

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

Name of Board/ Commission: Library Commission	
Date of Meeting: January 8, 2020 at the Main Boulder Public Library, 1001 Arapahoe Ave.	
Contact information preparing summary: Celia Seaton, 303-441-3106	
Commission members present: Tim O'Shea, Joel Koenig, Jane Sykes Wilson, Steven Frost, Juana Gomez	
Commission members not present: None	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist Laura Hankins, Collection Development Manager</p> <p>City staff present: None</p> <p>Members of the public present: None</p>	
Type of Meeting: Regular	
Agenda Item 1: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:10 Audio min.] The Commission logged their service.	
Agenda Item 2: Approval of agenda [0:00:36 Audio min.] The meeting was called to order and O'Shea asked if there were any changes to the agenda. There was a nod of approval from the commission for this agenda.	
Agenda Item 3: Public comment [0:01:05 Audio min.] None.	
Agenda Item 4: Consent agenda [0:01:14 Audio min.] a. Approval of December 2019 Meeting Minutes: O'Shea asked if there were any adjustments or corrections to these minutes. Frost noticed a missing time marker for Agenda Item 7. Gomez noted a misspelling of Darren O'Connor's name. The group approved the amended minutes unanimously.	
Agenda Item 5: Presentation: Overview of Collection Development [0:03:15 Audio min.] Laura Hankins, Collection Development Manager, presented to commission alongside a slideshow (see handouts).	
<p>Discussion items included:</p> <ul style="list-style-type: none"> • How materials are selected for the collection. • The topics and formats the community prefers. • How the acquisitions budget is allocated. • What goes into the cost of a book and the average total cost for individual items. • The resources the team uses to make purchasing decisions. • How the collection is maintained and weeded. • The challenges of developing a collection with multiple formats. • What is entailed in researching and deciding on requests for purchases from patrons. • The average number of requests per patron. • Any feedback received about the policy updates related to the number of patron requests that the commission approved in August 2019. <p>Hankins indicated 3 arms of collection development/management: budget, selection, and evaluation (guided by Collection Development Policy), as well as activities outside of purchasing materials (digital literacy training in conjunction with Senior Services, tech drop in, research rendezvous, etc.)</p> <p>Discussed complications with limited lifespan of electronic materials which need repurchase if not circulated enough. In response to Sykes Wilson's query, Hankins explained that a physical book's shelf-life typically lasts through 25 circulations. O'Shea wondered about the trigger signifying a transaction in Kanopy. Hankins: the transaction occurs as</p>	

soon as a patron clicks “borrow.” O’Shea questioned correlation between library traffic and strictly digital patronage. Hankins: hard to track.

Gomez asked about the difficulty of selection – “art and science” per Hankins. She regularly visits Boulder Bookstore to ensure the library’s collection is reflecting regional interests. O’Shea wondered about the best method to alert library staff to material needing repair/replacement. Hankins: stick a note on it and hand to staff at the desk.

Sykes Wilson asked for information on the Children’s “discovery wall.” Hankins: this area showcases popular items from which younger readers can browse and choose materials themselves - typically 80% checked out. This feature drives the children collection’s circulation.

O’Shea wondered about feasibility of mining donated materials for items that could go on the shelves. Hankins noted that this was a previous practice before a decent acquisitions budget was put in place. Dependent on circumstances (e.g., matching ISBN numbers). Consumes staff time to locate and then process materials to become shelf-ready.

Discussion of high demand holds, author submissions, and the time consuming suggest-a-purchase process. About 40-50 requests a week amount to 30,375 new materials purchased in a year.

Displaying purchases to make sure they won’t get lost or buried in the collection, staff picks can increase circulation. All branches display these featured items.

Koenig wondered about stickers on the shelf to highlight special materials; Hankins noted “shelf talkers” are in use at BPL.

O’Shea reflected on the increasing cost of e-materials. Given the upsurge, he wondered about action at the broader library level. In Farnan’s view, final cost lands similarly to that of a physical copy (as an electronic resource doesn’t require the upkeep, shelving etc.) Farnan: The ideal in the market would be a fee per use with shared risk of circulation.

Hankins indicated the allocated budget for collection development at BPL (36%) as compared with other locations. O’Shea: regarding funding, are we where we would like to be? Farnan: in the case of district formation, planned increase to 60%.

Sykes Wilson commented on the “thin” Spanish collection for young readers. Hankins agreed – graphic novels in native language along with some translated materials are available, but the majority of comics popular in this country are not available in translation. Spanish language materials are often only available in other countries (e.g., Disney).

Commission suggested programming centered around educating patrons on evaluation of information sources. Hankins: planning something regarding news sources and credibility – offered last around the 2016 election. Sykes Wilson: “nationwide need.”

Group thanked Hankins for her presentation.

Agenda Item 6: Library Policy Update: Review staff recommended updates to the Canyon Theater and Gallery Rental Policy and the Sponsorship of Programs and Events Policy [1:10:10 Audio min.]

Phares relayed that these will be the last to review for a while as staff and commission work over past two years has examined and updated all other policies which soon will be translated into Spanish and updated on the website. Phares commended commission for their “great work” in this policy review cycle.

Phares presented initial commission review of these 2 policies which overlap in content and related issues. Staff recommended changes were put before commission. Suggestions from commission will be incorporated before CAO’s review. The document will then return to commission for final approval or further adjustment.

In response to Koenig’s inquiry, Farnan noted that the Canyon Gallery is not a bookable space; the gallery shows are chosen through a public review process.

O’Shea questioned the 3-month deadline window before the start date of the sponsored program and whether this might be prohibitive for some burgeoning start-ups. Though not unreasonable, he wondered about flexibility with this window. Farnan explained that limited staffing depends on these windows and restricts the number of Canyon Theater sponsorships. Goal of activation of facilities must also be activated by increased staffing, per Phares. In response to O’Shea’s query, Phares noted that application windows are posted on the website. Discussion of sponsorship vs. rental – rental pays for the space but is not beholden to the application windows.

