

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

**April 7, 2008
4 p.m.**

**Main Library – Ben Delatour Room
201 Peterson Street
Fort Collins, CO**

FOR REFERENCE:

PRESIDENT:	Mary Atchison	217-9213
VICE PRESIDENT:	Mike Liggett	493-0361
EXECUTIVE DIRECTOR:	Brenda Carns	221-6670
ADMIN SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Mary Atchison
Nina Bodenhamer
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Bob Viscount

OTHERS IN ATTENDANCE:

Jacqueline Murphy
Jane Thompson
Annie Fox

LIBRARY STAFF PRESENT:

Tova Aragon
Jeff Barnes
Lu Benke
Carson Block
Brenda Carns
Ken Draves
Lynda Dickson
Vicky Hayes
Cynthia Langren
Rob Stansbury
Paula Watson-Lakamp

I. CALL TO ORDER

President Atchison called the meeting to order at 4:00 p.m.

II. AGENDA REVIEW

President Atchison requested two additional items be added to the agenda.

1. SE Branch Update/Talking Points
2. Property Appraisal (Note: this was covered under Unfinished Business #1.)

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

Trustee Viscount moved to approve the regular meeting minutes of March 3, 2008 as presented. There was a second by Trustee Bodenhamer. The motion carried unanimously, 7 – 0.

V. REPORTS

a) DIRECTOR'S REPORT – Brenda Carns

In addition to the written report, Ms. Carns reported the following items:

- Glade Reservoir Forum is tonight
- Staff is anticipating a full house, which would be about 170 attendees
- The forum will be available via DVD and on streaming video via the web
- Re: the Uranium forum, there are three DVDs on the “Here and Now” shelf that are very popular and hard to keep on the shelf
- It, too, is available for viewing on the web
- The recent Webkinz event brought 187 to Main and 584 to Harmony
- Ms. Watson-Lakamp arranged for a radio spot on KRFC tomorrow at 2:30 p.m. Board members are invited to join Ms. Carns
- A meeting with the County Manager is being arranged for Ms. Carns and President Atchison to discuss impact fees
- Signs have been ordered so the meeting room disclaimer can be posted near the meeting rooms
- The Meeting Room Policy is now posted on the web
- There is now a Director's page on the web that has the same information as what is submitted to the *Fort Collins Forum*. It also has two links: one to email Ms. Carns and a link to past Director's Reports
- Reminder about the Volunteer Appreciation Brunch on April 19 at 10 a.m. at the Senior Center. Please RSVP to Ms. Langren.

b) TRUSTEE REPORTS – All

Trustee Liggett requested a brief report on how City Council received the 2007 Annual Report at their meeting on April 1. President Atchison said that they were very complimentary and thrilled with everything the library has done.

c) FINANCIAL REPORT – *Jeff Barnes*

Mr. Barnes distributed letters to each board member from Bondi & Co. (the District's auditors) that were received at the library's address. This is a standard letter that they send out opening the door for direct communication should anyone have a need to do so during the process.

Mr. Barnes presented the February Financial Report. To date, the District has had expenditures of \$901,473 in excess of revenue due to the timing of property tax collections by the County Treasurer. It is anticipated that revenue in March will eliminate this deficit. Mr. Barnes also pointed out that \$175,058 of the expenditures this year is for the RFID project.

d) LEGAL REPORT

None.

VI. BUSINESS ITEMS

a) UNFINISHED BUSINESS

1. Update on Library Park Appraisal – *Jeff Barnes*

Mr. Barnes stated that Scott McHenry, who was recommended by Ms. Murphy, was hired to do the property appraisal. It should be complete in about three weeks.

The next step will be to complete the transaction in June this year with the City.

An update will be provided next month.

2. (Planning for Results) Update on Organizational Competencies – *Brenda Carns*

Ms. Carns gave an overview of how the "Organizational Competencies" document was drafted and asked for the Board's approval tonight so that the process can continue to move forward.

President Atchison suggested removing the Governance piece from tonight's discussion in order to be able to review it separately while at the Policy Governance retreat.

The Board reviewed the competencies document item by item and suggested changes.

President Atchison suggested that for now, Initiative 3.1 be removed and if a policy needs to be in place, it can be done at a later date.

