

**Minutes of the Fort Collins Regional Library District  
Board of Trustees - Regular Meeting**

**June 4, 2007  
4 p.m.**

**Main Library – Ben Delatour Room  
201 Peterson**

**FOR REFERENCE:**

PRESIDENT:	Mary Robertson	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
LIBRARY DIRECTOR	Brenda Carns	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6526

**BOARD MEMBERS PRESENT:**

Nina Bodenhamer  
Robin Gard  
Shelly Kalkowski  
Mike Liggett  
Mary Robertson  
Bob Viscount

**ABSENT:**

None

John Knezovich participated in the meeting via conference call.

**LIBRARY STAFF PRESENT:**

Tova Aragon  
Lu Benke  
Carson Block  
Brenda Carns  
Pamm Clements  
Ken Draves  
Lynda Dickson  
Cynthia Langren

**OTHERS IN ATTENDANCE:**

Annie Fox, FRCC  
Phyllis Abt, FRCC  
Kim Seter, Attorney  
Marty Heffernan, City of Fort Collins  
Terry Sullivan, Friends of the Library  
Michael Scoff, City of Fort Collins  
John Voss, City of Fort Collins

**1. CALL TO ORDER**

The meeting was called to order by President/Trustee Robertson at 4:02 p.m.

**2. DECLARATION OF A QUORUM**

Trustee Robertson declared a quorum of the board.

**3. ADDITIONS TO THE AGENDA**

Trustee Robertson stated that Mr. Heffernan has requested to be on the agenda regarding negotiations with the City.

**4. APPROVAL OF MINUTES (May 7, 2007)**

*There was a motion by Trustee Viscount to approve the regular meeting minutes of May 7, 2007 as presented. Trustee Gard seconded the motion. The motion carried by a unanimous vote.*

**5. PUBLIC COMMENT**

None

**6. FINANCIAL REPORT – *John Knezovich***

Trustee Knezovich reported that he sent out a message reporting that the Board's tax receipts now total \$3.9 M and that he reviewed how those numbers came together. On the 24<sup>th</sup> of May the City sent a bill for the first four months of operation at the library and that bill was for a little more than \$1.1 M. The bill is due June 24<sup>th</sup> and he stated that it is his intention to release those monies providing progress is made on the interim IGA. Also, the District will be receiving another payment of property taxes in the next six days. The District's county tax collections are currently at 61.5%.

Ms. Carns stated that Trustee Knezovich earlier requested that a copy of the 101 fund report, as of May 24, 2007, be provided to the Board. That report was distributed to the board.

**7. DIRECTOR'S REPORT**

Ms. Carns stated that the board retreat is scheduled for June 29, 9 a.m. – 1 p.m. at the Poudre Fire Authority conference room on Remington Street. Ms. Langren will send out an email with all the logistics a week prior to the retreat date.

She then referred to the updates included in the packets and briefly went over them. Topics included: Updates on the SE Branch, Hiring Plan, Insurance, and a Refresh/Remodel Proposal at Main. Also included in the written report were updates on Harmony Library, Circulation Services, Children's Services, Summer Reading Program, and the Library Systems Administration. Statistics on Door Counts, Holdings and Circulation rounded out the report.

Ms. Carns went over the Refresh/Remodel at Main document with the Board explaining the reasons for requesting the Board's permission to move ahead with the goals listed in the document, which are to: create a program plan, issue an RFP to library consultants, and analyze recommendations and then report progress to the board.

**Board Questions/Comments:**

*Bodenhamer:* Brenda, I want to start out by saying that having this document in the packet was a great way to set the background on the refresh and how often most libraries do that and it really helped me to think about the maintenance plan. I loved that presentation of information. I do think it's important because Robin, Bob and I were just up there and you can't help but notice here's this beautiful space and we loved being in that space so it makes sense that you'd want to use that functionally. Is it possible to do the program plan and create the RFP and in that time it gets us closer to looking at the larger picture of a strategic plan in terms of how much do we invest, what is that range, what is it going to cost, etc.?

