

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

<b>Name of Board/ Commission:</b> Library Commission
<b>Date of Meeting:</b> January 22, 2018 at the Main Library
<b>Contact Information Preparing Summary:</b> Jennifer Phares, 303-441-4394
<b>Commission Members Present:</b> Alicia Gibb, Joni Teter, Joel Koenig, Tim O’Shea <b>Commission Members Absent:</b> Juana Gomez
<b>Library Staff Present:</b> David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director <b>City Staff Present:</b> None <b>Public Present:</b> None
<b>Type of Meeting:</b> Study Session
<b>Agenda Item 1: Call to Order and Approval of Agenda</b> <span style="float: right;"><b>[6:05 p.m., Audio 0:00]</b></span> New agenda item added after item 4. Debrief on the January 19 and 20, 2018 City Council Annual Retreat, meetings commissioners have had with individual members of City Council, and the <i>Daily Camera</i> .
<b>Agenda Item 2: Master Plan project update: Review and input on part three: Goals and Commitments</b> <b>[6:06 p.m., Audio 0:01]</b> Phares pointed out that the “vision statement for the next 10 years” and the guiding principles were new items that the commission had not seen before. Commissioners provided staff with the following input on the draft of part three of the Master Plan.  Page 3 <ul style="list-style-type: none"><li>• Add the number and type of invitations made for community participation, including an upcoming article in the <i>Daily Camera</i>.</li></ul> Page 4 <ul style="list-style-type: none"><li>• Change “Respond to our diverse community” to be proactive. Use “Reach out” rather than respond.</li><li>• Guiding Principles: Add volunteers and the Boulder Library Foundation to the principle on partnerships</li><li>• Provide numbers and monetary value of volunteer contributions, partnerships and other collaborations in the appropriate places in the plan. Phares said this information will be presented in the finance section of the plan, as well as discussed in the introductory sections of the plan. Teter added, “Show that BPL is doing a good job leveraging resources by collaborating with the community.”</li></ul> All goals: <ul style="list-style-type: none"><li>• Recommended that the objectives be presented in phases, rather than using the business plan budget labels (fiscally constrained, action, and vision).</li></ul> <b>Programs and Services</b> (pages 5-7) <ul style="list-style-type: none"><li>• Goals are focused on the new. Need to add a goal emphasizing that Boulder Public Library (BPL) maintains high quality and strong participation of core programs. Maintaining core programs and services is a higher priority than expanding programs.</li></ul> Metrics (page 16): Highlight that the library is accountable and already tracking metrics for the core programs. Add an objective to the quarterly metrics reports, which are shared with the commission, that they be posted on the library website for the public.  Guiding Principle (page 3): Maintaining core programs and services is a priority.

Add introductory language in the goals that emphasizes maintaining the things the library is already doing. Farnan added, “State what it takes to maintain the ‘equilibrium’ of budget and quality of core programs and services, and bring the budget to a sustainable level. Teter added, “Show the commitment to supporting the current programs and services in addition to adding new ones.”

- Recommended reordering the goals to improve flow and keep the attention of the reader on the priorities. 1<sup>st</sup> - Civic Dialogue goal, then goals that address service levels, makerspace.
- Collection goal. Add description of the target amounts (are they high or low) and identify if this would put BPL on par with other benchmark libraries. Phares said this can be emphasized in the goal and in the finance section of the plan. Add “per capita” to glossary.

#### **Facilities and Technology** (pages 8-10)

- Recommended reordering the goals to improve flow and keep the attention of the reader on the priorities. 1<sup>st</sup> - North Boulder Branch goal, and then move up Network Bandwidth/Access goal. Move Gunbarrel Library Services goal down a couple of items. Safety and Security goal at the end. Commission discussed potentially highlighting the Network Access goal in this section.
- Facilities Sustainability Plan Update goal – Teter noted that the asset evaluation study and ROI study in the five-year cost estimate document (agenda item 2c) do not appear in this goal. Phares said those are library district research items and will be discussed in the finance section of the Master Plan.
- Address Safety/Security goal - Koenig asked where the restroom project appeared in the goals. Phares answered that it is in the second phase objective “Evaluate design and management options” on page 9. Gibb asked about the areas identified as potential concern, and then recommended removing the phrase “in areas of concern.”

