libraries.

Exhibits, Postings, and Distribution of Informational Materials Policy

The Exhibits policy includes specific actions expressly prohibited on library property and would only apply to Main library as the other two libraries are governed by Front Range Community College policies for Harmony Library and Front Range Village policies for Council Tree as it relates to this topic.

Library Facility Usage

The proposed Library Usage Policy includes "Possession of Weapons".

Meeting Room

Security and costs for damages should be included in the application and procedures for meeting room use

There was a motion by Trustee Gabel to adopt the five policies as presented.

- ***Digital Property Use***
- ***Exhibits, Postings and Distribution of Informational Materials***
- ***Library Facility Usage***
- ***Disaster Recovery***
- ***Meeting Room***

There was a second by Trustee Bodenhamer and the motion carried 6 – 0, 1 absent.

President Liggett revised the firearms resolution and read it back to the board. ***Trustee Atchison moved to approve the resolution as amended by President Liggett. Trustee Gard seconded the motion, which carried 6 – 0, 1 absent.***

4. Nominating and Board Development Committee

Self-Evaluations were sent out to board members. The next step will be a feedback form for the leadership team to evaluate the board. Vice President Gard will distribute those at an upcoming leadership team meeting. Vice President Gard and President Liggett will meet after all the evaluations are submitted and summarize the results.

C. TRUSTEE REPORTS

Vice President Gard:

- A reminder that the *Friends of the Library Book Sale* will be held July 22 – 25 at Harmony Library.
- *Colorado Rockies Baseball Game* – Vice President Gard is going to check if there is any organizational interest in attending a game as a group. She will send an inquiry out via email to the Board and all District staff.
- *Employee Picnic* - Forty-five attended the event. Vice President Gard thanked board members for their contributions to the picnic as well as to Mr. Stansbury for his assistance in setting up in advance.

Trustee Gabel:

- Recently visited the Durango Library and shared information about the coordination between the Durango Library and the Durango Public Art Commission

D. FINANCIAL REPORT

Mr. Barnes distributed and presented the June 2010 financial report. Following discussion, the report was accepted as presented.

E. LEGAL REPORT

None, other than as reflected under policy revisions and re: the Statewide ballot measures.

VI. UNFINISHED BUSINESS

A. MAIN LIBRARY REMODEL

1. RFP for Architect

- a) **Review Results of RFP Process, Receive Recommendation from City Purchasing and Consider Award of Contract for Architectural Design Services for Main Library Remodel; Authorize Executive Director to Secure Contract, Obtain Necessary Documentation and Proceed with Conceptual Design - *Carroll***

Mr. Stephen, Senior Buyer with the City of Fort Collins' Purchasing Department reviewed the Request for Proposal process for the Board. There were 14 proposals submitted for consideration. These were read by the review team and narrowed down to a short list of four firms. Interviews of those four firms were conducted and Oz Architecture was ultimately selected.

Trustee Bodenhamer moved for the board to: (1) accept City Purchasing's recommendation; (2) approve the award of the contract to Oz Architecture for architectural design services for

the Main Library remodel; and (3) authorize the Executive Director to secure the contract, obtain necessary documentation, and proceed with the conceptual design, all subject to appropriation/budget amendment. There was a second by Trustee Gabel. The motion carried unanimously, 6 – 0.

b) Appropriate Funds for Main Remodel Project including Public Hearing for Supplemental Budget – *Carroll & Barnes*

President Liggett opened the public hearing on the District's 2010 draft budget amendment, for which publication had been made in accordance with State statute. Mr. Barnes reviewed the revisions to the 2010 budget. Following discussion and upon motion, ***second*** and unanimous approval, the Board adopted the 2010 budget amendment, and ***Trustee*** Liggett then closed the public hearing.

**2. Project Manager
Authorize Counsel to Work with City Attorney's Office to Document Addition of Project Services to IGA City-provided Services - *Carroll***

Ms. Carroll requested Board direction for Ms. Murphy to continue working with the City of Fort Collins' City Attorney's office to secure project management services, as needed by the District. There was board consensus to do so.

3. Public Awareness Update – *Atchison & Carroll*

Trustee Atchison referred to a timeline created by Ms. Watson-Lakamp. It begins July 1 and goes through Election Day in April 2011 and highlights the various items that need to be done. Additional items can be added as needed.

The motto: "Refresh, renew and read local" will be used as part of the campaign to emphasize the importance of your local library.

VII. NEW BUSINESS

None

VIII. INFORMATION AND UPDATES

A. Statewide Ballot Issues Update – *Carroll*

Ms. Carroll distributed Mr. Barnes's response to the survey Ms. Murphy and other Colorado library volunteer/professionals had distributed Statewide based on the CML 60/61/101 survey questions. The survey response forecasts various scenarios to help answer how the District would be affected in terms of services

should the measure pass. Reductions in hours of operation, programming, staffing etc would all have to be considered by the District should the ballot measures pass as was reflected in the scenarios.

Ms. Carroll is still trying to meet with Ms. Heffernan with the City of Fort Collins to see if they have any interest in reconvening the group that had started to meet a few months ago to form a unified message to the community.

Ms. Carroll suggested a general fact sheet on how the measures would affect the community be created so everyone is giving the same, consistent information.

Trustee Gabel asked if it would be permissible for a board member to pen a Soapbox article to be published in the Coloradoan. Ms. Murphy indicated it would be acceptable as long as no taxpayers' funds are spent.

Vice President Gard reminded the board that members of the Friends of the Library stand ready to help advocate as well. As things progress, they will be invited to participate in the campaign.

B. Report on Floating/Shared Collections and PLA - Aragon

Ms. Aragon presented her report via PowerPoint. Highlights from the report:

- Explanation of what a shared collection is
- The benefits of a shared collection
- Description of the pilot project November 2009
- Description of phases 1 - 4
- Current statistics

IX. ADJOURNMENT

Upon motion by Trustee Bodenhamer, seconded by Trustee Gabel and passed unanimously, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary