

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, August 22, 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
Sylvia Wirba
Doug Hamilton
Sam Fuqua
Cara O'Brien
Jennifer Yee (via Zoom)

Also present were Kim J. Seter, Esq., Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; and, Kelly Hansen, Legal Assistant at Seter & Vander Wall, P.C. Marissa Peck, Esq., Seter & Vander Wall, P.C., attended via Zoom. Jennifer Phares and Kelly Hansen 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

None.

Consider Approval of Minutes of August 15

Trustee Wirba moved to approve the August 15 special meeting minutes as presented. Upon second by Trustee Fuqua the minutes were approved by the Board with Trustee Yee abstaining.

Director Update

Mr. Farnan stated that the Employers Council is reviewing an updated draft employee handbook after incorporating the

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feedback he received upon its initial review of the document as well as feedback received from Trustee Fuqua and Trustee Yee.

The IT RFP was sent last week to eight potential firms, with only one responding thus far. The IT firms have posed numerous questions related to ambiguities in the RFP but generally appear to be enthusiastic about the project. At least indicated that they may be weighing whether it is worth their time and energy to bid on the project. Nevertheless, Mr. Farnan remains confident that the selected firm will be able to complete the project within the timeframe outlined in the RFP.

Mr. Farnan will have a brochure for What's Up Boulder ready for the Communications Subcommittee to review prior to the September 5 meeting.

Mr. Farnan explained that the financial RFP is not quite ready yet and that the District's current financial advisor will be aiding in selecting a financial software system. While the Library is testing out a couple of different systems, Mr. Farnan intends to utilize QuickBooks initially. Should the District opt for a different system, the implementation of it could take 3-6 months and may not occur until later next year as the District will be focused on implementing Paylocity first.

In response to Trustee Hamilton's question regarding the use of QuickBooks in other libraries, Mr. Farnan expressed a desire to test the software out and strike a balance between what the City does and what would be best for the Library going forward. Ms. Phares explained that QuickBooks has its limitations. Among other things, it does not do well with fund accounting and does not track grants well. After a suggestion by Trustee Fuqua to consider NetSuite, Mr. Farnan and Ms. Phares shared that they are researching NetSuite along with Blackbaud and Sage Intacct.

Ms. Phares emphasized the need to issue an RFP for an auditor as well. Mr. Farnan added that they will be speaking with a few auditors, including the one the City currently uses, in the coming months.

Mr. Farnan announced that he received and signed banking documents and that they will be sent back to JP Morgan the following day.

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Mr. Farnan estimated that the City's proposed 18-month payback period is doable. Mr. Farnan anticipates making an initial payment of \$11.5 million in the first year, preferably after March or April. This timing will permit the District to have a better idea of what the final assessed value growth rate will be, with an additional three payments of \$875,000 to follow later throughout the 18-month period. Mr. Farnan's model assumes a 13.5% increase in the assessed value growth rate, however, there is speculation that it could be higher. Proposition HH and related District revenue reduction legislation (SB23-303 and SB23-108) may translate to lower tax revenues for the District, but much about the laws remain ambiguous and so its effects are not fully quantifiable at this time.

Under the plan articulated by Mr. Farnan, the District will have an ending cash balance of approximately \$4.5 million in 2024.

Responding to Trustee Hamilton's inquiry regarding potential limitations on achieving master plan goals given the shorter payback period, Mr. Farnan assured the Trustees that everything outlined in the plan is still feasible. Some changes may need to be made, such as deferring some projects to a later date or putting 20% down rather than 50% for a Gunbarrel site, but Mr. Farnan anticipates making good on promises to open Carnegie and restore hours this upcoming budget season.

Mr. Farnan stressed that the Trustees' decisions regarding the revenue reduction legislation will have a far more profound impact on the Library's finances than anything they decide to do with the debt to the City.

In response to Trustee Teter's question regarding the City's position on the District potentially beginning the hiring process for new employees around October, Mr. Farnan shared his belief that the City attorney does not care. Nonetheless, Mr. Farnan will reach out to Mr. Meschuk and Ms. Rivera-Vandermyde to see if they have any concerns.

Subcommittee Updates

-Facilities Subcommittee

Trustee Teter stated that the Facilities Subcommittee will be meeting on Thursday.

Trustee Matters

Trustee Hamilton suggested establishing a formal procedure for submitting public comments and Mr. Farnan agreed to provide the Trustees with the Library Commission's policy on the

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matter.

Legal Counsel Status Report No action items.

Executive Session At approximately 6:13 p.m. Trustee Teter moved 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 Wirba and unanimous vote, the Board entered executive session for the above-stated purposes. The Board reconvened from executive session at approximately 6:21 p.m. to discuss the City's proposed 18-month payback period with Mr. Farnan. The Board did not take formal action nor did it adopt any policy, rule, or regulation while in executive session.

At approximately 6:41 p.m. Trustee Teter moved the Board of Trustees to enter back 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 executive session for the above-stated purposes. The Board reconvened from executive session at approximately 7:17 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 7:18 p.m.


Secretary for the Meeting
