City of Boulder
2019 Library Commission

Agenda

Meeting date: Wednesday, June 5, 2019
Location: Carnegie Library for Local History, 1125 Pine Street
Meeting start time: 6 p.m. (Note: There is no access to the building after 8 p.m.)

1. Approval of agenda
2. Public comment – commission chair will introduce public comment parameters.
3. Consent agenda
   a. Approval of May 8, 2019 minutes
4. Presentation: update on volunteer services (Kate Kelsch, Volunteer Services Coordinator)
5. Approve new Library Commission public comment guidelines
6. Discussion: Commission recess for July
7. Library Commission update
   a. Items from commission
      i. Commissioner update on outreach to stakeholders
      ii. Alpine Balsam update
   b. Boulder Library Foundation update
   c. Responses to patron emails from the Library Commission
   d. Library organizational structure
   e. Backstage tour of Main Library for commission
8. Library and Arts Director’s Report
9. Adjournment

2019 Library Commissioners
Tim O’Shea  Juana Gomez  Joel Koenig  Jane Sykes Wilson  Steven Frost
### Name of Board/Commission:
Library Commission

### Date of Meeting:
May 8, 2019 at the George Reynolds Branch Library, 3595 Table Mesa Dr.

### Contact information preparing summary:
Celia Seaton, 303-441-3106

### Commission members present:
Tim O’Shea, Juana Gomez, Joel Koenig, Jane Sykes Wilson, Steven Frost (arrived 00.12.00)

### Commission members not present:
None

### Library staff present:
- David Farnan, Director of Library & Arts
- Jennifer Phares, Deputy Library Director
- Celia Seaton, Administrative Specialist
- Anne Ledford, Youth Services Manager
- Antonia Gaona, Public Services Manager

### City staff present:
Sam Veucasovic, Facilities Coordinator III, Facilities & Asset Management

### Members of the public present:
Dan Wood (WORKac)

### Type of Meeting:
Regular

#### Agenda Item 1: Call to order and approval of agenda
The meeting was called to order and O’Shea asked if there were any changes to the agenda. As there were none, the commission gave a nod of approval for this agenda.

#### Agenda Item 2: Public comment
None

#### Agenda Item 3: Consent agenda
- Approval of April 3, 2019 Meeting Minutes: The commission was asked for any amendments or adjustments; there were none. O’Shea moved to approve these minutes, Koenig seconded, and the motion was unanimously approved.

#### Agenda Item 4: Presentation: 2019 Summer of Discovery Program
Ledford introduced herself and presented on the 2019 Summer of Discovery Program. This year’s theme encompasses “inner and outer space” – activities will involve mindfulness as well as the physical universe (e.g., yoga in addition to mobile planetarium). She outlined a similar program to last year’s, with additional prizes now also available to the adult participants (responding to previous input). This is also the first year of early sign-up (while classes are still in session).

Ledford relayed a poignant anecdote from a Casey Middle School special education teacher who was excited to encounter Teen Librarian Leanne Slater during a recent school outreach. The teacher expressed great appreciation for the Summer of Discovery activities which prevent the “summer slide,” keeping pupils engaged and energized through the break with a progression of reading levels evidenced in the fall.

Sykes Wilson asked if the activities will be listed in the program booklet – Ledford replied affirmatively. Sykes Wilson also mentioned the competitive nature of her own 8-year old child and wondered about leveraging this rivalry among peers in a positive, encouraging manner. She wonders about potentially publicizing what other children are reading. Ledford will bring this idea back to the committee to see how it can be done logistically.

O’Shea asked about the metrics and goals for registration and involvement; Ledford responded that it is difficult to pin down a target since the goal last year got blown away right from the start. Farnan noted 600% growth of participation in Summer Reading over the past four years. “This is one of those programs where it is not volume that matters but really and truly the impact we make,” such as the Casey Middle School story. He advised commission not focus too much on growth since past expansion has been so “absurdly” successful.
O’Shea recommended a social media component to increase visibility and provide alternative feedback channel.

