

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

Name of Board/ Commission: Library Commission	
Date of Meeting: June 6, 2018 at the Carnegie Branch Public Library, 1125 Pine St.	
Contact information preparing summary: Celia Seaton, 303-441-3106	
Commission members present: Joni Teter, Tim O'Shea, Juana Gomez, Joel Koenig, Jane Sykes Wilson	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist Wendy Hall, Carnegie Branch Librarian</p> <p>City staff present: Hannah Combs, 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	[0:00:07 Audio min.]
The meeting was called to order at 6:01 p.m. and Teter noted additions to agenda. Hall will give an update on the Carnegie website after Combs' budget item. Farnan also has a few additional updates for Item 9. There was a nod of approval from the commission for this amended agenda.	
Agenda Item 2: Public comment	[0:00:55 Audio min.]
None	
Agenda Item 3: Consent agenda	[0:01:00 Audio min.]
<p>a. Approval of May 2, 2018 Meeting Minutes: Teter submitted a few changes by email (see handouts). Koenig suggested an adjustment to the notes under Agenda Item C on p. 2 – “3.2 miles of assistance with shelving” to “shelf reading assistance,” which is a more accurate description. O'Shea moved to accept the amended minutes, Koenig seconded, and they were unanimously approved.</p>	
Agenda Item 4: 2019 Library budget development	[0:02:15 Audio min.]
<p>Combs addressed the unusual budget year that the city is experiencing. She described the citywide effort to determine the two requested scenarios from the Executive Budget Team (imagining possibilities for a 5% increase and a 10% reduction in budget). According to the timeline provided, the EBT should have decisions by July 20 and the recommended budget will go to council at the end of August. Currently, she has no further information about what will be taken from each list. Combs told the commission that she was available to answer any specific questions she can regarding the 2019 library budget development.</p> <p>Koenig: 10% seems “draconian.” Farnan noted that he feels this is really an exercise to present trade-offs. Teter recalled that the 10% ask came from council, not the EBT. Koenig asked about other departments' budgetary trends over the past decade. Combs noted that OSMP and Transportation has also been hit hard by the sales tax shortfall, although there is no “apples to apples” comparison. Teter: it would be helpful if the city could make information available regarding growth in city services and where the funding came from. Knowledge of the “true breakdown” would facilitate an intelligent conversation about priority setting. O'Shea agreed with Koenig that the 10% ask over the city departments seems significant. Combs – there is less of an incremental shift for 2019 than from 2017-2018 and therefore able to start from a “flatter” place.</p> <p>Teter asked whether there was any resolution regarding the decline in grocery sales which contributed to this sales tax shortfall. Combs referenced the 4/24 study session as there was discussion at that meeting on the various income venues. The financial department will be trying to “dial deeper down into the data” by working toward a forecasting model. The closing of Basemar's Whole Foods was a significant factor in the decrease of grocery sales.</p> <p>With no other queries at this time, the group thanked Combs for attending and providing this information.</p>	
Agenda Item 5: Overview of Carnegie Library website update	[0:17:07 Audio min.]

Wendy Hall presented on the new site for Carnegie which has not yet gone “live” - <https://localhistory.boulderlibrary.org/>. Striving to align with the current library site (similar header and green volunteer donation bar), it incorporates both a top search bar and an advanced search option below. The front page will showcase items of interest to the public, with changing featured photos for a lively interface.

Hall led the group through an exercise to see how the page functions by typing “2995 east aurora” into the advanced keyword search. The results indicated the address on an assessor’s card that was recently catalogued (a current Carnegie project). If the user clicks on the real estate appraisal card, a photo will result; scrolling down, a pdf of the actual card appears on the left-hand side of the site. Many previously inaccessible records will be made available in this new system.

Next, Hall directed the group to the oral history website by inputting “Doris Hass” into the advanced search bar. This oral history is then displayed in two parts. One can follow the transcript while listening to the audio. The transcript itself is word searchable, meaning that patrons can type in any word existing in the transcript and it will come up as a match. This is another advantageous feature of the new site over the current system’s limitation.

