

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

Name of Board/ Commission: Library Commission	
Date of Meeting: November 1, 2017 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
Contact information preparing summary: Maureen Malone, 303-441-3106	
Commission members present: Joni Teter, Juana Gomez, Joel Koenig, Tim O'Shea Commission members absent: Alicia Gibb	
Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Maureen Malone, Administrative Specialist II Members of the public present: None	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda The meeting was called to order at 6:01 p.m. Teter announced that the BLDG 61 update has been postponed to a future meeting.	[6:01 p.m., 0:00:00 Audio min.]
Agenda Item 2: Public comment None	[6:01 p.m., 0:00:39 Audio min.]
Agenda Item 3: Consent agenda Item 3A, Approval of October 4, 2017 Meeting Minutes O'Shea moved to approve the minutes, and Gomez seconded. Vote 4-0, unanimous.	[6:01 p.m., 0:00:47 Audio min.]
Agenda Item 4: Update from BLDG 61 staff on current programs — Zack Jacobsen — Weaver, creative technologist	
Agenda Item 5: Discussion of Library Commission's annual letter to City Council Teter and O'Shea drafted some possible content for the letter to council (p. 6 of packet).	[6:02 p.m., 0:01:21 Audio min.]
Commission discussion, questions, and comments included: <ul style="list-style-type: none"> • Teter reminded commission that at their January retreat, council will set their work plan for the next two years; the letter should be framed to make specific asks that commission would like to see high on the city's priority list. Farnan stated that the big asks will be ongoing operating expenses for a full-service branch in North Boulder and some level of service in Gunbarrel, the feasibility analysis of the north building at Main, the pilot program to activate the Canyon Theater, and the restroom renovation at Main. Teter added that another ask will be to make up for the deficiency in operating expenses for the library's existing buildings. • Teter suggested that commission shift the letter to focus on the library's priorities for the next two years: financial sustainability, the funding deficiency, and continuing to address deficiencies in the homeless services issue. • Once staff has finished the memo for the Nov. 28 City Council study session, they will work with O'Shea and Koenig to incorporate the financial piece into a draft letter for commission to review and finalize at the December meeting. • Farnan shared that the library has been given a separate opportunity at the advice of the City Manager to weigh in on a list of 15 major city priorities that will go to council for their retreat; staff has been asked to put together a one-page synopsis on the master plan. 	
Agenda Item 6: Master Plan project update a. Review and provide input on draft memo and presentation for Nov. 28 City Council study session <ul style="list-style-type: none"> • Farnan explained that the memo will highlight the community input, but he also wants to stress the research staff has done. Teter suggested pointing out the robust ongoing tracking mechanisms that staff has in place. 	[6:26 p.m., 0:25:40 Audio min.]

- Under Safety Concerns (p.12 of [packet](#)), Gomez wondered whether staff should add a bullet point indicating that the library plans to have facilitated conversations to address concerns around the homeless and transient populations. Farnan replied that he will work in the plan for civic dialogues. Teter suggested that staff edit that last line of the paragraph to include the word ‘perception’: “The staff and Library Commission acknowledge that there are several opportunities to address these perceptions and concerns.”
 - Gomez wondered if one of the questions for council could address homeless services. Farnan replied that he would like to keep the focus for the study session on financial sustainability for the library going forward.
 - O’Shea recommended that staff underscore that the money from the foundation is not a guarantee, and that it fills in a funding gap for some of the library’s most utilized programs; additionally, more programming means more staff and the library requires sustainable funding to support these programs.
 - Teter suggested that staff include supplemental reading as attachments to the memo so that council members have the option to read it.
 - Koenig wondered whether staff wants to dedicate the space in the memo to the regional library authority, since it is an unlikely possibility. Farnan replied it would be a complicated process, but he wants council to know all the options, and staff will do more research if council chooses to pursue that particular option.
 - O’Shea stated that the Executive Summary is the first opportunity to grab council’s attention and staff should underscore what they want to get out of the study session and address the burden of the funding shortfall. Farnan replied that staff will rework the paragraph to make it more direct, but emphasized the need for commission members to show up to make some stronger statements. Teter added that commission can elect to send a statement directly to council in addition to staff’s memo; she suggested that commission be included in the ‘from’ line of the staff memo.
- b. Review and provide input on working draft 5-year estimate of capital and operational costs for Master Plan goals
- Phares provided some updates to the Estimated Cost for Library Operations 5-Year Timeline (p. 20 of [packet](#))
 - Conduct Main Library north building renovation feasibility study has been bumped to 2019
 - Estimated operational cost increase for security in 2019 should be \$120,000 (instead of \$75,000), bringing the 5-year total for estimated operating cost increases to \$1,664,500
 - Under Capital & One Time Projects, the amount for new facility opening collection in 2018 should be increased from \$10,000 to \$400,000 and the amount for 2020 should be increased from \$10,000 to \$125,000, bringing the 5-year total for capital costs to \$6,075,000
 - The project to implement uniform service levels did not include the associated costs for additional staffing required to increase operating hours at the branch facilities; staff will build that cost into the table once they determine the salary levels
 - Farnan explained that the timeline does not include the cost of the pilot program for activating the Canyon Theater because it was so high (an extra \$250k in operating costs) that he expects the city to say no; it would require 4-4.5 FTE to operate the theater 180 nights/year. Teter recommended including the cost with an asterisk that says this could be something the library does with a partner or just with library staff, and provide the order of magnitude cost; the cost gets to the other conversation about a performing arts center, and not presenting it would be leaving out a significant chunk of the expenses expected over the next 5 years.
 - Koenig asked whether the north building feasibility study is separate from the Canyon Theater pilot program. Farnan replied that the feasibility study will be used to determine what is possible within the confines of the existing facility and the pilot project is a two-year operational piece to activate the theater and test out the demand.
- c. Review and provide input on new draft goals addressing safety, security, emergency preparedness, and outreach to patrons experiencing homelessness
- Teter shared that a follow-up conversation around the questions of enforcement of library rules has been tentatively targeted for February so that the full commission can explore what a community dialogue might look like.
 - Under Building Community and Partnerships (p. 21 of [packet](#)), Teter commented that the first bullet under 2019 focuses on homeless as an underserved population and could be moved under a different goal; the other two bullets address the community perception piece. She recommended that staff strike the first bullet and add a bullet about civic dialogue that incorporates the second bold statement (Invite a group of library patrons...).

Agenda Item 7: Library Commission Update

[7:44 p.m., 1:40:50 Audio min.]

- a. Matters from the Commission

<ul style="list-style-type: none"> b. Boulder Library Foundation update O'Shea shared that the foundation had a letter to the editor strongly endorsing ballot measures 2M & 2N published in the Daily Camera. c. City project representative update <ul style="list-style-type: none"> i. EcoDistricts d. Responses to patron emails from the Library Commission 	
Agenda Item 8: 2017 Colorado Library Association Conference report out	[7:55 p.m., 1:50:52 Audio min.]
<p>Agenda Item 9: Information item: 2017 2nd Adjustment to Base Budget</p> <p>Farnan noted that the Main Library restroom renovation is still being considered for the 2018 budget as an adjustment to base; if the 2M & 2N ballot initiatives pass, the \$3.6M in the city's capital improvement budget that has been allocated for radio infrastructure replacement will be freed up, and the library restroom renovation should rise in priority and perhaps get funding as an adjustment to base.</p>	[7:56 p.m., 1:51:58 Audio min.]
Agenda Item 10: Library and Arts Director's Report	[8:00 p.m., 1:55:55 Audio min.]
<ul style="list-style-type: none"> a. Staff Day b. Boulder Library Foundation grant update c. Civic Area Update and Library Plaza d. Q3 Library use statistics e. Revised date for observance of the 2018 Veteran's Day holiday 	
Agenda Item 8: Adjournment	[8:10 p.m., 2:06:37 Audio min.]
There being no further business to come before the commission at this time, the meeting was adjourned at 8:10 p.m.	
<p>Date, time, and location of next meeting: The next Library Commission meeting will be at 6 p.m. on Wednesday, December 6, 2017, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.</p>	

Commissioner Teter approved these minutes on December 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>