

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

September 13, 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
Ken Draves
Jean Gullikson
Vicky Hays
Cynthia Langren
Currie Meyer
Rob Stansbury
Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

Annie Fox
Sam Fox
Jacqueline Murphy

I. CALL TO ORDER

President Liggett called the meeting to order at 3:58 p.m.

II. AGENDA REVIEW

- Ms. Carroll requested that item VIII. 2. Planning for Results Update be stricken from the agenda and deferred until next month.
- President Liggett added an Executive Session to the end of the regular agenda.

III. PUBLIC COMMENT

Sam Fox introduced himself and offered his services and support in the Main Library Remodel/campaign effort.

IV. APPROVAL OF MINUTES

It was moved by Trustee Gabel and seconded by Trustee Kalkowski to approve the minutes of the August 9, 2010 regular board meeting as presented. The minutes were unanimously approved, 7 – 0.

V. REPORTS

A. DIRECTOR'S REPORT (August 2010)

The written report was accepted as presented.

B. COMMITTEE/TRUSTEE REPORTS

1. Finance Committee

Trustee Knezovich reported that the committee received notice of assessed valuation on Aug 25. It shows that the valuation went down 1.1%. This figure will be incorporated into the budget. The next committee meeting will be on the 27th or 28th of September to work on the budget for the October board meeting.

2. Human Resources Committee

Vice President Gard reported that the committee met and everyone should have received an evaluation. Trustee Bodenhamer met with the leadership team and gave them forms as well. A self-evaluation will be given to Ms. Carroll. The deadline for board members to submit their forms is one week from today. The results will be discussed next month.

3. Policy Committee

Trustee Atchison indicated the committee will request board approval of the Programming and Internet/Wireless policies later on the agenda. The next meeting will be on or around September 28th.

4. Nominating and Board Development Committee

No report this month.

C. TRUSTEE REPORTS

Vice President Gard:

- There were 50 staff and family that attended the Colorado Rockies baseball game on Friday, September 10.
- Friends of the Library Book Sale: October 1 – 3 at Foothills Mall.
- Colorado Association of Libraries. Early bird deadline is September 23. There will be a networking type reception on October 8 for Directors and Trustees. Vice President Gard will send the CAL link to everyone one more time.

D. FINANCIAL REPORT

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

E. LEGAL REPORT

None

VI. UNFINISHED BUSINESS

A. MAIN LIBRARY REMODEL

1. Phase 1 Update - *Carroll*

Ms. Carroll reported that things are progressing on schedule; however there is a concern about the building's ability to obtain LEED certification.

Trustee Kalkowski explained that the requirements to pursue the LEED Gold status are very ambitious because of the change in requirements even since the Council Tree Library was built; requirements to achieve a "gold" rating has been revised are more stringent.. It is estimated that to pursue "gold" will cost between \$40,000 - \$70,000. She added that it is possible to reserve an opportunity to pursue LEED later in the project by registering at a cost of \$900. A third option would be to go with Net Zero. Given how tight the budget is, Trustee Kalkowski recommended dropping the "gold" requirement in the contract with the architect and go with Net Zero. Ms. Carroll agreed and added that she recommends the District go forth with the recommendations contained in the retro commissioning report which will be discussed later this evening.

Ms. Carroll indicated she would like guidance from the board given these three options: 1) Do not try for LEED at all; 2) Ask Mr. Seefeld to register on the District's behalf to reserve the option at a later time to pursue it – cost is \$900; 3) Try for LEED. Ms. Carroll feels that Net Zero is sufficient.

After a discussion, the board agreed they would like more information before making a decision. Helpful information would be: What are the real dollars are under each of those options and do we believe this will have an effect on the way we present to the community? Vice President Gard asked if there is any money out there to help retrofit old buildings – staff will check.

Trustee Kalkowski explained that LEED is not a government affiliated association. It's an industry affiliation. President Liggett asked that that the LEED definition is included in the information brought to the board next month.

After more discussion, it was agreed that the board would make an initial decision this evening and follow up next month after more information is available.

Trustee Kalkowski moved to delete the requirement for LEED Gold certification on the contract for this building and just spend \$900 now to register and reserve the option to get certified in the future and in the meantime, continue to pursue sustainable practices as the project continues. There was a second by Trustee Gabel. The motion carried unanimously, 7 - 0.

Staff will provide more information, including specific costs for the Board for further action next month. The board will need to decide soon if they do want to go for gold.

2. Public Information Effort Update – Atchison & Carroll

Trustee Atchison reported that so far, one public meeting has been held with about 25 in attendance. Upcoming on the 15th is the joint meeting with the Friends of the Library Board, Poudre River Library Trust Board and this board.

