## Name of Board/Commission: Library Commission

| Date of Meeting: September 4, 2019 at the Main Boulder Public Library, 1001 Arapahoe Ave. |
| Contact information preparing summary: Celia Seaton, 303-441-3106 |
| Commission members present: Tim O’Shea, Jane Sykes Wilson, Steven Frost, Juana Gomez |
| Commission members not present: Joel Koenig |
| 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 [0:00:32 Audio min.]

The meeting was called to order; O’Shea asked if there were any changes to the agenda. O’Shea mentioned the additional documents provided (see handouts). Items 4 and 5 were switched chronologically from the original agenda. There was a nod of approval from the commission for this agenda.

### Agenda Item 2: Public comment [0:01:17 Audio min.]

None.

### Agenda Item 3: Consent agenda [0:01:25 Audio min.]

a. Approval of August 2019 Meeting Minutes: Frost moved to approve these minutes, Sykes Wilson seconded, and the motion was unanimously approved 4-0 in Koenig’s absence.

### Agenda Item 4: Library Budget Update [0:03:15 Audio min.]

a. 2020 City Manager recommended budget (see packet) – Farnan welcomed questions. Gomez received clarification around the overlap of Library and Arts’ budget – staff indicated the lines pertaining to Arts with the remainder to Library.

Gomez queried whether the noted bilingual Youth Services Specialist (a new FTE) would potentially serve as a new member of REFORMA. Farnan replied that he would gladly offer that opportunity to the new staff. Gomez offered reaching out herself to gauge interest and Farnan welcomed her efforts.

O’Shea referenced p. 37 of the link in the memo regarding fund balances/contribution to fund balance, tracking projected fund balance and recommended fund balance. Grants and property tax monies go to the library fund balance. Estimation based on City’s property tax projections. Commission wondered whether further adjustments to FTE are anticipated depending on needs. Farnan explained that the 2021 budget requests won’t occur until May 2020 (when north Boulder staffing will be allocated). Currently estimated at 4.5 FTE for north Boulder staffing. Sykes Wilson wondered whether that was sufficient. Farnan: it’s equivalent to the level of the other branches; it’s not enough – “we get by, but it’s pretty bare bones at the branches.” Difficult to manage absences and vacations. With the number of operation hours and the level of business, 10-25% increase in staffing would assist.

Sykes Wilson asked whether patronage is expected to leave Main in favor of the new north Boulder branch. Farnan doesn’t predict this shift. Gunbarrel residents often come to Meadows branch, they may visit the new branch. Difficult to predict from where the patronage levels will draw.

Regarding the listed George Reynolds Branch (GRB) reconfiguration, commission recalled a reorganization four years ago and asked about the purpose. Staff explained that the previous rearrangement accommodated the materials sorter and staff offices. In contrast, this is an internal, cosmetic renovation for the public space to update the patron experience and provide more security.
O’Shea confirmed that north Boulder’s site review process is on track to complete by late 2019/early 2020 when a NoBo project cost estimate can be redone.

On September 10th, City Council will hold a study session to discuss budget; Farnan will attend to answer questions.

**Agenda Item 5: Library Policy Update**

a. Review and approve the Photography and Video Recording Policy
   O’Shea appreciated the edits and adjustments made for this draft and welcomed further input. Gomez noted some needed edits. Beyond publishing online, Frost wondered whether there will there be a sign in the bathroom that clearly forbids photography. Phares: we post the rules at the entrances. In the past, bathroom signage has been defaced. O’Shea moved to approve the Photography and Video Recording Policy. Frost seconded; all were in favor and the motion passed unanimously.

b. Review Privacy and Security Camera Policies
   Gomez inquired about the nature of the requestor of footage. Farnan: usually in these rare occurrences, police or a defendant ask a judge to issue a subpoena; the library would then act in compliance. A member of the general public would have to submit a CORA (Colorado Open Records Act) request. The footage would then go to the CAO for review before potentially being made available for public viewing.

   Gomez wondered about the duration of “retained information.” Phares: until account is purged by inactivity.

   Commission wondered whether youth materials are treated differently that adult materials. Phares: judgement call for the staff, depends on the age of the item, circulation numbers, etc.

   O’Shea approved of the direction these policies are going, tightened up to reduce room for misinterpretation.

   Phares noted that CAO review on this policy will be the next step; it will be brought back to commission in October.

**Agenda Item 6: Library Commission Update**

a. Interesting upcoming dates from ALA website

b. Items from Commission
   i. Update on the status of Library Champions’ efforts – In August, Champions put together two items in the first bullet below to assist with funding discussion.
      - “The scoop on the Boulder budget” and “The Scoop on Sustainable Library Funding” – O’Shea noted that these are changeable, “living documents.”
      - August 26th event at Main – Joni Teter and the Champions presented a slide-deck on how the City’s budget works. City Council candidates invited to this forum – O’Shea was glad to see many attending and participating. Champions have a “Shining the Light” gathering in the Boulder Creek Room on September 30th – “good momentum out in the field.”
   
   ii. Discussion of City budget/Library budget 2020 and beyond
      - 2021 impacts with North Boulder branch library (NoBo), Full Time Equivalent (FTEs) staff positions and related new costs
      - City projections via Master Plan compared to G.K. Baum study
   
   iii. Commission’s role in shaping public process regarding sustainable library funding
      - Candidate dialogues – (see handouts.) Stemming from the “scoop on budget” presentation, great interest from current city council candidates to learn more. Request from candidates to sit down with commission and Champions presents ongoing outreach opportunities. Discussion of tracking/supporting this issue of unmet needs. O’Shea invited Frost and Sykes Wilson to review the list and assist where desired; with all agreeable, assignments were discussed.
      - Council member meetings
      - Public involvement strategies – O’Shea wondered about the possibility of inviting facilitators Michael and Marsha Caplan (active with the Library Champions) to an upcoming meeting, perhaps in November, to provide guidance on the commission’s role in the districting discussion. Farnan would need to inquire about cost. O’Shea reminded the group that it, as a commission, is not in a position to endorse any specific candidates; however, dialog with these candidates is permissible. Per the CAO “As
long as the commissioners are not spending money to support the campaign, they may meet with City Council candidates. No more than two commissioners may be present at the meetings.” Gomez asked about the acceptability of lawn signs; Phares will inquire.


c. Boulder Library Foundation (BLF) update – Sykes Wilson noted that BLF unanimously approved additional funding (the second half of the $25,000) provided to the Library Champions for campaign needs. Still working on website and onboarding the new employee.

d. Updates from commissioners representing the Commission in other venues

i. Alpine Balsam update – Gomez reported that City Council asked staff to broaden their scope in terms of planning what could go into some other lots near the actual hospital site. Staff was going to provide rezoning opportunities but there has been a re-focus back on the actual hospital site.

e. Update on emails and phone calls to Library Commission – none.

f. Review of Library Commission Master Calendar – Phares reworked this schedule to accommodate some planned commission absences in the future. She noted the inclusion of last year’s commissioner application in the packet; City Clerk Office will need any revisions submitted by October 18th. O’Shea will be absent in October; Sykes Wilson will be absent in November. Koenig still in recuperation from surgery. O’Shea asked all commissioners to review these questions and the commissioner job description for approval at the October meeting.

**Agenda Item 7: Library and Arts Director’s Report**

a. Main Library restroom renovation project - project has hit numerous snags and the renovated facilities will not be open in time for Jaipur Literature Festival.

b. North Boulder branch library project – Gomez inquired whether initial comments from Planning and Development Services were received. Farnan: yes, these are currently being reviewed - many questions for the architect to answer. Farnan noted that these are not yet publicly available. Questions about the wooden façade’s long-term maintenance. Discussion of the public art project chosen for the new branch which engages with the community in its very concept. The selection panel recommended Daily tous les jours (Dtlj) in a 6/6 vote, supported by the project management team. Dtlj’s proposal serves as a welcoming and well-integrated piece – a musical approach to the library. Prime visibility from Broadway encourages patron traffic to the 2nd floor entrance. This concept is striking and simple, engaging multiple senses and multiple participants; community collaboration opportunities seem natural. The work reflects Boulder personality.

c. Civic Area restroom project – hit large snag.

d. 5th Annual Zee Jaipur Literature Festival

e. Public engagement resources

f. Follow Up: Meeting with City Council candidates

g. Review of Library Commission application questions

**Agenda Item 8: Adjournment**

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, October 2, 2019, at the George Reynolds Branch Public Library, 3595 Table Mesa Dr., Boulder, CO 80305.