Hall led the commission through one last advanced keyword search: “1125 Pine St.” The first two items that result are the historic building inventory records and the assessors’ records. These constitute the two biggest pieces of information for which people visit Carnegie and now they will be electronically accessible; patrons will hold the freedom to gather this information at home.

Sykes Wilson asked about how this will affect staff time at Carnegie with the change in remote accessibility. Hall – the presumption is that fewer people will be coming in, allowing staff to focus more time on getting the collection digitized. Hall: “We need more storage space and less patron space at this branch.” The library is trying to make everything free and accessible to the public, but if staff labor is involved then a nominal 10-dollar fee is charged for the digital scan to be sent to the patron (less than many other libraries charge).

The group said that the website looked great and thanked Hall for her time.

Agenda Item 6: Library Master Plan update

[0:37:01 Audio min.]

a. Finalize Library Commission foreword

Teter referenced efforts since the last meeting regarding the commission foreword to the Master Plan. She and O’Shea agreed to take on the task of reviewing the info and pulling out pieces for the creation of a narrative. While mining old minutes and articles, Teter realized that the voluminous quantity of data was better suited to a table format (see BPL Talking Points in [handouts](#)). This table encompasses information pertinent to not just the commission foreword but also other presentations in support of the library. Offered in outline style for easy review of “top of mind” items, O’Shea provided real-time editing during the meeting. He noted that the objective tonight is to get to an agreement on principle of foreword, polishing can occur later. The request for a 10% budgetary reduction can underscore some of the commission language to discuss indicate the library’s financial future over the next ten years. This foreword provides the commission opportunity to underscore some important things that might “not bubble up as readily.”

Farnan, when asked for his opinion on the foreword, stated that he didn’t have “any opinion about what [commission] should be doing,” but recommended a brief narrative stressing the importance of ongoing dialogue. He suggested reducing any redundancies that may already reside in the Master Plan. He assumes that the commission letter would go first, as Parks & Recreation’s Advisory Board letter was placed ahead of the director’s. Gomez noted her appreciation of the tone in Farnan’s foreword, feeling it would be the best opener. O’Shea stressed that the actual commission foreword will be a page or two, intended to be a flowing narrative in its final form as opposed to the draft document. Teter agreed about redundancy and asked Farnan for examples. He noted the funding needs (operating costs and “dollars needed” discussion). Phares suggested that the commission gear the foreword tonally as an overture toward next steps.

Teter: to prevent future commission labor on districting research, the discussion will be recorded for posterity in the Master Plan. Farnan noted the need for funding outside consultant analysis on the comparison table data presented at the November study session.

Phares expressed the staff intention to annually review the Master Plan, keeping the conversation alive; this was not the practice with the previous plan. She suggested acknowledging the community’s contribution in the commission’s foreword as the survey came from the community. Koenig noted that this element is noted in the Master Plan. O’Shea – good chance to highlight what we are all about which is the community. Koenig – “I don’t mind the redundancy” of this important piece.

The group reviewed the BPL Commission 2018 MP Forward – Draft v2

Teter addressed dedicated property tax. Gomez noted that the Master Plan does not explore dedicated property tax - the foreword will be too brief of a space to explain. Farnan reminded the group that they had previously mentioned it in a council memo two months ago. Teter polled the group on whether, strategically, the commission desires to pursue dedicated property tax coming through the city or as a piece of districting. Koenig: it would be more impactful to advocate the districting. Gomez agreed. Sykes Wilson expressed that she feels “on the fence” – she has procedural questions although she agrees that this recommendation would be most effectual. O’Shea still anticipates a productive outcome from city conversations but also recognizes what a shift to district would represent – it would be “a lot of work to get there.” However, ten years from now, he doesn’t want commissioners to have the same uncertainty. Through extensive conversation and research, districting portends best success for the library’s enduring financial sustainability, autonomy, and stability. In short term, he is open to any alternatives the city can provide. Long-term, “the writing is on the wall” in support of the district solution. The request for funding consultant analysis work for the comparison table data would be a clear next step to enable understanding of the best route forward. The group agreed the foreword could be drastically trimmed down into a more succinct statement if geared solely to the districting option.