### Agenda Item 5: Presentation: Update on the north Boulder branch library project  
[0:36:50 Audio min.]

Gaona and Wood invited all to visit the new north Boulder branch scale model in the Canyon Gallery. Noted the upcoming BLF donor’s dinner for capital fundraising campaign on Thursday evening (May 9th). Friday night holds last public engagement event with an architect presentations and gallery opening/reception to follow (May 10th).

Wood featured some of the adjustments and improvements to the design which evolved out of the many community engagement activities alongside a timeline of where in the process the project currently stands.

Schematic design changes impacted by \( \rightarrow \) 1) planning board comments and site survey, 2) design changes, 3) community engagement, 4) staff comments and review.

Building was shifted 21 feet to the northeast (closer to drop-off), providing for overall height of 31 feet as opposed to original 35. Gomez expressed approval of this more manageable elevation.

Revised parking layout integrates future extension of 14th Street. New multi-use paths improve site circulation.

Green roof with walkable element, ADA accessible.

Wood suggested a metal façade incorporating zinc. Sykes Wilson wondered about light bouncing off this metal for the nearby residents - Wood noted that in his experience the metal’s darkness wouldn’t present this issue.

Wood indicated possibility of separated playgrounds. Reduced plaza size accommodates more green open space, incorporating new connection to Boulder Meadows. New awning marks library entrance. North façade with exterior timbers provides interesting detail. Natural elements will age and grey to align with the green and gardening aspects.

Internally, changes included re-organized core and support spaces. Incorporated storage into the adult services area with perimeter shelving to accommodate increased seating. Wood is currently researching makerspace kitchens and the possibility of small-scale café. Children’s area incorporates special nook for art/story-time with nearby storage.

Greenhouse adjacent. Flexible acoustic curtain in community room upstairs to create impromptu separation.

Gomez questioned the balance between sound insulation and visibility for the makerspace; she hopes this area will be on display. Gaona noted a large garage door marking the space that should draw interest. Wood also responded that the makerspace will be visible through the open courtyard area as well as looking down from above.

O’Shea suggested art possibilities for the large amount of internal vertical space as seen in the slides.

Koenig asked for the figure of square footage for this modified building – Wood: still about the same (~13,000 sq. ft.)

Gaona noted next steps in the memo (see packet). As Planning Board recently provided unanimous approval that the concept is in alignment with existing Boulder Valley Comprehensive and North Boulder SubCommunity Plans, the project is now poised for the lengthy process of site review planned to start June 3rd.

All are invited to the May 10th kick-off event in the Canyon Gallery at 5:00PM when the latest large-scale model of the new north Boulder branch library will be revealed. The WORKac team will discuss their project strategies and how community feedback influenced the building. Reception to follow.

O’Shea asked whether Wood has consulted with others who have experience with City procedure “to keep some ambitious goals front and center” through the permit process. Gaona responded affirmatively; regulatory process has been discussed with Studio Architecture, a main local partner. Chosen consultants, well-versed with City process, have assisted with preempting many issues.

Gomez reported on the “very positive” reception at last Planning Board meeting but wondered about post-meeting public input. Gaona noted a flurry of emails before the meeting but isn’t aware of any since – she will check with Planning staff to ensure everything has been captured.
Sykes Wilson pondered the space to house books. Gaona relayed the plan for a collection of 6,000 in adult area, comparable to Meadows.

O’Shea invited Wood to discuss any opportunities that haven’t come to fruition yet. Wood feels pleased with this project and its direction; he noted appreciation for the city’s open forum which instigates new ideas. Gaona noted her aspiration to have the public conversation about the potential traffic issues connect better with the transportation consultant and traffic engineer’s perspective that there won’t be a negative impact to the neighborhood.

Responding to O’Shea’s request for “salient take-aways,” Wood observed how the “library is the ultimate public institution,” and tried to meld indoor and outdoor elements for the library to have an increased ability to sponsor external events. The plaza area provides potential for outdoor community engagement, expanding the library’s reach.

Moving Item 10b ahead in the agenda, Gaona provided an update on the bathroom renovation project at Main. Walkthrough planned with superintendent on May 13th for May 15th demolition. She presented the updated mural designs from the two selected artists Monica McElwain and Chris Huang. Opening in early July, the bathrooms will debut along with the rollout of an inclusivity campaign. Staff ambassadors will help with wayfinding and encouragement while custodial and security staff will schedule frequent walk-throughs to ensure pleasant user experience. A series of panels going up the ramp will explain the purpose behind universal design and what kind of impact the library hopes this will have for the public. Question and answer cards will be posted in the ramp gallery space as well. The two artists have expressed their desire to be on hand, engaging the public and championing these bathrooms. Signage will remove gender entirely, planned as “bathrooms for all.” Farnan: despite detractors, “we are on the right side of history” with this project.

Commission thanked Gaona for her impressive project management.

**Agenda Item 6: Library policy update**

a. Review and approval of Unattended Children Policy and the Library Rules of Conduct

O’Shea noted that the language in these has already been reviewed by commission. There were no public comments during the 15-day window provided by City Clerk’s Office. Frost made a motion to approve the Unattended Children Policy and the changes to the Library Rules of Conduct. O’Shea seconded, and all were in approval.

**Agenda Item 7: Library budget update**

a. Review 2018-2019 progress to date on 2018 Boulder Public Library Master Plan goals - P.18 “some goals may not have any results for 2018-2019.” Phares clarified that the listed bullets represent accomplishments. Gomez requested notation of “no work to date” under the as-yet-unrealized goals; Phares will adjust list accordingly.

b. Review strengths and weaknesses for serving user groups assessment – paper copies of what is happening – Phares: one of the requested library positions, marketing and communication specialist, could coordinate this. In trends, Gomez wondered about the makerspace talents needed – Phares noted that candidates with the necessary skillsets will be sought. Farnan summarized the greatest weaknesses – funding and then diversity of staff, greatest strengths are trust and inclusivity.

c. Review proposed 2020 budget requests – Gomez asked for clarification around the listed items on p. 16 which have an estimated figure of “$0.” Phares explained that these are .5 FTE’s being requested which would be funded through the Boulder Library Foundation grant (thus indicating a zero-dollar request from City budget). O’Shea asked about the impact with the potential formation of a district. Farnan: “if a district in 2020, we have tentatively budgeted for the plan to ramp up to meet community demand,” likely within 2 years.

**Agenda Item 8: Discuss library funding poll and survey results**

Farnan reported on this item which was presented last night at the City Council meeting. O’Shea noted that the presentation is available in Channel 8 archives and encouraged commissioners who haven’t yet watched to do so.

**Agenda Item 9: Library Commission Update**

a. Discuss new Library Commission public comment policy - O’Shea introduced public comment parameters: O’Shea referred to the list of guidelines provided at the meeting (see handouts.) Farnan recommended a maximum amount of time for the total public comment period to prevent the potentiality of an all-night session. O’Shea
suggested a 60-minute maximum. Two or more people can pool their time to 5 minutes. Gomez suggested final approval at the next meeting after the final read and the commission was in favor.

b. Discuss City Council letter regarding building codes and gender-neutral restrooms – Gomez noted that the City is in the process of adopting International Building Code 2018, under which the library would fall. In her experience, the City also usually includes amendments that go above and beyond the requirements of the international code, very infrequently reducing the criteria. She feels on track with this, and volunteered her time researching these codes; she is willing to participate in these public input conversations. O'Shea asked for an update at the June meeting based on the dialog Gomez reports.

c. Items from Commission
   i. Commissioner update on outreach to stakeholders
      • Review sign up list for meetings with City Council members
      • Update on petitioning – plan to have all signatures compiled/verified for submittal by May 16th. The returns far exceeded the required minimum of 100 signatures.

   ii. Community education activities – Plan A/Plan B discussion
       Staff’s ideas about what should be on the A/B list and how to better personalize these statistics (stories, anecdotes, pictures) to make these relatively abstract concepts real for community members.