In addition, Trustee Atchison will be attending, along with Vice President Gard, the next Friends of the Library Board meeting to talk with them about the support of the campaign and what this board needs from them.

3. Sample Ballot Language – Citizen Initiative – Carroll

Ms. Murphy explained that the document being distributed is a rough draft to get the discussion started.

After discussing the draft and various ways to add language that explains the need for an expansion of the footprint i.e. 8% versus 5% or stating a

certain square footage, President Liggett stated he would like to have an opportunity to edit the ballot language with the help of 1-2 other board members. Trustee Atchison suggested that staff contact Wanda Krajicek in the City Clerk's office to get the original official language since there seems to be a discrepancy between the various documents. She will then have a conference call with Ms. Murphy and President Liggett. Staff should send out the official language to the board. Staff will then send out a proposed draft for the board to review next month.

It was noted that since the deadline for the petition isn't until the first week of December, there is still time for the Board to solidify the language.

4. 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

Trustee Atchison moved approval of the first amendment to the IGA as stated above. There was a second by Trustee Bodenhamer. The motion carried unanimously, 7 – 0.

B. STATEWIDE BALLOT ISSUES – Carroll

Trustee Atchison moved approval of the draft statewide ballot issues resolution as presented. There was a second by Trustee Gabel.

After a discussion, Trustee Kalkowski suggested slightly revising the wording of the fifth paragraph to read as follows: Whereas, the passage of *all three* measures would reduce Poudre River Public Library District revenues *by an estimated* \$420,000 the first year, and *an aggregate total* of \$1,957,500 after four years; and.

President Liggett requested that staff include other statements about what could happen to the District if the ballot measures do pass. Ms. Carroll agreed to put those items in a fact sheet, which is the next step for staff.

Trustee Atchison agreed to amend her motion to accept the proposed amendments to the resolution. Trustee Gabel seconded the amended motion. The motion passed unanimously, 7 – 0.

C. APPROVAL OF PUBLIC SERVICE POLICIES – *Policy Committee*

Trustee Bodenhamer moved to approve the revised programming policy and the Internet access policy. There was a second by Trustee Gabel. The motion carried unanimously, 7 – 0.

It was suggested that the district develop a brochure or a sign to place in the Children's area to let parents know what our filtering policies are. Educate the public.

VII. NEW BUSINESS

None

VIII. INFORMATION AND UPDATES

A. Reorganization Presentation – *Carroll*

Ms. Carroll gave a presentation on the District reorganization background and process to date. Doreen Kemp with the City's Human Resources department and Ava Diamond have been instrumental in assisting with training and workshops for staff to deal with change in the workplace and becoming a learning organization. Staff are now in the process of developing teams: Programming, Customer Experience, Circulation, Learning Organization, and Collection. They will have charges and proposed outcomes. Team membership is limited to seven people including two facilitators who will lead the teams.

The leadership team met in retreat and developed values and guidelines in how to get there.

The reorganization establishes a public services designation rather than specific children's and adult services departments. All public services staff will be expected to help anyone who walks in the door.

B. Retro Commissioning Report - *Barnes*

Mr. Barnes briefed the board on the contents of the report. The report was funded by the Fort Zed grant we are participating. Some of the improvements we can make are largely funded by that grant. The estimate to implement all of the recommendations is \$150,000- 200,000. There were four recommendations to correct issues:

1. Heating system retrofit; the 35 year old boiler should be replaced and the related piping and pumping redesigned.
2. VAV (Variable Air Volume) box controls should be replaced; the boxes were not operating due to inoperable pneumatic controls
3. Demand Control Ventilation - Controls and CO2 sensors should be added to provide monitoring and the ability to vary the ventilation system based on air quality in the building.

4. Variable speed drivers on AHU (Air Handling Units) Upper fans should be added to replace inlet vanes that are currently inoperable. This would improve the supply and return air control and building pressurization.

The timing and budget impacts of the report will be discussed at the next board meeting.

IX. EXECUTIVE SESSION

Upon motion by Trustee Liggett, seconded by Trustee Gard and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of developing negotiating positions or instructing negotiators as authorized by Section 24-6-402(4)(e), Colorado Revised Statutes, in reference to the Intergovernmental Agreement with the City of Fort Collins, specifically regarding Council Tree branch post-construction matters and Exhibit B to the IGA.

Trustees Liggett and Gard moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval, the Board directed staff to follow up with the necessary city officials, as appropriate.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary