<table>
<thead>
<tr>
<th>Name of Board/ Commission:</th>
<th>Library Commission</th>
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<tr>
<td>Date of Meeting:</td>
<td>November 6, 2019 at the Main Boulder Public Library, 1001 Arapahoe Ave.</td>
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<td>Contact information preparing summary:</td>
<td>Celia Seaton, 303-441-3106</td>
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<td>Commission members present:</td>
<td>Tim O’Shea, Joel Koenig, Steven Frost, Juana Gomez</td>
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<td>Commission members not present:</td>
<td>Jane Sykes Wilson</td>
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| Library staff present: | David Farman, Director of Library & Arts  
Jennifer Phares, Deputy Library Director  
Celia Seaton, Administrative Specialist  
Amanda Bender, Volunteer Services Specialist  
Anne Ledford, Youth Services Manager  
Leanne Slater, Teen Services Librarian |
| City staff present: | None |
| Members of the public present: | None |
| Type of Meeting: | Regular |
| Agenda Item 1: Call to order and approval of agenda | [0:00:44 Audio min.] |
| The meeting was called to order and O’Shea asked if there were any changes to the agenda. O’Shea noted additional materials pertaining to Item 8 (see draft letter to council and election information in handouts.) With no updates, Items 9biii and 9c regarding Alpine Balsam and Boulder Library Foundation were struck from the agenda. There was a nod of approval from the commission for this amended agenda. |
| Agenda Item 2: Public comment | [0:03:10 Audio min.] |
| None. |
| Agenda Item 3: Consent agenda | [0:03:44 Audio min.] |
| a. Approval of October 2019 Meeting Minutes: O’Shea asked if there were any adjustments. Gomez clarified that she was also present at the noted Book Rich Environments event. As there was not a quorum present of the commissioners present at the October meeting, this approval was postponed until December. |
| Agenda Item 4: Overview of Count Me In Volunteer Portal | [0:06:35 Audio min.] |
| Bender presented a basic overview on this new platform for volunteers to record their hours of service and activities, a citywide initiative. This will replace the pen and paper method previously used. She walked through the steps (See handouts.) Koenig wondered whether one-time volunteers (e.g., for JLF) will also go through this process. Bender explained that volunteers will sign up for the specific roles and days they want to do; their work will thus be captured. O’Shea requested insertion of a standing item on agenda to remind commissioners to enter their volunteer time with the new system; staff were amenable. Responding to O’Shea’s query about reporting changes, Bender explained that staff’s administrative privileges mean instantaneous reporting, less data entry. O’Shea interested to see how this platform will affect accuracy of data (a significant shift may indicate the lag inherent in any new process.) Phares noted that next year’s metrics may reveal this. Bender’s understanding is that the system will hopefully capture data that previously had “fallen through the cracks.” Group thanked Bender for her visit. |
| Agenda Item 5: 2019 Summer of Discovery Program recap | [0:23:55 Audio min.] |
| Ledford reported on the most recent Summer of Discovery, for which Slater served as co-chair. Ledford introduced with statistics that broke previous records – this year saw a 29% increase in registration with a 57.62% completion rate. |
School outreach, led by Slater, took place in spring. Visits also occurred during Boulder Valley School District’s (BVSD) Summer of Learning this past season (STEAM activities, logbooks, etc.) Ledford viewed early registration as pivotal to the success; also key were the “alluring prizes” and “robust outreach.”

Frost asked about theme for next year; Ledford replied that it will embrace “our connected stories.”

O’Shea impressed by the PopSocket donation and wondered whether any response has been shared back to that group. Farnan noted his letter of appreciation sent at the end of the summer.

Gomez asked about the new library partnership with BVSD stewarded by Ledford. Launched on October 15th (and in the making for nearly 2 years), this project, branded as the “Student 1 Initiative,” aims to increase student library access. Successful pilot run with Fairview High School. Every BVSD student enrolled in school in service area (more than 12,500 individuals) now has special access to age-appropriate research databases through their student identification card. The commission offered their congratulations. Ledford said she can provide further details as desired. Press release has gone out along with buzz on social media. Letters went to guardians with an opt out form on the webpage. Publicizing ongoing.

In response to O’Shea’s request for metrics, Farnan noted that some numbers will likely be available in February.

Regarding Summer of Discovery, O’Shea asked about aspirations. Ledford has researched platforms other than Reading Record (the current, limited, cost-effective program), like Beanstack and REDSquared which (while more expensive) provide better and more complex reporting. She also hopes to distribute experiences instead of “physical trinkets” as prizes. Farnan desires identifying better progress with Latinx youth, as well as programing librarians housed at each branch.

**Agenda Item 6: Library Policy Update**

- Review and approve addition to the Privacy Policy – Phares noted the addition of the paragraph about electronic resources as suggested by Frost. Gomez noted a grammatical adjustment. O’Shea moved to approve the addition to the Privacy Policy as amended. Gomez seconded, and the motion was unanimously approved.

- Review and approve the Meeting Room and Study Room Policies – Phares noted incorporating the changes suggested at the last meeting such as the room reservation age minimum lowering to 14 as opposed to 18. CAO Janet Michels approved of this change. Other changes by CAO were incorporated and highlighted in the draft version in the packet. Commission asked staff to increase hours per month – staff were favorable to an increase up to 8 hours a month from the previous limit of 4. Gomez Moved to approve the Meeting Room and Study Room Policies as amended. Koenig seconded, and the motion passed unanimously.

Phares: the policies will be translated into Spanish, proofread, and posted with software adjusted to permit the changes to the room reservation limits.

**Agenda Item 7: 2020 Library Approved Budget Memo**

Farhan reported “no bad surprises; one good surprise” was the new funding of $700,000 for north Boulder building. Farhan clarified that with $9.2 million dollars committed, he believes there is sufficient funding for the building and the road. Outstanding items are not yet funded. Awaiting commitment from BLF for monetary contribution. May need to return to City Council to inquire about further funds. Cost-saving ideas such as repurposed steel from Alpine Balsam project were discussed. Bid for site work to hopefully begin in summer 2020. General contractor RFP will then go out, with actual cost of building likely known by the October 2020 reading of budget.

Gomez inquired about schedule of approved items and personnel positions. Regarding new positions, Farhan noted advertising in December to hopefully hire in January. Re: George Reynolds Branch reconfiguration, by 3rd or 4th quarter.

**Agenda Item 8: Discuss priorities for annual letter to City Council**

O’Shea provided a draft version of this missive intended to assist council in their workplan for the next two years. (See handouts.) O’Shea approached the letter as an invitation to welcome shift in council. Letter begins with the front and center need for funding the shortfall of the north Boulder library. Group discussed editing only two at a time due to Sunshine Laws.

O’Shea indicated the rough timeline on the backside of the draft provided. Gomez and O’Shea will continue to work on a final draft incorporating input as each commissioner reads and reviews individually.

**Agenda Item 9: Library Commission Update**

- Interesting upcoming dates from ALA website (see packet).

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**Agenda Item 10: Library Commission Update**

- Interesting upcoming dates from ALA website (see packet).
b. Items from Commission
   i. Update on the status of Library Champion’s efforts (Gomez/O’Shea)
      ▪ Outreach to council candidates – O’Shea: new members of the council should be
        welcomed. Gomez suggested reaching out with congratulatory email to each of the 6
        successful candidates noting intention to continue discussion on library funding –
        O’Shea and Koenig will draft this and send it next week. Useful to have continuity of
        contact, but beneficial to have variety as well when reaching out to council members.
        O’Shea, Frost, and Koenig all plan to attend the November 12th welcoming session for
        the new council members planned from 5-7 PM in the Municipal Lobby.
      ii. Discussion of City budget / Library budget 2020 and beyond – already discussed.
   c. Boulder Library Foundation update – none from Sykes Wilson, as she was not present. Farnan reported that BLF
      have an upcoming Daily Camera letter concerning the north Boulder library as part of “giving season” kickoff.
      They’ve “aligned with north Boulder as mission objective for fundraising and outreach.”
   d. Updates from commissioners representing the commission in other venues – O’Shea drafting brief blog post
      update from his CALCON presentation. Gomez noted that BPL is the only library in Colorado, and one of only
      three in Rocky Mountain region that hold Book Rich Environment events.
   e. Update on emails and phone calls to Library Commission – Discussion of alcohol in private meetings held at the
      library (instigated by email request). Commission was overall open to the idea, although Koenig indicated concern
      over “precedent.” Farnan will consult with CAO and will loop back with O’Shea in advance of O’Shea’s reply.

Agenda Item 10: Library and Arts Director’s Report
a. North Boulder branch library project
b. Main Library Restroom Renovation update

Discussion of the growing encampment under the library. Occasional incidents of drug use, fighting, and fires. Area not
owned by the library. City-level discussion on this issue forthcoming.

Discussion of calendar for commission meeting schedule in 2020. March timely window for retreat – group amenable to the
14th. O’Shea will confirm Sykes Wilson’s availability.

Agenda Item 10: 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, December 4, 2019, in the Canyon Meeting Room at
the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

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