

Meeting date: Wednesday, May 5, 2021

Location: Zoom Meeting

Meeting start time: 6 p.m.

1. Review Online Meeting Guidelines
2. Reminder: Commissioners please submit monthly volunteer hours in the chat or log them in [Count Me In Boulder](#)
3. Approval of agenda
4. Public comment
5. Consent agenda
 - a. Approval of Apr. 7, 2021 minutes
6. Present Summer of Discovery Program plan – Anne Ledford, Children and Teen Library Manager
7. Information on 2022 City Budget Process
8. Library Commission update
 - a. Items from commission
 - b. Update on library district discussions with City Council
 - c. Ongoing outreach efforts
 - d. Updates from commissioners representing the Commission in other venues (verbal)
 - i. Boulder Library Foundation (BLF) update (Steinbrecher/Koenig)
 - e. Update on emails and phone calls to Library Commission
9. Library Director’s report
 - a. Information about May 18, 2021 City Council Public Hearing on Library Funding
 - b. North Boulder Branch Library update
 - c. Update on current library services and COVID restriction changes.
 - d. 2021 Q1 library usage statistics
 - e. Colorado Association of Libraries 2021 Annual Conference

2021 Library Commissioners

Jane Sykes Wilson

Joel Koenig

Steven Frost

Scott Steinbrecher

Benita Duran

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

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|---|-----------------------------|
| Name of Board/ Commission: Library Commission | |
| Date of Meeting: April 7, 2021 | |
| Contact information preparing summary: Celia Seaton | |
| Commission members present: Joel Koenig, Jane Sykes Wilson, Steven Frost, Scott Steinbrecher, Benita Duran (arrived during Item 5c) | |
| Commission members not present: | |
| Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Celia Seaton, Administrative Specialist | |
| City staff present: | |
| Members of the public present: None | |
| Type of Meeting: Regular Remote | |
| Agenda Item 1: Review of Online Meeting Guidelines | [0:00:00 Audio min.] |
| Agenda Item 2: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:00 Audio min.] The Commission logged their service. | |
| Agenda Item 3: Approval of agenda | [0:00:07 Audio min.] |
| The meeting was called to order and Koenig asked if there were any changes to the agenda. There was a nod of approval from the commission for this amended agenda. | |
| Agenda Item 4: Public comment | [0:00:17 Audio min.] |
| Fahn introduced h | |
| Agenda Item 5: Consent agenda | [0:00:26 Audio min.] |
| <ul style="list-style-type: none"> a. Approval of February 3, 2021 Meeting Minutes: Sykes Wilson moved to approve these minutes, Koenig seconded, and the motion was unanimously approved. b. Approval of March 13, 2021 Retreat Meeting Minutes: Sykes Wilson moved to approve these minutes, Koenig seconded, and the motion was unanimously approved. c. Approval of the Annual Volunteer Appreciation Letter – see handout. Duran: nice gesture. Koenig: Spot on. Sykes Wilson agreed that the message was “very necessary this year.” Frost made a motion to approve the letter as drafted. Koenig seconded, and all were in favor. | |
| Agenda Item 6: Welcome and administer oath of office to new commissioner Benita Duran | [0:04:15 Audio min.] |
| Duran was sworn in by Koenig. | |
| Duran has vast experience in local government, serving at one time as the assistant city manager in Boulder. She has maintained a consulting business for the past 5 years in the areas of economic and community development. A dedicated volunteer, she currently serves on the board of Boulder Community Health and the State Economic Development Commission. | |
| Agenda Item 7: Elect Library Commission officers and Boulder Library Foundation members | [0:05:37 Audio min.] |
| Koenig nominated Sykes Wilson for Library Commission chair. Frost seconded. Approval was unanimous. | |
| Koenig nominated Frost for Library Commission vice chair. Sykes Wilson seconded. Approval was unanimous. | |
| Boulder Library Foundation appointment: Steinbrecher and Koenig volunteered and were approved for the next year of service on the BLF. | |
| Agenda Item 8: Reflections and impact to the library from the March 22, 2021 Tragedy at Table Mesa King Soopers | |

[0:13:31 Audio min.]

- a. Review library security practices – see [packet](#) for historical assessment and context around the use of library security.

Duran wondered about the staff view. In the past, staff has strongly supported unarmed guards. When guards have been armed, there has never been a library incident requiring the drawing of a weapon from security. Sykes Wilson wondered whether the staff in the small space of NoBo Corner Library had ever felt unsafe – Farnan replied that he has never heard any concern, and typically two staff were stationed there at any one time. Farnan noted that active shooter training has occurred on site at all buildings. Walkie talkies are available at Main for alternative communication. In response to Steinbrecher’s query, Farnan clarified that Meadows and Main both have surveillance cameras – the footage is typically only reviewed and sent to police in the event of a crisis event. George Reynolds Branch will incorporate surveillance cameras into its design during the upcoming “refresh” project.

Steinbrecher suggested employing a consultant to assist in analysis of the north side of the building and gallery area where crowds tend to grow. Staff responded that the security officer’s desk is adjacent to the gallery in the north building; additionally, the gallery is outfitted with security cameras. Boulder Police completed a tour of the building alongside staff who is trained on the exits throughout the building. Koenig: historically, during special events in the gallery or theater, has the library ever requested additional security be employed? No, but the library has required some groups to employ the library security (two officers in some instances, especially when alcohol was being served).

Sykes Wilson inquired whether the recent King Soopers tragedy has affected the comfort level of staff in regard to the current security measures. Duran suggested that the city may be creating a different set of parameters around security in a cross-departmental manner; perhaps it is best left to the executive team to create a cohesive security over all city facilities. Farnan: thus far, there has not been an over-arching plan – however, the city has been considering more of a security presence in some areas due to increased crime. Boulder Police Department, when consulted, saw no need for the Library security team to be armed. BPD response has been remarkably swift in his experience. Farnan agreed that he saw no need for change.

Steinbrecher wondered whether staff is trained on how to facilitate safety measures for the public in an emergency. Farnan: staff is directed to verbally address patrons to leave in the case of an emergency, but also not to wait or delay their own escape.

Agenda Item 9: Discussion of April 20th City Council Public Hearing on Library District [0:31:40 Audio min.]

- a. Statement to City Council from the library commission – Farnan noted that council has allotted two hours for this item. City staff is presenting options for sustainable funding (either formation of a district with a committee to create an IGA, or a potential 2021 ballot option of city tax.) He suggested that it may go over time depending on the quantity of public comment. Koenig encouraged each of the commissioners to sign up for the public comment in order to advocate for the district formation. He recommended commission be available for potential questions.

Duran: what is the goal of commission pertaining to the public hearing? Commission consensus over the past couple years falls toward formation of a district – this is the resolution that commission is hoping council will make at the April 20th meeting.

Agenda Item 10: Library Commission Update

[0:59:41 Audio min.]

- a. Items from Commission
 - i. Ongoing outreach efforts
- b. Updates from commissioners representing the Commission in other venues (verbal)
 - ii. Boulder Library Foundation (BLF) update (Sykes Wilson/Koenig) – the foundation is recruiting for an executive director position. Officers will be elected soon.
- c. Update on emails and phone calls to Library Commission

Agenda Item 11: Library and Arts Director’s Report

[1:02:57 Audio min.]

- a. Budget update 2021 Adjustment to Base Budget ATB1 (see separate memo in [packet.](#))
- b. North Boulder Branch Library update – architect and contractor will be consulting to resolve issues around the cost discrepancy between the bids received and the initial estimates. The building would likely not be built until 2023.
- c. Update on current library services
- d. Schedule change: Security Position Update rescheduled from May to June.

Agenda Item 9: Adjournment

[1:18:34 Audio min.]

Frost will be hosting an anime cosplay workshop with Teen Services through online programming in May, crafting ears and tails and discussing favorite anime.

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, May 5, 2021, through a virtual setting.

