

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

Name of Board/ Commission: Library Commission	
Date of Meeting: September 6, 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 Erica Segraves, Children and Youth Services Manager Kathy Lane, Programs, Events and Outreach Coordinator</p> <p>City Staff Present: Devin Billingsley, Senior Budget Analyst</p> <p>Members of the public present: None</p>	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda	[6:01 p.m., 0:00:00 Audio min.]
The meeting was called to order at 6:01 p.m.	
Agenda Item 2: Public comment	[6:02 p.m., 0:00:25 Audio min.]
None	
Agenda Item 3: Consent agenda	[6:02 p.m., 0:00:35 Audio min.]
<p>Item 3A, Approval of August 2, 2017 Meeting Minutes O’Shea moved to approve the minutes, and Gomez seconded. Vote 5-0, unanimous.</p>	
Agenda Item 4: Presentation: 2017 Summer Reading Program recap – Erica Segraves, children and youth services manager and Kathy Lane, program, events and outreach coordinator	[6:02 p.m., 0:01:00 Audio min.]
See handouts for presentation.	
Agenda Item 5: Update on 2018 City Manager’s approved budget – Devin Billingsley, senior budget analyst	[6:28 p.m., 0:27:10 Audio min.]
Billingsley provided responses to the questions Teter sent ahead of the meeting (see handouts).	
<p>Commission discussion, questions, and comments included:</p> <ul style="list-style-type: none"> • Teter wondered whether Billingsley had any advice on how to use the Master Plan to make the case to get on city staff’s internal priority list. • Teter commented that the library’s growth has been flat in relation to overall general fund growth. Farnan confirmed that that has been the case over the course of at least the past 5 years; the library is the only department that has lost an FTE in the past 15 years and the library’s budget has been reduced by about 16% during that 15-year time period, whereas most other departments have grown significantly. • Teter remarked that there is a need to explain how much it actually costs to run a library and help people understand what the library does, and wondered how to show the financial picture. Billingsley explained that decisions about getting new funding trickle down from council so it is important to be loud. Teter agreed but shared her perception that it would be helpful to educate the finance department about how libraries are different from other programs. 	

- Koenig asked for clarification on funding for gender neutral restrooms. Billingsley explained that the radio infrastructure project has been included in the new general fund capital budget for 2018, as well as the capital improvement tax ballot; so even if the tax initiative does not pass, the radio infrastructure project will move forward. If the capital tax passes, the funding set aside for the radio infrastructure project in the city's general fund capital budget will be freed up for other projects. Farnan added that the library would then have to request funding for the restrooms through an adjustment to base.
- Farnan stated that the library's growth relative to that of the general fund is typically running at about half, and is significantly lagging behind the growth of the city as a whole; it's not a matter of disputing the city's other priorities, but determining where the library fits in. Teter commented that it would be interesting to see in which departments the growth has occurred because while some of it is directly tied to council initiatives, some is related to internal city priorities.
- Gomez commented that the Library Division language in the recommended budget department overview is a bit thin. Teter agreed and added that in addition to providing a detailed work plan, the Master Plan should also have some language that better explains what the library does and why it matters that can be picked up and used in other documents like the budget memos.

Agenda Item 6: Master Plan Project update

[7:07 p.m., 1:05:42 Audio min.]

