

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

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> August 2, 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> Alicia Gibb, Joni Teter, Juana Gomez, Joel Koenig, Tim O'Shea	
<b>Library staff present:</b> David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Maureen Malone, Administrative Specialist II  <b>Members of the public present:</b> None	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to order and approval of agenda</b>	<b>[6:02 p.m., 0:00:00 Audio min.]</b>
The meeting was called to order at 6:02 p.m.	
<b>Agenda Item 2: Public comment</b>	<b>[6:02 p.m., 0:00:30 Audio min.]</b>
None	
<b>Agenda Item 3: Consent agenda</b>	<b>[6:02 p.m., 0:00:38 Audio min.]</b>
<b>Item 3A, Approval of June 7, 2017 Meeting Minutes</b> Teter moved to approve the minutes, and O'Shea seconded. Vote 4-0, unanimous (Koenig abstained as he was not at the meeting).  <b>Item 3B, Approval of July 15, 2017 Retreat Notes</b> Teter moved to approve the notes, and Koenig seconded. Vote 5-0, unanimous.  <b>Item 3C, Motion to approve Warner Charitable Trust Contribution</b> Gomez moved to accept the donation, and Koenig seconded. Vote 5-0, unanimous. Commission agreed to send a thank you letter to the trust, which Koenig will draft.	
<b>Agenda Item 4: Master Plan Project update</b>	<b>[6:07 p.m., 0:05:22 Audio min.]</b>
a. Provide input on staff's revision of the library mission, the current vision statement and the guiding principles for decision making <ul style="list-style-type: none"> <li>• Koenig expressed confusion about the difference between guiding principles, mission, and values, and wondered whether there could instead just be one set of core values. Farnan replied that the city has established a set of citywide core values that he can share with the commission.</li> <li>• Teter commented that the library needs to have a mission statement, but she would opt to get rid of the vision statement. Gibb agreed that she would be happy with just one statement, but added that she would like to see the concept of access included. Phares explained that the vision statement was created during the last Master Plan process, but is not currently a tool utilized by staff.</li> <li>• Gibb suggested working backwards to create a mission statement so that it can be used to help staff approve or deny sponsored events based on whether or not the programs are aligned with the library's mission.</li> <li>• Commission reviewed the draft mission statements and discussed which ones they liked and why, and what concepts might be missing.</li> <li>• O'Shea commented that the vision should be something that changes with the times, but a mission statement should be a succinct statement that can withstand a decade or more; if the vision statement lives within the Master Plan, it seems like there is some value in identifying the vision for the next 'x' number of years.</li> <li>• Teter commented that the existing mission statement is dated, and any of the draft statements that staff came up with are heading in a better direction.</li> <li>• Phares suggested that instead of using the mission, staff could use the vision of the next ten years to help make decisions on how to use library resources according to the priorities put forward by the community.</li> </ul>	

- Farnan stated that staff will work on a vision that more clearly lays out the ten-year trajectory and a succinct, more timeless mission statement to bring back to the October meeting.
- Gomez wondered what was meant by the concept in the guiding principles that “a strong central library is given priority over a system of distributed branches”. Phares explained that at that time when the 2007 Master Plan was being developed, if staff had to cut resources, they would cut from the branches first to maintain one facility that had everything. Farnan added that in terms of the city’s priority-based budgeting, the branches are ranked at a tier two degrees lower than the main library; in a fiscally constrained scenario, the branches could all be closed.
- Commission reviewed the guiding principles and determined which aspects they would like to retain or discard, and what should be added (see [handouts](#)).
- Farnan commented that what’s missing in all of this is creating a platform for the community – what are we making happen for the community and what is their ownership stake in it?
- Gibb stated that in the focus groups, it came up a lot that people would like more insight into how decisions are made; perhaps the guiding principles could outline how staff and commission make decisions. Teter suggested that the guidelines include something about the community’s input in guiding decisions.

b. Review revised draft Master Plan goals for programs and services

- Teter drafted some alternative language for the Overview and Outcomes sections (see [handouts](#)).
- Gomez expressed her appreciation for the timeline, stating that it makes it more clear how everything will fit in and how it can all be achieved without burning out the staff in the first year. Phares expressed her concern about assigning dates to the goals, and stressed that it will be important to manage expectations since the library doesn’t have control over what we get and when we get it. Teter countered that it’s refreshing to see the city commit to something and create a clear plan, and added that there will be push back no matter what.
- Koenig wondered how many additional full-time employees it will require to manage the projects to build branches in North Boulder and Gunbarrel. Farnan explained that there is funding for outside consultants to do design work and public engagement, and the city’s Facilities and Asset Management department would support the library by assigning a project manager.
- Teter suggested that staff include a plan for community engagement under the goal to increase the community’s awareness of library programs and services (pp. 20-21 of [packet](#))
- Teter recommended adding a measurement for marketing and outreach success. Farnan agreed, but added that staff are still working to develop specific goals for what they want to achieve with the marketing plan.
- Teter recommended that staff highlight the goals to expand branch services, makerspace programs and facilities, and the Canyon Theater rental program in the Master Plan document.
- Phares wondered how to present this information for the community check in sessions in September to be able get a reaction from the community as to whether we have accurately captured their input without overloading them with information. Teter suggested making the full document available ahead of the check-in sessions for those who are interested in reading everything and then having a condensed version to present during the actual sessions.

**Agenda Item 5: 2017 Capital Improvement Tax ballot item project: North Boulder Branch Library**

[7:42 p.m., 1:39:57 Audio min.]

**Commission discussion, questions, and comments included:**

- Teter suggested some additions to the language for the motion to council (see [handouts](#)). Teter moved to approve the motion to council, as amended. O’Shea seconded. All in favor.
- Farnan will submit the motion, along with the supplementary language drafted by Teter, to the tax renewal staff team so that they can include it in council’s packet. The information will then be posted on the Library Commission webpage (<https://boulderlibrary.org/about/commission/>).

**Agenda Item 6: Library Commission Update**

[7:54 p.m., 1:52:06 Audio min.]

a. Matters from the Commission

- i. Select meeting dates for council member Jan Burton or Matt Appelbaum
  - Staff will suggest that the visit be scheduled in September or October, before the November council election.
- ii. July 17, 2017 Letter to City Council in support of installing accessible, all-gender restrooms in the Main Library and the Municipal and Atrium Buildings

- b. Boulder Library Foundation update
- 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

**Agenda Item 7: Library and Arts Director's Report**

**[7:57 p.m., 1:55:49 Audio min.]**

- a. Key dates for 2018 city budget
  - Farnan clarified that the requests for the Volunteer Services Coordinator and Library Technology Support Specialist are the amounts needed to increase the existing positions from part-time to full-time.
- b. Q2 website usage statistics

**Agenda Item 8: Adjournment**

**[8:07 p.m., 2:05:24 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, September 6, 2017, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Teter approved these minutes on September 19, 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>