

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

Name of Board/ Commission: Library Commission	
Date of Meeting: March 1, 2017 at the Meadows Branch Library, 4800 Baseline Rd.	
Contact information preparing summary: Maureen Malone, 303-441-3106	
Commission members present: Alicia Gibb, Juana Gomez, Joel Koenig, Tim O'Shea	
Commission members absent: Joni Teter	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Maureen Malone, Administrative Specialist II</p> <p>City Staff Present: Devin Billingsley, Senior Budget Analyst</p> <p>Others present: Aaron Schonhoff, Joining Vision and Action (JVA)</p> <p>Members of the public present: None</p>	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda	[6:00 p.m., 0:00:00 Audio min.]
The meeting was called to order at 6:00 p.m.	
Gibb announced that the presentation on the Human Services Strategy has been moved to the April meeting; commission will review the topics for that discussion tonight. Gibb proposed moving the Budget Update up to Agenda Item 4 and explained that the review and input on the draft marketing materials for the Master Plan will be a verbal update.	
Agenda Item 2: Public comment	[6:01 p.m., 0:01:11 Audio min.]
None	
Agenda Item 3: Consent agenda	[6:01 p.m., 0:01:13 Audio min.]
Teter emailed her comments and questions for the March packet ahead of the meeting (see handouts).	
Item 3A, Approval of Feb. 1, 2017 Meeting Minutes	
O'Shea moved to approve the minutes, and Koenig seconded. Vote 4-0, unanimous.	
Agenda Item 4: Library budget update	[6:02 p.m., 0:01:38 Audio min.]
Staff handed out a revised Budget Memo (see handouts) to reflect the addition of an item to the 1 st Adjustment to Base request. The item added is the receipt of the balance of the 2016 Boulder Library Foundation (BLF) grant funds, \$155,700. These funds are considered additional revenue and will be deposited in the Library Fund to fund programs through the spring.	
Commission discussion, questions, and comments included:	
<ul style="list-style-type: none"> • Farnan explained that because the budget cycles for the foundation and library do not match up, the balance transfer of unspent grant awards from the prior year will always be reflected as an adjustment to base. • Koenig asked for background information on the Blystadt Laesar house. Farnan explained that the house was briefly held by the library and then sold. The proceeds from the sale are now dedicated to storage for the Carnegie Library. Billingsley added that the funds are in a restricted reserved account within the general fund. Farnan stated that spending these funds requires a favorable recommendation from the commission. • O'Shea asked whether staff anticipates any pushback from the city on their request to use the funds from the Blystadt Laesar account. Farnan responded that he does not, since the intent to digitize the collection to be available to the public 24/7 meets the restrictions for the funds. Phares explained that the request is for a one-time cost to purchase a software system to allow staff to present digital images for easier access to public. Farnan stated 	

that there will be a nominal fee for ongoing maintenance of the system; he does not intend to spend down the Blystadt Laesar funds to cover these fees.

- Gomez asked about the labor for digitizing the collection. Farnan explained that library staff has been doing the work; the library used funds from salary savings last year to hire additional staff to catalogue the images. Phares stated that staff may draw from the gifts and donations fund to cover the additional staffing this year; the hours at Carnegie were scaled back a year or two ago to accommodate using more staff time for the digitization.

Gibb moved that commission recommend that the Library Director submit \$252,563 in adjustments to the library's 2017 operating budget from the Library Fund for City Council approval; upon City Council's approval, the Library Commission favorably recommends that staff use these funds for program costs and materials for the BLDG 61 Makerspace, to purchase materials and electronic resources for the Children's and Spanish language collections, and to cover costs for Boulder Library Foundation sponsored programs. Gomez seconded. All in favor.

**Agenda Item 5: ~~Presentation: Human Services Strategy – Matt Sundeen, strategic initiatives manager~~
Discussion of topics related to Human Services for Matt Sundeen's visit at April meeting [6:13 p.m., 0:12:43 Audio min.]**

Commissioner Teter drafted a list of topics to discuss with Matt Sundeen when he comes to the April meeting (see [handouts](#)).

Commission discussion, questions, and comments included:

- Gibb asked whether commission had any additions to Teter's list of topics. Koenig requested that commission also discuss the city's plan to put a full-time day shelter downtown.
- O'Shea recalled from the previous meeting's director's report that the library has been serving as a de facto meet point for auxiliary programming to engage with the homeless population. Farnan explained that Human Services has been very responsive and has contacted those service providers to address the issue of making the library a perceived service point; library staff continues to have discussions with Human Services and services providers about what the library can do, and what's within the scope of the library's mission.

Agenda Item 6: Master Plan update: review draft community survey questions [6:20 p.m., 0:19:27 Audio min.]