In the end, it was agreed that #4, 5 and 7.2 would be removed from consideration tonight. Due to the number of changes, the document will be brought back for approval next month. Ms. Carns observed that the Draft Goals and Objectives also need approval, but that can't happen until the competencies are decided.

As a representative of the Board on the Community Planning Committee, Trustee Gard explained the process the Committee went through to date in establishing the prioritized Goals & Objectives document before the Board tonight. The Board discussed the order of the priorities and agreed that they are willing to accept the priorities as listed.

Trustee Bodenhamer suggested that if there is an agenda item that requires Board approval or special attention, that it be sent under separate cover with a note stating such instead of sending it along with all the agenda materials where it can be inadvertently overlooked.

Trustee Viscount moved to approve the document with the changes discussed. Trustee Bodenhamer seconded the motion.

Discussion:

Trustee Gard stated that as a committee member, she wants to be sure that everyone is comfortable with the documents and if there is anything amiss, now is the time to bring it up.

Trustee Bodenhamer stated that she endorses the process the committee used in setting the priorities. She agreed that they may not be exactly what she wanted personally, but she accepts the committee's recommendation.

Trustee Kalkowski suggested there be a prefacing paragraph stating that these are the *prioritized* Goals and Objectives. Ms. Carns agreed.

President Atchison called the question and the motion carried unanimously, 7 – 0.

3. **PROGRAM PLANNING UPDATE – Brenda Carns**

Trustee Gard expressed that her concern that the vast number of staff hours the Annie Walk required last year and said she just wants to make sure that excessive staff resources are not put towards an event like this in light of how many other higher priority needs there are.

Ms. Watson-Lakamp stated that based on Ms. Greist's notes she plans to streamline the event, not try to grow it bigger. She plans to charge a fee for booths, use an intern whose primary responsibility will be this event, and heavily utilize the Friends of the Library volunteers from the beginning.

President Atchison stated that she recalled that the last time the Annie event was discussed, it was agreed that staff would come back with criteria for planning programs; something that explains how staff knows the programs they put on meet the mission and the goals from the strategic planning process.

Ms. Carns mentioned that the program group is working on operational guidelines. She reiterated the history of the Annie Walk and how in the beginning it was a way to showcase the Friends of the Library. The Annie statue out front serves as an ambassador to the library. The event plays an important role in outreach.

In terms of developing the criteria that President Atchison mentioned, Ms. Carns said that staff is working on that and after the Strategic Plan is finished, staff will then have a way of looking at programs and analyzing how they will help the library achieve its goals.

Trustee Gard reiterated that her concern is the amount of time the event requires in light of all the other higher priority needs. Trustee Bodenhamer agreed and quoted the number of consultant/staff hours the event required from June Greist's report.

Ms. Watson-Lakamp stated that she plans be very cognizant of her time and very careful in tracking how the event goes this year. If, after the event is over, it appears that it's not worth doing anymore, then that decision will be made then. She noted that she is already getting calls from people asking when the event is and when information will be available.

Trustee Liggett stated that he would be satisfied with a report at the end of the event telling the Board if the event was good for the library and why or why not.

President Atchison observed that some members are very concerned about the priority of public relations. She stated that the District's public relations staff person is going to have to

spend a lot of time on that one particular event so that when public relation needs occur, her time is constrained. She said the bottom line is that there are some concerns about expectations and priorities the Board has in terms of resources. Ms. Carns asked that those be communicated to her so everyone is on the same page.

Ms. Watson-Lakamp added that the Communications Committee (Com-Com) is to start meeting monthly. This will help staff to hear from the Board regarding public relations/communication needs and priorities.

Trustee Kalkowski asked when the programming criteria would be established and shown to the board. Ms. Carns stated she would talk with staff and let the Board know.

b) NEW BUSINESS

1. EXECUTIVE DIRECTOR INTERIM EVALUATION – *Gard*

Trustee Gard stated that in December 2007, Ms. Carns requested some mid-term 2008 feedback in addition to the evaluation at the end of the year. Trustee Gard and the Personnel Committee have been working on a draft mid-term evaluation, which was emailed to the Board recently for feedback. No feedback has been received to date.

The Personnel Committee based the draft evaluation on the Executive Director's job description, on forms used by other library districts, and other forms of evaluations. There are three parts: 1) self-evaluation, 2) Board evaluation and 3) Library Management Team evaluation. She asked for feedback on the content of the evaluation.

