

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

Name of Board/ Commission: Library Commission
Date of Meeting: May 6, 2020
Contact information preparing summary: Celia Seaton, 303-441-3106
Commission members present: Juana Gomez, Joel Koenig, Jane Sykes Wilson, Steven Frost, Scott Steinbrecher 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: Alycia Murray
Type of Meeting: Regular Remote
Agenda Item 1: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:02 Audio min.] The Commission logged their service.
Agenda Item 2: Approval of agenda [0:00:58 Audio min.] The meeting was called to order and Gomez asked if there were any changes to the agenda. Seaton noted an addition of the approval of the previous meeting’s minutes as Item 4. There was a nod of approval from the commission for this amended agenda.
Agenda Item 3: Public comment [0:01:40 Audio min.] Murray, a furloughed BPL staff member spoke. She inquired: what percentage of employees were furloughed, the activities of the remaining employees, how the future library services may run in a post-COVID landscape, and how the decrease in revenue will be affecting the city budget. Gomez noted that discussion of many of these issues may arise in the latter part of the agenda, and that some issues may fall into Farnan’s purview. Farnan noted that he can address many of these concerns in his Director’s Report. Murray also wanted to note the <i>Daily Camera</i> article about the library staff efforts around fabricating and distributing personal protective equipment and instructionals; this sort of reporting engenders “good and warm feelings” for the library within the community.
Agenda Item 4: Consent agenda [0:07:10 Audio min.] a. Approval of February 2020 Meeting Minutes: Frost moved to approve these minutes, Koenig seconded, and the motion was unanimously approved.
Agenda Item 5: Welcome and administer oath of office to new commissioner Scott Steinbrecher [0:09:53 Audio min.] Steinbrecher was sworn in by Gomez.
Agenda Item 6: Elect new Library Commission officers and Boulder Library Foundation members [0:10:50 Audio min.] Koenig nominated Gomez for Library Commission chair. Frost seconded. Approval was unanimous. Gomez nominated Koenig for Library Commission vice chair. Frost seconded. Approval was unanimous. Boulder Library Foundation appointment: Koenig and Sykes Wilson were approved for another year of service on the BLF.
Agenda Item 7: Information Updates [0:16:20 Audio min.] a. Library Budget Update: Revised 2020 ATB1 request, April ATB1 memo and answers to commissioner’s questions – see packet . Gomez wondered about the impact on the withdrawn items from this year (e.g., furniture repair). Farnan explained that monies went unspent due to coordination with FAM staffing which meant that some contracts were unable to be managed. Typically, furniture hasn’t been well-maintained as funding hadn’t been present for such. In the event of completely destroyed furniture, pieces are taken out of circulation. Decreasing

seating in the library planned for post-COVID operations. Steinbrecher questioned the security of the 500K for the North Boulder branch secure. Staff replied that this funding is secure as far as the ATB goes. Inclusivity campaign also withdrawn, though some initial pieces did roll out. Book One Boulder may still occur but not with the same advertising monies. Regarding the feasibility study, Gomez recalled that an accepted consultant's proposal. In response to her inquiry, Farnan confirmed no need for a new request for qualifications.

- b. City Reopening Update: Draft phased reopening of library facilities plan – City Council approved May 18th carryout service where patrons can pick up already reserved holds. Sometime after June 1st, new holds will be accepted. Soon after that, when deemed safe, the library will begin accepting returns. Those returns will be quarantined and cleaned. Further phases are not scheduled at this point, possible minimal opening to allow public into the library after July 1st. He reported that staff has done a terrific job putting these phased plans together and reiterated that the first phases will not involve any public contact. In response to Gomez's inquiry, periodicals will not be circulated. In response to Koenig's inquiry, Farnan clarified that current staffing levels will suffice for these initial phases. Staff segmented into different teams which will not physically interact to ensure that safe distancing measures are in place. In response to Sykes Wilson's inquiry, Phares clarified that the curbside pickup will be sited at Main branch.