d. Boulder Library Foundation update – Koenig noted that BLF hired a Director of Community Engagement, Patrice Madurai. O'Shea noted tomorrow’s capital campaign donor’s dinner. Farnan impressed by the professional, effective brochure designed by Why For Good.

e. Responses to patron emails from the Library Commission

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Agenda Item 10: Library and Arts Director’s Report

[3:33:05 Audio min.]

a. 2019 Q1 Performance Measures reports

b. Update on Main Library Restroom Project – discussed above in Item 5

c. Volunteer responses to appreciation letter

d. Increased time allowances for public computer use – Farnan noted a shift from 30 minutes to an hour (except for NoBo where only three patron computers are housed).

e. Main Library Building Automation System Upgrade

Agenda Item 11: Adjournment

[3:37:00 Audio min.]

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

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Date, time, and location of next meeting:
The next Library Commission meeting will be at 6 p.m. on Wednesday, June 5, 2019, at the Carnegie Branch Library, 1125 Pine St., Boulder, CO 80302.

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APPROVED BY:       ATTESTED:

Board Chair       Board Secretary

Date       Date

Library Commission Minutes
May 8, 2019
Page 4 of 4
Date: May 31, 2019
To: Boulder Library Commission
From: David Farnan, Library and Arts Director
        Jennifer Phares, Deputy Library Director
Subject: Library Commission “Rules of Meeting Procedure”

Since at least 2009 the City Manager has recommended that any rules of meeting procedures be (a) approved by the City Attorney’s Office; (b) considered at a public hearing; and (c) adopted by motion at a public meeting (Attachment A). This kind of procedural rule is not enforceable in the municipal court and would not provide a basis to suspend someone not in compliance. If the Commission wants that kind of authority, it must adopt a formal rule through the procedures authorized in BRC Chapter 1-4 (the formal Rulemaking process), but the City Attorney’s Office does not recommend this approach. A Chapter 1-4 rule requires a process to adopt, and a concomitant process to amend. With the informally adopted rules of meeting procedures, a rule can be suspended if needed for expediency or in order to do something out of the ordinary.

These Code and Charter provisions provide authority:

* Charter section 133(a) authorizes the library commission to adopt bylaws, rules and regulations for its guidance and governance.

* BRC 2-3-1(b)(4) states that each board or commission shall conduct its meetings under Robert’s Rules of Order, unless the board of commission adopts other rules of meeting procedure. Each board or commission can create its own rules so long as they are guided by the Charter and the Code.

* BRC 2-3-1(d)(3) authorizes boards or commissions to “Adopt rules interpreting its legislative duties under this code and establishing procedures in aid of its functions”. BRC 2-3-8(c)(1) authorizes the Library Commission to “Adopt bylaws, rules, or policies for the guidance and governance of the commission and the library”.

Based on the foregoing and the established practices of city boards and commissions, Janet Michels Senior Assistant City Attorney recommends that the Commission call these “Rules of Meeting Procedure.” Please also see her responses to some of the Commissioners’ comments that were sent in a May 21, 2019 email to the Commission from Commissioner Gomez, below. Michels’ also recommends that these procedural rules be numbered and not bullet points. Please see Attachment B for the recommended modifications.

**Commissioner Gomez’s comments from May 21, 2019 email to Commission and Michels’ Responses**

1) We are calling these Guidelines, but at the end of the first paragraph we state, "*please follow these rules:*

Is that contradictory? Or do rules and guidelines mean the same thing legally in city departments?
These are rules of meeting procedure as authorized by BRC 2-3-1(b)(4). “Rules” and “guidelines” do not have the same legal meaning. Only rules formally adopted through the procedure authorized in BRC chapter 1-4 are enforceable with criminal sanctions or library suspension.

2) Bullet 3 - "The Chair may lengthen or shorten the time allotted..." I copied this from Planning Board. Does this refer to the time allotted for the entire public comment (exceeding the 60 minutes) or for an individual's comments? The former may be reasonable. The latter could be a mine field. In either case, we should make that clear.

