

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING  
MINUTES**

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> Jan. 4, 2017 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
<b>Contact information preparing summary:</b> Maureen Malone, 303-441-3106	
<b>Commission members present:</b> Joni Teter, Alicia Gibb, Juana Gomez, Joel Koenig, Tim O’Shea	
<p><b>Library staff present:</b> David Farnan, Director of Library &amp; Arts Jennifer Phares, Deputy Library Director Maureen Malone, Administrative Specialist II</p> <p><b>Members of the public present:</b> Andy Sayler</p>	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to order and approval of agenda</b>	<b>[6:00 p.m., 0:00:00 Audio min.]</b>
The meeting was called to order at 6 p.m.	
<b>Agenda Item 2: Public comment</b>	<b>[6:01 p.m., 0:00:15 Audio min.]</b>
None	
<b>Agenda Item 3: Consent agenda</b>	<b>[6:02 p.m., 0:00:21 Audio min.]</b>
<p><b>Item 3A, Approval of Nov. 17, 2016 Joint Meeting with Landmarks Board</b> Gomez suggested an addition stating that there was agreement that neither library nor landmarks will surprise each other with a sudden decision to demolish or landmark the north building. Vote was 3-0 in favor of approval (Gibb and O’Shea abstained as they did not attend the joint meeting).</p> <p><b>Item 3B, Approval of Dec. 7, 2016 Meeting Minutes</b> Gibb moved to approve the minutes, and O’Shea seconded. Vote 4-0, unanimous (Teter abstained as she was not at the meeting).</p>	
<b>Agenda Item 4: Updates to Library Commission Handbook</b>	<b>[6:03 p.m., 0:02:05 Audio min.]</b>
Teter emailed her comments prior to the meeting (see <a href="#">handouts</a> ).	
<p><b>Commission discussion, questions, and comments included:</b></p> <ul style="list-style-type: none"> <li>• Gibb asked Koenig and Gomez for their feedback on the handbook since they were both onboarded with this version when they joined the commission. <ul style="list-style-type: none"> <li>○ Gomez asked for clarification on the distinction between ‘commissioner’ and ‘trustee.’ Teter explained that the Library Commission serves as an advisory board to City Council and the library, whereas a board of trustees is a governing board. Staff agreed to draft a note to include in the commissioner job description clarifying the difference between an advisory commission and a governing board.</li> <li>○ Gomez asked whether commissioners are meant to represent a specific constituency. Farnan stated that the intent is that as a whole, commission represents the general public of Boulder. O’Shea cited the commissioner job description: “The Library Commission is the voice of the public in library affairs, and commissioners serve to represent the public interest to the best of their abilities.”</li> </ul> </li> <li>• Gomez asked whether proxy votes are allowed on city boards and commissions. Farnan stated that staff would check with the City Attorney’s Office [6:37 p.m., 0:36:36 Audio min.].</li> <li>• Gomez pointed out that the Library and Arts Department Overview mentions all the branch libraries under Public Services, but does not call out the Main Library anywhere. Phares replied that staff can update the document to clarify that services from all divisions are offered at the Main Library, and the management of the branches falls under the Public Services division [6:59 p.m., 0:58:45 Audio min.].</li> </ul>	

**Agenda Item 5: Discuss plan to review library rules and policies****[6:15 p.m., 0:14:57 Audio min.]****Commission discussion, questions, and comments included:**

- Gibb asked where the 3D printing policy is located on the website. Phares explained that the policy was not implemented because it was originally developed for the Teen Space, which was never made open to the general public. Gibb asked whether a 3D printing policy is needed for BLDG 61. Farnan replied that his main concern would be copyright, and stated that the library upholds the laws of copyright in other policies. Gibb commented that Congress is still trying to determine whether 3D printing is copyrightable or patentable, and therefore she would feel more comfortable not asserting one of those about 3D printing at this time.
- Gibb suggested that staff consult the most recent America Library Association (ALA) resources when updating the Internet Access Policy.
- Koenig asked what the current Holds Policy is. Farnan replied that holds are currently limited to 10 items at one time, and explained that staff plans to increase the holds limit once they fully understand the impact; hold requests that don't get picked up are one of the most expensive things the library does. Koenig asked how increasing the holds limit would impact the library's acquisition of books. Farnan responded that it could give staff better insight into what patrons want, and would be a good indicator to purchase more copies of certain books. Gomez asked if staff would consider putting patrons that habitually don't pick up hold items on probation. Farnan responded that the holds are manageable at this point, and Teter suggested providing patrons with some education on the costliness of holds.
- Koenig stated that the donation policy is not clear about the fact that materials donated are not added to the library's collection. Phares explained that books not selected for the library's bookstore are picked up by Eco-Cycle to be sold on eBay to offset the cost of pickup, donated to thrift stores or schools, or recycled as a last resort. Phares will work with the new volunteer services coordinator to clarify the donations guidelines for the February meeting.
- O'Shea pointed out that the website incorrectly directs patrons to take donations to the information desk.
- O'Shea suggested adding strategic language in support of gender neutral restrooms on the website. Teter said it might be worth looking to see what language is out there being used by other organizations. Koenig recommended waiting until the plans for the gender neutral restrooms are finalized.
- Farnan explained that funds generated by the bookstore currently go back in to the general fund, and Phares added that for the past several years, the library has requested these funds in the second adjustment to base and used the money for collection purposes. Farnan stated that staff would like to figure out a way to also use the funds to recognize library volunteers. Teter suggested that the commission could make a request that proceeds from any book sales go in to the library fund.

**Agenda Item 6: Library Commission Update****[6:38 p.m., 0:37:56 Audio min.]**

- a. Matters from the Commission
  - i. Report out on meetings with City Council members
- b. Boulder Library Foundation update  
There was no foundation meeting in December.
- c. City project representative update
  - i. Boulder Valley Comprehensive Plan
  - ii. Boulder's Civic Area
  - iii. Canyon Complete Streets
  - iv. EcoDistricts
- d. Responses to patron emails from the Library Commission

**Agenda Item 7: Library and Arts Director's Report****[6:41 p.m., 0:41:03 Audio min.]**

- a. Master Plan Project update
- b. 1000 Books Before Kindergarten
- c. Report out on December 2016 Community Dialogue

Teter asked staff for feedback on the table that the city Planning Department set up in Seeds Café to solicit information on the Boulder Valley Comprehensive Plan. Farnan replied that Seeds Café is not an ideal location for this kind of activity

because it imposes upon the customers, and added that the Canyon Gallery is better suited as a programmable space.

**Agenda Item 8: Adjournment**

**[7:03 p.m., 1:02:15 Audio min.]**

There being no further business to come before the commission at this time, the meeting was adjourned at 7:03 p.m.

**Date, time, and location of next meeting:**

The next Library Commission meeting will be at 6 p.m. on Wednesday, Feb. 1, 2017, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Teter approved these minutes on February 14, 2017; and Maureen Malone attested to it.

An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>