

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

Name of Board/ Commission: Library Commission	
Date of Meeting: December 5, 2018 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
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	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist Antonia Gaona, Public Services Manager Tim McClelland, Patron Services Manager</p> <p>City staff present: Sam Veucasovic, Facilities Coordinator III, Facilities & Asset Management Michele Crane, Facilities Design and Construction Manager, Facilities & Asset Management</p> <p>Members of the public present: Laura Duncan, Adelaide Perr, Lewis Groswald, Brett Sawchak, J. Tamar Stone</p>	
Type of Meeting: Regular	
Agenda Item 1: Call to order and approval of agenda	[0:00:10 Audio min.]
The meeting was called to order and Teter asked if there were any changes to the agenda. Teter suggested moving public comment to later in the agenda for inclusion within the north Boulder item as that was the topic of input. There was a nod of approval from the commission for this amended agenda.	
Agenda Item 2: Public comment	[0:00:00 Audio min.]
Moved to Item 4.	
Agenda Item 3: Consent agenda	[0:00:55 Audio min.]
<p>a. Approval of November 7, 2018 Meeting Minutes: Gaona noted a correction from “20” to “28” as the correct “peak need” figure for parking. O’Shea moved to approve these amended minutes, Koenig seconded, and the motion was unanimously approved.</p> <p>b. Approval of November 14, 2018 Meeting Minutes: Teter had sent an edit by email (see handouts). O’Shea moved to approve these amended minutes, Sykes Wilson seconded, and the motion was approved by all with Koenig and Gomez abstaining as they were not present at this meeting.</p>	
Agenda Item 4: Update on north Boulder branch library	[0:04:39 Audio min.]
<p>Gaona reported that this project’s “Phase 2” kicked off in November. Preapplication submission occurred at the end of November to the Planning & Development Services who will provide feedback for how to proceed (concept review or full site review for 2019, both open to public input). WORKac collaborating with a local architecture company, Studio Architects. Once final contract is complete, next review steps will be known. Cost estimates are an important next step.</p> <p>Fox Tuttle Hernandez (FTH) has provided an updated traffic study (see packet). Hypotheticals of future traffic ranges concluded that traffic counts are currently low and predicted to remain low.</p> <p>Gaona anticipates the architects returning in January to present on the design concept. Robust series of community engagement events kick off in March 2019 with design charettes for input on elements both programmatic and physical, inside and outside the space. Architects will return in May or a check-in public engagement opportunity.</p> <p>Koenig asked about budget. Gaona noted the target budget is the \$5 million from Community Culture and Safety Tax plus \$1.7 million from development excise taxes accrued from library reserve. Funding is flexible particularly due to the “ambitious sustainability goals.”</p>	

Gomez suggested labelling the intersections in the traffic study drawing for clarity. Gaona asked if it would be helpful to place this in the call out bubble; Gomez agreed.

Koenig noted his positive impression of FTH; he observed their work during consultation of Chautauqua Parking Program.

Gomez wondered if the traffic study considered possible modification/removal of the roundabout or 13th/14th Street connections. Gaona was unsure.

Public comment was invited by Teter:

- Laura Duncan provided a copy of the statement that was circulated at the annual meeting of the HOA she represents (see [handouts](#)).
- Adelaide Perr lives and works in a location facing the building site.
- Tamar Stone lives and works in Boulder; she also faces the site. She noted issue of streets having curve which causes tight conveyance.
- Brett Sawchak, like Tamar Stone, lives in a south-facing north Boulder condo located at the 13th St roundabout. He noted two dead end streets on 14th and across the creek. Advised planning for a bridge and deliberation over the mobile home parking lot; “there should be more consideration of the people living there.” Noted the already significant amount of time needed to navigate the neighborhood. “If you want to put it there you have to build a bridge... [at] 14th St.”
- Lewis Groswald lives in the same area as the other commenters: appreciated comment period. Feels he found an “oasis” in north Boulder, and not sure he wants to “live through this.” Feels like the library is going to “blow up this community.” Still hasn’t seen a “compelling” reason for the library’s placement in this NoBo site. Hopes team will be “responsive” to public concern.
- Lewis Groswald noted his concern about a one-way back alley between 13th and 14th that provides access to the garages. As it is a community space with neighborhood foot traffic and active dogs, he wants to mitigate the possibility of drivers using that alley as an alternative route.
- Laura Duncan read her statement from the HOA meeting. She noted intention to follow up with City Council and the Planning Board.
- As a communications request, Brett Sawchak asked that future missives and updates include physical fliers and mailers for those in the neighborhood in addition to the website updates.
- Adelaide Perr expressed appreciation for Gaona’s willingness to visit her home to view her situation as a south-facing building owner. She invited anyone interested to come to her house to view her “wall of windows” which, when open, allows public to view in. Closed, her blinds make her home a “cave.” Has recently seen surveyors taking photos during the day- very “unsettling.”

Teter thanked all for their comments, encouraging them to bring their concerns to City Council and Planning Board. Process is designed to take public concerns into consideration.

Commission’s questions regarding the updated traffic study were invited:

Gomez questioned assumptions made re: traffic through and to the site itself. Typical traffic peak times are not peak times for library (story hours). Gaona noted the specific effort to overlap peak times to reveal extreme scenario – thus, volume capacity would likely be lower than what was included in report. Teter thinks it would be a bad idea to direct traffic down Rosewood – planned access across Yarmouth and then over to 14th would make more sense. Important not to do connector between 13th and 14th at the north side of the property as this does not connect to Broadway.

Gaona noted some elements of site layout including an anticipated 14th St. connection. Intention is to ease traffic and avoid dead-ends. Removing cul-de-sac without an alternative is a fire access issue.

O’Shea thanked the public for attending and their input – he noted that he shares similar concerns about 14th Street. Agreed with Teter’s sentiments about 13th not being a “through” street.

Commission stated that they would like to see additional information presented at the January 9th meeting along with the design concept including prioritization of the 14th street connection. Teter noted desire to see Yarmouth included in planning. Gaona noted that her understanding that Yarmouth is not anticipated in any Transportation Department plans for the next 5 years. She anticipates having more information about the Transportation Master Plan next month – she is in communication with Ed Stafford (of P&DS) and Mike Sweeney (of Transportation).

Farnan noted an unsuccessful offer previously made by the City to the mobile home park; the City has no current interest in acquiring that land. Would require a private buyer who would then complete 14th connector and deed it back to the city.

Gaona spoke to her positive connections with Boulder Meadows residents thru community engagement, perhaps improving relations between the City and these residents of the community.

O'Shea asked about the possibility of Violet frontage and received clarification that this land falls under Parks & Recreation's purview.

Gaona invited public to come back and attend the opportunities beginning of next year as well as the next Library Commission meeting in January where the design concept will be presented.

Responding to the question of process timeline, Crane explained that it could take two years of site and concept review – site review goes into deep detail.

Gomez: are there guidelines of a required number of traffic study points before development can commence? Gaona: not aware of any but the intention is to be as thorough as possible.

Public in attendance spoke to the nearby Broadway underpass serving as a “hangout” for the transient and those individuals experiencing homelessness. Gaona noted an opportunity to coordinate with complimentary projects which may perhaps renovate that underpass.

Agenda Item 5: Policy discussion

[1:13:21 Audio min.]

- a. Expand eliminating library fines to all users and on all materials. Farnan introduced McClelland who was present to answer any questions around the removal of fines.

Commission were asked for their feedback and inquiries on this policy:

- Gomez asked about the process as outlined on p.19 with auto-renew. McClelland noted that items will go through three renewals (unless on hold) and then three weeks after the final due date, a bill would be sent.
- Gomez queried whether lost children's books are charged. McClelland – yes, they are charged.
- Koenig asked about the 5-week limit before being sent to collections. McClelland – policy instituted before his arrival but appears effective. Gaona clarified that charges from juvenile accounts do not get sent to collections.
- Sykes Wilson wondered whether discerning between items from ILL program and the regular library borrowing system will be confusing for patrons. McClelland responded that ILL is a very separate method where a patron needs to interact directly with staff, so little room for misunderstanding.
- Koenig wondered about similar policies at other libraries. McClelland noted that these are similar, although old fines are not always waived – this is a feature of Boulder Public Library's customer service.

Koenig moved to approve the proposed outline of staff's recommendation to eliminate overdue fines for all patrons and materials. Gomez seconded, all were in favor, and the motion passed unanimously.

Agenda Item 6: Debrief Nov. 27, 2018 City Council Study Session on Sustainable Library Funding and next steps

[1:21:49 Audio min.]

Gomez appreciated the courteous discussion with City Council – she complimented O'Shea and Teter on their presentation. She was alarmed by the possibility that despite a general petition vote, City Council can still not come to an agreement with the new board. Teter noted that this time limit is often extended, it is not a “true 90 days.”

Koenig pointed to the significance of hearing all eight council members on record recognizing that the library is underfunded.

Sykes Wilson did not like the concept of removing funds from other programs.

Teter asked about timeline for polling; though still awaiting pertinent input, Phares has been mapping this and provided a hypothetical timeline. If staying on task, the RFP would be issued in the next two weeks and then posted for four weeks. Interviews planned for the end of January. Contract finalized first week in February with a consultant kickoff meeting February 11th. Drafted questions would be ready for council review first week in March. Formal polling starting second week of March for two-week duration. Online survey two weeks following, concluding first week in April. Report and presentation to follow – May opportunities for City Council reception (in either Study Session or regular meeting). Project debrief planned for May 20th “if all goes according to plan.” Koenig noted that commission input is critical in the creation of the polling questions. Teter noted challenge of initial community education needed for informed responses to polling questions.

Agenda Item 7: Discussion of community education on library funding needs and options [1:40:30 Audio min.]

Teter noted that a special meeting occurred earlier with Patrick von Keyserling, commissioners, and staff. Teter distributed notes taken during the discussion (see [handouts](#)).

Group discussed tasks and commission members volunteered for various roles. Please see appended Attachment A for amended notes on the December 5th discussion with Communications.

Agenda Item 8: Library Commission Update

[2:11:28 Audio min.]

- a. Items from Commission
 - i. Approval of annual letter to City Council – Teter thinks it “looks great” but suggested altering “April” to “May” instead. O’Shea made edits to the document as it was discussed. Noted space for closing sentiments. Farnan suggested noting the NoBo branch plans. Sykes Wilson suggested acknowledgement of City Council’s attention to library needs. O’Shea moved to send along this amended letter, seconded by Gomez. All in favor. O’Shea to send the final document to Seaton who will relay to the clerks’ office.
 - ii. Commissioner update on outreach to stakeholders
 - 1. Discussion with EveryLibrary – Teter reported another conversation with Patrick Sweeney this week.
 - 2. Gomez noted speaking with Andy Saylor and Paul Sutter
 - 3. Joni noted the November 10th gathering of key library supporters.
- b. Boulder Library Foundation update: Teter reported working through the marketing plan and working with Kindful for a CRM solution. They approved a budget with a number of items that will need to come back for final approval. Staffing is moving forward with Leslie as a potential admin. Fundraising committee mailed out their annual letter, “nice measure of outreach.”

Agenda Item 8: Library and Arts Director’s Report

[2:31:30 Audio min.]

Farnan announced that Boulder Public Library branches are on track for welcoming one million visitors this year.

Agenda Item 9: Adjournment

[2:33:58 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, January 9, 2019, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner Teter approved these minutes on January 9, 2019; and Celia Seaton attested to it.

**Notes from 12.05.2018 meeting on communication resources
(as amended at 12.05 regular LibCom meeting)**

Present: David Farnan, Patrick Von Keyserling, Juana Gomez, Joel Koenig, Tim O'Shea, Joni Teter, Jane Sykes Wilson

Teter noted that there was a special meeting earlier today with Patrick von Keyserling, commissioners, and staff. The objective of this discussion was to discuss methods to communicate with the community about library funding needs and funding options, and resources available from the City communications department to assist with that community education. The City's polling effort on these issues is now planned for April 2018; we focused on activities that could take place between now and then.

We identified the following communication approaches. Next steps, including Library Commissioner leads, will be discussed at the regular December 5 Commission meeting.

1. **Reading list for Patrick, resource notebook for Commissioners and volunteers:** Once he gets up to speed, Patrick can help to shape the narrative and messaging. Commission agreed to send Patrick a short reading list, comprised of the documents we think are most pertinent. For Patrick, Commission's forward to the Master Plan and our presentation to Council are most pertinent. Tim has also been compiling a master notebook with more detailed information for Commissioner/volunteer use. Commission agreed that it would be useful to have ~6 copies of this notebook.

Commission lead on compiling reading list: Tim

December task

2. **Priority talking points:** Commission will compile a list of priority talking points to share with Patrick and David. We should think about these talking points in two categories:
 - What issues are confronting the library system that funding can resolve?
 - What did Commission look at in reaching its recommendations on library funding options?

Juana and Tim will develop a tool to which Commissioners can contribute the talking points we feel are most critical. Once the list is compiled, we'll need to work to make messaging succinct (per Ch 12 of Winning Library Elections).

Commission lead on compiling talking points: Juana & Tim

December/January task

3. **Library newsletter:** Commission can author a monthly "news from Library Commission" column in the library's biweekly newsletter. Planing right now for 3 columns of 200 words each. Jane will scope out all 3 columns (600 words) up front.

Commission lead on authoring column(s): Jane

January, February & March newsletters

4. **Webpage:** A top level landing page will be created that provides an introduction to the library's funding needs and funding options, with links to relevant video clips, web pages ad documents. This landing page bring to the forefront pages that currently house links toward

districting etc. This page can also be featured through the library, City and Channel 8 social media links. Teter referenced the new landing page for the webpage which will fall more to staff purview. David noted welcoming commission input. Jennifer noted that Lisa Holmberg will need to be involved for this feature.

David will task Aspen and Celia with this effort, and they will reach out to Commission if they need help.

Timing - David to let Commission know

5. City's Community newsletter: David will check with Patrick to try to get an article on library needs in the next community newsletter. David advised that a Commissioner would likely need to be available to be interviewed to help draft this article.

David will let Commission know if and when this article might happen.

Timing_____?

6. Public panel discussion (early February): The panel will discuss library funding needs and governance options, and will be videorecorded by communications staff. We discussed including people from Fort Collins and the State Library, David and a Commissioner, and asking Sam Fuqua to moderate/help shape the panel. David will check Canyon Theater availability and coordinate film crew availability with Patrick and provide dates to Commission. Joni will reach out to Robin and Mary from FoCo, and to Sam. Assuming Sam is available, Tim will work with Sam to frame the program. David will reach out to State Library.

Commission organizing subcommittee: Joni & Tim

Early February program

7. Inside Boulder interviews: We discussed doing two 5 minute interview programs to be aired in February and March. David, Tim and Joni are the identified talking heads. These programs typically involve 5 questions (to be developed with Ch8 staff in advance) with a "go here for more information" closing.

David will get dates from Patrick and let Commission know.

January filming date (for February program)_____

February filming date (for March program)_____

8. FAQs: We agreed that it would be useful to start a running FAQ document, that could be posted to the webpage and updated as questions come in. Patrick's staff will maintain the FAQ list.

Commission lead on initial set of FAQs: Juana & Tim

January task

9. One pagers: Patrick and David will work with City staff to develop a "one pager" for polling purposes. Commission agreed to develop a separate one pager, as the City's process will likely take some time to agree on the "narrative."

Commission lead on developing a one pager: Joel; Tim will talk with BLF Board member Michelle Lee about providing formatting support.

December task (Some volunteers have asked for a one pager for January meetings.)

10. **Fact sheets:** By April, we hope to have some fact sheets that can be used in things like coffee shop conversations with people and community organizations.

Commission lead: Jane

March task?