

# 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, November 14, 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)  
Sylvia Wirba  
Benita Duran  
Doug Hamilton  
Cara O'Brien

Not present: Jennifer Yee (absence excused)

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 (via Zoom); Chris Barge, Executive Director of the Boulder Public Library Foundation; and, Kate Kelsch and Juan Jiménez, employees of the Boulder Public Library.

### 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 November 7, 2023

Following motion from Trustee Duran and second from Trustee Hamilton, the November 7, 2023 minutes were approved unanimously as modified.

### Public Comment

None.

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## Treasurer's Report

Trustee Wirba presented her report and reviewed the District's financial transactions, payments and claims.

## Director Update

Mr. Farnan shared his report with the Board. He noted that open enrollment opened for all staff. The staff had great appreciation for the package the Board developed, and Mr. Farnan thanked the Board for its work on the package. The clinic will open on December 1.

He highlighted upcoming deadlines, including contract renewals and modifications with the District's cleaning and security contractors.

The Board discussed the best way to handle unhoused populations or intoxicated individuals on District property, and the ways in which the Library's code of conduct might be crafted to both encourage security and support these individuals.

One outstanding contract is for proximity tags and security cameras. Mr. Farnan hopes to have the final agreement to the Board for approval by December 6<sup>th</sup>.

He noted wonderful progress on job application submissions, most of which were submitted through Indeed.

## - Insurance Broker Recommendation

Mr. Farnan presented his recommendation for the District's liability, property, and workers' compensation insurance provider, IMA. He provided an overview of the interview and vetting process, and answered questions from the Board regarding additional coverage that might be available to the District, in addition to questions and suggestions regarding the firm's insurance offerings and the timing for the implementation of the insurance policy.

He noted that he will be working with IMA, if approved, to shape the policy in a way that conforms with the IGA and the District's strategic planning goals.

Mr. Seter and Mr. Farnan answered questions regarding the District's liabilities following the District becoming fully independent of the City in 2024.

Following motion from Trustee Hamilton, and second from Trustee Wirba, the Board unanimously approved IMA as the District's liability, property, and workers compensation

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insurance broker.

## Literary and Outreach Strategic Plan

Ms. Kate Kelsch presented her report to the Board, and emphasized the types of community outreach conducted to build the report, the challenges ahead, and ideas for tackling these challenges into the future. The presentation is attached.

Ms. Kelsch answered questions from the Board and accepted recommendations for additions and modifications to the plan. She will deliver a finalized plan to the Board in the coming weeks.

Mr. Farnan, following the presentation, provided an overview of the District's communications plan into the new year. He also shared lessons and ideas from his sessions with various community members who were invited to participate in the development of the plan. He provided an overview of the timeline for hiring a communications manager.

## Subcommittee Updates

Library Commission members are scheduled to join the District's December 5<sup>th</sup> meeting.

## Trustee Matters

Trustee Hamilton asked about the District Launch event, which will likely be the second week of January. The event will be promoted through the Foundation and the Boulder Library Champions group. Trustee Hamilton also requested that Mr. Farnan reach out to media contacts to further promote the event.

## Legal Counsel Status Report

Mr. Seter provided an update on the leases and IGAs. He also noted the need to finalize a separate insurance agreement, which he will be working on in the following weeks.

## 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 8 p.m.



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Secretary for the Meeting