

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

**December 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:**

Nina Bodenhamer  
Linda Gabel  
Robin Gard  
Shelly Kalkowski  
John Knezovich  
Mike Liggett

**BOARD MEMBERS ABSENT:**

Mary Atchison (excused)

**DISTRICT STAFF PRESENT:**

Jeff Barnes  
Carson Block  
Elaine Burritt  
Holly Carroll  
Ken Draves  
Jean Gullikson  
Cynthia Langren  
Cydney Clink  
Lynda Dickson  
Kim Doran  
Sylvia Garcia  
Vicky Hayes  
Sue-Ellen Jones  
Currie Meyer  
Sarah Scobey

Rob Stansbury

**OTHERS IN ATTENDANCE:**

Jacqueline Murphy  
Sam Fox

**I. CALL TO ORDER**

President Liggett called the meeting to order at 4:12 p.m.

**II. AGENDA REVIEW**

No changes

**III. PUBLIC COMMENT**

No comments

**IV. APPROVAL OF MINUTES**

*It was moved by Trustee Bodenhamer and seconded by Trustee Gabel to approve the minutes of the November 8, 2010 regular board meeting as presented. The minutes were unanimously approved, 6 – 0.*

**V. REPORTS**

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

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

- United Way Campaign Report – The District's participation increased from 17 donors to 31 this year and overall contributions increased by roughly \$2,000.
- 2011 Holiday Schedule distributed –Executive Director Carroll noted that the libraries will be closed two days in a row in 2011, December 24 and 25 since Sunday, the 25<sup>th</sup>, is a half-day of service.
- Two newspaper articles re: the petition drive were distributed. One was in the *Coloradoan* and one in the *Loveland Reporter Herald*.
- Ms. Carroll wrote a book review on The Successful Library Trustee Handbook, Second Edition, which was published in the December issue of the *Public Libraries Association* magazine. Copies of the review were distributed.

**B. COMMITTEE/TRUSTEE REPORTS**

1. Finance Committee

No report

2. Human Resources Committee

No report

3. Policy Committee

Trustee Kalkowski reported that the committee attempted to handle the Reconsideration of Materials policy via email, but was unsuccessful.

President Liggett stated that he plans to join the committee since Trustee Atchison may not be able to continue. He will work with the other committee members in coordinating a meeting. The Reconsideration of Materials policy will be the first policy for discussion.

4. Nominating and Board Development Committee

- Upcoming Board vacancies – Vice President Gard listed each member's terms and when they expire. There are two coming up in 2011: Trustee Gabel plans to request reappointment, but Trustee Bodenhamer is unsure at this time if she will or not.
- Trustee Bodenhamer will be working on a link on the Board's web page that will outline the trustees' responsibilities/requirements along with a link to Larimer County who take the applications for new trustees.
- Trustee Gable suggested that when a new trustee is selected, a Board mentor be assigned to them to help get them up to speed and provide history/background.
- There is list of good materials/resources for new members, such as the one that Executive Director Carroll reviewed for the PLA magazine that will be given to new members along with some recommended webinars.
- Trustee Bodenhamer will send the draft document to Executive Director Carroll for her review. It will contain a description of the trustees' roles and responsibilities. After that, all members will have an opportunity to review it and then it will be posted on the web.
- Trustee Knezovich is the point person for the board elections that occur every March. If anyone would like to be nominated, it is incumbent on you to contact Trustee Knezovich so he can put together a nomination list of names by the February meeting so they can have it in advance of the March meeting.
- If there are any objections with this process, please contact Trustee Knezovich or the committee Chairperson, Vice President Gard.

### **C. TRUSTEE REPORTS**

Trustee Knezovich - reported that the District holiday party was very nice and well done. He thanked the Friends of the Library for their generous donation that made the party possible.

President Liggett – commented on the Orange Boy report. He noted that there were no clusters for people over 49 with no children. He requested Executive Director Carroll check with Orange Boy to see if they can possibly glean some data about that; what do those people look like in our system?

Also with regard to the Orange Boy presentation, Trustee Bodenhamer requested more information about the lack of browsing. Is this a national trend? Were there site variations on that? In other words, is it a configuration or a behavioral trend? Even something anecdotal is fine.

Trustee Knezovich commented that the summary everyone was given today didn't match the slides that were presented by Orange Boy. Ms. Carroll explained that the electronic file is too large to email and wasn't received in time to make hard copies for today's presentation. Instead, she will get log-ins for the Board to the SharePoint. She will email that information to everyone tomorrow. She also noted that the presentation was recorded and will be available in that format as well.

### **D. FINANCIAL REPORT**

Mr. Barnes presented the November 2010 financial report. The report was accepted as presented.

### **E. LEGAL REPORT**

President Liggett suggested the Board discuss NEW BUSINESS item C. Revision to Approved Amendment to the IGA with the City of Fort Collins be dealt with at this time on the agenda. There was consensus to do so.

