

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, November 7, 2023, at 6:00 p.m. via Zoom.

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
Sam Fuqua
Jennifer Yee
Sylvia Wirba (absent)
Benita Duran
Cara O'Brien
Doug Hamilton

Also present were Kim J. Seter, Esq., 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; Chris Barge, Executive Director of the Boulder Public Library Foundation; and Margo Josephs, from Leadline Project Management; and members of the public.

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 24, 2023

Trustee Duran requested that more detail be added to the Subcommittee Updates section to reflect that the Library Commission's meetings finished in October and that the Subcommittee is still looking for ways to engage with the Commission, including scheduling a site tour. The other element of this update included a note that the Commission will be in attendance at the December 5th meeting, during which the Board will discuss library policies. Following motion from Trustee Hamilton and second from Trustee Yee, the October 24, 2023 minutes were approved unanimously, as amended.

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Public Comment

None.

Transition Update

Ms. Margo Josephs presented her report and provided an update on all library transition matters. Highlights included the finalized IGA, the onboarding of 100% of staff as Library District Employees, the completion of network and software hardware procurement, and the posting of nine (9) new staff positions. Ms. Joseph also provided a project roadmap, including a high-level review of upcoming deadlines and goals. She answered questions and took suggestions from the Board.

Ms. Josphehs also presented a recommended policy planning process for the Board's consideration, divided into patron facing policies, administrative policies, and governance policies. Ms. Jennifer Phares provided an overview of the policy-making process from the staff-facing side.

Director Update

Mr. Farnan provided several highlights and updates. This includes the posting and advertising of nine jobs, including, for the Human Resources, Facilities, and Communications Managers. Internal postings, geared towards hiring back George Reynolds Branch staff so that it can be open seven days a week come January 1, are also posted.

- Auditor
Recommendation

Mr. Farnan and the Finance Subcommittee recommended McMahon & Associates as the Board's auditor. Mr. Farnan provided an overview of the role of the auditor, who will be hired by the Board and who will report to the Board.

Trustee Yee also provided a brief overview of McMahon & Associates' offerings. She focused on the breakdown of services between the first year, which will be heavily focused on policy and controls development, and will involve many consultation hours, and the following years, which will be more focused on field work and audit work. Staff also likes them.

Trustee Yee and Mr. Farnan answered questions from the Board.

Upon motion by Trustee Duran, and second by Trustee Yee, the Board voted unanimously to hire the McMahon & Associates as the District's auditors.

Mr. Farnan noted that the remaining consultant to be hired is the property and liability insurer. He hopes to have a recommendation to present to the Board on November 14th.

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Subcommittee Updates

- Budget & Finance Subcommittee: Short Term Investment Strategy Recommendation

Trustee Yee provided an update on the short-term investment strategies available to the District following her meeting with J.P. Morgan. The Bank is preparing a chart of investment options for the subcommittee to review at a later meeting, as they did not have the recommendations prepared for the first meeting.

Mr. Farnan predicted that if these recommendations are finalized in December, they could be apportioned and implemented in January. Mr. Seter reminded Trustee Yee and Mr. Farnan that these investments must be compliant with statutory requirements, and requested that they obtain a statement of statutory compliance from JP Morgan before proceeding with any investments.

Trustee Matters

Trustee Teter provided an overview of the upcoming meeting schedule. The schedule will be posted on the District's website.

Legal Counsel Status Report

Mr. Seter presented his report. He noted that the mill levy certification will be finalized tomorrow, following the outcome of the Proposition HH ballot measure.

- Final Review/Approval of 2-Party IGA

Mr. Seter presented the 2-party IGA, including providing updates from the City Council meeting. Mr. Seter reviewed each area of the IGA discussed by the City Council, and answered questions from the Board.

Upon motion by Trustee Hamilton, and second by Trustee Teter, the Board unanimously approved the execution of the Intergovernmental Agreement Between the City of Boulder, Colorado and the Boulder Public Library District substantially in the form presented but allowing changes approved by the District Director, President of the Board, Vice President of the Board, and Legal Counsel, as discussed by the Board.

- Review and Approval of 3-Party IGA

Next, Mr. Seter addressed the 3-party IGA, and provided a similar overview, noting all areas of the agreement that were addressed at the City Council meeting.

Upon motion by Trustee Yee, and second by Trustee O'Brien, the Board unanimously approved the execution of the IGA among the County of Boulder, Colorado, the City of Boulder, Colorado, and the Boulder Public Library District Regarding Joint Obligations substantially in the form presented but allowing changes approved by the District Director, President of the Board, Vice President of the Board, and Legal Counsel

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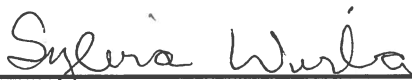
as discussed by the Board.

- Other

Mr. Farnan requested that Mr. Seter provide the District with financial information regarding the ISP, and that he clarify obligations related to fibers being given to the District. Mr. Seter explained that there was no push-back from the City on these items, and thus that no language needs to be added to the IGAs. Mr. Farnan explained that this will be a relationship that needs to be worked out carefully, nonetheless.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:29 p.m.


Secretary for the Meeting