#### **Building Community and Partnerships** (pages 11-13)

- Outreach goal – Staff expanded the goal to include defining term “underserved.” They anticipate developing objectives for each group. Some objectives have already been identified for outreach to the Latino community and are included under this goal. Commission recommended adding a bullet point to expand the underserved groups that BPL wants to serve in addition to teen and Latino.
- Cultivate Community Awareness goal and Cultivate Relationship With Patrons Who are Experiencing Homelessness goal (pages 12 -13) - Recommended moving the objectives related to serving the homeless to the Relationship With Patrons Experiencing Homelessness. Serving the homeless does not need to be highlighted in this section. Teter said it should be stated somewhere in the plan, but not necessarily as a highlight.
- Recommended reordering the goals to improve flow and keep the attention of the reader on the priorities. Lead with First Amendment goal. Underserved Communities goal. Followed by outreach to teens or patrons experiencing homelessness.

#### **Organizational Readiness** (pages 14 - 15)

- Recommended reordering the goals to improve flow and keep the attention of the reader on the priorities. Move staff recruitment to top.
- Add an objective to Review Policies and Planning Documents goal to post the quarterly statistics on the library website.

#### **b. Review and input on part four: Success Measures** [7:49 p.m., Audio 1:43]

- Add that an annual report is created from the annual Library Research Service statistics, and the report is presented to the public.
- Phares asked for the commission’s input on the BPL standards. Add Collaborations and Partnerships. [It is mentioned under the first standard on page 17.] Somewhere in the Master Plan articulate the importance of volunteers’ contributions and describe that the request for an additional 0.5 full-time employee (FTE) for the volunteer coordinator is to expand the volunteer program.
- Program and event attendance. Teter asked if there was a way to capture what new things patrons found at the library in the last year.
- Facilities. Add a standard for why a library facility would be built in a certain place.

- Operating capital budget. What can we draw from the financial needs to track under this? What does sustainability mean? How do we know if the deficiencies have been addressed? Farnan suggested the funding per capita/per user.
- Sources and revenues are trending up. Stable and matching demand.

**c. Review and input on the five-year operating and capital cost estimate for the Master Plan goals** [This discussion in concert with the Master Plan part three discussion which occurred prior to part four]

- Farnan said it would be difficult to directly correlate the costs for each goal. A significant number of the FTEs are to maintain current programs and services, e.g. uniform hours at all of the library locations.
- Need to move “consultant costs” to Capital and One-Time Projects section.
- There was extensive discussion about how the information in the five-year operating and capital cost estimate document should be represented in the Master Plan. Teter said it is important to show that the Master Plan costs were thoroughly thought through. Gibb suggested we need to help the community connect the dots for where the library is, and where it needs to be, in terms of the budget. Teter said the Master Plan will show that the library needs money, and the commission needs to be prepared to explain why. The commission must understand the amount needed to operate the library annually. Koenig offered to assist staff with parsing and reformatting the information.
- Phares said the document shows estimates for current needs and expansion of programs and services desired by the community, it does not address the cost of potential growth during the term of the Master Plan. Farnan explained that a formula can be created to predict the possible labor costs if the collection budget is increased.
- Teter said an annual budget estimate is needed to inform the library district planning and determine the mill rate needed. Farnan said the GIS district boundary (“the map”) and budget analysis is expected in June and will be shared with commission. Farnan wants the commission’s recommendation on which unincorporated areas of Boulder county to include on “the map.” Koenig asked if there would be an opportunity to go back to the voters to adjust the mill rate. Farnan replied that the mill rate selected must provide enough capacity to fund ongoing operating costs and plans for expansion for at least 10 years.
- Farnan asked the commission if there was anything in the document that they were not comfortable supporting or speaking about with the community. Gibb wants to make sure we don’t have to go back and ask for more money. Teter said she wasn’t certain if the literacy festival project funding was represented as ongoing. Farnan explained that the estimate for the literacy festival project (shown in table on p. 21 of [packet](#)) represents the amount expended in past years and includes contributions from the city, the Boulder Library Foundation and in kind library staff time; he confirmed it includes estimating for ongoing funding. Need to annotate the operational cost heading to indicate that the five-year total is not an accumulated cost.