Farnan expects closed stacks to continue for quite some time per health guidelines as well as prohibition of gatherings of fifty or more. He envisions movies in the parking lot and other inventive work-arounds. Holds will likely go up in demand.

Sykes Wilson wondered about patrons who may have difficulty travelling to the Main branch. Phares noted research of possible home delivery in phase 2 or later. Sykes Wilson also asked how the move between phases gets determined; Phares explained that the City's Recovery Teams advise the City Manager (she herself serves on two of these teams.)

As it may be a "long time" before reaching phase 3, Sykes Wilson asked whether there are any plans/discussion on how to service the northern part of town while NoBo corner branch services are stalled. She expressed particular concern for the youth who will be out of school. Farnan: we will continue with our outreach services, retaining the outreach staff and those with language skills who may be able to assist with outreach to the older and Latinx communities. Potential expansion of the Homebound Delivery Program currently run by volunteers under Kate Kelsch's direction.

Steinbrechner asked about the limit on number of holds at any one time and whether the library has researched any "book mobile" type of service. Farnan – likely five items at a time. The delivery service would function as a sort of book mobile.

Alycia Murray wondered how many staff could return on July 1st and what current staff have been working on (remote services, planning for reopening, etc.) Farnan explained that no set numbers exist for the phase 3 best case scenario which would potentially see some returning furloughed staff. This will be determined by many factors involved in the financial state of the city itself. 70% of all library staff were furloughed. The remaining staff were retained based on criteria of active and full engagement while the libraries are closed. Staff has been actively and fully engaged with work concerning wireless hotspots, virtual programs, reopening plan, future financial situation, and Summer of Discovery, among other work.

Sykes Wilson wondered whether staff can be furloughed past the deadline. Farnan explained that the current furlough is due to end on June 28th and it can be extended. He expects formal communication from City Manager Jane Brautigam followed by a press release sometime after June 1st.

Gomez thanked staff for all the information and updates and response to inquiries.

Agenda Item 8: Library Commission Update

[0:53:55 Audio min.]

- a. Items from Commission
- i. Ongoing outreach efforts
- Outreach to council members and candidates – discussions with Council Member Aaron Brocket who advised that the districting issue is "not in the foreseeable future" for council discussion due to the pandemic. Responses from Council Members Junie Joseph and Rachel Friend.
 - Steven Frost referenced BLDG61 staff member Emily Platzer's online video tutorial for homemade mask design. In the first week of COVID, Frost hosted a Zoom mask making workshop. Frost commended BLDG61 for its "incredible digital outreach,"

“very professional.”

- Gomez noted the yellow ribbons and cards fastened to the local libraries to show community support for the branches.
- b. Updates from commissioners representing the Commission in other venues (verbal)
- i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – launching of local “Help A Library Worker Out” fund, or HALO fund, to help furloughed library employees with expenses. BLF committed \$10,000 with a matching \$35,000. Sykes Wilson updated the group, 5 people have asked for assistance, each has received \$500. \$9,830 has been raised so far.
 - ii. Joint efforts with Library Champions
- c. Update on emails and phone calls to Library Commission – see [packet](#).

Agenda Item 9: Library and Arts Director’s Report

[1:08:30 Audio min.]

North Boulder branch library project – see [packet](#). He welcomed any questions. Sykes Wilson is looking forward to Summer of Discovery and wondered how the program be communicated and announced. Farnan: launch will likely be later than usual; however, staff is planning a “robust program.” Some printed reading logs will be available for pickup for those that prefer. Steinbrecher noted that with the school closures, the “summer slide” will be exponentially steeper. While the library can’t be expected to completely fill the void, he wondered about addressing literacy issues in partnership with the school districts. Farnan: the library has great relationships with the local Title I schools, often invited to PTO days and teacher events. Majority of the library focus is on ages 0-8. Murray gave kudos to the Student One program which has greatly eased access for school age patrons who can now use a school ID number to access BPL books and databases.

Agenda Item 10: Adjournment

[1:27:30 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, June 3, 2020, by remote conference.

Commissioner Gomez approved these minutes on June 3, 2020; and Celia Seaton attested to it