Ms. Murphy reported that the City asked, since they had not yet approved the IGA amendment, that the District also consider the language to include refunds of library impact fees in the event of the cancellation of a building permit.

***There was a motion by Trustee Bodenhamer to revise the first amendment to the IGA to include the adjustments to include language about refund of any Capital Expansion Fees. Trustee Gabel seconded the motion. It carried unanimously, 6 – 0.***

**VI. UNFINISHED BUSINESS**

**A. Main Library Remodel**

**1. Schematic Design Review - *Carroll***

Executive Director Carroll reported that she added a change order at the request of John Stephen for the landscaping on the east side of the park to address a community concern expressed at a P.I.E. meeting about additional bike parking.

Vice President Gard expressed a concern about the garden in the front of the library. In the event that it will be affected in any way by the expansion construction, she asked that staff communicate with the volunteer garden group who maintains it for the District so there are no surprises.

Art in Public Places - Executive Director Carroll has spoken with Ms. Martin who is willing to help coordinate the process. There is \$40,000 (1% of the budget) earmarked for this purpose.

**2. Contract with Wember – *Carroll***

Wember has signed a professional services contract. They have proposed to do all the master scheduling and will basically supplement the services provided by the City's Steve Seefeld.

**3. Staff Relocation to Service Center – *Carroll***

Executive Director Carroll and Deputy Director Draves met with Josh Birks, City of Fort Collins Economic Development specialist, to inquire about available/vacant City property to lease. They toured a couple of sites; the old Parks and Recreation building on Howes Street might have potential. Mr. Birks also suggested two realtors the District might consider working with. It was noted that a major requirement for space is that the property must be on the City's fiber optic ring.

**4. Citizen Initiative – *Gard & Carroll***

Vice President Gard reported that the drive is going extremely well. Kudos to Trustee Kalkowski who has turned in the most packets so far and to volunteer Sam Fox who developed and maintains the exceptional ExpandOurLibrary.org web site.

**VII. NEW BUSINESS**

**A. Public Hearing on Amended 2010 Budget – Barnes**

Mr. Barnes stated that the objective is to hold a public hearing to amend the 2010 budget and approve an amendment to the 2010 Capital Projects Fund budget by appropriating \$19,060 for the Wember contract.

**President Liggett opened the Public Hearing on the Amended 2010 Budget at 5:15 p.m.**

Trustee Knezovich noted that as the Main library is remodeled, the District is committed to spend about \$1.3 M of our uncommitted fund balance to this project. He requested that the District make that transfer prior to year end so that when the audited financial statement comes out, those funds are declared to be devoted to Capital projects and not perceived as uncommitted.

Ms. Murphy noted that in order to do as Trustee Knezovich suggests, appropriate notice must be given.

President Liggett noted that there are two issues on the table:

- 1) Approve an amendment to the Capital Projects Fund in the amount of \$19,060 for the Wember contract; and
- 2) Amend the 2010 General fund to include the \$1.3 M to the capital project fund to the Main Library remodel.

**There being no public present wishing to speak, President Liggett declared the Public Hearing closed at 5:19 p.m.**

***There was a motion by Trustee Gard to amend the capital projects fund budget as previously described by appropriating \$20,000 for the contract for owner's representation services. There was a second by Trustee Gabel and the motion carried unanimously, 6 – 0.***

Ms. Murphy suggested that notice be published and that it be ratified in January.

***There was a motion to amend the 2010 General Fund budget to include a \$1.3 M transfer to the Capital Projects Fund from the District's General Fund for the Main Library Remodel/Expansion by Trustee Knezovich. There was a second by Trustee Gabel, and staff direction for publication of a public hearing. The motion carried unanimously, 6 – 0.***

**B. Executive Director Contract – Liggett**

President Liggett reviewed the revision to the Executive Director's contract which provided that Ms. Carroll has elected to use the health benefits offered by the District/City. This is not a cost issue as the District pays for her benefits whether she elects to have coverage or not.

The original agreement and amendment (dated December 2009) were merged into one document for clarity.

***There was a motion by Trustee Gabel and a second by Trustee Bodenhamer to approve the Executive Director's contract as amended. The motion carried unanimously, 6 – 0.***

Trustee Knezovich stated his appreciation of Ms. Carroll and all staff not receiving pay increases in 2011 in light of the unknown future of the District's budget, believing there will be some financial struggles ahead.

**C. Revision to Approved Amendment to the IGA with City of Fort Collins - Barnes  
-- See LEGAL REPORT above where this item was addressed --**

**VIII. INFORMATION and UPDATES**

- A design for the holiday greeting card from the Board to staff was selected.

**IX. ADJOURNMENT**

***Trustee Gard moved to adjourn at 5:32 p.m. Trustee Kalkowski seconded the motion and it carried by a unanimous vote, 6 - 0.***

Respectfully submitted,

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Linda Gabel, Secretary

Cynthia Langren, Recording Secretary