Gomez noted some formatting issues and other small edits, and Phares took note of the needed adjustments.

O'Shea asked for clarification around permissibility of vending in the theater. Sponsored events are open to the public and participants are not expected to sell anything – if renting, items can be sold but only in a certain area. Farnan: we cannot prohibit the sale of printed materials.

Gomez suggested a more detailed Canyon Theater document indicating the rented area available for use. For example, with the directive that refreshments must be set up outside the gallery area, it would be helpful to note a specific location. Phares noted that a staff member usually assists the public renting the facility through their set-up and would at that time indicate logistics of placement. Gomez: floor plan should include the hallways where the bathroom is and the hallway – perhaps a marker demonstrating “food could be placed here.” O'Shea suggested additional notation pointing out the stage door. Gomez also suggested indicating the proper placement of chairs to not create bottlenecks in the reference to chair seating potentially replacing wheelchair space. She proposed inclusion of fire exit information. Phares will ameliorate the floor plan in response to these recommendations.

O'Shea wondered about “caveats” from the City Attorney’s Office (CAO) regarding rental space (e.g., where does liability lie if a fire exit is blocked?) Phares will consult with CAO to ensure liabilities are protected.

Gomez suggested additional language to “groups are responsible for enforcing room capacity” that specifies room capacity “established by the fire marshal.” O'Shea recommended adding “exits are to remain unlocked and unblocked.”

Commission recommended including language encouraging those renting the space use zero waste materials and a link to [Eco-Cycle](#).

O'Shea suggested a caveat that “equipment may not work correctly” and staff will not be held liable for any malfunction. O'Shea pondered the relatively minimal damage deposit. Farnan will ask staff to compare this figure with other locations.

Gomez wondered about publicity/sales materials left behind by groups occupying the theater. Phares will check on the issue with staff.

O'Shea wondered about volume/sound boundaries with private audio-visual equipment. Phares explained that any disturbance would fall under library policy prohibiting disruption.

These policies will be brought back next month for potential approval by commission.

Agenda Item 7: Library Commission Update

[1:58:20 Audio min.]

- a. Interesting upcoming dates from ALA website (see [packet](#))
- b. Items from Commission (verbal)
 - i. Ongoing outreach efforts (Gomez/O'Shea)
 - Outreach to council members - continued productive dialog. Sykes Wilson and Gomez had a positive meeting with Council Member Yates. O'Shea and Sykes Wilson have an upcoming meeting with Council Member Swetlik. Frost has yet to connect with Council Member Joseph – he will persist along with Gomez. Library district was one of Council Member Friend’s priorities, per Frost. Gomez spoke with Council Member Young and she was very positive and receptive to the idea of the library district, requesting a list of possible trustees that council can review. Rules for trusteeship similar to those for commission membership, although trustee applications are not restricted to City of Boulder limits. O'Shea: Library Champions may also have some suggestions for this list. Council Member Brocket said he would be a council champion of the district. Council Member Wallach currently dealing with a medical issue. O'Shea plans to make contact with Mayor Weaver. Koenig will reach out to Council Member Nagle.
 - ii. Discussion of City budget / Library budget 2020 and beyond: none.
 - iii. Discussion of Commission applications – applications went live today. O'Shea encouraged outreach to relevant friends and colleagues.
- c. Updates from commissioners representing the Commission in other venues (verbal)
 - i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – no December meeting. Farnan discussed some requests for 2020 funding cycle including One-Book-One and additional programming – he will bring the list of requests to the February meeting. Information on the year end BLF gifts will be relayed as soon as available.

- d. Update on emails and phone calls to Library Commission – O’Shea noted Darren O’Connor’s message to commission with attached document outlining funding sources for social workers / peer navigators in library to address homelessness (see [packet](#)). O’Shea wondered whether commission should ask staff to pursue dialog researching tenability of funding sources. Koenig noted his resistance to the idea of getting a social worker in the library as a “magnet” to these populations when there are other organizations like Bridge House and Boulder Outreach for Homeless Overflow already providing services in the area. Farnan is not opposed to the idea of a peer navigator, but he doesn’t see this as a full-time need, more of a drop-in position. Gomez noted the need for this sort of outreach in the Civic Area Park. Farnan will reach out to O’Connor for any necessary follow-up and provide an update in a future Director’s Report. Frost will pursue conversation with Denver Public Library’s social workers and peer navigators for more information to potentially be included in the commission memo next month.

Agenda Item 8: Library and Arts Director’s Report

[2:27:40 Audio min.]

- a. North Boulder branch library project – The team is expecting to appear before the Planning Board for a public site review hearing on February 20th. Farnan invited commission attendance to reflect advocacy. Easement that was granted retracted by homeowner’s association, thereby reducing the parking by 9 spaces and likely resulting in a negative impact on the neighborhood parking.
- b. Restroom update – The Main Library’s “Restrooms for All” opened for public use on December 20th. The library will host a ribbon cutting to celebrate the renovated restrooms on January 24th at 10:05am. City officials, both featured artists, and representatives from Out Boulder County will be in attendance. Commission can expect a forthcoming official invitation.
- c. City Council 2020 priorities – Farnan noted that the council retreat will be occurring this month. Council Member Yates and Council Member Friend mentioned library funding as council priorities.

Agenda Item 9: Adjournment

[2:36:38 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, February 5, 2020, in the Canyon Meeting Room at the Main Library, 1001 Arapahoe Ave., Boulder, CO 80302.

Commissioner O’Shea approved these minutes on February 5, 2020; and Celia Seaton attested to it.