APPROVED BY:

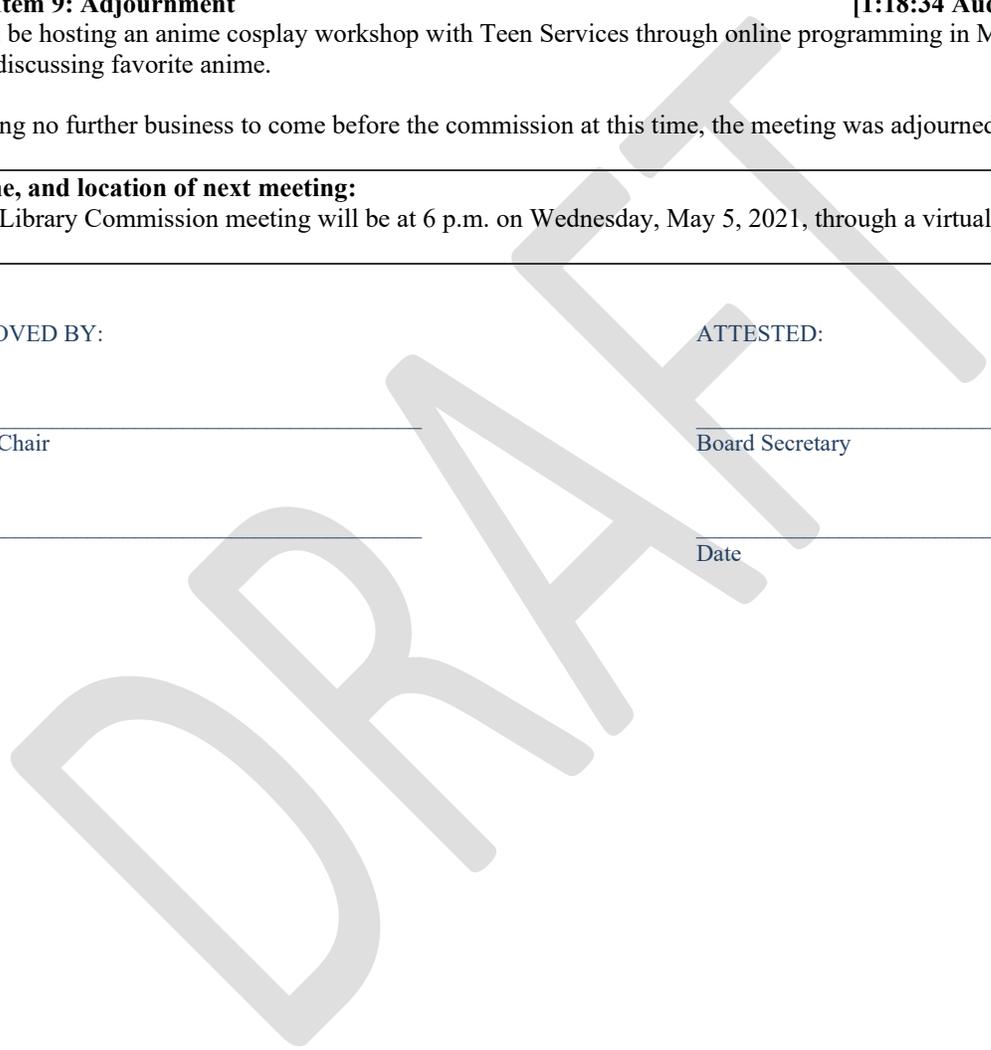
ATTESTED:

Board Chair

Board Secretary

Date

Date



DATE: April 30, 2021
TO: Library Commission
FROM: David Farnan, Director of Library and Arts Department
 Jennifer Phares, Deputy Library Director

SUBJECT: 2022 City Budget Process Update

Library Budget Planning

The City’s 2022 annual budget planning is underway. The Library Leadership Team is discussing the Library’s 2022 budget proposal this month (May). The team’s goal is to request restoration of most of the FTE that were eliminated in 2020 and 2021. Some of these FTE will be assigned new roles to better support the Library’s Master Plan goals for branch services and outreach to underserved members of the community. Personnel cost projections were increased by City Finance due to benefits costs being estimated low in prior years. Therefore, the dollar amount of the Library’s requests will likely be more than was cut in 2020 and 2021.

Due to the bid process changes for the North Boulder Branch Library project and the associated construction start delay, the Library will request operating budget for the branch as part of the 2023 budget process.

Library Capital Improvement Program Planning

Staff is not currently planning to request funding for any new capital projects in 2022. The City’s planning horizon is five years for capital projects. Replacement of the Main Library Automated Materials Handling System will be added to the unfunded capital needs for the Library as it will be ten years old in 2024.

