

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, June 27, 2023, at 6:00 p.m. at Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

Attendance

The special meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Katharine (Joni) Teter
Benita Duran
Jennifer Yee (via Zoom)
Cara O'Brien
Sylvia Wirba
Sam Fuqua

Absent: Trustee Doug Hamilton

Also present were Kim J. Seter, Esq., Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; and Jennifer Phares, Boulder Public Library. Kelly Hansen, Legal Assistant at Seter & Vander Wall, P.C. was also present. Marissa Peck, Associate Attorney at Seter & Vander Wall, P.C. was present via Zoom. Jennifer Phares assisted with the operation of the remote attendance. Katherine Bertone, Karen Bowen, Louise Fordyce, Larisa Hnizdo, Jaime Kopke, and Britt-Marie Varisco of the Boulder Public Library delivered a presentation on the Library's Equity and Diversity team.

Call to Order

Trustee Teter called the meeting to order at 6:02 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

Public Comment

None.

City Equity Plan and BPL Implementation

The Library's Equity and Diversity team presented the City's equity plan and shared ideas for the District's equity plan. Jaime Kopke began, explaining that as the City is working on their racial equity plan, which so far includes multiple Library staff

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members taking training courses and workshops related to racial equity and social justice in addition to evaluating and implementing racial equity initiatives, all of which is overseen by the Library's Equity, Diversity and Inclusion ("EDI") team.

Karen Bowen provided the Board with an update on the EDI team's work. Among the initiatives being implemented, is an EDI performance goal in every employee's annual goals. In addition, and in response to Mr. David Farnan's request, the EDI team prepared an outline of EDI-focused measures to be taken to support staff in recruitment and retention. The report has since had a large impact on the Library's hiring practices. Larisa Hnizdo also discussed the team's current undertakings, which include a buddy program for new employees, the creation of a Latino/Latina/Latinx cultural affinity group as well as the creation of a SharePoint for collecting information from surveys and trainings. Looking forward, the EDI team is interested in exploring accessible playground options for the North Boulder branch and potentially creating a dedicated EDI staff position.

Louise Fordyce reported on the impact of a recent staff survey, created by the EDI team, which showed that retention and opportunities for professional growth are of utmost importance to employees. In response to questions from Trustee Teter about the meaning of the word "retention" in the EDI context, Ms. Fordyce explained that "retention" means keeping staff, but not necessarily in the same position for which they were hired. Mr. Farnan emphasized the importance of providing opportunities for growth in order to retain diverse staff.

Trustee Wirba asked if staff responses to EDI efforts are mostly positive, citing pushback that other EDI programs have received. Ms. Hnizdo reported mostly positive responses. Katherine Bertone added that there was some pushback from employees against the City's mandatory bias and microaggression training, because employees felt they already knew what would be taught.

In response Trustee O'Brien's question about whether the newly formed District structure would permit the EDI team to take on different initiatives/tasks, Ms. Fordyce emphasized the importance of developing sustainable policies and procedures to ensure that the EDI team can work for years to come. Ms. Hnizdo reiterated that a dedicated EDI staff position would be extremely helpful in coordinating their work, especially given

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that the team is comprised of members of all different work groups and positions.

Trustee Duran and Trustee Teter applauded the team's efforts and expressed excitement about the potential of the team to have positive impacts in achieving the District's EDI goals.

Review and Consider
Adoption of Trustee Bylaws

Trustee Wirba provided an overview of the Trustee Bylaws, explaining that they are from Douglas County's. Trustee Wirba, in response to a question from Trustee O'Brien, explained that reference to non-existent policies and procedures in the bylaws is included because these policies and procedures will soon be developed and implemented. Trustee Fuqua moved to adopt the Boulder Public Library District Bylaws. Upon second by Trustee Duran and unanimous vote, the Board approved adoption of the bylaws.

Review and Consider
Adoption of Trustee Handbook

Trustee Teter explained the purpose and importance of having a Trustee handbook, which is not required by law, and presented the Library Commission's draft handbook for the Board's review. She shared Library Commission guidance which emphasizes the importance of a handbook in establishing ground rules for Trustee-Trustee and Trustee-staff interaction, which promotes more efficient and functional library operations.

Trustee Teter next made suggestions for changes to the draft handbook. She requested that a budget primer be added to the handbook and asked the Board for guidance on the necessity of including the second bullet point under "Questions to Library Staff" regarding email correspondence between staff and Trustees. Next, Trustee Teter requested that the Board consider changing the language stating "up to three Boulder Public Library Trustees may serve as Directors of the Foundation" to "up to two" to avoid violating open meetings laws.

