**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  
[0:00:19 Audio min.]  
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  
[0:02:04 Audio min.]  
a. 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  
[0:03:00 Audio min.]  
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 → 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.” Farzan: 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**  
[2:09:06 Audio min.]

- 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**  
[2:10:47 Audio min.]

- 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.

- 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. Farzan summarized the greatest weaknesses – funding and then diversity of staff, greatest strengths are trust and inclusivity.

- 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. Farzan: “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**  
[2:52:00 Audio min.]

- Farzan 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**  
[3:04:04 Audio min.]

- 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.) Farzan 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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<th>Agenda Item 10: Library and Arts Director’s Report</th>
<th>[3:33:05 Audio min.]</th>
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<tr>
<td>a. 2019 Q1 Performance Measures reports</td>
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<td>b. Update on Main Library Restroom Project – discussed above in Item 5</td>
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<td>c. Volunteer responses to appreciation letter</td>
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<td>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).</td>
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<td>e. Main Library Building Automation System Upgrade</td>
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<th>Agenda Item 11: Adjournment</th>
<th>[3:37:00 Audio min.]</th>
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<td>There being no further business to come before the commission at this time, the meeting was adjourned.</td>
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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.

Commissioner O’Shea approved these minutes on June 5, 2019; and Celia Seaton attested to it.