City and Library 2022 Budget Process Dates

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|--|--|
| June 2, 2021 Library Commission Meeting | 2022 annual budget process update for the Library |
| June 18, 2021 | Department 2022 budget requests due to the City Executive Budget Committee |
| August 30, 2021 | 2022 City Recommended Budget memo issued to City Council |
| Sept. 14, 2021 City Council Meeting | 2022 City Budget study session |
| Oct. 5, 2021 City Council Meeting | First Reading of the 2022 City Budget |
| Oct. 19, 2021 City Council Meeting | Second Reading of the 2022 City Budget |

Information about May 18, 2021 City Council Public Hearing on Library Funding

The City staff memo to City Council for the public hearing about library funding rescheduled for May 18, 2021 will be issued on May 13, 2021. Library staff will send the commissioners copies via email after the memo is published.

Community members may begin to register to speak at 6:00 PM on the Thursday prior to the meeting (May 13th). Registration will end at 3:00 PM on the day of the meeting (May 18th). There is no limit to the number of speakers for a public hearing – all who register will be allowed to speak.

More information can be found through the following link, which will also contain the form for registering to speak as the time draws near: <https://bouldercolorado.gov/city-council/participate-in-city-council-meetings>.

North Boulder Branch Library project update

The North Boulder Branch Library project was bid to short-listed, pre-qualified contractors earlier this year. All qualified bids received were over-budget. An analysis of the bids, the construction documents, and the current construction climate led the City to determine that transitioning the project to a Library Construction Management / General Contractor (CM/GC) services delivery method has the greatest potential to deliver the project on budget and schedule.

The City issued a Request for Proposals (RFP) for the North Boulder Branch Library construction CM/GC services. Those contractors invited to submit proposals are the pre-qualified general contractors who engaged in and responded to the Request for Bids in March 2021. Responses to this RFP will be comprised of an in-person interview and fee proposal. The most responsible and best submission, based on the scoring criteria, will be accepted and the firm will enter a contract with the city to transition the project to a CM/GC delivery method. Contractor interviews are scheduled on May 10th and 11th. The interview panel consists of design team members, the architects, and construction and project managers from the Facilities Department. The successful contractor will immediately begin working with the project team to identify and implement value engineering solutions and will then work to construct the project.

The procurement schedule and estimated construction schedule for this project is as follows. The City reserves the right to adjust this schedule as necessary.

| Milestone | Date |
|---------------------------------|---------------------------|
| Procurement Schedule | |
| Request for Proposals Issued | April 23, 2021 |
| Interview Dates | May 10-11, 2021 |
| Contractor Finalist Announced | May 14, 2021 (estimated) |
| Construction Schedule | |
| Pre-construction Services Begin | June 15, 2021 (estimated) |
| Construction Begins | October 2021 (estimated) |
| Construction Ends | January 2023 (estimated) |

More about the CM/GC process:

The construction manager/general contractor will work with the architects and the design team to evaluate the project to determine how best to bring the project in line with the budget, while keeping the city's priorities in the forefront, which include: preserving the intent and overall look and feel of the design to align with current approvals through Planning & Development Services, Planning Board and City Council; build the building with sustainability at the forefront, keeping the design and functionality as green as possible; and maintaining the core components and priorities set by the public during the community engagement process. Based on initial assessments, value engineering work will likely focus on internal systems, building materials, finishes and fixtures, amount and size of window glazing, and reducing the amount of necessary site work. Having the construction manager/general contractor part of the design team during this phase will give the team access to real and accurate pricing information and insight into construction logistics and timing. These experienced contractors have significant experience building public buildings, including libraries. They have the best methods and know the best strategy to deliver this project on budget and handle the challenges of the current construction climate. The project team is looking for a real partner in this project and the qualified contractors being considered demonstrate a commitment to and excitement to partnering with the library in this venture.

Update on current library services and COVID restriction changes.

The next few weeks and months will bring significant changes to the library services and programs. The state COVID-19 dial has been retired, the county moved to a county-specific dial, patron behavior and expectations are changing with increased vaccination rates, and more staff are able to work on-site to support increased services.

Beginning the week of April 26th, the library began offering the following at the Main Library: in-person storytimes, access to open general seating and study tables, and the senior hours were discontinued to make all operating hours open to everyone. These changes have been met with a positive response from library users and increased activation of the facility.