The context of the remaining sentence and the following bullet point (#4) indicate the time allotted is for an individual speaker.
MEMORANDUM

TO: Library Commission
FROM: Jane S. Brautigam, City Manager
DATE: October 8, 2009

SUBJECT: Library Commission Questions - Clarification

During the September 2, 2009 meeting of the Boulder Public Library Commission, a request was made to have the City Manager attend the October Commission meeting for purposes of addressing a variety of questions. In preparation for the October 7 Library Commission meeting, Commissioners were asked by Library Director Tony Tallent to send questions they would like addressed during the meeting.

In an effort to assist the Commission, I presented a written response and presented that during the October 7 meeting. In an effort to address Commission questions pertaining to the information I provided on the History of North Boulder funding, staff reviewed the matter further and has provided a clarification that is highlighted below in bold.

I very much appreciated the opportunity to meet with the Commission and have a great dialogue. Many thanks to you all for volunteering your time in support of our library and community.

QUESTIONS/ ANSWERS:

Q: If a commissioner is asked in an official capacity about their opinion concerning a person running for election, can they comment?

A: Yes they may. However it is important to note that they should make clear that their opinion is their own and not on behalf of the entire commission.

Q: What is the City's position exactly on the North Boulder Library? We know the City supports the Master Plan but it contains $2M for libraries in that plan and it mentions NB as eligible for that money. What are the actual facts concerning that $2M and would the City Manager be willing to clarify use of those funds in writing?

A: History of North Boulder Funding

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The Development Excise Tax (DET) has provided funding for a Capital Development Fund (CDF) which is dedicated to library capital needs that are growth related. In the recent past, the CDF has funded items such as the expansion of the Carnegie Mezzanine (2000).

In the State of Colorado, the Colorado Public Libraries issues guidance concerning Square Footage Using Standards in three service level categories: essential, enhanced and comprehensive. Essential represents the minimum of expected basic level of library service which 75% of libraries in Colorado meet; enhanced is a medium level which 50% of libraries in Colorado meet; and comprehensive is a high level which 25% of libraries in Colorado meet.

Currently, the City of Boulder exceeds the Colorado Public Libraries Square Footage Using standards in the essential category by 54,402 square feet and the enhanced category by 27,186 square feet. The City of Boulder does not meet the comprehensive category, falling short by 29,838 square feet. In total, the City has 115,314 square feet, and the Library Program Plan states the city will need a total of 139,850 square feet based on population projections.

In 1995, the Boulder Public Library’s Master Plan proposed adding a portion of the square footage deficit with the addition of an 8,000 square foot library branch in North Boulder at an estimated cost of $2.5 million. At that time, the Library Master Plan – which included this 8,000 square foot facility - was adopted by the City Council.

In 1997, the City Council was approached to find a site for the proposed North Boulder Library branch. In 1999, a site in North Boulder was acquired from Safeway for this purpose. During the period of 1996-1998, the City Council appropriated funding in the amount of $1.625 million for the proposed construction of the North Boulder Library in the DET Capital Improvement Plan (CIP) over a 3-year period.

In 2000, the North Boulder commercial development site owned by Safeway was sold to another developer who eventually developed ‘Uptown Broadway’. In 2002, in the process of planning the Uptown Broadway development, the developer proposed constructing the ‘core and shell’ of a North Boulder branch in lieu of paying DET or other public improvements. However, in November 2002, the Library Director at that time recommended against proceeding with the 'core and shell' option, recommending instead that the developer pay the DET and that Council earmark the DET for future construction of a North Boulder Library branch on the property acquired from Safeway. The City Council agreed to not proceed with the ‘core and shell’ option and supported banking excise taxes from the Uptown Broadway Development. At the time, the City Council supported earmarking the DET funds for a period of five years.

In September 2007, the City Council accepted a revised Library Master Plan which includes the North Boulder Library branch as a part of the Vision Plan in the next 5-10 years. As a result of the revised Master Plan and the lack of operating funding
available for an additional branch, the Library staff determined that a North Boulder branch was not feasible and the matter was not returned to Council. Consequently, the DET funding appropriation for the North Boulder branch expired in 2008. Although the funding remains in the Library's portion of the Capital Development Fund, there is currently no funding appropriation specifically earmarked for the construction of a North Boulder Library branch.

