

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

OF THE

### BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, August 15, 2023, at 6:00 p.m. at Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

#### Attendance

The regular 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  
Sylvia Wirba (via Zoom)  
Doug Hamilton  
Sam Fuqua  
Cara O'Brien

Absent: Jennifer Yee

Also present were Kim J. Seter, Esq., Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library. Also present via Zoom were Jennifer Phares, Boulder Public Library and Marissa Peck, Esq., Seter & Vander Wall, P.C., Bob McCool of Ariel I.T.; Aimee Schumm, eServices manager for Boulder Public Library; and Andy Saylor, Boulder Library Foundation Board member were present to discuss IT matters. Kelly Hansen, Legal Assistant at Seter & Vander Wall, P.C. assisted with the operation of the remote attendance.

#### 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

Chris Barge, Executive Director of the Boulder Library Foundation, updated the Trustees that the Foundation Board ratified their proposed changes to the Foundation's bylaws concerning Trustee appointments. Every April, the Library Board will appoint two Trustees to serve one-year terms as

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Consider Approval of Minutes of July 11, July 18, and July 25, August 1, and August 8

Library District representatives on the Foundation Board. Trustee Hamilton and Trustee Wirba will serve as the first two District representatives on the Foundation Board.

There being no further changes, Trustee Hamilton motioned to approve the minutes of July 11, July 18, July 25, August 1 and August 8. Upon second by Trustee O'Brien and Trustee Fuqua and unanimous vote, the Board approved the July and August meeting minutes as presented.

IT Discussion Follow-Up

Mr. Farnan opened the discussion regarding the City's IT presentation the week prior, emphasizing a need for open channels of communication between City and Library IT officials. Mr. Farnan stated that although the City's proposal is slightly different than expected, it is simple, elegant, and potentially the best the Library could have hoped for. Mr. Farnan expressed his desire to foster a collaborative partnership with the City for the migration process.

Ms. Schumm stated that the RFP for IT migration will be ready to go the following day. The Library is working under the assumption that it will be moving completely to the cloud and that the City will be able to offer some flexibility regarding network access throughout the transition process.

Mr. Farnan stated that at its most basic level, the City is proposing to split a portion of its fiber with the Library at which point the Library will need to design, build, and implement a complete, freestanding network. From there, the Library may begin its migration of data, primarily Office 365 data. Mr. Farnan cautioned that the network building process may be hindered by supply chain disruptions.

In response to Trustee Hamilton's inquiry regarding the status of network servers, cameras, and PCs at the Library, Mr. Farnan explained that the Library will likely be handing over anything with an asset tag, but that it is less expensive and easier for the Library to purchase all new PCs than to wipe clean and re-image the existing City-owned ones. Regarding the Wi-Fi on top of the Main Library, Mr. Farnan stated his preference for the City to leave it there in the interim as well as the police cameras located on the roof. Trustee Teter emphasized that there are areas of the IT migration process, such as those listed by Mr. Farnan, where it is in both the City's and the Library's best interest to work collaboratively to ensure the community's needs are being met.

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Trustee Teter stated her belief that the District will be able to transfer employees by January 1, citing the virtual and cloud-based nature of the process. However, Trustee Teter anticipates there may be carry-over into 2024 with regard to the transfer of Microsoft 365 data.

Regarding January 1, Mr. Farnan reiterated that while that is the goal, the complexity associated with decoupling the current system and supply chain disruptions may end up pushing the completion of the IT migration to a later date.

In response to Trustee Duran's question regarding whether there are any dynamics the Trustees should be made aware of concerning computer access and remote work, Ms. Schumm stated her belief that there is nothing for the Trustees to worry about in that regard. Trustee Duran then asked if remote Library staff receive stipends for internet access to which Ms. Schumm replied they do not. Trustee Teter expressed support for continuing the discussion regarding reimbursement for internet access as the Staffing committee explores remote working arrangements.

Responding to Trustee Fuqua, Ms. Schumm explained that her biggest concern regarding the IT migration is supply chain issues and delays. However, Ms. Schumm is confident that the District will be able to successfully complete the IT migration process through effective collaboration with the City.

In response to Trustee Duran's inquiry regarding the timeline for purchasing new PCs, Mr. Farnan stated that the network would need to be built out before the Library could make use of new PCs anyway.

Review Request for  
Proposals for IT Migration

Mr. Farnan shared that the deadline for returning proposals will likely be September 5. Mr. Farnan encouraged the Trustees to involve a member of the community and one or two of the Trustees themselves in the selection process. Mr. Farnan stated that there are three firms he hopes to speak with very generally he expects the firm who is chosen to work collaboratively with the Library and City.

Responding to Trustee Duran's question regarding whether the Library will be using BidNet to publish the RFP, Mr. Farnan explained that rather than using BidNet, he solicited City IT, other library districts and libraries, and private vendors for their recommendations, which resulted in a list of nine different IT

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companies. Five companies have expressed interest in the project thus far.

Trustee Teter recommended that Trustee O'Brien and Trustee Hamilton serve on the selection committee for the IT migration vendor, along with Andy Sayler of the Foundation Board, who will not be receiving compensation for his work so as to abide by the District's conflict of interest policy. Without the requirement for a formal agreement in place between the Trustees and Mr. Sayler, Trustee Hamilton proposed crafting a motion to formally appoint Mr. Sayler to the selection committee. The Trustees supported the idea, with Trustee Hamilton motioning to appoint Andy Sayler to the IT subcommittee for the purposes of selecting an IT infrastructure provider and advising on Library District IT infrastructure matters provided that Mr. Sayler accepts such a role on a voluntary basis and agrees to abide by the Library District conflict of interest policy as well as act in the best interest of the Library. Upon second by Trustee Duran and unanimous vote, the Board approved appointment of Andy Sayler to the IT subcommittee.

In the spirit of transparency, Mr. Farnan further disclosed that Mr. McCool of Ariel IT is interested in submitting an RFP bid. Mr. McCool will have access to the RFP at the same time as all other vendors.

Consider Approval of  
Contract for Design and  
Management of Employee  
Health Care Benefits  
Package

Trustee Fuqua stated that there were five responses to the RFP and that he, Trustee Yee, and Mr. Farnan thoroughly reviewed each one, eventually narrowing it down to two finalists. Trustee Fuqua, Trustee Yee, and Mr. Farnan recommend contracting with FH Insurance, LLC ("FH").

Mr. Farnan explained that while all five vendors responded adequately the proposal, after evaluating each vendor's service philosophy and their critical analysis of the current benefits package the Library offers, FH was a clear standout. Trustee Fuqua echoed this sentiment and praised FH's thoroughness. Trustee Fuqua noted that FH is woman-owned and locally operated.

Trustee Fuqua explained that one of the major draws of FH is their free clinic offering in which Library staff and their families would be able to be seen by a doctor for a 60-90 minute session on or one day after the day which they call. Trustee Fuqua emphasized his belief that such an offering would be a great benefit to Library staff and their families.

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Trustee Fuqua explained that FH does not conduct more than 50% of their business with any one carrier which he felt indicated a willingness on FH's part to provide the best service possible to their clients. Trustee Duran asked if FH provides services to other libraries or library districts to which Mr. Farnan replied that they do not, but that many of their clients are large, recognizable, Boulder-based companies.

Trustee Duran asked which hospital system the clinic doctors are affiliated with and Trustee Fuqua explained that, to his knowledge, they are all independent employees of the clinic. Responding to Trustee Hamilton's question, Trustee Fuqua explained that clinic visits are free, without copays. Mr. Farnan stated that for many Library employees, the status of their health is not their primary concern when it comes to healthcare and getting access to treatment, but rather the cost and affordability of doing so.

In response to Trustee Hamilton's inquiry regarding FH's mental health offerings, Trustee Fuqua explained that it would likely depend on the plan that the Trustees select.

Mr. Farnan expressed his belief that the clinic offering will be an enormously good match for Library staff needs. He also noted that FH is well-aligned with the Library's values and ethos. He anticipates getting a draft health benefits package to staff on September 12 with the aim of finalizing the plan in mid to late September.

There being no further questions or comments, Trustee Fuqua motioned to award the contract for design and management of employee health care benefits package to FH. Upon second by Trustee O'Brien and unanimous vote, the Board approved the above-stated contract.

Consider Approval of New  
Human Resource  
Information System Provider

Mr. Farnan recommended Paylocity be chosen as the District's HR Information System Provider. Paylocity will provide timekeeping, payroll, and benefits administration services for the Library.

In response to Trustee Hamilton's inquiry regarding the cost for contracting with Paylocity, Mr. Farnan replied that Paylocity is about a third of the price of Workday and that the Library will receive a discount with its Employers Council membership.

There being no further questions, Trustee Fuqua motioned to

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approve Paylocity as the Library District's HR information system provider. Upon second by Trustee Hamilton and unanimous vote, the Board approved the hiring of Paylocity.

Director Update Mr. Farnan shared that he received banking documents from JP Morgan the previous day and that he sent them to Mr. Seter for review. Mr. Farnan also stated that he and Ms. Phares have brought on Leadline Project Management to aid in the implementation of the HR information system and with the District transition in general, for an amount not to exceed \$12,000. Mr. Farnan anticipates Leadline will provide the Trustees with an overall District transition update sometime in September.

Mr. Farnan shared that the visuals for the budget presentation will likely be ready for the September 5 meeting.

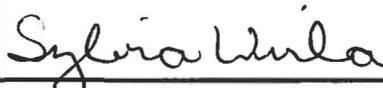
Subcommittee Updates  
-Facilities Subcommittee Trustee Hamilton stated that the Facilities Subcommittee will be meeting with the City later next week.

Trustee Matters None.

Legal Counsel Status Report No action items.

Executive Session At approximately 7:16 p.m. Trustee Hamilton motioned the Board of Trustees to enter into executive session as allowed by Section 24-6-402 (4), CRS for a conference with the attorney on specific legal matters and to determine matters that are subject to negotiations concerning the Intergovernmental Agreement with the City and County as allowed by subsections (4) (b) and (e). Upon second by Trustee Fuqua and unanimous vote, the Board entered into executive session for the above-stated purposes. The Board reconvened from executive session at approximately 7:41 p.m. The Board did not take formal action nor did it adopt any policy, rule, or regulation while in executive session.

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 7:42 p.m.



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Secretary for the Meeting