

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

**October 11, 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  
Julia Hall-Payne  
Currie Meyer  
Tova Aragon  
Lynda Dickson  
Paula Watson-Lakamp

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Anne Fox  
Steve Seefeld

**I. CALL TO ORDER**

President Liggett called the meeting to order at 4:01 p.m.

**II. AGENDA REVIEW**

- No comments

**III. PUBLIC COMMENT**

- No comments

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Gard and seconded by Trustee Bodenhamer to approve the minutes of the September 13, 2010 regular board meeting and the September 15, 2010 Special board meeting as presented. The minutes were unanimously approved, 7 – 0.*

**V. REPORTS**

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

- The written report was accepted as presented.
- Director Carroll pointed out the District is on track for a 10% increase for circulation.
- Introduced Julia Hall-Payne as Ms. Langren's replacement while on leave of absence.
- Passed out fact sheet on amendments 60, 61, and proposition 101.
- Trustee Gard commended the improvements in Tech Services as well as the quick evacuation of the building during the fire drill.
- Trustee Knezovich noted the receipt of a federal grant awarded to the Colorado State Library on behalf of the Library district for adaptive technology and two mobile laptop labs.

**B. OZ ARCHITECTURE**

- Kate Fields gave an update on the schematic floor plan
- Reviewed the budget for the renovation of Main Library project
- Reviewed phasing plan for keeping Main Library open during the renovation
- Recommended that if LEED Certification is not sought after it would help the budget stay on course
- Asked for input of what is needed to help with outreach for the citizens' initiative

**C. COMMITTEE/TRUSTEE REPORTS**

**1. Finance Committee**

Trustee Knezovich reported that the committee had a meeting with Mr. Barnes and Ms. Carroll to discuss the preliminary budget, which will be presented later tonight.

2. Human Resources Committee

Vice President Gard reported that all the data has been compiled for the Director evaluation. She and President Liggett will meet with Director Carroll within the next week to go over the results. Afterwards an email will be sent out to the all the board members. At the November meeting there will be an executive session to discuss the results with Director Carroll.

3. Policy Committee

Trustee Atchinson handed out draft 3 of the Collection Development Policy. The Committee wants to include the Library Bill of Rights and the Freedom to Read statement as value statements to be placed behind the Library district mission, vision, and values statement in the policy manual that will be compiled. The committee is also recommending that the ALA statements on Free Access to Libraries for Minors, Labeling and Rating Systems, and Access to Digital Information Services and Networks be endorsed as part of the Collection Development Policy.

4. Nominating and Board Development Committee

Trustee Gard reported the committee will be reviewing several ALA on-line seminars to train new trustees.

**D. TRUSTEE REPORTS**

- Vice President Gard reported PRPLD was strongly represented at the CAL Conference.
- Director Carroll reported the FOL gave first time attendee scholarships to five employees.
- Trustee Kalkowski attended the Special District Association meeting.

**E. FINANCIAL REPORT**

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

**F. LEGAL REPORT**

Ms. Murphy is working on contract review, the ordinance amendment, and follow-up regarding Council Tree.

**VI. UNFINISHED BUSINESS**

**A. MAIN LIBRARY REMODEL**

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

Written report accepted.

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

Trustee Atchison reported that the committee met with FOL and the Director met with the Trust to ask that they consider helping to fund the campaign to modify the ordinance. The Committee needs the Board to clarify what its role will be in crafting language for the ordinance and the role of the board in the campaign. Trustee Atchinson asked for three-five electors to be nominated to present the petition for the citizens' initiative. Director Carroll was asked to create a flowchart on the steps to get the initiative passed.

**3. Sample Ballot Language – Citizen Initiative – Carroll**

Ms. Murphy explained that board has the onus of creating the language for the ballot, and then the City's attorney will approve it.

Discussion of ballot language was deferred until the next Board meeting.

**4. Ratify IGA with City of Fort Collins and Larimer County project management services to be provided by the City of Fort Collins for Main Library remodel with the deletion of email services – Carroll**

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

**5. LEED Certification Net Zero Decision (Action) –Carroll**

Director Carroll is recommending the library not seek LEED Certification or registration but to adopt a Net Zero policy that pursues sustainable techniques and materials when possible and feasible within the budget. *Motion made by Trustee Kalkowski, and seconded by Gabel. Unanimous approval by the Board, 7 - 0.*

**6. Retro Commissioning Report – Enactment of Recommendations (Action) –**

Barnes

Mr. Barnes recommended the Board accept the Retro Commissioning Report and fund the energy conservation measures from the existing capital funds and from the Fort Zed grant. The work can be incorporated into the remodel where feasible. *Motion made by Trustee Gabel, seconded by Trustee Bodenhamer. The motion carried unanimously, 7 – 0.*

**VII. NEW BUSINESS**

**A. Distribution and Discussion of Collection Development Policy (Approval next month) –Policy Committee**

The Policy Committee is recommending the board carefully read the Library Bill of Rights, the Freedom to Read Statement, the Free Access to Libraries for Minors, the Labeling and Rating Systems, and the Access to Digital Information,

Services, and Networks as documents under consideration for elements of the Collection Development Policy.

**B. Intergovernmental Agreement Amendment with Poudre School District (PSD)**

**re: Email** –Carroll & Block

The Board will read over the IGA draft with PSD for providing email for the District. The board was asked to pay special attention to the retention and archiving policies within the draft. An IGA must be approved by the board at its November meeting to allow time for the PSD board to adopt before the end of the year.

**C. Presentation of Recommended 2011 Budget – Barnes**

Two proposed budgets for 2011 were submitted by Mr. Barnes in preparation for different possible outcomes from the November elections. The public hearing on the 2011 budget will be held as part of the regular November Board meeting. The presentation and detailed information will be emailed out to the Board members.

**VIII. INFORMATION AND UPDATES**

None

**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 discussing personnel matters relative to a termination hearing as authorized by Section 24-6-402(4)(f), Colorado Revised Statutes.

*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 City Human Resources Department per the IGA-provided services, as appropriate.

**X. Adjournment**

*Vice President Gard motioned and Trustee Bodenhamer seconded the meeting be adjourned at 6:52 p.m.*

Respectfully submitted,

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Linda Gabel, Secretary  
Julia Hall-Payne, Recording Secretary