**Agenda Item 3. Questions for February 7, 2018 presentation about library districts** [8:03 p.m., Audio 1:58]

Gibb asked for additional questions from the commissioners for Jacquelyn Murphy Senior Consultant for Public Libraries and Community Relations, Colorado State Library, Library Development, who will be presenting about forming a library district at the February 7 Library Commission meeting. There was discussion about whether the city pays for the initial study (not the transition), and the upfront costs that will inform a decision about whether to begin forming a district. Farnan said the city would cover those costs, and that city staff from the City Attorney’s Office, Finance Department, and GIS staff are currently gathering information for the analyses now.

Is the City Manager’s Office (CMO) and City Attorney’s Office (CAO) in support of forming a district? Farnan said the CAO doesn’t weigh in on these matters. The CMO is waiting to hear from the Library Commission and City Council about their recommendation.

Does the city or the district pay for the costs of the transition? Does the district pay the city back for costs that it covers for the district? Farnan said this is a question for the CAO and would be addressed in a Memorandum of Understanding (MOU) between the city and the district. Farnan said there may be more flexibility with the transition than he originally conveyed to the commission. Other questions for Jacquelyn Murphy:

- Farnan recommended asking Murphy about the options for the transition.
- What are the negative consequences of forming a district?
- What are some lessons learned from successful and unsuccessful districts?
- What are the checks and balances for a volunteer board? How do we get assurance that this volunteer board is going to function well?
- What's a realistic timeline for forming a district?

**Agenda Item 4. Debrief on the January 19 and 20, 2018 City Council Annual Retreat, meetings commissioners have had with individual members of City Council, and the *Daily Camera* newspaper. [8:11 p.m., Audio 2:07]**

Farnan said the City Council retreat was great, and that Council members Grano, Brockett and Jones spoke about the issue of library funding. Council members Morzel and Yates spoke to Farnan about it during a break. The library funding issue is on council's workplan.

Farnan reported that he has a meeting with City Council and the Boulder County Commissioners next week to discuss forming a library district.

Farnan shared that Google is interested in working with the library. He pitched funding internet network fiber to the new North Boulder Branch Library or the makerspace. Google declined to fund either but suggested a couple of other projects the Aimee Schumm, eServices manager, is looking into. O'Shea asked if the funding would go directly to the library or through the Boulder Library Foundation. Farnan said it could go either way.

Farnan cautioned the commission that the momentum around the discussion of forming a library district may begin to pick up now that he is discussing it with several city colleagues and other departments are assisting with the research. Staff and commissioners will need to be prepared to answer questions from the community soon.

Gibb and Teter reported on the status of the opinion editorial (OpEd). O'Shea spoke to some people at the Boulder Chamber of Commerce to get feedback on the draft OpEd. They asked what the commission wants. Commission wants to promote a broad public discussion about both library funding from the city, and about forming a library district. Gibb and Teter met with *Daily Camera* reporter, Alex Burness about publishing the commission's OpEd. Burness is planning to write an article using information from the draft OpEd to be published next week. [Editor's note: the [article](#) was published on Jan. 25, 2018]

**Adjourned 8:26 p.m.**

**Date, Time, and Location of Next Meeting:**

The next Library Commission meeting will be held at 6 p.m. on Wednesday, Feb. 7, 2018 in the Main Library, Canyon Meeting Room

Commissioner Gibb approved these minutes on March 7, 2018; and Jennifer Phares attested to it.