

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

Name of Board/ Commission: Library Commission	
Date of Meeting: April 3, 2019 at the Meadows Branch Library, 4800 Baseline Rd.	
Contact information preparing summary: Celia Seaton, 303-441-3106	
Commission members present: Tim O'Shea, Juana Gomez, Joel Koenig, Jane Sykes Wilson (left at 7:30 p.m.), Steven Frost	
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	[0:00:10 Audio min.]
The meeting was called to order and O'Shea asked if there were any changes to the agenda. He noted that Item 9a-c will move to the May agenda as the clerk's public comment window is still open - Agenda Item 9 will contain discussion of the Rules of Conduct with no approval. Additionally, Item 9 will contain discussion of public comment guidelines for commission meetings. Lastly, Agenda Item 11e should read "Update on Amazon Alexa project with City IT."	
There was a nod of approval from the commission for this amended agenda.	
Agenda Item 2: Public comment	[0:01:45 Audio min.]
None.	
Agenda Item 3: Consent agenda	[0:01:55 Audio min.]
<ul style="list-style-type: none"> a. Approval of February 6, 2019 Meeting Minutes: O'Shea noted adjustment of location for the next meeting from Main to Meadows. O'Shea moved to approve these amended minutes, Koenig seconded, and the motion was unanimously approved. b. Approval of March 9, 2019 Retreat Notes: for Item 6, Phares noted corrected adjustment to \$125,000 regarding the recommended allocation from the Old Library Fund for the Main Library Restroom Renovation project. O'Shea noted a needed correction for his name. Gomez moved to approve these amended notes, O'Shea seconded, and the motion was unanimously approved. 	
Agenda Item 4: Welcome and administer oath of office to new commissioner	[0:05:10 Audio min.]
Frost was sworn in by O'Shea.	
Agenda Item 5: Elect new Library Commission officers and Boulder Library Foundation members	[0:07:26 Audio min.]
Koenig nominated O'Shea for Library Commission chair. O'Shea seconded. Approval was unanimous. Koenig nominated Gomez for Library Commission vice chair. O'Shea seconded. Approval was unanimous. Boulder Library Foundation appointment: Koenig and Sykes Wilson were nominated by O'Shea. Gomez seconded these nominations. Approval was unanimous.	
Agenda Item 6: New Photo of the Library Commission	[0:09:07 Audio min.]
Agenda Item 7: Review and sign annual volunteer appreciation letter and Thank You letter to David Gehr	[0:09:28 Audio min.]
Commission reviewed the letter (draft in handouts) and signed the final version. Discussion of Volunteer Services Coordinator Kelsch's improvements with the Homebound Program. Farnan noted the robust volunteer presence at BPL,	

representing more than 12% of the workforce. Koenig moved to approve this amended version of the volunteer appreciation letter. Gomez seconded and it was unanimously approved.

Agenda Item 8: Budget Update: Library 2019 1st Adjustment to Base (ATB) requests [0:21:42 Audio min.]

- a. Request for favorable recommendation to use Blystadt Laesar House funds to continue Carnegie Library Digital Content Management system development. Farnan explained this twice-yearly process. Note of the correction needed at the bottom of p. 11 to \$125,000. Farnan welcomed questions. Phares clarified that this pertains to the digital system used for all of Carnegie’s collection.

Gomez moved to favorably recommend the proposed budget adjustment for funding from the Blystadt Laesar House funds. O’Shea seconded and the motion was unanimously approved.

Agenda Item 9: Library Policy Update and Discussion of public comment guidelines [0:31:10 Audio min.]

- a. Unattended Children Policy – In response to Gomez’s inquiry, Phares and Farnan noted the loose interpretation around the term “children” – in general referring to patrons 12 and under. Koenig queried whether there have been issues since allowing food in the library; Farnan replied that it hasn’t been a problem, instead permitting consumption in a non-clandestine manner.
- b. Please see [handouts](#) provided by O’Shea. Group discussed the examples provided. Gomez noted her preference for stronger language in the phrasing “Please be aware that the library commission may not be able to respond” (bullet point 4 on the final page). Phares suggested striking the phrase “be able.” Gomez believes specificity will avoid “banter” and suggested adding phrasing that specifies that speakers will not engage with the public commenters. Frost suggested amending with “reserves the right.” “Follow up” bullet point still needs clarification per Gomez; Phares noted that the last two bullets overlap and can be condensed. Gomez: commission’s opportunity for dialogue should be commission prerogative. O’Shea suggested that the chair or vice chair should keep the time on the comments to the 3-minute limit. Gomez and O’Shea plan to review the draft to come back with more formalized version at the May meeting.