- a. Commission provide final input on draft goals in preparation for September community input sessions
 - Discussion on goal to expand the holds service:
 - Regarding Teter's suggestion to expand the number of holds on eBooks (see [handouts](#)), Farnan explained that eBooks have not been a priority for other members of the consortium and Boulder Public Library already pays a disproportionately high percentage of the budget for eBooks; additionally, the process is different for eBooks – once you purchase the base materials, you purchase based upon the number of holds on a book.
 - Teter pointed out that this is a good example of the intricacies of running a library: staff made a smart decision to expand patrons' access to materials by joining the consortium, which in turn also saved money in collection costs; however, there is also an increment of cost that comes along with that for shelving and staffing.
 - O'Shea commented that the numbers don't seem to back up a decision to increase the holds limit. Teter remarked that regardless of the number of holds allowed per patron, staff is seeing an increase in the overall number of hold requests and staff is running out of space to put hold items, particularly at the branches. Gibb suggested modifying the goal to say: increase materials handling staff and non-personnel budget to facilitate expanding the holds service from 10 to X items at a time and deal with the increased demand in holds (addition is underlined).
 - Farnan explained that staff won't know what increase in volume would be caused by lifting the limit on holds until they try it, and in order to try it, they need to have the staffing support to make it work.
 - Teter wondered whether shifting more of the holds into eBooks would counteract the additional cost in books and staffing. Farnan confirmed that putting a hold on a physical book is probably 8 times the cost of checking out an eBook, but at this point in time some consumers prefer physical books.
 - Programs and Services (pp.32-34 of [packet](#)):
 - Teter suggested adding a goal about maintaining the current level of service.
 - Under Letter I., Gomez wondered whether there is anything we can do earlier than 2019 to increase the community's awareness of library programs and services. Phares replied that more staff is needed to be able to do outreach; staff is looking to increase the capacity of volunteers to meet some of that need.
 - Facilities and Technology (pp.35-37 of [packet](#)):
 - Under Commitments, Gomez suggested moving the bullet point about being responsive to community input higher up on the list.
 - Koenig questioned whether commission had agreed to contract social workers (Letter F). Phares replied that that's where the discussion landed during the July retreat – to increase the level of training provided to the security officers and have some other form of support such as social workers. Farnan suggested softening the language since there was not a consensus amongst commissioners about the best form of support.
 - Gomez wondered whether the goals should address the potential relocation of the Meadows branch. Phares suggested adding to the last bullet point under Letter I. that staff also consider the location of current facilities in the 20-year build out plan.
 - Building Community and Partnerships (pp.38-40 of [packet](#)):
 - Teter commented that there is a need to define what we mean by 'partnerships' in the Master Plan. Phares replied that this can be added to the section that talks about the library's current partnerships.

- Teter wondered whether the library should have a goal focused on other underserved communities besides Latino. Farnan replied that the Latino community is the immediate goal, but agreed that staff should define other communities, including the homeless and senior populations.
 - Organizational Readiness (pp.40-41 of [packet](#)):
 - Teter suggested calling out the success of the customer service model that staff has developed.
- b. Update on mission statement revision
- Phares shared an update from Public Services Manager Antonia Gaona on the mission statement work from staff (see [handouts](#)). Commission agreed that staff should move forward with the general outline proposed.
- c. Discuss plan for study session with City Council
- Commission agreed to keep the study session scheduled for Oct. 16. Staff will give commission a more elaborate presentation of the pros and cons for the various financial sustainability scenarios that they will present to City Council at the Nov. 28 council study session.
 - Commission opted to have an additional study session on Jan. 22 to review the draft Master Plan.

Agenda Item 7: Review of annual Library Commission recruitment application [8:15 p.m., 2:13:28 Audio min.]
 Commissioners will bring any suggestions for editing, adding or eliminating questions to the October meeting.

Agenda Item 8: Library Commission Update [8:28 p.m., 2:21:15 Audio min.]

- a. Matters from the Commission
- 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
 Regarding the letter to commission from Showing up for Racial Justice (SURJ) requesting that certain songs be removed from storytime (p.47 of [packet](#)), Farnan shared that the Youth Services team is looking into the songs and their history, and he will bring back their findings to the October meeting and ask commission for input on next steps. Phares wondered whether staff should ask the member(s) of SURJ to follow the formal process for requesting the removal of materials from the collection to get an additional explanation. Farnan encouraged commission members to each do some research on the group before deciding how to proceed at the October meeting.

Agenda Item 9: Library and Arts Director's Report [8:43 p.m., 2:36:55 Audio min.]

- a. 2018 Library holiday closures
- b. Q2 Library use statistics
- c. Update on 2017 Capital Improvement Tax ballot item language
 Farnan shared that City Council approved the ballot, which included the North Boulder branch, at last night's meeting. Staff and commission may not advocate for the ballot, but may only answer informational questions.
- d. Jaipur Literature Festival update
 Teamwork Arts secured a major corporate sponsor this year; Zee is the third largest media company in the world and will have a significant visible marketing presence at the festival.

Agenda Item 10: Adjournment [8:57 p.m., 2:50:33 Audio min.]

There being no further business to come before the commission at this time, the meeting was adjourned at 8:57 p.m.

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, October 4, 2017, at the George Reynolds Branch, 3595 Table Mesa Dr.

Commissioner Teter approved these minutes on October 17, 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>