*Carns:* Right now I'm looking just to solve our immediate problem and we have a couple more that I didn't mention. One is the systems admin staff who are sharing a small space where there's a lot of noise. We have the opportunity to use the old archive room for an expansion into there and it would meet their work style needs much better, but at some point we need to open up the windows behind some of those walls to get some light back in as part of the remodel that we do. What I'd like to do immediately is move that one wall that's temporary and then at minimal cost I'd like to put in a door.

Another issue is that the Children's staff is growing, and the computer lab is in kind of an awkward spot on this floor and during story times it causes a real jam up. An idea I'm toying with is moving the lab to the second floor and I'd like to explore different ways that we might contain the noise. Does the Board need me to come back with a formal proposal for the short-term fix?

*Kalkowski:* What do you mean when you say program plan? Could you define that a little bit?

*Carns:* It would be similar to what we used for the Southeast Branch when we presented it to you we talked about what the needs were, what the community looks like, what we envisioned it to be and what we knew the current needs were. Staff will create a program plan similar to that, we'll present it to the Board for your input and then we'll do the RFP to get someone in to implement it. I wouldn't plan on doing any of the large-

scale items until the end of the year, perhaps even in January. I'm most concerned about the short-term needs right now.

*Liggett:* How much to do your short-term fix? What's the high end?

*Carns:* High end would be about \$10,000.

*Liggett:* So if we made a motion to allow you up to \$10,000 for the short-term that would be enough?

*Carns:* Yes, I do believe that would be enough.

***Trustee Liggett moved to allow Ms. Carns up to \$10,000 for the short-term needs of the Main library. Trustee Viscount seconded the motion. Trustee Robertson called the question and the motion carried unanimously.***

Ms. Carns then referred to the hiring plan chart included in the packets on salmon colored paper and briefly spoke of the current status of the various positions.

Trustee Kalkowski noted that she has been watching the newspaper for the Financial Officer position to be advertised and hasn't seen it yet. Ms. Carns said that this is one of the positions caught up in the issue of whether or not there's enough funding, but it will be posted very soon.

## **8. COMMITTEE UPDATES**

### **a. HR Committee – Trustee Gard**

Trustee Gard reported that the subcommittee has been working on two main things. First, the committee is meeting with the City tomorrow to get a handle on the existing benefits structure so the committee can begin to go out and talk to vendors. Secondly, there's a meeting with Mountain States Employment Council (MSEC) to make sure that all the key points for the employee transition are understood. The committee is in the information gathering stage in terms of payroll, benefits administration, etc. The committee wants to give the employees lots of choices. They know that the benefits talks are going to be tough; they're getting more expensive and the desire is to have good choices for folks.

Trustee Knezovich noted that in terms of the budget, by mid-October there needs to be a preliminary budget to the board and the board then needs to adopt a final budget during the latter part of November.

### **b. Marketing/PR Committee Update – Trustee Bodenhamer**

Trustee Bodenhamer reported that the PR committee made some progress in a couple of areas. She stated that they finalized a job description for the marketing position. Trustee Viscount shared his insight he has about the

position. He stated that it occurred to him after the interview of the temporary marketing person that there is a host of people who are not interested in or available for full-time employment. A position like the marketing position would lend itself to the division of responsibilities and input and could very efficiently be a job share position. He stated that posting it as such might open it up to a much broader range of candidates and talent. Ms. Carns said that it would be easy to post the job to include the possibility of filling it either way.

Trustee Bodenhamer stated that the committee has recommended June Greist to fill the short-term publicist position. She is a former Communications and Public Relations Director for CSU and is not interested in full-time work. If anyone is interested in her resume, Trustee Bodenhamer will send a copy. Duties for Ms. Greist will be to develop and execute a public relations strategy designed to inform audiences of the transition process related to the District and the development of the new Library District. She will help the board as far as sending the message, staying positive, and be accountable to the voters who have an expectation of what's happening. It was noted that there have been items in the *Coloradoan* that express the fact that people are wondering what's happening with the District.

