

**Fort Collins Regional Library District  
Board of Trustees Regular Meeting  
April 2, 2007 4:00 PM  
Community Room, Harmony Library**

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

**Board Members Absent:** none

**Library Staff:** Brenda Carns, library director, Claire Thomas, assistant to Brenda Carns

**Also Present:** Kim Seter of Seter & Vander Wall, P.C.; Jane Hruby, Lu Benke, Lynda Dickson, Carson Block, Ken Draves, Tova Aragon, Jennifer Zachman, Library Staff Persons; Edith Held, The Friends of the Library; Jane Thompson, League of Women Voters; Phyllis Abt, Front Range Community College; Rebecca Paulson; Jim Mc Cauley; Marty Heffernan, Director of Cultural, Library and Recreational Services, City of Fort Collins; Heman Adams; Mari Padgett of Flood and Peterson Insurance; Peggy Dowswell; Anina Goswami.

**Call to order/Review Agenda**

Trustee Robertson called meeting to order at 4:00. The agenda was amended to include (1) Time for public comment; (2) Time set aside for a presentation by Mari Padgett of Flood and Peterson Insurance.

Trustee Robertson asked the audience if there was anyone present who had comments for the Board. There was no public comment.

**Approval of Minutes**

A motion was made by Trustee Bodenhamer to approve the minutes from the March 19<sup>th</sup> meeting as submitted. Trustee Kalkowski seconded the motion. All approved.

**Director's report:**

Ms. Carns reviewed the director's report with Trustees and added that there will be a Public Open House for the new SE Branch on April 17<sup>th</sup> at the AMD building on Ziegler and Harmony, overlooking the site of the new branch and Front Range Village shopping

center. Ms. Carns also announced the Bayer Ground Breaking Celebration on April 25; breakfast is at 8:30. The Trustees will receive invitations in the mail.

Ms. Carns pointed out a new article in the newspaper, *North Forty News* that highlights the Board's job and brief profiles of Trustees. The article is in their packet.

Also in the Trustee's packets are orientation documents that used to go to new Library Board Members. Ms. Carns invited Trustees to read at their convenience. The documents include "Into the 21<sup>st</sup> Century, A Long Range Plan for Information Services and Library Facilities for the Fort Collins Area"; Fort Collins Library Trust Mission statement and vision statement; an application to join the Friends of the Library; a blank Suggested Materials Purchase form; blank How'd We Do? form; and a compiled list of How'd We Dos from December 06- February 07.

As the Trustees move forward with the IGA, Ms. Carns offered to make scheduled appointments with different City departments so that they can come to a board meeting and discuss their role with the Library, now and into the future.

Ms. Carns communicated to the Board that their photography session will be on Monday, April 16<sup>th</sup> at the Main Library preceding their meeting. The photos taken this day are for the Library website and libraries.

### **Financial Update**

Trustee Knezovich reported that the county has collected more taxes and the money has been deposited for the months of February and March. \$1.4 million (rough estimate) has been collected from property and specific ownership tax receipts. Another payment from the county is expected by April 10. Trustee Knezovich asked that time for a financial report is on the Board's agenda in the future.

### **National Library Week**

National Library Week is the week of April 16-20. Trustee Gard asked if there was anything the Board could do to help staff celebrate. April 17<sup>th</sup> is a staff appreciation day at the libraries. Invitations are being sent to Trustees. Tova Aragon is the contact at the Library. Board members are invited to come by and meet staff at lunch and or dinner.

## **Committee updates**

### **Human Resources**

Trustees Gard, Kalkowski and Viscount have been meeting and researching issues in the IGA pertaining to human resources. They are still in the information-gathering phase. The sub committee has been meeting with various district groups to find out how they operate their HR departments and what kind of services they contract out. Ms. Carns offered to work with the subcommittee to find out more about what services the Library receives from the City's HR department and what the library's needs will be after the IGA.

Trustee Kalkowski proposed that in the spirit of National Library Week, the Board should communicate with the staff of the library to tell them how much the Board appreciates their hard work, patience and cooperation during this transition. A motion was made by Trustee Kalkowski to issue a message to staff. Trustee Viscount seconded it. Trustee Gard has offered to help write it. The Trustees all voted in favor of issuing a letter.

### **Hiring Plan**

Ms. Carns has prepared packets of information pulled together that the personnel sub committee identified as helpful in the process of hiring new and restored staff. Organizational charts, job descriptions of current jobs and salary ranges were distributed, as well as comparable job descriptions of new/ restored jobs needed at the library.

Discussion was held on the point of whether the District or the City would hire new employees. Mr. Heffernan, from the City, stated that the City would hire any new employees until the IGA is in place. Mr. Seter reiterated that the District is not set up to hire staff or offer benefits or salaries.