Although acknowledging that the final piece will need to come through email, Teter called for a vote to formally approve the outline on the foreword’s content (allowing for minor language editing henceforth) as containing: opening paragraphs endorsing Master Plan, excitement about library and its future, appreciation toward community’s involvement, a showcase on the importance for the library’s long-term sustainable financial future, and commission’s opinion that districting will be the best option. Juana moved, Sykes Wilson seconded, and all were unanimously in favor.

Teter asked for a due date on the foreword document; Phares replied that a week would be ideal. Teter will plan to send the document to Phares and Seaton to relay to Alyssa Setia by Friday the 15th of June.

Agenda Item 7: Discuss agenda for annual retreat on July 24, 2018 at Chautauqua Meeting House, Meadows Room [1:33:00 Audio min.]

Possible retreat agenda items:

- Prep for joint study session with City Council on July 24, 2018
- Further discussion on 2019 library budget development
- Developing the outreach presentations
- Create a working agenda for upcoming year based off the master calendar
- Discuss roles and information needed for campaign development for a possible upcoming election on library funding and what that path looks like chronologically
- Report on Library Foundation retreat
- Report on NoBo progress

Seaton will secure Chautauqua parking permits for each attendee; morning refreshments and in-house lunch catering options will be provided.

Agenda Item 8: Library Commission Update [1:50:00 Audio min.]

- a. Items from Commission
 - i. Summary of historic library research and communications – Koenig spoke about how the leadership this time around makes it seem more optimistic. Also, Jim Marshall is a suggested contact; his historical financial experience with the library’s budget might be helpful.
- b. Boulder Library Foundation update – O’Shea reported the arrival of three new board members: Hal Brown, Isaac Andres, and Michelle Lee. “From fresh blood some new momentum” - committee roles have already been assumed. The Foundation is officially teaming with Why For Good - a kickoff meeting was reported on at May’s meeting. As discussed there is also an upcoming Foundation retreat. There was move for an additional meeting in August to lessen the summer gap. Fundraising committee is making progress with the Why For Good initiatives. Discussion also of inviting two Boulder Foundation members (Tim Williams and Tim Plass) to the retreat.
- c. Responses to patron emails from the Library Commission – Phares responded to the inquiry on the war medals – they are currently in the collection of the Denver Public Library. The patron has been apprised and will be contacting DPL. Teter will include the group on her response to the Rocky Flats item.
- d. Gomez attended the open house for the Alpine Balsam and the Civic Area Master Plans. She reported that Alpine-Balsam redevelopment has mixed-use housing/retail possibilities; also, the county is considering incorporating some of their Iris offices to that location. The Civic Area Master Plan has grown to incorporate the new site on 15th St, which will be the new transit center. Community input will be ramping up soon.

Agenda Item 9: Library and Arts Director's Report**[1:59:50 Audio min.]**

- a. Update on North Boulder branch library project – site selection is forthcoming in the next several weeks with interviews for architects set for next week. Received ten great bids with five selected for interviews. Gomez asked to review documents which Farnan will request Antonia Gaona relay.
- b. Funding has been achieved for the Main Library branch bathroom renovation by using Library Reserves. The next steps will involve an RFP with the intent of getting someone hired before the end of the year. The construction work would commence in 2019. Teter noted that in her recent European travels, the all-gender bathroom is the norm.
- c. Jaipur Literature Festival – Although due a month ago, Farnan has not received their final proposal, but they have settled on the festival room set-up and several authors' names have been mentioned. Teter asked about funding. Farnan: the city has an agreement for matching funds but is still awaiting necessary data.

Agenda Item 10: Adjournment**[2:09:55 Audio min.]**

There being no further business to come before the commission at this time, the meeting was adjourned.

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, August 1, 2018, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Teter approved these minutes on September 5, 2018; and Celia Seaton attested to it.