Another question that came up was whether or not it would be better to set the contract up for the short-term publicist directly with the District. Ms. Carns stated that she followed up with a call to the City's head of Purchasing, Jim O'Neill, who said that if it were a short-term contract and not ongoing, then it would be okay with him. Secondly, the contract originally said "through September" but Ms. Carns is now thinking that it should state \$15,000 through the end of December instead. If the board ends up going through the City, it might be better to take that contract and run it by Ingrid Decker in the City Attorney's Office.

## **9. LEGAL REPORT – *Kim Seter***

### **Sunshine Law Review**

Trustee Bodenhamer stated that she has some questions about how the board communicates as a body. She said that this was briefly discussed once before, but she needs clarification especially on sending out emails to other board members.

Mr. Seter stated that one of the major problems is that if the Board sends information via email concerning the IGA for example, and it goes to what would be considered a quorum of the board, which would be four or more members, then the board is outside of an executive session where anyone can say that according to the public records act they want copies that information. It creates a record keeping problem as well as letting out information we don't want out there. It is unlawful for the Board to make decisions via email without posting a meeting.

Mr. Seter recommended that for information sharing purposes, individual board members should send an email to Brenda, who can then pass it on to the entire Board, which doesn't break any of the rules.

To recap, as far as the committee operations, Mr. Seter stated that emails should be kept among the committee only, if there is information to get out to everyone, that should be sent to Brenda, but to not request a response from everyone. Committee reports are okay to be sent out as long as it goes through Brenda, decisions need to be made at Board meetings in front of the public, and each committee can post their updates on the Board's web site.

**10. OLD BUSINESS**

None.

**11. NEW BUSINESS**

**a. FRONT RANGE COMMUNITY COLLEGE – Phyllis Abt**

Ms. Abt made a presentation concerning the relationship that has existed between the library and Front Range Community College.

**b. INTERGOVERNMENTAL AGREEMENT - Marty Heffernan**

Mr. Heffernan said that he would like to confirm that the City and the District are in agreement on the interim IGA so it can be signed. The second item he'd like to discuss is the process on reaching agreement on the final IGA.

Mr. Seter and Mr. Heffernan talked about the interim IGA and initially there were some concerns that Mr. Seter had. Mr. Heffernan asked for confirmation that that issues have been resolved and that Mr. Seter is all right with moving forward now. Mr. Seter said that he'd need to double check with the Board in Executive Session, but believes that everything is satisfactory now. Mr. Heffernan stated that it would be helpful to him that if there are any changes to be made, that Mr. Seter is authorized to do that with Ingrid Decker and then as soon as there is an agreement that is final, all the signatures need to be collected including the County's.

Mr. Heffernan stated that with regard to process on reaching agreement on the final issues, basically staff is thinking the most effective strategy would be to have Ingrid Decker and Mr. Heffernan in communication with the IGA subcommittee so that the group can get a better understanding of the position of the board. He said that he'd like to set a meeting up for the group to get together and talk things through. On hand at the meeting will be the interim IGA from Mr. Seter and City Council's position as well. He'd like to get a better sense of the relative importance of some of the issues. Once that is accomplished, he will inform City Council of the

status. He stressed that he wants to make sure that he can properly advise Darin and the Council so they can make a good decision.

**12. EXECUTIVE SESSION**

*There was a motion by Trustee Gard and second by Trustee Liggett to adjourn into Executive Session at 6:05 p.m. The motion carried unanimously, 7 – 0.*

*Trustee Liggett moved to exit out of Executive Session. There was a second by Trustee Kalkowski. The motion carried unanimously.*

The Board returned to open session at 6:55 p.m. Trustee Robertson announced that no action had been taken during the executive session.

*Trustee Viscount moved the Board to accept the Interim IGA as amended. There was a second by Trustee Kalkowski. The motion was unanimously approved as amended.*

**13. ADJOURN**

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Cynthia Langren  
Executive Administrative Assistant

Michelle S. Kalkowski  
Secretary