

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

Name of Board/ Commission: Library Commission	
Date of Meeting: October 7, 2020	
Contact information preparing summary: Celia Seaton	
Commission members present: Juana Gómez, Joel Koenig, Jane Sykes Wilson, Steven Frost, Scott Steinbrecher	
Commission members not present:	
<p>Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist Anne Ledford, Youth Services Manager</p> <p>City staff present: None</p> <p>Members of the public present: None</p>	
Type of Meeting: Regular Remote	
Agenda Item 1: Review of Online Meeting Guidelines	[0:00:02 Audio min.]
Agenda Item 2: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:10 Audio min.] The Commission logged their service.	
Agenda Item 3: Approval of agenda	[0:00:38 Audio min.]
The meeting was called to order and Gómez asked if there were any changes to the agenda. Hearing none, there was a nod of approval from the commission for the agenda.	
Agenda Item 4: Public comment	[0:00:54 Audio min.]
None.	
Agenda Item 5: Consent agenda	[0:01:05 Audio min.]
a. Approval of September 2020 Meeting Minutes: Gómez asked if there were any changes for the record. Hearing none, Koenig made a motion to approve these minutes. Frost seconded, and the motion was unanimously approved.	
Agenda Item 6: Summer of Discovery 2020 program report	[0:02:55 Audio min.]
<p>Ledford spoke alongside a presentation “Staying Connected During a Global Pandemic” – see handouts. When the pandemic hit with a March shut-down, staff was charged with a quick turn-around in plans for the annual summer reading program. Summer of Discovery had already been given the serendipitous theme of “Our Connected Stories.” The pandemic presented new challenges and opportunities such as impact of school and library closures. Beanstack software made the program possible as it allowed people to register without the library being open in June. Staff could pull reports to inform program moving forward. The pandemic also resulted in an adjusted programming start and end date, loss of participation from BVSD summer of learning, and change in the prize pick-up process. This was the first year tracking “preferred language” at registration (a new feature allowed by Beanstack). Gómez, who had volunteered during the program, had overheard families conversing in French, Russian, and Spanish. Marketing in an online world. The digital divide.</p> <p>Successes indicated a quick grasp of the technology from staff, presenters, and participants. The online format of the program showed strong participation among the teen and adult demographics; midway and completion percentages were very high. Sixteen adult volunteers totaled 104.25 hour assisting in the prize distribution.</p> <p>Ledford expressed appreciation to her fellow staff, the Library Commission, and the Boulder Library Foundation for their support in pulling this event off in this year requiring such adaptability and innovation.</p> <p>Gómez thanked Ledford and expressed her own enjoyment volunteering with the Summer of Discovery this year.</p>	

Agenda Item 7: Review and discussion of 2021 City Manager’s recommended budget for the library [0:41:29 Audio min.]
See Library Director’s memo in [packet](#) for information about this item. City Council granted the library with \$100,000 during their recent reading of the 2021 budget. Leadership plans to use these monies to expand services at Main (e.g., children’s area). Staff will next research necessary costs for staffing and cleaning. Council Member Brockett recommends the opening of branches, if feasible, in 2020. A second reading of the budget by City Council is planned.

Agenda Item 8: Library Commission Update [0:51:36 Audio min.]

- a. Outline a letter to City Council regarding the Library District to submit in November. Koenig and Gómez volunteered to draft the first version of this letter.
- b. Outline an annual letter to City Council about priorities to submit in December (see 2019 letter to City Council in the [packet](#) following the Library Commission memo) – Koenig and Sykes Wilson volunteered to draft the first version of this letter.
- c. Items from Commission
 - i. Follow up on information regarding the Canyon Theater Rental Policy update – Frost wrote to an entertainment lawyer, will relay what he learns. Staff will invite city management and attorneys to a future meeting to discuss further with commission.
 - ii. Ongoing outreach efforts – Commissioners Frost, Koenig, Gómez wrote to City Council ahead of NoBo Branch discussion. Gómez along with Joni Teter met with Blake Fontenay, Opinion Editor for the *Camera*. Gómez and Joni Teter met with Jane Brautigam. Frost and Gómez attended BPL’s Teen Summit and participated in a discussion panel.
- d. Updates from commissioners representing the Commission in other venues (verbal)
 - i. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – Koenig relayed that the foundation is undergoing an independent audit.
 - ii. Library Champions – joint efforts – Teter and Gómez met with City Manager Jane Brautigam to collect her thoughts, opinions, and experiences regarding the districting effort. Immediately after the elections might be an opportune time to meet with councilors one on one, as their schedule opens up.
- e. Update on emails and phone calls to Library Commission

Agenda Item 8: Library and Arts Director’s Report [1:36:36 Audio min.]

- a. 2021 City Manager’s Recommended Budget – City Council agendas and materials are available through this [link](#).
- b. Invitation to the Boulder Public Library Staff Day, Oct. 16, 2020 – Farnan invited commissioners to the Staff Day event planned at Stazio Fields in Boulder with mask wearing and social distancing guidelines maintained. Mariachi music along with food and ice cream trucks will be provided.
- c. North Boulder Branch Library Update
- d. Update on current library Services
- e. Library Performance Measures Q2 -2020 – posted to the [library website](#).

Agenda Item 9: Adjournment [1:47:35 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, November 4, 2020, through a virtual setting.

Commissioner Gómez approved these minutes on November 4, 2020; and Celia Seaton attested to it.