

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

Name of Board/ Commission: Library Commission	
Date of Meeting: October 3, 2018 at the George Reynolds Branch Public Library, 3595 Table Mesa Dr.	
Contact information preparing summary: Celia Seaton, 303-441-3106	
Commission members present: Joni Teter, Juana Gomez, Joel Koenig, Jane Sykes Wilson, Tim O’Shea Commission members not present: none	
Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist	
City staff present: None	
Members of the public present: None	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda	[0:00:08 Audio min.]
The meeting was called to order and Teter asked if there were any changes. As none were announced, there was a nod of approval from the commission for this agenda.	
Agenda Item 2: Public comment	[0:00:21 Audio min.]
None.	
Agenda Item 3: Consent agenda	[0:00:27 Audio min.]
a. Approval of September 5, 2018 Meeting Minutes: Teter had sent in edits by email prior to the meeting (see handouts). Teter moved to accept the amended minutes, Gomez seconded, and they were approved 4-0. O’Shea abstained as he was not present at the previous meeting.	
Agenda Item 4: Library policy review and update	[0:02:10 Audio min.]
Review Community Bulletin Board and distribution of community information policies – Phares clarified that this is the bulletin board located within the used book store area of the Main Library. Gomez asked whether staff sanctions each item posted. Phares replied no, but staff performs periodic clean up of old or cluttered displays. Farnan: meant to be a “true community bulletin board,” so anything that is not illegal is permitted. Regarding the community information policies, Koenig queried whether OSMP maps are available; indeed, they are kept near the RTD information – Teter also appreciated the present bicycle maps. Teter asked if there were any other questions; there were none. The commission agreed that these polices have their “blessing.”	
Agenda Item 5: Discussion of having a social worker present at the Main Library	[0:00:00 Audio min.]
Agenda Item 6: Debrief on the City Council Study Session on the 2019 Recommended Budget	[0:05:53 Audio min.]
Farnan reported that at the September 11 th meeting, City Council decided to restore library cuts as well as additionally fund most items that were on the restrained budget on the library’s master plan (which although never intended as a budget document, has proved applicable). Council also noted intention to fund another FTE library staff member (requiring further internal discussion). The additional shelving position will allow an increase in the holds limit. Farnan: it wouldn’t have happened without the efforts of commission to meet and discuss the issues with council members one-on-one. Koenig called out the impressive quality of the master plan in helping to frame the argument. Teter noted that the minutes are read and their detail informed City Council; Gomez agreed.	
Teter asked for the bathroom renovation designs to be included in next month’s packet. Teter clarified that the Communications staff person doesn’t report directly to the library – Communications hires this position which provides assistance to the library. Farnan – in the event of a big issue or an election, we have been told that we can draw support from Communications’ leadership team. An energetic entry-level candidate will be sought, with a library staff member expected to sit on the hiring committee. As a resource planning ahead, Teter wondered if Communications has been introduced to EveryLibrary’s expertise in messaging around an election; Farnan intends to acquaint the two. Has the loan for the “13 th street clean up” been repaid? Farnan: it has not. Teter flagged this as an example of the city’s financial	

department treating all the funds that the city has as one bucket. She'd like to know when and if it is going to be paid back. Farnan: my understanding is that this process is common. They have not borrowed from old Library Fund or the Blystadt Laesar funds. Teter: but they have this ability. Regarding the \$5 million for the library from Community Culture and Safety Tax, Gomez wondered about the accrued interest. Farnan: "The money as it comes in is being expended."

Farnan thanked the group for all their hard work. No need for revenue from fines and addition of the creative technologist are "critical." Other funded items were long term needs that will relieve longtime pressure on staff. Teter asked about restoration of the Carnegie archivist position; Farnan doesn't know. In the event of a district, Koenig asked about the balances of the Library Fund and the Blystadt Laesar House funds- will those stay with the city or go with the library? Farnan thinks they might be part of the negotiation.

