

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

Name of Board/ Commission: Library Commission	
Date of Meeting: April 5, 2017 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
Contact information preparing summary: Maureen Malone, 303-441-3106	
Commission members present: Alicia Gibb, Joni Teter, Juana Gomez, Joel Koenig, Tim O'Shea	
<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: Wendy Schwartz, Planning & Program Development Manager Matt Sundeen, Strategic Initiatives Manager</p> <p>Members of the public present: None</p>	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda	[6:06 p.m., 0:00:00 Audio min.]
<p>The meeting was called to order at 6:06 p.m.</p> <p>Teter announced two additions to the agenda under Library Commission Update: a quick discussion about ideas for the Master Plan focus groups and the adoption of a letter thanking library volunteers in recognition of National Volunteer Week.</p>	
Agenda Item 2: Public comment	[6:07 p.m., 0:00:53 Audio min.]
None	
Agenda Item 3: Consent agenda	[6:07 p.m., 0:00:57 Audio min.]
<p>Item 3A, Approval of March 1, 2017 Meeting Minutes Gomez moved to approve the minutes, and Koenig seconded. Vote 4-0, unanimous (Teter abstained as she was not at the meeting).</p> <p>Item 3B, Approval of March 13, 2017 Study Session Minutes Gomez moved to approve the minutes, and Koenig seconded. Vote 5-0, unanimous.</p>	
Agenda Item 4: Welcome and administer oath of office to new commissioner	[6:08 p.m., 0:02:18 Audio min.]
Phares administered the oath of office for Koenig.	
Agenda Item 5: Election of officers and Boulder Library Foundation members	[6:10 p.m., 0:03:25 Audio min.]
<p>Election of officers: Gomez nominated Gibb as chair, and O'Shea seconded. All in favor. Gibb nominated Teter as vice chair, and O'Shea seconded. All in favor.</p> <p>Boulder Library Foundation board member appointments: Teter nominated O'Shea and Gibb as the representatives to the Boulder Library Foundation, with the understanding that Gibb will have a limited role. Gomez seconded. All in favor.</p>	
Agenda Item 6: Discussion with Karen Rahn, Wendy Schwartz and Matt Sundeen from Human Services department	[6:12 p.m., 0:05:20 Audio min.]
<p>Human Services staff handed out a memo in response to commission's questions on p. 9 of the packet. Library staff also passed out a letter from Yvette Bowden, director of parks and recreation, addressing additional questions from commission (see handouts).</p>	

Commission discussion, questions, and comments included:

- Koenig asked if there is a plan to develop a permanent day shelter downtown. Schwartz explained that there has not been a determination yet of whether there is a need for an additional fixed facility; if that is the determination, the services provided would be more focused on assessment of needs and helping people reach a solution.
- Teter asked if Human Services has considered how the library plays into the homelessness strategy. Schwartz replied that the library could be a place for outreach teams to connect with people who might be using the library as a de facto day shelter. Teter asked that library staff be kept informed since they are often de facto service advisors. Schwartz explained that the goal is to get to a point where everybody in the community knows where to send someone that is seeking homeless services.
- Gomez asked Schwartz to elaborate on the goal to identify unhoused Boulder residents vs. transient homeless. Schwartz explained that the homelessness working group is trying to determine how length of residency in the community should factor in to the needs assessment criteria; the city might not want to dedicate a large portion of community resources to people who are just passing through.
- Teter commented that cities that provide homeless services tend to draw people in, and wondered whether there is any progress being made regionally to expand services outside of Denver and Boulder. Schwartz responded that Aurora has been a leader in developing regional systems and housing plans; Longmont has also been very focused on the homeless issue, and there has been a lot of work in neighboring communities to build permanent supportive and low-income housing.

Agenda Item 7: Library policy approval - Computer Use and Internet Access Policy and Electronic Information Resources Use Policy [6:45 p.m., 0:39:15 Audio min.]

Computer Use and Internet Access Policy

- Gibb questioned the use of the word “incapable” in the statement that “the filter is also incapable of protecting against access to internet material that is obscene, child pornography, or harmful to minors.” Teter suggested instead stating that the filter is incapable of guaranteeing protection.
- Teter moved to approve the Computer Use and Internet Access Policy with the suggested language change. O’Shea seconded. All in favor.

Electronic Information Resources Use Policy

- Since the policy calls out unauthorized activities as being prohibited, Gomez wondered what the authorized use of the resources would include. Farnan speculated that authorized use is defined by the terms of use for individual databases.
- Phares explained that the library will need to have an internet safety policy in order to be eligible for e-rate or Library Services and Technology Act grant funding. Staff will bring a sample policy to commission this summer and determine at that time whether to incorporate it in to the Computer Use and Internet Access Policy.
- Teter suggested that staff look into Gomez’s question about authorized use and update commission at a later date.
- O’Shea moved to approve the Electronic Information Resources Use Policy, and Koenig seconded. All in favor.