- a. Review and input on final draft of the community survey (pp. 9-14 of [packet](#))
 - Teter emailed her comments on the draft survey ahead of the meeting (see [handouts](#)).
 - Koenig suggested adding an option in question 1 for those who might visit libraries outside of the City of Boulder library system.
 - For question 5 on how to allocate capital funds, Gomez suggested adding an 'other' option, and a space for the survey participant to explain their reasoning. Gibb wondered there should be an option for remodeling the Main Library north building. Farnan commented that people may not recognize the north building, so the option would have to be use-related: performance space, gallery space, makerspace, etc.
 - O'Shea commented that by not including an option for programming in question 4, staff is missing an opportunity to speak to some particular areas of programming development and identify whether there's strong agreement from community around that effort.
 - O'Shea observed that there is no opportunity to contemplate engagement with staff, and stated that staff resources are a very significant, important part of the library.
 - Gomez suggested including certain options from question 8 (about the level of priority of certain areas to a *particular individual and their household*) in question 10 (about the level of priority for the *community*) because an individual may still value a service even though they do not personally use it.
 - Koenig asked that an option for 'not currently housed' be added to question 22 in the demographics section.
 - Commission agreed to use question 18 as opposed to the combination of questions 16 and 17.
 - Gomez questioned whether it's necessary to have an option for 'less than high school degree' for question 20.
 - Koenig asked how many surveys will be sent out and what the anticipated response rate is. Schonhoff replied that he hopes to get around 1,000 responses. Farnan explained that the survey will go out to the library's mailing list, which includes around 35,000 people, and added that it's reasonable to assume that the survey will get 1,500-2,000 responses. Phares stated that the link will be available on the library website.
 - Farnan stated that JVA and staff will implement the suggested changes, and the survey will go out the day of commission's study session (March 13). The focus groups will provide an opportunity for staff to follow up on any ambiguities that arise from the survey results.
- b. Review and input on draft marketing materials
Staff will bring the Master Plan marketing strategy, as well as the pricing for the proposed marketing materials, to the study session on March 13.

Farnan asked for commissioners' help reaching out to the list of thought leaders invited to the Community Dialogue on March 21; staff hopes to get 25-30 people in attendance.

Agenda Item 7: Library policy review

[7:07 p.m., 1:06:54 Audio min.]

Teter emailed her comments and suggested edits ahead of the meeting (see [handouts](#)).

- a. Computer Use and Internet Access Policy and Electronic Information Resources Use Policy
 - Gomez asked whether state and national laws require filters. Farnan replied that in order to receive any federal funding, the library has to use filtering software, and added that filtering is required by state law. O'Shea explained that the filtering software is geared more towards network security; the goal is to provide a barrier from sites that might introduce viruses or phishing attempts, rather than prevent access to content.
 - Koenig asked whether there have been many complaints from patrons regarding the filtering software. Farnan explained that he is not aware of any complaints from patrons not able to access certain content. Gibb asked whether librarians are able to remove filters. Farnan explained that staff would have to put in a request to IT to have a site removed from the filtering service, so it would not happen immediately.
 - Phares explained that these policies need to be reviewed by the City Attorney; staff will bring back any comments to the April meeting and ask commission to approve the policies.
- b. Interlibrary Loan Guidelines
 - Gomez suggested reworking the statement on limits for article requests to make it clearer. Phares explained that there is no limit to the number of requests that a patron can make for articles at any one time; however, it is limited to the number of requests that staff can process.
 - Commission agreed to use Teter's suggested language for the first sentence under the Guidelines heading to clarify the requirements for using Interlibrary services: A valid Boulder Public Library card and Boulder County residency are required to borrow books and media. If your library account has accrued fees of \$10 or more, borrowing privileges will be suspended until the fees are paid.
 - O'Shea moved to approve the Interlibrary Loan Guidelines with the suggested changes, and Koenig seconded. All in favor.
 - Farnan reported that Interlibrary Loan requests have gone down by roughly 40% with the expansion of the Flatirons Library Consortium, which implies that people have been able to find what they want within the consortium.

Agenda Item 8: Library Commission Update

[7:21 p.m., 1:20:34 Audio min.]

- a. Matters from the Commission
 - i. Report out on meetings with City Council members
 - ii. Request to council for expedited renovation of Main Library restrooms
O'Shea will do a second draft of the letter based on tonight's discussion.
Gomez moved to approve the content from Teter's letter to send to council as an edited version, and Koenig seconded. All in favor.
- b. Boulder Library Foundation update
 - Gibb stated that the library's grant requests were approved at the last meeting, and shared that the Foundation is hiring a social media contractor.
 - Koenig asked whether the grants include funding for the Jaipur Literature Festival (JLF). Farnan explained that the Foundation cannot fund outside groups due to their nonprofit status, so they give the money to the library under the author series line item and the library makes the decision whether or not to fund JLF.
- 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
O'Shea asked whether there have been any updates regarding the phone call that Teter received from an unhappy patron (p. 27 of [packet](#)). Farnan explained that he met with the complainant and the security guard involved; the current practice is to close restrooms 10 minutes prior to the library closing in order to clear out the building, so

staff will have to decide if they can shift the schedules of some staff and security by 15 minutes in order to keep the bathrooms open until business is closed.

Agenda Item 9: Library and Arts Director's Report

[7:43 p.m., 1:42:48 Audio min.]

- a. Typical Sunday
- b. Update on estimate for all gender restrooms
- c. Update on estimate for North Building study
- d. Boulder Library Foundation Grant 2017 funding
- e. Meeting with Boulder Historical Society
- f. Libraries, Privacy, Information Literacy, Immigration, Activism
Gibb read aloud a question from Teter: "Should BPL promote newspaper access through EBSCO as well as Zinio sources? Are there financial implications from increased patron use of EBSCO?" Farnan replied that EBSCO is unlimited.
- g. Reports
O'Shea wondered whether staff is considering any further programming in the area of drop-in tech help. Farnan explained that the program is a trial; it is being run with volunteers and each class gets 3-4 attendees.

Agenda Item 10: Adjournment

[7:55 p.m., 1:54:42 Audio min.]

There being no further business to come before the commission at this time, the meeting was adjourned at 7:55 p.m.

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, April 5, 2017, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Gibb approved these minutes on April 18, 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>