After discussion among Trustees and Ms. Carns, it was decided that Ms. Carns will write specific job description for the specific jobs the library needs to fill now using sample job descriptions as guides, as well as pertinent qualifications needed for the Fort Collins Library. The most urgent jobs are a Finance Budget Officer, Building Supervisor, Public Relations Specialist and Teen Librarian. Once the job descriptions have been created the Board would like Ms. Carns to email the descriptions to them before posting.

Trustee Knezovich made a motion to authorize the posting and hiring of a Finance Budget Officer with the assistance of the City's HR department, the Board's HR committee and Ms. Carns. Trustee Viscount seconded the motion. All were in favor, the motion passed.

Trustees Liggett and Knezovich have volunteered to be on the hiring committee once prospective applicants have been identified.

After further discussion it was decided that the public relations position might be a short term and long-term communication position, and may not be the same person. Trustee

Bodenhamer suggested that the Board take that position out of discussion for now and concentrate on the other three positions.

Trustee Knezovich made a motion to authorize the HR committee and Ms. Carns to work together on the Phase 1 Jobs of: Finance Budget Officer, Building Supervisor, Public Relations Specialist and Teen Librarian. Trustee Liggett seconded motion.

Trustee Bodenhamer recommends a short-term pr person and a long-term communications person. After discussion, Trustee Liggett requested an amendment to the pending motion to exclude the public relations specialist until further discussion. Trustee Knezovich accepted the deletion as a friendly amendment to the motion. The Trustees unanimously adopted the motion as amended.

### **Naming of district**

The naming, or renaming, of the District's official name is up for discussion, announced Trustee Liggett. Mr. Seter said the Board can pick a new name or the Board could decide later after other issues in front of the Trustees are resolved. It was decided by discussion among the Board that deciding on a new name would not occur at this time. It is something to come back to in the future, after the IGA is in effect.

Geography of area, school district ties, and use of the county's name were all discussed. Having public involvement is very important to the board. Defining if the naming of the district should be local or regional and how broad of a use of a name will need to be discussed. Ms. Carns interjected that the library staff has presentations for the board on their departments, needs and successes. This information will take time to communicate to the board during meetings. Ms. Carns suggested that following this orientation of the board to the library's functions, and signing of the IGA, would be a good time to revisit this issue and work on a strategic plan at that time around name change and messaging.

### **Marketing/PR committee**

Trustee Bodenhamer brought to the attention of the board the need for communication to and from the community and staff of the library. Trustee Bodenhamer described the urgent short term needs, and long term needs.

Some of the identified needs are:

1. Continue community's goodwill.
2. Carry on energy of campaign and election.
3. Publicity and public relations for board.
4. Staff relations and communication.
5. More visibility with existing press outlets.

6. Communications with stakeholders of campaign.... Library Trust, Friends of the Library, Libraries-Yes! Campaign committee—Trustee Bodenhamer suggests the board sends messages to these groups fairly often, possibly every 6 months.
7. Community organizations—people the campaign met with, such as the Poudre School District, League of Women Voters.
8. SE Branch public forums.

Short term needs also include: creating request for proposals to work with a marketing consultant on branding and naming, building relationships in community, expanding community outreach, drafting material for the Board, working with Ms. Carns and community.

In the long term, the role will be community outreach and be tied to strategic planning. Eventually Trustee Bodenhamer sees the need to hire a communications professional to over see these new opportunities and challenges.

A motion was made by Trustee Bodenhamer to hire a public relations/marketing consultant for no more than 20 hours a week to work on the short term goals of the Board and Library in building relationships within the community and facilitating communication between the community, staff and Library. Trustee Viscount seconded the motion. All trustees were in favor and voted yes.

A Public Relations subcommittee was formed to learn more how this type of position could help Ms. Carns and the library now. Trustee Viscount, Gard and Bodenhamer agreed to serve on this subcommittee.

Mr. Seter suggested utilizing the free and professional assistance of Pat Froehlich from the Colorado State Library in training the Trustees on developing mission and vision statements, as well as other long-term goal setting the Board will need. The Trustees agreed this would be helpful time spent and suggest looking at dates in June or July.

### **Presentation from Flood and Peterson**

Mari Padgett from Flood and Peterson Insurance made a presentation of the brokerage's findings on insurance quotes for the Library District. As of this time, the brokerage suggests the District sign a contract with Traveler's Insurance Group for umbrella coverage. Ms. Padgett's brokerage also suggests the District contract with Pinnacle Insurance for worker's compensation.

Ms. Padgett informed the Board that they are covered under this insurance as well as all staff and employees. Premiums will be approximately \$39,000 a year.

A motion was made by Trustee Liggett to accept the insurance offer from Flood & Peterson. Trustee Bodenhamer seconded the motion. All voted yes, the motion passed.

## **SE Branch at Front Range Village Presentation**

Ken Draves, manager of Harmony Library, gave the Board of Trustees a presentation on rationale of the SE Branch and an update on plans and a construction timeline. Mr. Draves is working closely with the Library Director, Library Management Team, the architects, Bayer developers and City staff on coordination of the branch's design, planning and construction. The new location will serve the fast growing southeast part of Fort Collins. Estimated opening is late summer 2008. A text version of Mr. Draves's presentation is attached to the back of these minutes as Appendix A.