The Library's portion of the Capital Development Fund currently has a balance of $1.7 million in DET funds which can be used for any growth related capital expense. The determination of what is 'growth related' is made internally based on guidance from the city's capital development consultants and then forwarded to City Council for approval.

The Library Commission has an opportunity to review the capital needs of the Library system with the assistance of the Library Master Plan and Library Facilities Sustainability Plan. Following that review, the Commission can make recommendations for a prioritized listing of capital improvements that may be eligible for partial funding from the Capital Development Fund.

Q: Are there general rules of order for how commission meetings should be conducted or does each commission set their own rules of order?

A: Boulder Revised Code §2-3-1(b)(4) states that each board or commission shall conduct its meetings under Robert's Rules of Order, unless the board or commission adopts other rules of meeting procedure. Each board/commission can create their own rules so long as they are guided by the Charter and the code. It is recommended that any rules of meeting procedure be (a) approved by the City Attorney's Office; (b) considered at a public hearing; and (c) adopted by motion at a public meeting.

Q: If the commission wants to embark on a plan to communicate directly with the public on issues of importance and/or regularly communicate, does the City need to approve such communications?

A: Yes, any communication plans should be submitted to the Communication Manager for review to ensure consistency in messaging. The City staff does not provide separate communication plans for respective Boards/Commissions.

Q: Is the Commission responsible to report to the City Manager or the City Council or both? Can individual commissioners comment directly to council members and city staff about issues?

A: The commission is responsible for reporting to the City Manager. Individuals from the commission can address council so long as they make it clear that their comments are in an individual capacity and not the entire board's opinion. Commissioners are free to comment to staff as well.
As outlined in Principle 8 of the Board and Commission Guiding Principles which is distributed through the City of Boulder Board and Commission Orientation Packet, "Board and Commission members who wish to explain or advocate positions to Council should identify themselves as board members and clarify whether they are speaking for a personal position or on behalf of the majority or minority position that the Board has taken.”

Q: What options does the City Manager see for increasing funding for Boulder libraries?

A: Potential options for increasing funding include but are not limited to the following:
(a) fundraising which could include partnerships, sponsorships and grants;
(b) internal revenue streams;
(c) District/Authority; and
(d) earmarking.

While these are all potential options to increase funding, several of them are contrary to established city priorities and recommendations of other commissions, and therefore could not be supported by the City Manager’s Office without further study.

ATTACHMENTS:
Guiding Principles for Interaction among Council, Boards, Commissions and City Staff
GUIDING PRINCIPLES FOR INTERACTION AMONG COUNCIL, BOARDS, COMMISSIONS AND CITY STAFF

Council appreciates deeply the time, specialized knowledge and commitment of members of City boards and commissions. Occasionally awkward situations have arisen from the lack of clarity about roles and the lack of communication as to how to work seamlessly together. Council realized that articulating some basic principles to guide interactions among boards, commissions, staff and Council might help prevent some of these difficulties. The following guiding principles are offered from the Council in the spirit of partnership, and a desire to create a good working relationship.

COUNCIL

1. City policies are established by the City Council. With the exception of limited circumstances (often charter-based), the role of boards and Commissions is advisory to the City council.

2. It is Council's desire to use Boards and Commissions as the first step for gathering community feedback on difficult and controversial issues as a means to creating viable policy options.

3. All policy expressions on national, international statewide and county issues should come from Council and not from individual Boards and Commissions. Boards and Commissions may suggest that Council take policy positions by resolution, but should not independently issue such resolutions.

4. Council members should refrain from discussing with Board members any quasi-judicial issues coming before the Board. For matters that are not quasi-judicial, Council members may discuss a point of view with Board members but should clarify that this perspective may not represent the position of the Council as a whole.

BOARDS AND COMMISSIONS

5. Board and Commission members who wish to explain or advocate positions to Council should identify themselves as board members and clarify whether they are speaking for a personal position or on behalf of the majority or minority position that the Board has taken.