Agenda Item 8: Library Commission Update

[6:54 p.m., 0:48:36 Audio min.]

a. Matters from the Commission

i. National Library Workers Day

Koenig drafted a proclamation thanking staff and volunteers for their service in recognition of National Library Workers Day (see [handouts](#)). Teter moved to adopt the proclamation, and Gomez seconded. All in favor. Farnan will send out an email to all staff.

Commission signed a letter drafted by Volunteer Services Coordinator Kate Kelsch thanking volunteers in recognition of National Volunteer Week (see [handouts](#)).

ii. Discussion of draft Boulder Valley Comprehensive Plan

Teter drafted comments in response to the draft Boulder Valley Comprehensive Plan (pp. 17-23 of [packet](#)). Gomez moved to accept Teter’s comments with the caveat that staff will update the Library Master Plan summary. Koenig seconded. All in favor.

Staff will update the Library Master Plan summary and submit to city planning staff along with commission’s comments.

b. Boulder Library Foundation update

Gibb announced that the Foundation elected four new officers at the March meeting; there are still two empty seats on the board and the bylaws are being reviewed to see if another board member can be added later in the year.

There will be a fundraising push for the Library League throughout April.

- c. City project representative update
 - i. Central Broadway Corridor Design Framework
 - ii. Boulder Valley Comprehensive Plan
 - iii. Boulder's Civic Area
 - iv. Canyon Complete Streets
 - v. EcoDistricts
- d. Responses to patron emails from the Library Commission
- e. Discuss possible dates for Library Commission 2017 retreat
Commission selected Saturday, July 15 for the retreat. Staff will work on securing a venue.
- f. Feedback on Community Thought Leaders Meeting and presentation
 - Teter commented that the dialogue succeeded in some of the main goals of getting some community thought leaders engaged and making connections, and was effective in getting people to think about the library in different ways.
 - Gomez was disappointed in the lack of representation from the Latino community and suggested inviting a few individuals from that community to a small meeting as a more direct approach.
- g. Discussion of Master Plan focus groups
Commission suggested the following topics for discussion during the Master Plan focus groups:
 - What services do you think a future library would need 5-10 years down the road?
 - For participants who are not library users, what's stopping you from using the library?
 - If you have recently visited libraries outside the Boulder library system, what was different / better / worse compared to Boulder Public Library?
 - Is parking a constraint / reason people don't visit the main library?
 - More questions around computer use and access
 - Ask participants to think of the people they know who don't use the library, and suggest how can we get them to come
 - Ask participants how we can engage their community, and how we can disseminate to their community the programs and opportunities available at Boulder Public Library
 - What are we not offering?
 - Are there things the library should *not* do?
 - Flush out where the public puts more emphasis – on the library's facility or its services
 - Flush out trade-offs and priorities based on survey results
 - Try to unpack what inclusivity means and understand the idealization vs actualization

Staff will share commission's comments with JVA and identify times and a selection process for the focus groups.

Agenda Item 9: Library and Arts Director's Report

[7:43 p.m., 1:37:10 Audio min.]

- a. Update on the Master Plan Community Engagement Survey
Koenig wondered whether there is anything that can be done in the next 7-10 days to increase responses from the Hispanic community. Farnan replied that staff anticipates receiving some print surveys that Boulder Housing Partners has been distributing, and added that the Latino Chamber, Intercambio and BoulderReads have also been pushing the survey. There is a tenor of fear in the Latino community at the moment, and people are being discouraged from taking any online surveys. Phares commented that the survey may not be the avenue in which this community wants to provide their input. Farnan stated that a translator will be available for the focus groups, and staff may decide to do a group consisting solely of Spanish speakers.
- b. Community Culture and Safety Tax Renewal [2A]
Teter drafted comments (see [handouts](#)) in response to the memo from the Capital Improvements Tax Renewal Team (pp. 25-27 of [packet](#)). O'Shea moved to accept Teter's comments, and Koenig seconded. All in favor.

Koenig asked whether staff was surprised by the valuation of the Main Library. Farnan replied that he has some questions for the appraiser; he was surprised that the value decreased after the major renovation was completed.

c. 2016 Year End Report Highlights

Agenda Item 10: Adjournment

[8:07 p.m., 2:00:26 Audio min.]

There being no further business to come before the commission at this time, the meeting was adjourned at 8:07 p.m.

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, May 3, 2017, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Gibb approved these minutes on May 23, 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>