Upcoming plans in the near term, include:

May 2021

- Meeting rooms available to the public (select meeting rooms to start with limits on group size)
- Hours increased in children's library to be open at all times the Main Library has public operating hours
- Carryout starts at the George Reynolds Branch Library

June 2021

- Opening of Main Library Canyon Entrance, north building and library bridge
- Seeds Library Café re-opens
- Increased access to open browsing in the collection
- Opening of Teen Space or alternative Teen Space

July 2021

- Exhibits in Canyon Gallery

Please note: All increased access and services described above are subject to change based on staffing and public health guidance. There are also a number of additional changes that may come with resuming the services outlined above, including: adjustments to services available at the Meadows

Branch Library, activation of BoulderReads and/or other spaces, volunteers resuming work at the library, activation of outdoor spaces, increase to in-person programs associated with Summer of Discovery or BLDG 61, etc. As plans for these changes are confirmed, staff will share details with the Library Commission.

COVID-19 Restriction Updates

The state COVID-19 Dial 3.0 was deactivated by the Colorado Department of Public Health & Environment on April 15th. COVID restrictions and regulations were delegated to officials at the county level. Boulder County has been working with neighboring county officials to implement consistent expectations for the public, and they will look for opportunities for clear communications and consistent orders moving forward. Boulder County's dial can be viewed here:

<https://www.bouldercounty.org/families/disease/covid-19/state-dial-framework/>

There are a few significant takeaways from the recent transition to the county's dial, here are the most relevant ones for the library.

Boulder County is currently in Level Blue (April 16 through May 15, 2021). Changes to library operations associated with level blue, include:

- The public capacity for indoor services at the Main Library increased to 175 persons.
- The staff capacity has increased from 50% to 75%, which translates to 30 staff members in the south building and 18 in the north building. Supervisors will work with those returning to in-person work to assist with hybrid work, the transition back to the workplace, and to make sure staff members are observing personal health and hygiene standards while aligning with the city's approach to a measured transition back to in-person work for non-frontline workers.
- Program capacities for indoor/outdoor events are no longer restricted by the state's social distancing calculator. The limit in level blue is 50% of the room capacity with the ability to maintain six-foot distance between individuals or household groups.
- Personal gatherings are still limited to 10 individuals, but no longer restricted to 2 households.
- Indoor state-wide face covering order is set to expire on May 4th. The County may extend or the City may create a city specific ordinance. The City Operations Recovery Team will notify staff of any changes within the next week.

Boulder County will move to Level Clear (May 16 through August 15, 2021). Level Clear has NO local capacity restrictions and no COVID mitigation restrictions are applicable. Face covering orders may still apply (that is yet to be determined by county and city officials). All of the restrictions outlined above are rescinded, employers must still be attentive to hygiene and sanitation and must ensure paid leave policies meet state law requirements to ensure employees remain home when sick.

Library and City leadership acknowledges that the move to Level Clear is likely to be a significant adjustment for our community and public operations. The City is supportive of library facilities opening up in a measured and strategic way that makes sense for the library's services and resources. The library will not open without restriction at the on-set of Level Clear. Library's plans for re-opening will account for staffing levels, the ability to keep facilities clean, and to maintain health protocols for the public and staff. Based on public health guidance, staffing resources, and community health indicators, the re-opening plan outlined above is subject to change and may move forward or back in timing. Input from the public and staff continues to play an important role in the decision-making process, and feedback is always welcomed by library leadership.

Q1 library usage statistics

Digital performance measures are now available on an interactive [dashboard](#) rather than a static report. The drop down in the upper right corner of the page allows you to select the date range of the dashboard. There are links to more detailed information in each section of the dashboard.

The 2021 Q1 Performance Measures are posted at <https://boulderlibrary.org/about/>. Please scroll to the bottom of the page. The report link is below the link to the digital services dashboard.

Colorado Association of Libraries Annual Conference (Save the Date)

The 2021 Annual CALCON is schedule September 09, 2021 through September 11, 2021 at **The Westin Westminster**, 10600 Westminster Boulevard, Westminster, CO 80020. Program information is still pending release at https://cal-webs.org/CALCON_2021 .

The Library will sponsor commissioner registrations to attend the conference. Celia Seaton will solicit commissioners' interest in attending when registration opens. The conference is a great opportunity to learn about current issues and trends in Colorado's public libraries. Most conferences feature a session track designed specifically for library board members and trustees.