Trustee Teter relayed a request from Chris Barge, Executive Director of the Boulder Library Foundation, that the District onboard its new members at their annual meeting in April, so as to align its appointment process with that of the Library Foundation. In a response to a question from Trustee Duran regarding whether the Trustees needed to be involved with the Foundation Board, Trustee Teter explained that Boulder Library

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Foundation's non-profit status mandates close coordination with the Library. Boulder is unique in that the Library and the Library Foundation are two separate entities. The Foundation's particular 501(c)(3) tax-exempt designation does not stand alone, requiring integration with the Library itself. As further explained by Mr. Seter, the Internal Revenue Code ("IRC") requires the Library Foundation to be controlled by the District. As a result of this tax structure, it is very important for the Foundation to have a representative from the Board of Trustees on the Foundation's Board.

Trustee Wirba, having previously served on the Foundation Board, further emphasized the need for District Trustee representation.

Trustee Duran posed several questions related to the Foundations changing role in relation to the newly formed District. While the Foundation previously filled in gaps in City funding, the newly formed District will have more stabilized funding sources. Trustee Duran requested clarification regarding whether the Foundation would be expected to produce as much or more funding as it has in the past.

In response, Trustee Wirba explained that the Foundation understands that its position is changing but that its purpose remains the same: supporting the Library, namely in the form of capital fundraising. Trustee Duran remarked that the Foundation Board could serve as training ground for future Library Trustees by making more positions available to members of the public (and limiting Trustee participation) thus increasing community participation in Library matters. In response to Trustee Duran's question regarding whether having three Foundation Board seats reserved for Trustees was necessary, Trustee Teter explained that in order to maintain its 501(c)(3) status, the Foundation needs at least two Trustees on its Board. Trustee Wirba and Trustee Teter indicated support for limiting Trustee representation on the Foundation Board to only two seats. Next, Trustee Duran asked if Mr. Farnan can serve as a Trustee on the Foundation's Board. Trustee Teter explained that since Mr. Farnan works for the Board, he is not considered a Trustee. Mr. Farnan explained that if he were to serve on the Foundation's Board, it would likely create a conflict of interest because he often appears before the Foundation Board to request money for the District.

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Following this discussion, Trustee Wirba suggested changing the language in the handbook from “up to three Boulder Public Library Trustees may serve as Directors of the Foundation” to “two Boulder Public Library Trustees may serve as Directors of the Foundation.”

Trustee Teter also requested adding “to align with the Foundation’s annual meeting. Appointments to the Foundation Board should be made in April” to the end of “two Boulder Public Library Trustees shall serve as Directors of the Foundation.”

The Trustees also modified the language “serve on various subcommittees or as one of the Trustees’ representatives on the Boulder Foundation Board” under the “Expectations of Trustees” subheading to “serve on various subcommittees” and “serve as one of the Trustees’ representatives on the Boulder Foundation Board.”

In terms of Trustee, Library staff and Library Director communications, Trustee Teter suggested eliminating the “Questions to Library Staff” section and moving “Staff takes direction from the Library Director, and the Director should be copied on all staff requests for information” to the bottom of the “Trustee Email Communications” section.

Trustee Yee suggested inserting the Library’s mission statement into the Trustee handbook.

Trustee Wirba motioned to approve the Trustee handbook as amended. Upon second by Trustee O’Brien and unanimous vote, the Board approved the Trustee handbook as amended.

Trustee Matters

Trustee Teter motioned to establish special meetings on July 11, July 25, August 1, and August 8 at 6:00p.m. Upon second by Trustee Fuqua and unanimous vote, the Board approved the times and dates of these special meetings.

Director Updates

Mr. Farnan informed the Trustees that the facilities consultant completed their assessment and will begin preparing their report.

Mr. Farnan and Ms. Phares met the previous morning with the financial consultant to craft a scope of work, which is

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forthcoming.

Mr. Farnan procured an I.T. consultant who will meet with the Board at a later meeting. The I.T. consultant will aid the Trustees in navigating the decoupling process with the City and evaluating the City's I.T. proposal, which the Trustees should receive in August.


Lastly, Mr. Farnan stated that the staff survey will close on June 30 and that a staff newsletter will begin rolling out July 7.

Subcommittee Updates

- Staffing Subcommittee
Trustee Fuqua stated that the Staffing subcommittee would be meeting the following day.
- Budget & Finance Subcommittee
Trustee Wirba clarified that the Budget & Finance subcommittee would be meeting on June 30.
- Communications Subcommittee
Trustee Duran distributed a Communications subcommittee report to the Board highlighting various updates, including the community newsletter that reaches 43,000 individuals, a potential article on the District in fall or winter, a possible two minute feature on Channel 8 Inside Boulder News, and efforts to further community outreach via social media. Trustee Duran stated that the Communications subcommittee plans to have a draft RFP for a communications consultant by the end of July.
- Meeting with Library Commission
Trustee Teter discussed the Trustees' meeting with the Library Commission and recommended setting it for either September 12, October 3, or October 18

Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 8:20 p.m.


Secretary for the Meeting