Agenda Item 7: Library Commission Update

[0:29:20 Audio min.]

a. Items from Commission

i. Commissioner update on outreach to stakeholders

1. Debrief meetings with City Council members- Gomez met with Mary Young at Seeds to discuss council concerns about what districting means – "she was very receptive." Good discussion that cleared up misapprehensions. Young brought up the needed changes in language to the city charter regarding commission if districting were to occur. Interested in operational details and reducing duplication of effort. Discussing districts that work well with municipality, Gomez cited the Science and Cultural Facilities District (SCFD). Farnan noted that library districts have is an entirely different form of governance than other types of districts. Teter and O'Shea met with Aaron Brockett who was well-informed. He is supportive of districting and a citizen petition. Had curiosity about the reasons behind not wanting to bundle the districting with other issues in an election. O'Shea provided his "Xfinity example" indicating a dilution of emphasis. Teter: he is definitely a library advocate. Koenig was struck by the argument that these are not "city assets" but rather "community assets." Once the financial analysis is complete and in a public council packet, Farnan will relay to the county commissioners.
2. Discuss Seter & VanderWall legal memo – Farnan welcomed questions and Teter complimented the clarity of the memo.

b. Boulder Library Foundation update

- i. Discuss budget and funding sources for election costs – commission discussed asking Foundation to help fund campaign. Gomez: is that legally appropriate? Teter: yes, Jeff Quick is researching the financial amount that can be set aside for political cause from a 501(c)(3). Gomez brought up donor intention behind funds and the issue of designated donations.
- ii. Discuss Commission request to BLF for participation in library advocacy – Teter hopes discussion around the budget will help focus BLF's stance; one of the challenges is the relatively new makeup of the board. Teter would like election costs to be entirely funded by the Foundation. Farnan suggested requesting partial funding; he believes BLF is sensitive to the optics of advocacy. Issue of the BLF fundraising ramping up simultaneously to the election timeline initiative. Sykes Wilson asked if Farnan would be permitted to request that some of the annual funding from BLF go to a campaign – Farnan noted that he has already expressed this desire. Teter would like to ask for funding for the polling first.

O'Shea debriefed on the BLF September meeting. Official adoption of mission and vision statements as well as language synthesized with Why For Good. Presentation from Kathy Lane and Shannon Kincaid on Summer of Discovery. Discussion of fiscal agency/sponsorship for some projects that Lane works with, specifically for CSEd week. Broad consensus to streamline the way donations can come in for CSEd. Alicia Gibb walked through the presentation slide deck and talking points. Sykes Wilson asked about deliverables with WFG. O'Shea: there is a weekly check in with WFG but he has not been present at the recent updates. Sense that it has slowed down a bit, focusing on key messages and change of logo.

c. City project representative update

- i. EcoDistricts
- ii. Civic Area East Bookend – none.

Gomez noted a workshop on Alpine Balsam planned for October 29th. Sykes Wilson attended Growing Up Boulder event where she provided input as a library representative on the creation of a kid-friendly map of

Boulder. While navigating the kid friendly elements of Boulder, the library looms large.

- d. Responses to patron emails from the Library Commission – public advocacy for the Carnegie Library has been evidenced by a flood of emails. Teter and O’Shea took the helm in responding – emails are still being received.

Agenda Item 8: Library and Arts Director’s Report

[1:50:04 Audio min.]

- a. Post-Jaipur Literature Festival update – “fabulous” event with JLF projecting a growth this year from last. Content was relevant producing a quality festival. Some city council members attended, reporting positive experiences.
- b. Update on library district information and financial analysis for the Nov. 27, 2018 City Council Study Session – Farnan reported that the financial analyst Baum will attend and present at the commission’s November 14th meeting, with information contained in the commission packet. As project manager, Phares has begun sending pertinent information; thus far Baum has shown a great deal of competence. Farnan noted that a citywide group will present at the November Council Study Session. Bob Eichen will be presenting the financial elements; Janet Michels, the legal side.
- c. North Boulder Branch Library project update – progressing well, not resolved on site selection yet – developer came back with a proposal (“land swap”) he is setting forth in the city that requires City Manager’s Office and City Attorney’s input. The city is not in the business of making land deals; it may counter offer, accept, or reject. Parking access issues and community feedback informative to the site selection process. Architects will settle on a recommended site mid-October – it will be in the next meeting packet. Farnan welcomed commission feedback.
- d. Website update: Master Plan and library district information

Agenda Item 9: Adjournment

[2:13:05 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, November 7, 2018, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Teter approved these minutes on November 14, 2018; and Celia Seaton attested to it.