

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

Name of Board/ Commission: Library Commission
Date of Meeting: February 5, 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.
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: Stephan Hagemann and Rachel Walker
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 [0:00:50 Audio min.] The meeting was called to order; O'Shea asked if there were any changes to the agenda. O'Shea suggested including Gomez's memo to council in the Library Commission Update. As another addition to the same section, Frost will provide feedback from his discussions with Denver Library social work and peer navigators. There was a nod of approval from the commission for this amended agenda.
Agenda Item 3: Public comment [0:03:20 Audio min.] None.
Agenda Item 4: Consent agenda [0:03:29 Audio min.] a. Approval of January 2020 Meeting Minutes: O'Shea moved to approve these minutes, Koenig seconded, and the motion was unanimously approved.
Agenda Item 5: Library Policy Update: Review second round of revisions to the Canyon Theater and Gallery Rental Policy and the Sponsorship of Programs and Events Policy [0:04:37 Audio min.] Versions of these memos with tracked changes available in the packet . Gomez asked whether there is there an update from Risk Management. Phares noted no update; however, representation from City Attorney's Office (CAO) and/or Risk Management (RM) has offered to visit April's commission meeting to discuss issues inherent in this policy. Gomez wondered about precedent of this insurance requirement for other City facilities. Staff responded that some Parks and Recreation facilities have begun requiring insurance for those booking the space; this obligation has depressed public use. Frost suggested offering a liability waiver as a compromise. O'Shea wondered how this issue would translate in event of a district; Farnan replied that it would be decided by whomever owns the buildings. Gomez wondered about the practice of non-City facilities who allow others to use their space (e.g. Alfalfa's community room). O'Shea broached possibilities of support from Boulder Library Foundation for insurance cost. O'Shea asked commission if it would be helpful to invite Janet Michels (CAO) and James Brown (RM) to the April meeting and the members were favorable. Staff will proceed with the arrangements. Phares noted that approval for Canyon Theater and Gallery Rental Policy can wait until April to allow for further discussion and clarification. Commission then focused on the Sponsorship of Programs and Events Policy. Gomez moved to accept the Sponsorship of Programs and Events Policy as presented with adjustments in the packet. Frost seconded and the motion passed unanimously.
Agenda Item 6: Request Library Commission's favorable recommendation to allocate funds to Carnegie Library for Local History digital asset management system from the Blystadt-Laesar House fund [0:24:01 Audio min.] Farnan explained this yearly process and welcomed questions. Phares clarified that this pertains to the digital system used for all of Carnegie's collection. Storage fee will increase as the collection grows. Discussion of annual storage, hosting,

and maintenance fees for 2020. Phares will gather data for response to O’Shea’s query about money spent to date on this project. O’Shea overall favorable toward the expenditure but also sensitive to the limited resources of the Blystadt-Laesar House Fund. Farnan noted that this fund was never intended to completely fulfill the needs of this project. Phares reported positive relationship between the library and the company assisting with the digital transfer who has provided custom solutions around the needs of the collection.

Gomez moved to favorably recommend the proposed budget adjustment for funding from the Blystadt Laesar House funds (\$52,770). Koenig seconded and the motion was unanimously approved.

Agenda Item 7: Review Library Commission Handbook

[0:51:40 Audio min.]

Phares asked for input regarding any changes to the current Library Commission Handbook (linked on the [commission website](#) as a PDF). Routine updates already incorporated. Gomez suggested including an organizational chart of the library.

Agenda Item 8: Library Commission Update

[0:59:31 Audio min.]

- a. Commission conferred on topics and potential guests to invite to the 2020 retreat. Gomez discussed transmission of commission knowledge and ideas to the potential board of trustees in the event of a library district transition. Koenig suggested waiting until after City Council’s March 17th meeting for direction. Other planned discussion topics: generation of list of potential trustees, presentation from Library Champions, and library social services.
- b. Items from Commission (verbal)
 - i. Ongoing outreach efforts
 - Outreach to council members – report on meetings, conversations, or email dialogs to discuss the library as a priority item for 2020. Gomez noted upcoming conversation with Council Member Wallach. Gomez spoke with Council Members Yates and Friend. Sykes Wilson and O’Shea met with Council Member Swetlik who appeared open-minded and favorable toward the formation of a district.
 - ii. Review of memo Gomez has drafted for City Council (see [handouts](#)) – Commission discussed sending memo as a group or individuals. Farnan: as a group, it’s worth sending a message.” Frost: memo appears “straightforward.” Sykes Wilson and Koenig agreed, approving the letter. Gomez will send it to City Council with commission signature.
 - iii. Revisit current applicants to the Commission and who we might urge to apply – deadline February 14th at 5 PM
- c. Updates from commissioners representing the Commission in other venues (verbal)
 - i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – fundraising efforts continue for North Boulder Branch capital campaign (recently garnered \$17,000 for north Boulder library). New BLF members expected in April/May.
 - ii. Frost met with the capital grant writer for the Denver Public Library and was introduced to the primary social worker for DPL; Frost plans to meet with the latter in a couple weeks. Noted outside funding available (philanthropist in Colorado who could likely be persuaded to assist with the start-up.)
- d. Update on emails and phone calls to Library Commission – see [packet](#).

Agenda Item 9: Library and Arts Director’s Report

[2:24:11 Audio min.]

- a. North Boulder branch library project – Planning & Development Services staff has informed the design team that the anticipated Planning Board hearing tentatively planned for February 20th will be paused in order to allow the design team to further pursue easements from property neighbors, including Boulder Meadows and the Villages at Uptown Broadway. April 2nd set as tentative new date for site review.
- b. Main Library Restroom Renovation Project Conclusion – Farnan reported a well-attended and celebratory ribbon-cutting ceremony officially opening these facilities on January 24th.
- c. 2020 BLF grant requests – see [packet](#).
- d. City Council 2020 retreat
- e. Follow up on peer navigator discussion

Agenda Item 10: Adjournment

[2:31:10 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 replaced by the annual retreat to be held on Saturday, March 14, 2020, in the Open Space Mountain Parks Hub at 2520 55th St., Boulder CO 80301.

Commissioner Gomez approved these minutes on May 6, 2020; and Celia Seaton attested to it.