

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, October 17, 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
Sam Fuqua (via Zoom)
Jennifer Yee (via Zoom)
Doug Hamilton
Cara O'Brien (joined at 6:40 p.m. via Zoom)
Sylvia Wirba
Benita Duran

Also present were Kim J. Seter, Esq., Marissa Peck, Esq. (via Zoom), and Kelly Hansen from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; and, Ronnie Meyers of FH Insurance.

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.

Consider Approval of Minutes of October 10, 2023

Following motion from Trustee Wirba and second from Trustee Duran, the October 10, 2023 minutes were approved unanimously as amended.

Public Comment

None.

Health Care Benefits Report

Ms. Meyers provided an update on various health care benefits package matters, noting the excellent progress being made on the project. Trustee Wirba suggested that the 2024 benefit guide provided to the Trustees by Ms. Meyers refer to the Boulder

RECORD OF PROCEEDINGS

Public Library District rather than the Boulder Public Library. Ms. Meyers agreed to make the change.

Responding to an inquiry from Trustee Duran, Ms. Meyers shared her belief that the Foundation Health (“FH”) membership and lifestyle spending account offerings are the most impressive components of the benefits package. These offerings demonstrate the District’s commitment to health and wellness for its employees.

In response to Trustee Yee’s question regarding plans for educating staff on the health care benefits package, Mr. Farnan stated his intent to send the 2024 benefit guide to employees on October 19 to give them some time to review before an all-staff meeting on the topic is to be held on November 14. Ms. Meyers, along with representatives from Cigna and FH, will be attending the meeting to present an overview of the benefits package and answer any questions staff may have. Open enrollment will begin on November 14 and end on November 24, during which time Ms. Meyers and others will be available to staff to answer any remaining questions or concerns. Spouses and/or other dependents of Library employees are welcome to attend the November 14 all-staff meeting.

Responding to Trustee Duran’s inquiry concerning an employee benefits portal, Ms. Meyers stated that FH is currently using Employee Navigator but that she intends to switch to Paylocity once implemented.

Mr. Farnan noted that FH will be offering employees access to the Foundation Health clinic for the month of December at no cost to the District. Additionally, Ms. Meyers shared that Cigna has agreed to provide \$5,000 for general wellness perks and \$5,200 for a program that awards employees with gift cards for taking various proactive measures towards their health, such as attending yearly wellness exams.

Treasurer’s Report

Trustee Wirba reported that although \$17,600,000 is deposited into the District’s checking account, many other financial matters are not resolved. This includes setting up ACH payments, obtaining access to the JP Morgan portal for requesting checks and making electronic payments, and acquiring purchasing cards.

While the District paid one invoice, independent of the City, for FocusConnect IT consulting in the amount of \$76,000, the District

RECORD OF PROCEEDINGS

will need to reimburse the City \$97,000 for financial, IT, facilities, and HR consulting on behalf of the District. The District intends to pay invoices, amounting to approximately \$289,000, for legal, IT, and project management consulting either this week or next.

Responding to Trustee Duran's question regarding purchasing cards, Ms. Phares stated that Mr. Farnan, Ms. Boniakowski, Ms. Seaton, and Ms. Schumm would each receive a purchasing card.

Following brief discussion of procedures for reviewing and approving expenses, Trustee Teter requested either Ms. Boniakowski, Mr. Farnan, or Mr. Seter follow up with the County about invoicing the District for election costs.

CALCON Report

Trustee Yee, Trustee Teter, Trustee Wirba, and Trustee O'Brien attended a total of five different sessions offered at CALCON over October 12-15. The sessions included topics on advocacy resources, being an employer of choice, legal resources, policy creation and administration, and social justice. Trustee Teter compiled documents and notes from the conference to create a shared file which can be accessed and added to by the Trustees.

Trustee Yee discussed the session hosted by the Colorado Library Consortium ("CLiC") on being an employer of choice, including novel ideas and approaches regarding employee recruitment and retention. Trustee Yee also attended the session on social justice, neutrality, intellectual freedom, and the ALA and encouraged all the Trustees to read the ALA Executive Board's report on alternatives to neutrality rhetoric.

Trustee Wirba reported on her attendance at the session regarding changes to library law hosted by Seter & Vander Wall, where she learned about the balancing act libraries must perform when handling materials challenges. Trustee Wirba also attended the session regarding the "nuts and bolts" of library policy where she listened to different perspectives from individuals working with libraries, big and small. Trustee Wirba briefly discussed the sessions on advocacy and new issues facing libraries.

Regarding the session on Trustee advocacy, Trustee Teter noted the myriad of ways Trustees can get more involved, including developing relationships with local elected officials and participating in CAL's lobby day in March.

RECORD OF PROCEEDINGS

Director Update

Mr. Farnan reported that applications for current employees opened earlier in the week and that open enrollment for health insurance will begin on November 14, as Ms. Meyers had discussed earlier. Additionally, the District will be seeking property and liability insurance after completion and execution of the final IGA. Also, the RFP for an auditor will close on Friday at which point Mr. Farnan expects to have 4-5 responses.

Mr. Farnan reminded the Trustees that because Sage Intacct will likely not go live until February 1, 2024, full accounting reports should be expected to begin in March or April. Mr. Farnan anticipates using Excel spreadsheets for financial tracking, rather than QuickBooks, until Sage Intacct is fully implemented.

Mr. Farnan presented the Trustees with an RFP for a vendor to provide furniture, fixture, workplace design, procurement, and installation services for the space reconfiguration project at the Main Library. While the District would not enter into a contract for the project before final budget approval, Mr. Farnan would prefer to bring this consultant on before the end of the year. Mr. Farnan has allocated \$500,000 in the budget to complete the project, but is unsure whether it will end up being that much.

Subcommittee Updates

None.

Trustee Matters

Trustee Teter reminded the Trustees that there will not be a Board meeting on October 31. The Board then discussed meeting dates for November and December and agreed on November 7 and 14 and December 5 and 12 special meetings. Trustee Yee encouraged the Trustees to attend the Boulder Library Foundation Gala on October 26.

Trustee Teter suggested the Board and Library officials start thinking about hosting an event celebrating the District's transition.

Legal Counsel Status Report

Mr. Seter discussed the near-final draft IGA and pointed out areas where he is still waiting on responses from the City, all of which relate to the provision of internet services. However, Mr. Seter was pleased to see the City agree to four months of facilities assistance. Mr. Seter has a conference call with City attorneys on October 18 to discuss IGA matters before its inclusion in City Council's November 2 meeting packet.

RECORD OF PROCEEDINGS

Trustee Teter requested asked that Mr. Seter: 1. Inquire about the “outside consultants” provision of Section 1.1.1 of the IGA 2. Remove Exhibit F listing City Library facilities; and 3. Change “will engage” in Section 2.5.2 to “has engaged.” Mr. Seter agreed to make the changes requested.

In response to confusion from the Board regarding Section 2.6.1, Mr. Seter discussed the statutory requirements related to the creation, maintenance, and transferal of the public library fund. Mr. Seter expressed discomfort with removing the provision regardless of whether such a fund exists and is maintained by the City.

Trustee Teter expressed a desire for consistency in City policy regarding charging for use of the parking lot outside of the Main Library for special events. Mr. Seter agreed to get clarification on the matter from City attorneys.

Trustee Duran requested the signature line for Trustee Teter on the IGA be consistent with the signature line for her on the interim IGA, identifying Trustee Teter by her full name: Katharine (Joni) Teter

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 7:32 p.m.



Secretary for the Meeting