President Atchison commented that under Personnel Management, it mentions an organizational culture of excellence, but it does not speak to the *quality* of the organizational culture in terms of how it feels. In other words, does the Executive Director promote a positive team experience? Is there a positive sense among the team? She stated she would like to see the language refined there. Trustee Liggett noted that there is something to that effect under "Leadership".

Trustee Bodenhamer said that she has some edits, but will email them to the Board and Ms. Carns.

Ms. Carns requested that the terms on the form that are used to evaluate her be clearly defined. If something is not “satisfactory” she would like it to be clear as to why. She also requested information on how the comments will be used, if they will be weighted or not, and added that she would prefer not to see the points on the form. She asked that the Strategic Plan be included in the evaluation and requested a face-to-face evaluation with the Board.

President Atchison stated that on the self-evaluation, she would like to see #5 and #6 removed because they don’t seem appropriate there. Ms. Carns noted that question #8 is open-ended and could be removed. Trustee Gard agreed.

Trustee Gard asked if the board is comfortable with the evaluation. Several members responded affirmatively. She asked that if anyone has any further comments or changes, to email one of the Personnel Committee members.

Trustee Kalkowski thanked Trustee Gard for all her hard work in compiling multiple forms and producing this evaluation.

2. **FINANCIAL POLICY** – *Jeff Barnes*

In the interest of time, this item has been tabled until next month.

3. **RETREAT PLANNING** – *President Atchison*

President Atchison referred to the agenda for the upcoming Policy Governance training with Frank Lancaster. It will be held on April 30, 8:30 a.m. – noon, in the Commissioner’s Conference Room, 200 W. Oak Street. The purpose of the training is to hear about what Policy Governance is and during the presentation there will be opportunities to pause and reflect on what had just been presented and whether the board liked it or didn’t and so on.

President Atchison gave the Board a heads up on the need for additional retreats after this one. She would like a retreat to focus on what the group wants to see as the values of the organization and establish a process to define what those values are. Another retreat topic would be to focus on reviewing policies.

4. **FACILITIES PLANNING** – *President Atchison & Brenda Carns*

President Atchison stated this was brought up due to recent City discussions about impact fees that the City is collecting for the Library District. The City is now very interested in having impact fees freed up to use for other needs.

In a conversation with the City about the IGA, it was suggested that the District talk to the County about levying impact fees.

Since the City is raising the discussion of impact fees as a priority on their list, the District needs to have a conversation about facilities planning. President Atchison asked Ms. Carns to dust off the Library's Facilities Plan that was approved by the Library Advisory Board and City Council several years ago in order to revisit it tonight. That is the page that was included in the Board's packets (and a fresher copy was distributed at the meeting). She stated that nothing has to be decided tonight; this is simply a heads up for discussion next month.

In the meantime, President Atchison suggested she and Ms. Carns have a meeting with Mr. Lancaster to see what his thoughts are in terms of a facilities plan. Then Trustee Bodenhamer offered to meet with Mr. Lancaster, along with Ms. Carns and provide a report to the board at the next meeting. Trustee Kalkowski also volunteered to attend the meeting.

Trustee Bodenhamer inquired about the upcoming meeting that Ms. Carns has with the Town Manager of Timnath. She suggested that Trustee Liggett attend with Ms. Carns instead of Trustee Kalkowski. Trustee Liggett agreed to attend.

VII. INFORMATION AND ANNOUNCEMENTS

None.

VIII. EXECUTIVE SESSION

Upon motion by Trustee Knezovich, seconded by Trustee Liggett and passed by two-thirds of the quorum present, the meeting was adjourned and reconvened in executive session for the sole purpose of consulting counsel on specific legal questions as authorized by Section 24-6-402(4)(b), Colorado Revised Statutes.

Trustees Gard and Viscount moved and seconded to adjourn the executive session.

Following discussion and upon motion, second and unanimous approval, the Board directed counsel to file the necessary pleadings to defend it in the declaratory judgment action filed by the Town of Wellington.

IX. ADJOURNMENT

There was a motion by Trustee Viscount to adjourn the meeting, which was seconded by Trustee Gard. The motion carried unanimously, 7-0. The meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,

Cynthia Langren
Executive Administrative Assistant

Michelle S. Kalkowski
Secretary