

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, August 29, 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  
Sam Fuqua  
Jennifer Yee (via Zoom)

Absent: Doug Hamilton, Cara O'Brien, Sylvia Wirba

Also present were Elizabeth A. Dauer, 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. and Manu Chopra, a member of the public, attended via Zoom.

### Call to Order

Trustee Teter called the meeting to order at 6:03 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

Manu Chopra expressed his love for reading and volunteering at the Boulder Public Library. He then exited the meeting.

### Consider Approval of Minutes of August 22

Trustee Fuqua moved to approve the August 22 special meeting minutes as presented. Upon second by Trustee Duran and unanimous vote, the minutes were approved by the Board.

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## Director Update

Mr. Farnan presented a draft employee handbook. He anticipates having the employee handbook ready for the Trustees to further review and discuss at the September 5 meeting and will likely share it with employees shortly thereafter, with the health care benefits package to follow in the coming weeks.

The employee handbook was created with three assumptions: 1. That there will be one set of benefits for all staff, 2. That Library staff expect a benefits package that is at least slightly better than what the City currently offers, and 3. That the benefits package will be used as a tool for recruiting new employees. The District's employee benefits package seeks to increase compensation levels, maintain PERA, provide comparable or improved health benefits, and offer generous paid time off ("PTO") while also honoring Library staff's desire for dedicated sick leave.

Mr. Farnan shared that the financial software package is not ready for Board review.

Finally, Mr. Farnan directed the Trustees to the sample public comment policy adopted by the Library Commission. Trustee Duran identified non-substantive edits, and the Trustees agreed to consider the policy at the September 5 meeting .

## Subcommittee Updates

- Facilities Subcommittee

Trustee Teter noted that the Facilities Subcommittee meeting held the previous week went very well and that the costs she and Trustee Hamilton were presented with were in line with their expectations. Trustee Teter was pleased to report that parts of the Library's software systems, such as the access system that controls the doors and keycards for entrance to the buildings and the building automation system that operates all mechanical and electrical equipment, are not part of I.T. A new facilities management system will integrate the Cummings assessment with the City's asset management system.

The Facilities Subcommittee, Mr. Farnan and Ms. Phares recommend the District hire a facilities manager, three day porters, and potentially three generalists. Ms. Antonia Gaona, Deputy Director and North Boulder Branch Library Project Manager, has expressed interest in the role of facilities manager.

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Trustee Teter reported that City Council will discuss Library ownership of buildings and the Trustee appointment process at their September 7 meeting, which the District's attorney will attend.

- Budget & Finance  
Subcommittee

Trustee Fuqua suggested the Budget & Finance Subcommittee research potential approaches to investing to maximize Library funds. The Trustees agreed to explore investment options further, potentially closer to April.

Trustee Matters

The Trustees agreed to replace the advance agenda planning document currently on the District's website with the one Trustee Teter presented that sets special meeting dates for September 5, 12, and 26 and proposes dates beginning in October that can potentially be dropped.

Trustee Teter stated that the District's financial consultant will be in attendance at the September 26 meeting to discuss the budget model further.

Legal Counsel Status Report

- Consider Resolution  
23.08.01 re: Request  
to Transfer Tax  
Revenue

Ms. Dauer presented Resolution 23.08.01 requesting the County Treasurer transfer all funds collected and maintained on behalf of the Library District to the custody of the Library District Board of Trustees pursuant to C.R.S. § 24-90-112. Upon Board discussion, Trustee Duran moved approval of Resolution 23.08.01 requesting the County Treasurer transfer all funds collected and maintained on behalf of the Library District to the custody of the Library District Board of Trustees. Upon second by Trustee Fuqua and unanimous vote, the resolution was approved by the Board.

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 7:51p.m.



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Secretary for the Meeting