

**Fort Collins Regional Library District  
Board of Trustees  
Special Meeting  
March 19, 2007 4 pm  
Harmony Library  
Fort Collins Colorado**

**Board Members Present:** Mike Liggett, Nina Bodenhamer, John Knezovich, Mary Robertson, Bob Viscount, Robin Gard, Shelly Kalkowski.

**Board Members Absent:** none

**Library Staff:** Brenda Carns, Library Director, Claire Thomas, assistant to Brenda Carns.

**Also Present:** Jacqueline C. Murphy and Sandy Thomas of Seter & Vander Wall, P.C.; Marg Portouw, Ken Draves, Tova Aragon, Lu Benke, Library Staff Persons and Jane Thompson, representative from The League of Women Voters.

**Call to order/Review Agenda**

Trustee Robertson called the meeting to order at 4 pm. The agenda was amended to include approval of the March 7, 2007 regular meeting minutes.

**Disclosures**

Attorney Murphy advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member disclosed their conflicts of interest, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

**Oaths**

Ms. Thomas (Sandy Thomas) administered the Oaths of Office for the members of the Board of Trustees.

## **Approval of March 7, 2007 Regular Meeting Minutes**

A motion was made by Trustee Knezovich to approve the minutes from March 7<sup>th</sup> as submitted. Trustee Bodenhamer seconded the motion. All approved.

### **Indemnification Resolution**

Attorney Murphy reviewed with the Board the Resolution for the Defense and Indemnification of Trustees and Employees of the District. Trustee Knezovich made a motion to approve the adoption of the Indemnification Resolution. Trustee Liggett seconded the motion. All members voted yes to adopt the resolution, it has passed.

### **Public Hearing on Proposed 2007 Budget**

Attorney Murphy next reported that the meeting has been published as the District's hearing for its 2007 budget. Trustee Roberston opened the public hearing on the 2007 budget; there being no members of the public present wishing to comment, Trustee Roberston closed the hearing. The board discussed the 2007 budget. Trustee Kalkowski moved to approve the proposed budget. Trustee Bodenhamer seconded the motion. The board thanked Trustee Knezovich and Library Director, Ms. Carns, for their work on this initial budget. In the vote, all approved the budget.

### **Discussion of the Hiring Policy**

Ms. Carns, Library Director, brought to the board the fact that several positions are open at the library and need to be filled. Ms. Carns' most urgent need is for a budget director for the Library District. The board will take that into consideration as they look at the staff needs, the sample and specific job descriptions and salary and pay information.

Discussion was also held around the topic of new hires being considered City of Fort Collins employees or Library District employees. Attorney Murphy advised the Board that benefit packages would need to be in place prior to the District hiring its own employees. It was noted that to the extent any employees are hired to serve the District in the near term, they would be City employees until the transition to the District under the IGA between and among the District, the City and the County.

After Board discussion, the Board determined to form a task force made up of Trustees Viscount, Kalkowski, and Gard to examine the hiring policy, job descriptions and comparisons, and staff needs at the library. Ms. Carns will furnish this group with the staff needs, sample and specific job descriptions, salary and pay information and recommendations for these positions. The Board would also like to see a detailed organizational chart to include, number of staff, their positions, and to whom they report.

After Board discussion, it was determined that it would be appropriate for Ms. Carns to post for and hire a full time administrative assistant. The task force will report at the next meeting.

### **Executive Session**

Upon motion by Trustee Gard, seconded by Trustee Viscount, and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of discussing the Intergovernmental Agreement between and among the District, City, and County as authorized by Sections 24-6-401(4)(a), (e) and (f) of the Colorado Revised Statutes.

A motion was made to adjourn and exit the executive session by Trustee Viscount. Trustee Kalkowski seconded the motion at 6:05. All were in favor.

The Board determined to establish: (1) a task force made up of Trustees Gard, Viscount and Kalkowski to work with legal counsel and Ms. Carns to finalize Section 3 of the IGA, "Employment and Personnel;" (2) a task force made up of Trustees Knezovich, Kalkowski and Bodenhamer working with Ms. Carns to perform fact finding relative to real property issues under the IGA, generally; and (3) a task force made up of Trustees Knezovich, Kalkowski and Bodenhamer and Ms. Carns and Mr. Draves to perform fact finding relative to the southeast branch, in particular. The task forces will report at the next meeting.

### **Next Meeting Date**

The Board noted that its next regular meeting is scheduled for April 2, 2007 at 4:00 p.m.

### **Adjourn**

Trustee Viscount made the motion to adjourn the Board of Trustee's meeting at 6:09 pm. Trustee Liggett seconded the motion. The vote was all in favor of adjourning.

Respectfully Submitted by,

Claire Thomas  
Secretary of the Meeting  
Assistant to Brenda Carns, Library Director

Trustee Shelly Kalkowski  
Secretary