6. When members of a Board or Commission disagree about a given issue or policy, Council expects to be apprised of the disagreements and of the reasoning underlying the various points of view.
7. The city manager is responsible for the budget recommendation to City Council. When a Board or Commission disagrees with the city manager’s budget, the manager should be notified as a matter of courtesy prior to the Board or Commission members addressing Council.

**CITY STAFF**

8. Staff takes direction from the city manager, except as authorized by the Charter. Boards and Commissions may request research or other work of staff, but if the work requires more than what staff determines is reasonable, the Board or Commission, supported by a majority of members at a meeting, must make a direct request of the City Council.

9. City staff ultimately is responsible for supporting City Council. Council expects staff to provide the best professional judgment regarding issues and policies, whether or not Boards and Commissions agree with those professional judgments. Staff should inform Council when a Board or Commission disagrees with the staff’s position and, when possible, explain the basis of that disagreement.

10. When several Boards and Commissions review elements of a given proposal or issue, staff reports to Council should reflect the perspectives of all reviewing Boards and Commissions.

In addition the city maintains a Board and Commission Website as an added resource to its Boards and Commissions. The site is located at:
http://www.ci.boulder.co.us/cmo/boards/bcindex.html
Rules for Public Comment of Meeting Procedure - Speaking at Library Commission Meetings

Boulder Library Commission meetings are generally held the first Wednesday of the month at various libraries. Members of the public are welcome to attend any public meeting of the Library Commission. You can speak to the Commission to express your opinions about library issues that either are on the agenda that evening, or matters of general importance to the library. To help accommodate everyone, please follow these procedural rules:

1. Public Comment is held at the beginning of Commission meetings and provides an opportunity for speakers to address any library issue. Sign up with the Commission Secretary the night of the meeting approximately 15 minutes before the start of the meeting. There is no online sign up for public comment.

2. Each individual speaker will be given three (3) minutes to address the Commission. At each meeting there may be a total of sixty (60) minutes maximum of public comment. You may speak once per meeting. One of the Commissioners will be the timekeeper. Please be respectful of others in keeping to the time allotted. If the allotted time is exceeded, the Chair will request that the speaker conclude his, her, or their comments.

3. The Chair may lengthen or shorten the total time allotted as appropriate.

4. Community members may pool time as a group, allowing one person to address the Commission. All persons must be present at sign up and when the speaker is called. The oral presentation will be allowed the following time allotments:
   o 2 or more people = 5 minutes

5. When called by the Commission chair, introduce yourself by stating your name and address. If officially representing an interest group, homeowners’ association, etc., state that for the record as well.

6. Please limit your comments to Commission-related issues. Be clear, concise, and constructive. Be sure to state what you would like to see done (constructive problem resolution).

7. Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents and summarize comments wherever possible.

8. Speakers shall not ask questions directly to individuals at the meeting nor expect questions to be answered directly. Please be aware that the Library Commission reserves the right to withhold comment during the meeting, but your input is nevertheless valued and helps inform the guidance that the Commission gives to staff in the performance of their duties over time.

9. Commission receives the bulk of its communications electronically but, if you have prepared a written statement, you may give six (6) copies to the Commission Secretary when it is your turn to speak. The Commission Secretary will distribute your written statements as you speak.

10. To follow up on the matter you brought forth, a summary of your comments will appear in the written minutes recorded from the meeting. You may also follow up at a subsequent meeting by participating in public comment or by contacting the Library Commission Chair or department staff directly.
Interesting Upcoming Dates (from ALA Website)

**GLBT Book Month™ - June**

Starting in 2015, the American Library Association marked GLBT Book Month™, a nationwide celebration of the authors and writings that reflect the lives and experiences of the gay, lesbian, bisexual, and transgender community. Originally established in the early 1990s by The Publishing Triangle as National Lesbian and Gay Book Month, June 2015 marked the first commemoration of GLBT Book Month™ to be held under ALA’s auspices. GLBT Book Month™ is an initiative of the American Library Association, and is coordinated through its Office for Diversity, Literacy and Outreach Services and the Gay, Lesbian, Bisexual, and Transgender Round Table. To help libraries mark the occasion, ALA has launched the GLBT Book Month online resource center, featuring tipsheets and downloadable materials. Contact ALA’s Office for Diversity, Literacy and Outreach Services with questions.