### **Marty Heffernan**

Mr. Heffernan attended the meeting to answer questions from the Board on particulars of the Bayer agreement with the City. The City authorized the hiring of Bayer. The City is paying for design and finishing of interior with other contractors at the new SE Branch location. There will be a public open house on April 17, 4-7 pm near the construction site at Ziegler and Harmony.

Mr. Heffernan also spoke about the Intergovernmental Agreement that will be negotiated between the Library District and the City. The City Manager, Mayor and City Council have been meeting to discuss what's best for the community in providing library services. Mr. Heffernan has also been in contact with the Larimer County Manager Frank Lancaster. Mr. Lancaster doesn't see the need for the County to be part of an IGA with the District. Mr. Lancaster feels most issues are between City and the Board. Mr. Lancaster did state that the District would have to reimburse the county for election expenses, as is the law in Colorado. The issue of Impact Fees will also have to be addressed. Specifically, who will continue to charge the Impact Fees, and for how long.

Mr. Heffernan also shared with the Board that funding for library operations will run out in mid May. The Board agreed that with the tax income from the 3 mill levy, the District will be able to reimburse the City for expenses and the Board will write a letter to the City assuring the Manager that all expenses made on the Library's behalf will be reimbursed by the District.

The Board also engaged in discussion with Mr. Heffernan about real property issues. There are a few issues that will need to be negotiated in the IGA. The Poudre Creamery, the Carnegie Building, and parking lot spaces on Mathews and Olive are pieces of property that the City is interested in discussing with the Board. Profound leasing and ownership issues exist with these properties and will take more discussion to glean facts and make decisions on.

### **Executive Session**

Trustee John Knezovich made a motion to adjourn into executive session at 6:40 pm. Trustee Gard seconded the motion. The vote was unanimous to adjourn into executive session.

The Board of Trustees adjourned out of executive session through a motion made by Trustee Gard. Trustee John Knezovich seconded the motion at 7:45 pm. The vote was all in favor.

### **Adjourn**

Trustee Robertson declared adjournment by unanimous consent at 7:55 pm.

Next Meeting: Monday, April 16, 2007 at 4:00 p.m. in the Delatour Room at the Main Library.

Respectfully Submitted by,

Claire Thomas  
Assistant to Brenda Carns, Library Director

Shelly Kalkowski  
Secretary

## Appendix A

### Text From Ken Draves's Presentation on the SE Branch at Front Range Village.

#### Why the Southeast?

- Fastest growing part of Fort Collins
- Large number of residents far from our existing libraries
- 47,000 residents within a circle having a 3-mile radius around the new library location--- estimated to grow to 54,000 by 2011
- Established demand for library services

#### Why Partner with Bayer?

- Value of Bayer's donation is substantial
- Maximize the City's library impact fees
- Bigger, better library
- City already working with Bayer---Front Range Village
- Great location
- Win-win scenario for library users and local economy

#### City/Bayer Agreement

- Library portion of the agreement is contained in Section II.L. of the Front Range Village development agreement
- Some highlights:
  - Bayer provides, without charge, land, all off-site development costs, parking, utility infrastructure, streets, green space and site amenities (2.2 million dollar value as estimated by City's Operations Services)
  - City uses available impact fees to pay for second floor library space and related infrastructure, including elevators, stairway, first floor lobby and materials returns
  - City owns the library through a condominium deed
  - District operates the library under terms worked out in the IGA
  - Bayer will have the shell of the building completed and ready for City to begin interior construction no less than 6 months prior to general opening of the center
  - City may assign rights and obligations without developer's further consent

#### Branch construction budget

- 5.5 million appropriated from library impact fees by City Council last month:
  - 4.5 million for design and construction
  - 1 million for opening day collections of materials (e.g., books, videos, music CDs)

#### Service vision and branch design

- Focus on our most popular materials, services and programs
- Materials for all ages, special emphasis on children and families
- Inviting and exciting spaces, employing merchandising elements throughout
- Well stocked, attractive displays of popular, high-turnover books and media

- Intuitive layout designed for easy way finding and browsing (85% of public library checkout is serendipitous)
- Combination of busy, high traffic areas and quieter, more intimate seating and reading areas
- Approachable, customer-focused, out-front staffing
- Emphasis on self-directed options (e.g., holds, check-out)
- Reconfigurable spaces for future needs

Currently:

- Open house---Tuesday, April 17, 4-7 pm, AMD Corp. at Harmony and Ziegler Roads
- Budget and timeline: This week, Bayer to provide library costs of core and shell, date when interior construction can begin
- Conceptual architectural plan completed. Beginning design development phase*
  - Overall look and feel: themes, colors, finishes, shelving, furnishings, lighting, ceilings, flooring
  - LEED Gold Certification
  - Opening Day Collection process
  - Optimal staffing plan