

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

Name of Board/ Commission: Library Commission	
Date of Meeting: March 9, 2019 at Open Space and Mountain Parks HUB at 2520 55 th St., Boulder	
Contact information preparing summary: Jennifer Phares, 303-441-4394	
Commission members present: Joni Teter, Juana Gomez, Joel Koenig, Jane Sykes Wilson, Tim O’Shea	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director</p> <p>City staff present: David Gehr, Chief Deputy City Attorney</p> <p>Members of the public present: Michael Carcaise</p>	
Type of Meeting: Annual Retreat	
Agenda Item 1: Call to order and approval of agenda	[0:00:00 Audio min.]
The meeting was called to order and Teter asked if there were any changes to the agenda. Teter proposed that the commission discuss agenda item 11, second bullet and table agreement until another meeting.	
Agenda Item 2: Public comment	[0:01:09 Audio min.]
None.	
Agenda Item 3: Resolution saluting Kevin Kaufman	[0:01:17 Audio min.]
O’Shea motioned to approve the resolution. Gomez seconded. The motion passed unanimously.	
Agenda Item 4: Guidance on boundaries around campaigning, and library business vs. campaign business for library commissioners	[0:01:51 Audio min.]
<p>Gehr presented three documents for reference (See handouts) to the commission. Gehr and the commissioners discussed the Fair Campaign Practices Act, the local rules for elections, and the commission’s questions. Commission was advised that reporting on their discussions/meetings about the library funding issue and campaign planning for the public is good practice and acceptable. Staff and commission were advised to create a plan for communicating what is happening and a standard talking points sheet with balanced information.</p> <p>Regarding the commissioner’s roles and a question about if the commission members are more like council or more like staff, Gehr referenced the Guiding Principles for Interaction Among Council, Boards, Commissions and City Staff. The commission is not like either council or staff. Documents of the authority for the Library Commission define it as advisory to council. Boards and commissions usually ask council to make a resolution. The Boulder Revised Code is silent about the authority of boards and commissions making resolutions.</p> <p>Commission asked for some examples of how commissioners might get staff into trouble or cause them to become subject to discipline regarding their assistance or participation in campaign work. Asking staff to do things that are advocacy-based is problematic. Recommended that commissioners be disciplined and ask themselves what the motivation is for asking staff to do something and stay away from advocacy-based requests.</p> <p>There is annual training for staff in preparation of campaign season. Gehr referenced the Participation in Election Campaigns memo as the City’s expectations for employees. Farnan said the staff have received the library funding information page and the memo on participation in election campaigns.</p> <p>Commission asked, as librarians, how staff members respond to members of the public who have questions about the campaign. Staff can do the things they normally do like give patrons information they have requested and be within the Fair Campaign Practices Law. As a practice, librarians do not provide advice or their own opinions on the information provided to patrons.</p> <p>There was discussion about what rules apply if the library district/funding is a city ballot item vs. a county ballot item. If it is a county ballot item then state rules apply. The current library district campaign committee is a state issue committee.</p>	

Gehr advised the campaign begins when the petition is at issue i.e. the approving body takes its final action on it.

There was discussion about the taxpayers own the assets (library facilities) and the City is the steward of those assets.

Agenda Item 5: Commission discussion of the petition drive and the talking points and scheduling of one-on-one meetings with City Council members. [1:09:15 Audio min.]

Gomez updated the commission on the preparation of the petition for establishment of the Boulder Library District. The commissioners discussed the structure and finer points of the draft petition document. They discussed the mill rate selected and what the tax revenues it would generate would cover in terms of library finance needs. The commission discussed scheduling one-on-one meetings with City Council and the talking points document for those meetings (See [handouts](#) for talking points).

Agenda Item 6: Matters from the Library Director [1:49:39 Audio min.]

- a. North Boulder branch library project update and BLF fundraiser events closure request.
Farnan and Gomez shared highlights from the community engagement session held at the Main Library on Friday, March 8, 2019. The commission discussed the BLF capital campaign for the north Boulder branch library and how it can be coordinated with the library funding election campaign. Farnan asked for the commission's approval of closing the north side of the Main Library for the BLF fundraising event. Teter motioned to approve closing the Canyon Gallery and the bridge on Thursday, May 9, 2019 beginning at 4 p.m. for the BLF fundraising event to kick off the capital campaign for the north Boulder branch library. Gomez seconded. The motion passed unanimously.

- b. Main Library restroom renovation project update: discuss draft FAQ/talking points and supplemental budget request.

Farnan reviewed the reasons for the project budget increase and asked for the commission's favorable recommendation to allocate \$125,000 in additional funds from the Old Library Fund reserve for the project. Gomez spoke about the design and the artwork plan (See [handout](#) for floor plan). Farnan provided information about the arts selection process. Koenig motioned that the commission make a favorable recommendation for allocating \$125,000 in additional funds from the Old Library Fund reserve for the Main Library Restroom Renovation project. Gomez seconded. The motion passed unanimously.

The commissioners offered several suggestions for focusing the FAQ on the benefits of the project, that it has been a long-term unmet need, and that it will provide patrons with options.

- c. Background on Library Polling Project (oral update will be provided during the meeting).

Teter updated the commission that the project team came to consensus on the poll questions. Farnan and the commissioners discussed the survey methodology. The results of the poll and online survey will be shared with council and the commission in the May 7, 2019 City Council Agenda Packet.

Agenda Item 7: Policy review [2:30:05 Audio min.]

- a. Review and agree to changes to the Library Rules of Conduct prior to public review process

Farnan, Phares and the commissioners discussed what the staff reaction was to the changes and changes related to violating the rules over the phone. O'Shea motioned to approve the changes to the Library Rules of Conduct. Koenig seconded. The motion passed unanimously.

- b. Review examples of inclusivity statements/policies and provide direction to staff

Farnan and the commission discussed work the city may be doing on an inclusivity statement/policy. The commission asked to schedule discussion of an inclusivity policy during policy review cycle in the next few years given the work load for the staff and commission during the next two years. Commission offered changes to the current welcome statement.

Agenda Item 8: Appreciation of Library Commissioner Joni Teter for her service to the library [3:59:19 Audio min]

This item occurred as the last item on the agenda. Farnan and commissioners expressed their gratitude and thanks Commissioner Teter for her service to the commission, the library, and the community.

Agenda Item 9: Photo of 2018 Library Commission for the library annual report [No audio]

This item occurred as the next to the last item on the agenda.

Agenda Item 10: Library planning [3:21:35 Audio min.]

- a. Considerations for library projects if a library district is formed
Information was provided to help the commission understand what is on the work plan and rolling out from the Master Plan for the rest of the year and the impact if a library district is formed. The big items that staff may have to focus on during a transition to a library district are the Boulder Municipal Employees Association Bargaining Unit agreement, services and project contracts, and setting up internal services or negotiation their provision by the City. There was discussion about the commission's workload might also shift from policy making to board formation.
- b. Strengths/weaknesses in relation to serving user groups
Commission discussed staff's definition of the user groups and their preliminary evaluation of the library's strengths and weakness related to serving those user groups. They requested this information because it provided more detail than the Master Plan and may indicate how/where resources need to be shifted to meet different needs. From a campaign perspective, this may inform how the campaign committee messages the different groups. The commission requested that the staff group continues to work on this document and presents it at future meeting when completed.
- c. Projects/ initiatives coming in the 2nd half of 2019
Commissioners asked questions about the projects on the list.
- d. 2020 budget priorities based on unfunded Master Plan goals
The commissioners asked questions about the items on the list. Commission advised staff that additional staffing for the Carnegie Library for Local History to expand its hours open to the public should be included among future priorities based on the public input received during the 2019 city budget development process.

Agenda Item 11: Matters from the Library Commission

[3:48:38 Audio min.]

- a. Check in on representatives and officers' duties including meeting preparation process and the schedule for the Library Commission monthly memo for the meeting packet
Commissioners discussed the agenda setting and meeting preparation process and office and role changes in advance of the appointment at the April 3, 2019 Library Commission meeting.
- b. Discuss and agree upon format and parameters for public input during Library Commission meetings
Commissioners O'Shea and Gomez will draft guidelines for public participation for commission's consideration at the April 3, 2019 Library Commission meeting.

Agenda Item 12: Adjournment

[3:058:02 Audio min.]

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, April 3, 2019, at the Meadows Branch Library, 4800 Baseline Road, Boulder, CO 80303.

Commissioner O'Shea approved these minutes on April 4, 2019; and Celia Seaton attested to it.