1. **Items from Commission (verbal)**
   a. Status of Library Champions’ efforts around ballot initiative.
      i. Petition submission
      ii. Campaign Manager position filled (Elliot)
   b. Poll results and impact
      i. Council Presentation of Poll Results (May 7th, 2019)
         1. **Agenda || Minutes || Video**
      ii. Ballot Study Session (May 14th, 2019)
         1. **Agenda || Minutes || Video**
   c. Meeting with Tom Carr / Jane Brautigam on May 29th

2. **Report on Commissioner’s outreach to stakeholders and resources for community conversation**
Commissioners agreed to outreach for conversation with City Council Members at our March 9th retreat.

- Aaron Brockett (O'Shea w/Teter & Sam Fuqua)
- Cindy Carlisle (O'Shea w/Sam Fuqua)
- Suzanne Jones (Gomez / O'Shea)
- Lisa Morzel (Teter w/ Sam Fuqua)
- Mirabai Nagle (O'Shea / Sykes Wilson)
- Sam Weaver (O'Shea / Teter)
- Bob Yates (TBD)
- Mary Young (Gomez, O'Shea)

3. BLF Update (verbal)

Updates on Foundation Board and related matters.

- Details on May 9th fundraising dinner
- Status of ongoing capital campaign
- Other matters / news
- Representation during absence of Commissioner Koenig

4. Updates from Commissioners Representing the Commission in other Venues (verbal)

5. Update on Emails & Phone Calls to Library Commission

N/A
LIBRARY DIRECTOR’S REPORT

JUNE 2019

Main Library Restroom Renovation

The Main Library restroom renovation officially began on Thursday, May 30, 2019 and is expected to conclude by Thursday, July 25, 2019. The project began a few weeks late due to delays with obtaining the construction permit and the contract routing process. The design advisory group is currently working on details like a comprehensive signage package, a sample of some of the signage is attached for reference. Patrons can get more information, submit a comment or ask question on the project web page on the library website https://boulderlibrary.org/featured/restrooms-closed-for-renovation/.

North Boulder Branch Library Project

More than 60 people attended the last official community engagement session for the north Boulder branch library when the architects presented a summary of community feedback gathered during the March 2019 community engagement events and the updated library building model. The new model is on display in the Main Library Canyon Gallery through June 9, 2019. The Boulder Library Foundation kicked off a capital fundraising campaign for the north Boulder branch library, “Building Beyond Books”, by hosting a dinner for about 45 potential donors. The project team is preparing for the site review packet for submission in mid-June 2019. Conversations with staff from Planning and Development Services, Parks and Recreation, and Facilities Maintenance, as well as with consultants, continue to take place to ensure the site review submission is as complete as possible and thoroughly addresses project objectives and community concerns. The site review process is expected to take up to 6 months. The project team anticipates doing an updated cost analysis for the project this fall once the design changes related to site review are complete.
ONE WOMEN’S SIGN IN ONE LOCATION

WOMEN’S RESTROOMS

ONE MEN’S SIGN IN ONE LOCATION

MEN’S RESTROOMS

TWO RESTROOMS FOR ALL SIGNS IN TWO LOCATIONS

RESTROOMS FOR ALL

COLOR BAND IS 23.5" WIDE FLOOR TO CEILING

.7" TYPE

.3" TYPE

GREY BAR IS 12" WIDE

3" LETTERS PRINTED ON DUSTED CHRYSTAL

48" X 6" DUSTED CHRYSTAL

FIRST SURFACE APPLIED WITH PRINTED 3" LETTERS

48" X 12" CLEAR GLASS PANEL

CEILING MOUNTED WITH MINIMAL CLEAT OR BRACKET

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