Agenda Item 10: Library Commission Update

[1:09:25 Audio min.]

- a. Items from Commission
 - i. Commissioner update on outreach to stakeholders – ongoing outreach to City Council and other pertinent parties for sustained funding for the library. Gomez noted that Council Member Young would like to meet after the poll is available. Koenig suggested waiting until the poll results are in to continue these meetings as the report will provide further information to discuss. Very limited window between closing of poll and submitting for ballot, per O’Shea. Farnan noted in terms of timing, he will have the consultant report in a couple weeks, City Council will receive by May 1, presentation on May 7. O’Shea noted targeting the week of May 1-7th for Council Members visits. Gomez: we’d have another month of petition gathering to inform as well. O’Shea invited Frost to engage with individual Council Members to whom he may be inclined; the list of matches can be adjusted.
Commissioners took part in a meeting with Patrick Sweeney who broke down how library district campaigns work. Draft petitions were presented and reviewed at this meeting. Farnan noted that Longmont Public Library had a vote on Tuesday to give city support in investigating the possibility of district formation in their municipal boundaries in partnership with the television station and a newspaper as an Information and Communication District. O’Shea noted that Rick Brennan has been present in the potential Boulder district conversation as well as Longmont’s.
- b. Boulder Library Foundation update – Sykes Wilson noted May 9th event hosted by BLF – capital fundraising campaign for the new library. New website/branding is forthcoming. Continued review of community partnership opportunities. Sykes Wilson left the meeting at this time.
- c. City project representative update
 - i. EcoDistricts – Alpine Balsam
 - ii. Civic Area East BookendGomez noted recent joint board meeting involving 3-hour design exercise concerning the soon-to-be demolished community hospital. Civic area – “not a lot has happened.” Gomez noted upcoming meeting with REFORMA (group providing library services nationwide for the Latinx community) set for July 16th at the library. Koenig reported that he has joined the statewide organization for trustees and executive directors, serving on the taskforce discussing guidelines for trustees and directors as well as discussion of program at CALCON.

- d. Responses to patron emails from the Library Commission

Agenda Item 11: Library and Arts Director's Report

[1:35:32 Audio min.]

- a. 2018 Security suspensions and incidents report – graph indicating overall decrease for 2018 found on p. 25 of the [packet](#), partially attributed to the Main Library contract security officer team's proactive, positive approach.
- b. Main Library restroom renovation project update/public art – May 1st projected construction start date. Mural artists recommended for this project by the Design Advisory Group (DAG) have been approved by the Arts Commission: Chris Huang and Monica McElwain. Farnan noted continuing financial challenges with this project.
- c. North Boulder branch library project update/public art – Noted milestone in the regulatory review process, the project team will be presenting at the Planning Board public hearing for the Concept Review. The hearing is scheduled for 6 p.m. on Thursday, April 4, 2019 in council chambers, and will likely be called up later in May as a public hearing for City Council. A new model of the branch with a Community Engagement Report will be presented at the May commission meeting. The project team partnered with BLF for a capital fundraising campaign on May 9th with invitation-only donor's dinner. On May 10th, for the final event in the public engagement series, the team will "check-in" with the community and present the updated scale model. This will kick off the reception for the new gallery exhibit which will feature the architecture team's previous work and highlight the design for the North Boulder Library.
- d. Library funding polling project update – Began on March 18th with results expected in the next couple weeks. Report will be made public on May 1st and presented to City Council on May 7th.
- e. Update on Amazon Alexa project with City IT – Library leading this 1-year pilot project for the City. eServices staff is working with CityInsight to develop Amazon Alexa skills so that community members can make informational inquiries about the library through Alexa-enabled devices.
- f. Funding Our Library Future webpage views – detailed statistics on p. 31 of the [packet](#).
- g. Update on Museum of Boulder City of Boulder Carnegie Library for Local History Memorandum of Understanding (Oral update) – Farnan spoke to this long process (3+ years) – he met last week with the new interim executive director at the Museum of Boulder, Angelique Espinoza, whose preference is not to sign the document until seeing how November unfolds. Farnan noted importance of documenting who owns digital/physical collections and what will happen going forward in terms of digital rights. Hopeful that in November the parties will sit back down to the table to sign an agreement. Note that in the event of a district formation, MOUs would transfer but contracts would not.

Agenda Item 12: Adjournment

[1:58:20 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, May 8, 2019, in the meeting room at the George Reynolds Branch, 3595 Table Mesa Dr., Boulder, CO 80305.

Commissioner O'Shea approved these minutes on May 8, 2019; and Celia Seaton attested to it.