

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

**August 9, 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  
Cynthia Langren  
Nancy Osbahr  
Rob Stansbury  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Annie Fox  
Jacqueline Murphy

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

- Ms. Murphy requested that Unfinished Business A.3. be deferred until next month due to ongoing negotiations with the City of Fort Collins.

**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 July 12, 2010 regular board meeting as presented. The minutes were unanimously approved, 7 – 0.*

**V. REPORTS**

**A. DIRECTOR'S REPORT (July 2010)**

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

- Barbara Crandall organized an Ice Cream Social at Main Library last week to thank the district's volunteers for all they do. There were about 55 volunteers plus 15-20 staff and two board members who attended.
- Summer Reading Program registrations broke records. There were over 13,000 who participated this year. Last year's total was 11,000.
- The Library Leadership team met in retreat last Thursday as part of the reorganization. The team developed a statement for meeting customer expectations and the behaviors staff will model to reach those expectations.

**B. COMMITTEE/TRUSTEE REPORTS**

1. Finance Committee

Trustee Knezovich reported that the committee met on July 21. The first draft of the long range project dealing with the fund balance and the three ballot issues were discussed. They also discussed the change in the law dealing with Tax Increment Financing (TIF). Beginning in 2012 the District will be entitled to 50% of the TIF that currently goes to the Downtown Development Authority (DDA) unless the DDA negotiates with the District to retain all or a portion of this amount. The next meeting of the committee will be scheduled for the 27<sup>th</sup> or 28<sup>th</sup> of September to review the budget.

2. Human Resources Committee

No report

3. Policy Committee

Trustee Atchison distributed the most current versions of the Public Access to the Internet/Wireless Policy and the Programming Policy for the Board to review and approve next month. President Liggett asked Ms. Murphy and Mr. Block to review the policies as well. The committee will request board approval of these policies next month.

4. Nominating and Board Development Committee

The results of the evaluations were distributed to board members. Overall, the board came out well. Vice President Gard reviewed the results with the Board.

The next step will be an evaluation for Ms. Carroll. The HR committee will be meeting to work out the process and details and make recommendations to the board at the next meeting.

**C. TRUSTEE REPORTS**

Vice President Gard:

- Distributed the trustee options at the CAL conference. There is a reception for trustees as well.

**D. FINANCIAL REPORT**

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

**E. LEGAL REPORT**

Ms. Murphy reported that she will be coordinating with the City Attorney on the Main Library remodel issues.

**VI. UNFINISHED BUSINESS**

**A. MAIN LIBRARY REMODEL**

**1. Phase 1 Update - *Carroll***

Ms. Carroll and Mr. Draves met with OZ Architecture on August 4 and reported that the design team will meet with Main Library staff on August 18 to present a preliminary drawing of the first and second floor and gather input in terms of adjacencies.

They plan to hold three community meetings. Each meeting will be a different presentation.

- August 25 (Present some designs and get feedback from community)
- September 15 (The focus will be more on the interior)
- October 13 (Final conceptual designs)

The meetings are all from 6:30 – 8 p.m. in the Ben Delatour room at Main.

Trustee Kalkowski suggested that a board member be assigned to participate with staff in the weekly remodel meetings, similar to the Council Tree Library construction process. If anyone is interested in sitting in and listening to the weekly meetings they should see President Liggett after tonight's meeting.

**2. Public Information Effort Update – Atchison & Carroll**

Trustee Atchison referred to the three community meetings mentioned earlier and said this is a great opportunity to get neighborhood folks to participate and care about the library, thus generating more support for the library with regard to the ordinance that will go to the voters.

Speaking of the ordinance, Trustee Atchison said that there is a new concept for the Board to consider. Rather than *repeal* the 5%, use the word "modify" instead. The consensus of the board was very much in favor of the using "modify" instead. Trustee Atchison said that the Trust indicated they approve of it as well.

Staff will do the math and figure out how much of a percentage is needed and move forward from there. The next step will be to meet with the Friends of the Library to introduce the concept to them, explain how they can help with volunteers, determine how much the campaign might cost and then see what they feel comfortable doing.

Trustee Bodenhamer suggested the Board create a special invitation (even email) to the Trust and the Friends of the Library that says they are specifically invited to join the Board as they meet with OZ and learn about the vision together. After a discussion, it was agreed that they will be invited at least 30 minutes before the community meeting starts and that the September 15 meeting would be best. Ms. Carroll will confer with OZ on this. Both groups will still be invited to the August 25 and October 13 meetings as well.

Ms. Murphy will help with getting the language firmed up with regard to the modification and the percentages in time for this joint meeting. Ms. Langren will post notices for all three of these public meetings.

Trustee Kalkowski reminded staff that anytime there's a rezoning or replatting, the City requires a public meeting with invitations to residents who live within 500 feet of the proposed site. Ms. Murphy thought perhaps this type of thing would be included as part of the City's program management. Ms. Carroll will check with Steve Seefeld.

Trustee Bodenhamer suggested going around the neighborhood to drop off flyers door-to-door. It should also be on the website. Trustee Atchison suggested signs in the entry at each library and letters to be sent out to the neighborhood residents.

3. **Consider approval of amendment to IGA with City of Fort Collins and Larimer County for the purpose of adding project management services to be provided by the City of Fort Collins for Main Library remodel – Carroll**  
Deferred until next month.

## B. REORGANIZATION

### 1. Teams

Ms. Carroll explained that as part of the reorganization, there are six teams with two facilitators for each one. Interested staff are asked to apply by writing a paragraph expressing their interest. There will be 3-5 more staff members, in addition to the 2 facilitators for each team.

### 2. Training

Doreen Kemp with the City of Fort Collins' Human Resources department will be conducting facilitation training for the team facilitators and library leadership team. In addition, in September, there will be a day-long team training session for each of the six teams with Ava Diamond.

## VII. NEW BUSINESS

None

## VIII. INFORMATION AND UPDATES

### A. Statewide Ballot Issues Update – Carroll

Ms. Carroll explained that in order to continue discussing the ballot issues, the board would need to approve a resolution to see if a majority of the board would like to discuss the three ballot issues. President Liggett read the resolution aloud to the Board. **Trustee Atchison moved to approve the resolution. There was a second by Trustee Gabel. The motion carried unanimously, 7 - 0.**

A draft resolution was distributed to the board by Ms. Carroll as was a copy of the Fair Campaign Practices Act memo. Ms. Carroll asked that the board consider approving a similar resolution at their September meeting. If there is any feedback on the resolution; things to add or delete, please contact Ms. Carroll.

**B. Staff Intranet Presentation - *Block***

Mr. Block demonstrated the new District staff Intranet for the board. The purpose of the intranet is to improve staff communications and have one, central place for staff to get and share information.

**C. Prospector Presentation – *Osbahr***

Ms. Osbahr gave a presentation on the very successful Prospector service provided by the District. She explained the background of the service and the various processes involved in handling the materials.

**D. Market Analysis**

Ms. Carroll reported that Orange Boy completed their study and will present the preliminary demographic information they collected during a web ex on August 17. Ms. Watson-Lakamp will send out the link to the board in the event anyone is interested in joining the web ex.

Ms. Carroll mentioned that the District is partnering with CSU in hosting an author event. John Clark-Pratt will be at the Harmony Library on September 9, from 7 – 9 p.m. Information will be sent out to the Board.

**IX. ADJOURNMENT**

***Upon motion by Trustee Atchison, seconded by Trustee Gard and passed unanimously, the meeting was adjourned at 5:52 p.m.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary