

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, January 16, 2024
Boulder Public Library, Canyon Meeting Room
1001 Arapahoe Ave, Boulder CO
and
Via Zoom
6:00 p.m.
Join Zoom Meeting
<https://tinyurl.com/yckjjw7v>

<u>Board of Trustees</u>	<u>Term Expiration</u>
Benita Duran	2028
Jennifer Yee	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025
Joni Teter	2024

Follow [link](#) to review long range agenda planning document.

AGENDA

1. Call to Order
2. Declaration of Quorum
3. Public Comment
4. Consider approval of minutes of December 12, 2023
5. Trustee Appointment Process (Staff & Governance)
 - a. Review application packet for new Trustees (for adoption January 30)
 - b. Appoint two Trustees to Selection Committee (Governance or special committee?)
6. Establish dates of regular board meetings for the coming year
 - a. Proposed: Generally 2X/month, regular meeting is the 2nd Tuesday of the month
7. Trustees complete ethics affirmation and conflict of interest forms (Governance)
8. Discussion of Board Committees (standing and ad hoc) (Governance)
9. Review proposed Bylaws changes (for adoption February 13) (Governance)
10. Review proposed assessment process and schedule plan for annual Board Performance evaluation (Bylaws, Art. III) (for adoption February 13) (Governance)
11. Review Board Governance budget (David)
12. Director Updates

13. Subcommittee Updates

14. Trustee Matters

- a. Tayer District

15. Legal Counsel Updates

- a. Adopt Annual Administrative Resolution (SVWPC)
 - Renew consultant contracts
 - Determine paper for official publications and establish annual posting places
 - Delegate responsibilities for Trustee required action described in § 24-90-109, C.R.S. (bylaws)
- b. Ratify insurance contracts
- c. Engage Auditor for 2023 Audit

16. Possible Executive Session

The Trustees may enter executive session upon motion of any trustee supported by a 2/3 vote to do so for a conference with the attorney to receive legal advice with respect to personnel policies and actions as allowed by Section 24-6-402 (4)(b) of the Colorado Revised Statutes and specific threats of a lawsuit. A recording of the executive session will not be made if, in the opinion of the District's attorney, the discussion during the executive session is subject to the attorney/client privilege.

17. Adjournment

NEXT SPECIAL MEETING: Tuesday, January 30, 2024

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, December 12, 2023, at 6:00 p.m. via Zoom.

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
Sylvia Wirba
Doug Hamilton
Cara O'Brien
Jennifer Yee
Sam Fuqua

Absent: Benita Duran (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; Jaime Kopke and Tim McClelland, Boulder Public Library; and, Matt Miller of McMahon & Associates.

Call to Order

Trustee Teter called the meeting to order at 6:01 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 December 5, 2023

Following motion from Trustee Yee and second from Trustee Wirba, the December 5, 2023 minutes were approved unanimously as modified.

Introduction of Auditor and
Discussion of Financial
Policies Process and
Timeline

Mr. Miller provided a brief introduction of McMahon & Associates, emphasizing the firm's specialization in financial statement audits for local governments.

Mr. Miller then discussed McMahon & Associates' auditing process with the Trustees. The Trustees can expect the auditor to assess risks, review the previous year's meeting minutes, budget, and major transactions, perform data analytics and review bank statements, payroll, and invoices prior to the production of the final audit report and governing board letter.

Following questions from the Trustees, Mr. Miller explained that while this year's audit is dependent upon the completion of the final IGA, audits are typically conducted between February and May to meet the June 30 statutory deadline.

In terms of financial policy, Mr. Miller reiterated that the decision to implement policies lies with the library alone, although he would prefer the library have some basic financial policies in place, such as a procurement code, prior to the start of the audit process.

In response to a question from Trustee Hamilton, Mr. Miller expressed his intention to provide guidance with the library's accounting software, particularly regarding the level of detail needed for efficiently tracking financial information.

Short Term Investment
Strategy Recommendation
(Budget and Finance)

Mr. Farnan suggested the library utilize a hybrid DDA and potentially 3, 6, 9, or 12-month CDs for short-term investing. With a hybrid DDA, the library can expect to earn around \$600,000 - \$700,000 in interest. With CD accounts, depending on the amount of money the Trustees decide to put in them, if any, the library can potentially earn 18-20% more in interest than if the Trustees opt to only utilize a hybrid DDA account for investing. Mr. Farnan would prefer to keep about \$2,000,000 outside of CD accounts.

Per Trustee Yee, the Budget and Finance committee recommends approximately \$10,000,000 be put in a 3-month CD in the 1st quarter of 2024. Trustee Yee recommends the Board reevaluate the investment strategy in the 2nd quarter.

Trustee Teter emphasized that this investment opportunity is unique to this year as the library is more cash-heavy than usual.

Trustee Wirba expressed the Budget and Finance committee's desire to provide the public with an accessible explanation for the library's unique investment opportunity and some talking points regarding the Board's strategy for maximizing tax dollars to the benefit of Boulder citizens. Trustee Teter voiced her support for

the idea. Trustee Hamilton added that the investment strategy is essentially risk-free, and that that point should be conveyed to the public as well. Trustee Wirba agreed.

Upon motion by Trustee Hamilton and second by Trustee Teter, the Board unanimously approved authorization of the Budget and Finance committee to move library funds from the current bank account to a JP Morgan Chase hybrid DDA and invest up to \$10,000,000 in a 3-month CD.

Library Policy Review

a. Theater Use

Ms. Kopke discussed the proposed Canyon theater use policy with the Trustees. Currently, the theater is used for library programming and is available for patrons to rent for a fee. Ms. Kopke explained that the new theater use policy aims to make the theater available for patrons to use completely free of charge.

The Trustees discussed policy provisions that would allow for patrons to charge for ticket prices to events hosted in the theater. Mr. Seter advised against doing so as the Colorado Constitution provides that public property cannot be used for the benefit of a private corporation.

When asked about the selling of books on library property and the acceptance of donations at the Jaipur Literature Festival, Mr. Seter clarified that that is okay because those lend themselves to the library's public purpose.

The Board discussed policy provisions that would limit use of the theater. The Trustees agreed that limits on use can potentially serve to deter individuals or groups from preventing others from being able to use the theater. The Trustees prefer limits on use to be broad during the policy's pilot to gain a better understanding of how the theater is utilized by the community.

Ms. Kopke accepted the Trustees' suggestions and agreed to bring back an updated policy for the Board to review.

b. Code of Conduct

Mr. McClelland discussed the library's code of conduct and the process for appealing suspensions from the library with the Trustees. Given that the code of conduct was updated in 2022 and has been working well with staff since its implementation, the Trustees did see reason to make any substantial changes to the policy.

Mr. Seter advised the Trustees that Board involvement in library suspension appeals should be limited to procedural claims to limit exposure to accusations of discrimination. The Board agreed.

The Board agreed to extend the library's current maximum suspension period beyond 364 days in extremely rare instances of violent and sexual crimes.

Following suggestions from the Trustees, Mr. Seter agreed to review the library's current code of conduct and appeals policy and offer some suggestions for providing more clarity and protections from liability.

Trustee Hamilton suggested adding an incident report form as an attachment to the policy. Mr. McClelland agreed to make the change.

Review Board Workplan for 2024 (Master Calendar and Long Range Agenda Planning Document)

Trustee Wirba called attention to the proposed Board workplan for 2024 and solicited questions and suggestions from the Trustees. The Trustees had none.

Director Updates

- Timeline for Hiring Staff and Revising Branch Hours

Mr. Farnan explained that the library is currently in the process of hiring internal infrastructure leadership roles in HR, facilities, and communications, with plans to open applications for supporting roles on those teams later in January. Mr. Farnan also intends positions in outreach, public service, and at the NoBo branch to open in March.

The library will expand hours as more staff are brought on and Mr. Farnan expects to be open 240-250 hours a week by July. Mr. Farnan anticipates offering 340 library service hours a week by early 2025 with the opening of the Gunbarrel branch.

Mr. Farnan is hopeful that in hiring a Director of Communications, the library will be better equipped to convey to the public the impact of District funding on library service.

Mr. Farnan reported that the library is currently shopping around for property and liability, workers compensation, D&O, cyber security, and sexual liability insurance and will keep the Trustees updated on the matter.

Subcommittee Updates None.

Legal Counsel Status Report Mr. Seter did not have any updates on the legal status report.

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 8:45 p.m.

Secretary for the Meeting

DRAFT

2024 Library District Board of Trustees Application Materials

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Memorandum

From: Joni Teter & Sylvia Wirba, Governance Subcommittee, Board of Trustees, Boulder Public Library District

To: Nuria Rivera-Vanderrmyde, Boulder City Manager
Natalie Springett, Deputy to the Boulder County Commissioners

Cc: David Farnan, Director, Boulder Public Library District
Jennifer Phares, Deputy Director, Boulder Public Library District
Celia Seaton, Board Specialist, Boulder Public Library District

Date: January 5, 2024

Subject: Upcoming Vacancy on the Board of Trustees for the Boulder Public Library District

The Intergovernmental Agreement among Boulder County, the City of Boulder and the Boulder Public Library District (the IGA) requires that the District give notice of an impending vacancy on the Library District Board of Trustees. The Board of Trustees will have a vacancy in early May when the one-year term of an initial Trustee's appointment expires. This new appointment will be for a five-year term.

The IGA states that a Selection Committee composed of two members of the City Council and two members of the Board of County Commissioners, with two members of the Board of Trustees participating as non-voting, ex officio members, will solicit applications and choose a candidate to fill any vacancy. This selection is subject to ratification by the City Council and the Board of County Commissioners before the new Trustee can take office as a Trustee in mid-May.

The Governance Subcommittee of the Library District Board of Trustees has prepared a draft packet of materials to support public outreach and recruitment, along with an application form and proposed interview questions (attached). The Library District will be responsible for collecting applications and compiling information for consideration by the Selection Committee. The process to identify which candidates to interview, and how to select a final candidate, should be determined by the selection committee. Library staff are available to support the selection committee's process.

We request that you share this draft packet with the Boulder City Council and the Board of County Commissioners to solicit feedback on the proposed process, materials and timeline. The Library District Board of Trustees will be reviewing this packet simultaneously, and we hope to receive all comments and suggested changes no later than January 25, 2024 to meet the proposed appointment schedule. All feedback and comments should be sent to Celia Seaton at seatonc@boulderlibrary.org

We propose the following schedule for this appointment process:

January 5: Draft packet provided to the Board of Trustees, Board of County Commissioners and Boulder City Council.

Early January: BOCC and Council appoint members to the Selection Committee

January 16: Board of Trustees appoints members to the selection committee

January 25: Comments on draft packet due to Celia Seaton seatonc@boulderlibrary.org

January 30: Board of Trustees finalizes the packet

February 1-29: Public outreach and recruitment [BPLD lead]

March 1-11: Selection Committee reviews applications [BPLD staff support]

March 12- 29: Selection Committee interviews top candidates [BPLD staff support]

April 1: Selection Committee selects Trustee [BPLD staff support]

April 2-30: BOCC and Council ratify selection [City and County staff support]

May 14: New Trustee is sworn in at the BPLD Board of Trustee Regular May meeting

Thank you for your assistance. Please direct questions to Joni Teter kjteter.bld@gmail.com and Sylvia Wirba sylviawirba.bld@gmail.com.

**Applications Open for Boulder Public Library District
Board of Trustee Position
Deadline for Applications is February 29, 2024**

Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a great group of people who are committed to the well-being of our community in an atmosphere of civility and mutual respect (because that's what public libraries stand for)?

Applications are now being accepted for one five-year position on the Board of Trustees for the Boulder Public Library District. The Board strives to reflect the diversity of views and lived experiences throughout our community, and anyone who is 18 years or older, and lives [within the library district boundaries](#), is welcome to apply.

This is an exciting opportunity to shape the direction of this critical community resource at a pivotal time in its evolution. Trustees are expected to be committed to the long-term financial and programmatic success of the library and the library district and to subscribe to the [Library Trustees' Code of Ethics](#) and the [Library Bill of Rights](#).

Trustees are unpaid volunteers but may seek reimbursement for necessary travel and expenses directly related to service. The Board of Trustees typically meets twice per month, (virtually and/or in person) on Tuesday evenings, for one to three hours per meeting. Between meetings, Trustees spend time interacting with community members and library staff, reading meeting packets, and staying abreast of happenings in Library-land among other activities. Trustees may also serve on Board Committees, as Officers of the Board, or as liaisons to the Boulder Library Foundation Board. The [Colorado Public Library Trustee website](#) and the [Boulder Public Library Trustee Handbook](#) have more information and resources.

The application deadline is 5 PM on Thursday, February 29. For more information and to apply, visit the [library's website](#) or the [county's website](#).

The new Trustee will be appointed by a Selection Committee composed of 2 County Commissioners, 2 Boulder City Council members and 2 current Trustees. The Selection Committee's appointment is ratified by the City Council and Board of County Commissioners.

What is a library district?

Our library district is a political subdivision of the state, created by a community vote and governed by a Board of Trustees appointed by the City Council and the Board of County Commissioners. Dedicated property tax revenues fund our library district and voters within the

district boundaries must approve any new or increased taxes. It is the most common form of governance for public libraries within the State of Colorado.

What are the responsibilities of the Board of Trustees?

The powers and duties of the Library District Board of Trustees are detailed in [Colorado Library Law \(CRS 24-90-109\)](#) and include:

- Adopt Board of Trustee bylaws, rules, and regulations
- Have custody of all property of the library
- Employ the Library Director
- Adopt an annual budget and make appropriations to support library programs and services
- Accept gifts of money or property for the library
- Hold and acquire land by gift, lease or purchase for the library
- Enter into contracts and borrow funds for library purposes
- Submit an annual report to the community, the City Council, the Board of County Commissioners and the State Library

Celia Seaton can be reached by email at seatonc@boulderlibrary.org to help address questions about the district or application process.

Webpage Updates

Boulder County



2024 Board of Trustee Recruitment

Applications Now Open for Boulder Public Library District Board of Trustee Position
Deadline is 5 PM on Thursday, February 29

Would you like to have a hand in shaping the future of one of our community’s most cherished institutions, the Boulder Public Library? Would you like to volunteer with a great group of people who are committed to the well-being of our community in an atmosphere of civility and mutual respect (because that’s what public libraries stand for)?

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[\[Application Link\]](#)

BPLD

The image shows a screenshot of the Boulder Public Library District Board of Trustees website. On the left, there is a sidebar menu with several categories: 'Library District Resources', 'About Us', 'Board of Trustees', 'Contact Us', 'Service Area Map', 'Library District Formation', '2018 Library Master Plan', 'Boulder Public Library District Formation', 'Contact Us', 'Employment', 'Library District Board of Trustees', 'Library Commissioner', 'Library Foundation', 'Newsletters', 'North Boulder Branch Library', '2018 Library Master Plan', 'Press Kit', and 'Divisional Director Email'. A red box with the text 'Add 2024 Recruitment Text Here' is overlaid on the sidebar, with a red arrow pointing to the 'About Us' link. The main content area is titled 'District Board of Trustees' and includes sections for 'Next Special Meeting' (Tuesday, December 5, 2023), 'Next Regular Meeting' (Tuesday, January 16, 2024), 'Meeting Schedule', and 'Budget, Bylaws, and Handbook'. A photograph of the Board of Trustees is also visible on the right side of the page.

Applications Now Open for Board of Trustee Position Deadline is 5 PM on Thursday, February 29

Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a great group of people who are committed to the well-being of our community in an atmosphere of civility and mutual respect (because that's what public libraries stand for)?

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The application deadline is 5 PM on Thursday, February 29. For more information and to apply, visit the [library's website](#) or the [county's website](#).

[\[Application Link\]](#)

Application form

See the draft application form [here](#). If there is another preferred tool for gathering responses, the content can easily be copied to an alternative platform.

[Personal information and demographics will be required and can be found in the above link.]

Application Questions:

1. Why are you interested in serving on the Library District Board of Trustees?
2. Do you have experience serving on a nonprofit or governmental board?
3. What skills do you have that will help the board of trustees guide the library district at this critical time in its development?
4. What personal characteristics make you a good fit to join the Library District Board of Trustees? Please provide two examples.
5. Describe an experience with group decision-making that highlights your approach to collaborating on difficult topics.
6. The library proponents envision building an equitable library system for all patrons and residents. Share examples of what you have done previously around equity work, and how you would build an equitable library system to serve the plans of the library district.

Interview Questions

[Interview questions will be shared with candidates prior to their interview.]

The following 5 questions are anticipated to be asked in your interview. They are being provided in advance to help you prepare. Your interview is scheduled for 20 minutes, and a recommended maximum length of time for each question response is provided below to help you plan your time.

1. The board for the Library District is responsible for driving the vision and governance to ensure the Library can meet the objectives named in the 2022 ballot measure [\[link\]](#) and fulfill the goals of the 2018-2028 Library Master Plan. [\[link\]](#). What skills do you have that would enable you to engage in this work and help the Library District achieve these outcomes in a timely and cost-effective manner? (4 minutes)
2. Are there any circumstances under which you would want to remove, or would support removing a book or item from the libraries? (1 minute)
3. Serving residents of diverse learning styles, physical abilities, language proficiency and meeting other needs is critical to community library services. Please share any experience you may have to address inclusive practices and how you suggest implementing policies to ensure all community members are welcome and served by the Library District? (4 minutes)
4. The Library now has the necessary funding to catch up on years of deferred maintenance in its buildings. What would be your priorities for that additional funding? (3 minutes)
5. How do you think the Library Board of Trustees should provide accountability to taxpayers for their decisions on budgetary, staffing, and service levels? (3 minutes)
6. Can you please provide examples of any current or past relationships, affiliations, or business interests that you believe might create a conflict of interest in your role as a member of our board? How do you plan to manage or mitigate these potential conflicts to ensure your decisions align with the best interests of the organization?

Proposed Recruitment Timeline

<input type="checkbox"/>	Draft packet provided to the Board of Trustees, Board of County Commissioners and Boulder City Council	📅	Jan 5, '24
<input type="checkbox"/>	Appointment of 2 trustees to the selection committee	📅	Jan 16, '24
<input type="checkbox"/>	BOCC and Council appoint members to the Selection Committee	📅	Jan 16, '24
<input type="checkbox"/>	Comments on draft packet due to the Library District	📅	Jan 25, '24
<input type="checkbox"/>	Board of Trustees finalizes the packet	📅	Jan 30, '24
<input type="checkbox"/>	Public outreach and recruitment (BPLD lead)	📅	Feb 1, '24 - Feb 29, '24
<input type="checkbox"/>	Selection Committee reviews applications (BPLD staff support)	📅	Mar 1, '24 - Mar 11, '24
<input type="checkbox"/>	Selection Committee interviews top candidates	📅	Mar 12, '24 - Mar 29, '24
<input type="checkbox"/>	Selection Committee selects Trustee	📅	Apr 1, '24
<input type="checkbox"/>	BOCC and Council ratify selection	📅	Apr 2, '24 - Apr 30, '24
<input type="checkbox"/>	New Trustee is sworn in at the BPLD Board of Trustees Regular May meeting	📅	May 14, '24

Outreach Approach

The Board is committed to embodying a diverse range of perspectives and life experiences mirroring the vibrant community within the Library District. It is critical to widely disseminate this unique opportunity to an extensive and diverse audience. To achieve this, the library staff will leverage its robust network of community contacts and personal relationships, ensuring broad awareness of this opportunity. A particular emphasis will be placed on engaging organizations and individuals dedicated to serving disadvantaged and historically underrepresented communities. Noteworthy entities that will be approached for collaboration in recruitment efforts include:

- Boulder Housing Partners
- Boulder Housing Partners, Red Oak Park
- Boulder Library Commission.
- Boulder Library Foundation
- BVSD
- BVSD, Adelante Program at Boulder High
- Children's Lit & Literacy in Elementary Education
- City of Boulder, Communications and Community Engagement
- City of Boulder, Equity
- City of Boulder, FRS coordinator
- City of Boulder, HHS
- Coal Creek Adult Education
- Community Liaison University Hill Elementary School
- CU - Bueno Center
- CU - Family Creative Learning
- CU Equity, Biligualism & Biliteracy
- CU School of Education, Boulder Reads
- Digital Divide Program Coordinator at Sister Carmen Community Center
- Early Childhood Council Boulder County
- EFAA
- El Centro AMISTAD
- El Comite
- ELPASO
- Empowering Communities Globally
- Family Learning Center
- Former literacy teacher from Uni Hill
- Growing Up Boulder
- Head Start Pre-school
- I Have A Dream
- Intercambio
- Intercambio Uniting Communities
- Latino Chamber of Commerce
- Motus Theater
- NAACP
- Naropa
- Native American Rights Fund
- New Voices Strategies
- Out Boulder
- Retired from CU
- Summit CPA Solutions
- The Learning Source
- Volunteer and Surj, Showing up for Racial Justice
- Yo Connections
- YOUnify, history w/NAACP, Living Room Conversations
- YWCA
- Zonta Foothills Club of Boulder County

Promotional materials and recruitment content, crafted in both English and Spanish, will be generated for various distribution channels. These resources will be readily accessible to all partners, facilitating their support in the recruitment endeavor. The targeted distribution channels encompass social media, newsletters, websites, personal emails, and flyers.

Memorandum

To: BPLD Board of Trustees
From: Governance Subcommittee (Sylvia & Joni)
Date: January 5, 2023
Subject: Governance Matters for Discussion in January

Congratulations and thank you to Board members and staff for surviving a very hectic first six months and successfully building the organizational infrastructure for our new library district. It's been a whirlwind! With the transition between the City and the Library largely completed at the end of 2023, the Board now has time to turn our attention to matters of internal governance.

In 2023, we were a "working board," responsible to complete much of the work as volunteers because almost all of the library's staff were still working for the City. In 2024, our roles will shift into the traditional roles of a library district governing board, which can be summarized as:

- to actively listen to community members and advocate for the library in the community;
- to oversee and approve development of the annual budget, track expenditures and annually report to the city and county on the library's financial condition, programs and services;
- to provide advice and support to staff and the director in developing and approving library policies and strategic/long range plans;
- to hire, support and annually evaluate the library director;
- to notify the city and county of board vacancies, recruit candidates and advise on appointment of candidates for open trustee positions.
- to conduct an annual review of trustee performance;
- to engage in training and development for the board of trustees.

For a more detailed description of trustee roles, see [Who Does What](#), which was included in the [Trustee Orientation](#) packet provided to us by Colorado State Library staff on June 20, 2023.

The Governance Subcommittee has identified a number of action items to support the next phase of board development. These items include:

1. Proposed procedures for outreach, recruitment and an overall process for trustee appointments
2. Updates to the BPLD Board of Trustee bylaws, including:

- a. Article II: Add language adopting an individual ethics statement, limiting gifts to Trustees, adherence to ALA principles, continuing education requirements for trustees, and add trustee representation on the BLF Board.
 - b. Article V: Provide more definition for Duties of Officers
 - c. Article VI: Establish the April General Meeting as the Annual Meeting, including officer elections with terms beginning at the May General Meeting
 - d. Article VII: Establish 2 standing Board committees (Budget/Finance and Governance) add language allowing non Trustees to serve on committees established by the Board, , and
3. Options for the Board assessment process and proposed schedule
 4. Proposed Board retreat schedule for this year: March for Board transition topics, with a second retreat in July (and ongoing) for strategic planning/budget development.

1. **Packet of materials for trustee appointments.** The packet includes:

- Memo providing notice to elected officials of the upcoming vacancy, with a request for input on the package of draft materials NLT January 30.
- Text for press releases, newsletter content and websites
- Application form
- Draft interview questions
- Proposed timeline
- Draft outreach plan

2. **Updates to the the BPLD bylaws**

a. **Article II, Board of Trustees**

1. Section 6 (Ethics) outlines statutory ethics requirements for Trustees. This language currently prohibits Trustees from receiving “anything of value” that could be perceived to influence a vote. We recommend replacing “anything of value” with “a gift not to exceed \$50,” and add language clarifying and defining “influence.”
2. We recommend adding new language to Section 6 requiring that Trustees support specified ALA principles and ethical standards. (Adherence to some of these ALA principles is currently reflected in the Trustee Handbook.)
3. We will also propose forms for Trustees to fill out annually addressing conflicts of interest and ethics affirmations.

4. We recommend adding a new Section 8, Continuing Education, requiring that Trustees participate in at least one continuing education activity each year. Example activities include:

- [ALA/United for Libraries Trustee Academy](#)
- CALCON and other Colorado State Library resources
- Seter & Vander Wall resources
- EDI resources discussed with staff

5. We also recommend adding a new Section 9, Boulder Library Foundation, identifying Trustee representation on the BLF Board as a duty. (This is currently in the Trustee Handbook.)

b. Article V, Duties of Officers

We have proposed language outlining the duties of the President in setting agendas and planning meetings (in collaboration with the Director), and communicating with Board members and the Director between meetings. We recommend that the Secretary/Treasurer be a member of the Budget and Finance Committee and be responsible for oversight of monies received and disbursed.

Because meeting minutes are taken by staff, the Secretary's primary duty is to review and recommend approval of the minutes before Board meetings.

b. Article VI, Meetings, Section 6, Annual Meeting

The bylaws currently identify the first regular meeting of each year as the Annual Meeting. To be better in sync with our Board's appointment terms, we recommend establishing the April General Meeting as the Annual Meeting. This timing would allow the Board to elect officers for the following year with a month's overlap between current and newly elected officers, providing an opportunity for transition in these roles. Newly elected officers would begin their terms at the May General Meeting.

c. Article VII, Committees

1. We recommend that the Board stand down the subcommittees established for the transition, and establish two standing committees: Budget and Finance and Governance.

2. The bylaws currently allow the Board to appoint additional (ad hoc) committees "to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same." We have added language allowing non Trustees to serve on committees established by the Board.

3. Options for the Board assessment process and proposed schedule

The statute requires that the Board annually conduct a written evaluation of the Board's performance. We reviewed a number of tools used by library boards and other governing for Board assessment and recommend that we use a tool that allows all Board members, as well as staff, to give input.

4. Proposed Board retreat schedule for this year: March for Board transition topics, with a second retreat in July (and ongoing) for strategic planning/budget development.

In 2023, we managed to complete a year's worth of transition activities in just over 6 months, enabling our library to launch as a library district on schedule, just one year after the successful election. (Big cheer!) However, this madcap schedule left us with little time to focus on two areas we had hoped to address as a new board:

- How do we do strategic planning?
- How can we function most effectively as a board?

We recommend that this Board tackle these topics, along with the Board performance evaluation, at our March retreat.

We also recommend that the Board consider holding a second retreat in July to focus on strategic planning/budget for 2025, along with any other issues that might arise. In future, we think an annual retreat in July makes sense: it aligns with the District's budget cycle and gives new Trustees a couple of months to settle in before diving into strategic/fiscal planning,

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BYLAWS

ARTICLE I. NAME

This organization shall be known as the BOULDER PUBLIC LIBRARY DISTRICT (the "Library"). The Boulder Public Library District was formed by authorization of the voters within the District boundaries on November 8, 2022. The District is organized under and by virtue of the Colorado Library Law, Sections 24-90-101 *et seq.*, C.R.S.

ARTICLE II. BOARD OF TRUSTEES (the "Board")

Section 1. Trustees. The governance and control of the Library is vested in a board of seven (7) trustees (individually a "Trustee" and collectively, "Trustees") appointed in accordance with Colorado Library Law. All Trustees must reside within the Library boundaries.

Section 2. Terms and Reappointments. For the inaugural Board of Trustees, terms have been designated for each Trustee ranging from five (5) years to one (1) year. Thereafter, terms shall be five (5) years, ending May 15 (a "Full Term"). After serving a Full Term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. No Trustee shall serve more than four (4) consecutive Full Terms in addition to completing any unexpired, partial or less than 3-year term. A former Trustee may reapply to serve again on the Board at least one year after completion of their last consecutive term.

Section 3. Vacancies. A vacancy on the Board shall be filled as soon as practical for the remainder of an unexpired term in the manner in which Trustees are regularly appointed pursuant to Colorado Library Law. A notice of all such vacancies shall be posted in accordance with the then current Trustee appointment process.

Section 4. Authorization. The Library Director and the President of the Board are the authorized spokespersons for the Board. However, the Board may, from time to time, determine, for a specific purpose or event, to delegate spokesperson authority to another Trustee. In the absence of such express authorization, no Trustee other than the President shall make any public statement on behalf of the Board.

Section 5. Compensation/Expense Reimbursement. Trustees shall not receive a salary or other compensation for their services as Trustees. Trustees shall be entitled to reimbursement for necessary and reasonable travel and associated expenses actually incurred while performing official Library business. Trustees will follow current policy and procedures around reimbursements.

Section 6. Ethics. Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S. (the "Code of Ethics"). **Individual Trustees shall annually sign the Affirmation of Ethics Statement and Conflicts of Interest Disclosure Form adopted by the Board.** Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the Library. Trustees shall disclose any and all potential conflicts of interest during the appointment process. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter. Specific areas of potential conflict, without limitation, are described in this Section, below.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the Library in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member (defined as husband, wife, domestic partner, brother, sister, child, or grandchild, including step-relationships of each of the defined relationships) or an organization with which they are associated as a

principal has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.

- ~~Trustees shall not receive anything of value that could or should reasonably be expected to influence their vote or other official action.~~ Trustees shall not accept a gift exceeding \$50.00 in value in any calendar year (i) if doing so would improperly influence a reasonable person to depart from the faithful and impartial discharge of public duties or (ii) which the Trustee knows or which a reasonable person in the position should know under the circumstances is primarily for the purpose of rewarding the Trustee for official action the Trustee has taken.
- Trustees shall respect the confidential nature of Library business while adhering to the Colorado Open Records Act ("CORA"), Sections 24-72-200.1 et seq., C.R.S. and all other applicable laws governing freedom of information.
- Trustees shall pledge to support and promote the principles set forth in in the American Library Association's [Library Bill of Rights](#), [Code of Ethics](#), and the [Public Library Trustee Ethics Statement](#).
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-

Section 7. Removal. A Trustee may be removed only following a majority vote of the Board, and in accordance with Colorado Library Law, by a majority vote of the appointing legislative bodies, and only upon a showing of good cause. Good cause may include but not be limited to: a deliberate breach of the Bylaws or rules and regulations adopted by the Board; criminal, or fraudulent activity; causing significant harm to the Library, either materially or to its reputation; failure to perform duties outlined herein; or failure to attend three consecutive regular monthly meetings of the Board without an excused absence. The Board does, however, recognize extenuating circumstances and may waive or authorize an excused absence from the attendance requirement.

Section 8. Continuing Education. All members of the Board shall participate in at least one continuing education activity annually. This may be part of a regularly scheduled Board meeting with a presentation provided or attendance at continuing education activities sponsored by various continuing education providers.

Section 9: Boulder Library Foundation. *Two Trustees are appointed annually to serve as Board representatives on the Board of Directors of the Boulder Public Library Foundation.*

ARTICLE III. POWERS AND RESPONSIBILITIES

The Board shall have all those powers provided by Colorado Library Law C.R.S. 24-90-109, as such may be revised from time to time. In addition, the Board shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board as granted by Colorado Library Law.

Legal responsibility for the overall operation of the Library is vested in the Board. Those Board responsibilities shall include, without limitation:

- Adoption of Bylaws and Policies for both Board guidance and governance of the Library.
- Acquisition, custody, care, and sale, disposal or transfer of all Library real or personal property.
- Financial oversight of the Library and adoption of annual budgets.
- Authorization of Library contracts, purchasing, borrowing, and bonding for the Library.
- Employment and evaluation of the Library Director, who shall be the executive and administrative officer of the Library acting on behalf of the Board.
- Annual audit approval and periodic investment monitoring.
- Planning for current and future needs of the Library and the community it serves.

- The Board shall conduct, on an annual basis, written evaluations of the Board's performance.
- 1.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of the Board shall consist of a president, a vice-president, and a secretary/treasurer or such other officers as the Board deems necessary. These officers shall perform the duties prescribed by these Bylaws and Colorado Library Law. Nothing herein shall prevent the Board, at its discretion, to combine offices as long as the same individual does not hold both the office of president and secretary. The Board reserves the right to delegate duties to the Library Director.

Section 2. Election. The Board shall elect officers annually from among current membership of the Board at the Annual Meeting.

Section 3. Terms of Office. Officers shall begin their terms of office at the next regular meeting immediately following the Annual Meeting at which they are elected to office, and they shall serve thereafter for a term of one (1) year, or until their successors are elected, whichever is longer.

Section 4. Officer Vacancies. A vacancy in any office, however occurring, may be filled by majority vote of the Board at the next regular or special meeting of the Board for the unexpired portion of the term.

Section 5. Removal. Any officer may be removed from office for a failure to discharge their duties, by a majority vote of the Board at a regular or special meeting whenever in the Board's judgment the best interest of the Library will thereby be served. The Trustee(s) seeking such action shall give written notice to the officer ten (10) working days prior to voting on such an issue.

ARTICLE V. DUTIES OF OFFICERS

Section 1. President. The President shall, subject to the direction and supervision of the Board, be the principal executive officer of the Board. The President shall collaborate with the Library Director to plan and develop meeting agendas for the Board, and shall preside over all meetings of the Board.

The President shall preside over and determine the manner of operation for all meetings of the Board.

The President shall sign, either by manual, facsimile, or electronic signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

Section 2. Vice-President. The Vice-President shall assist the President and shall perform such duties as may be assigned by the President or the Board. In the absence of the President, the Vice-President shall have the powers, and perform the duties, of the President.

Section 3. Secretary/Treasurer. The Secretary/Treasurer shall review and recommend approval of the minutes of the regular meetings of the Board; and perform all duties incident to the office of the secretary/treasurer and such other duties as from time to time may be assigned by the President or by the Board. **The Secretary/Treasurer shall be a member of the Budget and Finance Committee. The Secretary/Treasurer shall keep or cause to be kept strict and**

accurate accounts of all money received by and disbursed for and on behalf of the BPLD in permanent records.

Once approved by the Board, staff will post the approved minutes on the Library's public website. Additionally, staff will retain executive session recordings until the date of legal disposal.

ARTICLE VI. MEETINGS

Section 1. Meeting Participation. Under Colorado Open Meetings Law Section 24-6-402 (l)(b), C.R.S., meetings may be convened for the purpose of conducting public business in person, by telephone, electronically or by other means of communication, provided the public may hear and the Trustees may be heard. Although most Board meetings are held with participating Trustees physically present, Trustees may attend meetings, establish quorum and vote via these alternative means in the case of either regular or special meetings of the Board.

Section 2. Regular Meetings. Regular meetings of the Board shall be held monthly no less frequently than eight (8) times per calendar year when possible, and be held at the Library facilities for the purpose of transacting any business that may come before the Board and to disseminate information to the community at large regarding library operations.

Once a year, prior to the next calendar year's start, the date and location of each regular meeting for the upcoming year shall be determined and approved by the Board. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

Section 3. Special Meetings. Special meetings may be called by the President, the Library Director, or any three (3) Trustees by informing the President in writing and then the President will coordinate the date, time and place of such meeting and the purpose for which it is called at least twenty-four (24) hours prior to said meeting. Minutes will be taken at all special meetings wherein Board and will be part of the public record.

If due to unforeseen and urgent circumstances there is not sufficient time to call a special meeting because a matter is an emergency and requires immediate attention, the President or the President's designee may take a vote by electronic means or in person, with such vote to be ratified at the next regular or special meeting of the Board. If any emergency action taken is not ratified, then it is deemed rescinded.

Section 4. Public Participation in Meetings and Board Transparency. The public is invited to all regular and special meetings of the Board and may speak during a portion of the agenda that follows the Board's designated process for public comment on items to be addressed at the meeting as shown on the agenda. The Board shall adopt Rules for participation in the Public Comment period. The Board shall strive for public transparency in all of its work, including posting of meeting agendas, meeting packets and handouts, and meeting minutes on the Board's public website. The Board shall ensure that all draft and final budgets and draft and final strategic planning documents are made broadly available to residents of the District, and shall collaborate with the Library Director to initiate broad engagement with residents, with special emphasis on traditionally underrepresented community members.

Section 5. Notice. All meeting notices shall be publicly posted on the Library's website no later than twenty-four (24) hours prior to any meeting in accordance with Colorado Open Meetings Law ("COML"), Sections 24-6-401, et seq., C.R.S.

Section 6. Annual Meeting. The April regular meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year, with terms beginning at the first regular meeting in May.

Section 7. Quorum. A majority of the total membership of the Board shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

Section 8. Voting. All Trustees, including the Board President, shall vote, unless such voting is contrary to the Code of Ethics. A Trustee may call for a roll call vote at any time. Electronic voting is allowed; however, voting by proxy is not. Properly noticed email polls of Trustees may be taken with results to be ratified and recorded into the minutes at the next regular Board meeting.

Section 9. Minutes. Minutes shall be taken of regular meetings of the Board and special meetings where a vote is taken, and posted following Board approval on the Board's website.

Section 10. Executive Sessions.

Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

ARTICLE VII. COMMITTEES

The Board may establish such committees as deemed necessary to assist in its works and members of such committees may, but need not be, Trustees. . No committee shall have any power other than advisory powers to the Board, and a committee shall be dissolved upon the completion of its charge or the submission of a final report or by a vote of the Board at any time. The motion to form such committee shall state the purpose, timeline, composition and authority of such committee, including committee members in a committee charter. Minutes of all committee meetings shall be kept electronically

The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. No Board committee will have more than two (2) Trustees. This limit is intended to distinguish between the Board and committees thereof and ensures that the Board cannot and does not act through committees. The Board may, by majority vote, include non-Board members on Committees.

The Board shall maintain two standing committees:

- The Budget & Finance Committee supports the Library Director in preparing the annual budget, works with the Director and financial consultants to perform budget analyses and

fiscal planning; advises the board on fiscal matters of the division, and reviews other fiscal matters as required.

- The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Director, including performance and compensation, and facilitate a Board self-evaluation process.

ARTICLE VIII. LIBRARY DIRECTOR

Section 1. Employment. The Library Director shall be selected by the Board and shall be employed by written contract. The Library Director shall serve as chief executive officer of the Library.

Section 2. Duties. The Library Director, under the supervision and direction of the Board, shall perform (or delegate to appropriate staff members) all duties incident to the position of Library Director and such other duties as may be prescribed by the Board, including but not limited to the following:

- Assist the Board in formulating basic programs and policies.
- Implement programs, policies, and professional practices as adopted by the Board.
- Responsibility for fiscal matters of the Library, except that the Board shall have exclusive control of the disbursement of the finances of the Library.
- Prepare the proposed annual budget for the Library for presentation to the Board.
- Prepare monthly reports of activities of the Library for presentation to the Board.
- Administer Library personnel, including employ, train, evaluate, compensate, motivate and discharge staff in compliance with all applicable laws and regulations, the Library Staff Handbook guidelines, and Board policies.
- Direct and coordinate the work of the Library employees.
- Approve all budgeted, normal and recurring operational expenditures, excepting those requiring specific Board approval.
- Collaborate with the President to prepare the agenda for each Board meeting.
- Responsibility for public information, community relations, development, fundraising and special projects as assigned by the Board.
- Arrange for the care and maintenance of buildings, equipment and materials for the Library.
- Evaluate library services, technology and operations and assist the Board with short-term and long-range planning.
- Represent the Library, as appropriate, to all of its constituents and to professional and institutional organizations.
- Be responsible for any other reasonable duties, consistent with the foregoing, as may be prescribed by the Board.
- Conduct all Library business at the highest possible ethical standards and identify any real or potential conflicts of interest to the Board in a timely manner.

Section 3. Removal. The Library Director may be removed by the affirmative vote of a majority of the Board constituting a quorum whenever, in its judgment, the best interest of the Library will be served thereby, and in compliance of the Library Director's contract.

ARTICLE IX. LIBRARY POLICIES

The Board shall establish and adopt Library policies, which shall ensure cost-effective, transparent, and efficient publicly supported Library services to Library residents. These policies shall be available to the public.

ARTICLE X. ANNUAL REPORT

At the close of each year the Board shall make a report to the community, the City and County of Boulder, and the Colorado State Library in accordance with the Colorado Library Law, Section § 24-90-109 C.R.S.

ARTICLE XI. FISCAL YEAR

The Fiscal Year of the Library shall begin on the 1st of January of each year and end on the 31st of December of such year.

ARTICLE XII. AMENDMENTS TO BYLAWS AND POLICIES

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least ten (10) working days prior to the first reading.

Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least 10 working days in advance of the meeting.

These Bylaws shall at all times conform to the Colorado Library Law, as it may be revised and amended from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these Bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

Adopted and signed this ____ day of _____, 2023

Board President
Katharine J. Teter

Board Secretary/Treasurer
Sylvia Wirba

Affirmation of Ethics Statement for Boulder Public Library District Trustees

Each member of the Boulder Public Library District Board of Trustees annually affirms his/her/their commitment to the following Ethics Statement for Public Library Trustees:

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor. While there may be several ways to reflect compliance with ethical standards, the Boulder Public Library District has developed the following guidelines, derived from Colorado law.

- Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the Library.
- Trustees shall disclose any and all potential conflicts of interest during the appointment process.
- If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter. Specific areas of potential conflict, without limitation, are described below:
 - Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the Library in matters in which they have a direct or indirect financial interest.
 - Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member (defined as husband, wife, domestic partner, brother, sister, child, or grandchild, including step-relationships of each of the defined relationships) or an organization with which they are associated as a principal has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.
 - Trustees shall not accept a gift exceeding \$50.00 in value in any calendar year (i) if doing so would improperly influence a reasonable person to depart from the faithful and impartial discharge of public duties or (ii) which the Trustee knows or which a reasonable person in the position should know under the circumstances is primarily for the purpose of rewarding the Trustee for official action the Trustee has taken.
- Trustees shall respect the confidential nature of Library business while adhering to the Colorado Open Records Act ("CORA"), Sections 24-72-200.1 et seq., C.R.S. and all other applicable laws governing freedom of information.
- Trustees shall pledge to support and promote the principles set forth in in the American Library Association's [Library Bill of Rights](#), [Code of Ethics](#), and the [Public Library Trustee Ethics Statement](#).
- Trustees must clearly distinguish, in their actions and statements, the personal philosophies and attitudes of the Trustee versus those of the institution,

recognizing the formal position of the Board, even if a Trustee personally disagrees with the formal position the Board has taken.

- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

See Also: *Colorado Revised Statutes §§ 24-18-101 et seq.*

Signed this ____ day of _____, 20____.

_____ Member of the Boulder Public Library
District Board of Trustees

Conflicts of Interest Disclosure and Certification

I certify that I do not currently hold any interest in any business or undertaking whose financial benefit may be directly affected by actions taken by the Boulder Public Library District (“BPLD”) or any interest in proposed contracts or transactions with BPLD except as described below:

[Describe in detail any direct or indirect interests in business or contracts or transactions that may give rise to a potential or perceived conflict of interest as described in the BPLD Bylaws, Article II, Section 6.]

[Describe in detail any other relationship or personal interests, including immediate family, employment relationships, board positions, or organization with which they are associated as principal that may influence you when making a decision for the BPLD or that may give rise to a potential or perceived conflict of interest.]

I acknowledge that I have a duty to disclose any and all potential or perceived conflicts of interest to the Board of Trustees of the BPLD before the BPLD takes final action on any related contract, transaction, or other matter and I agree to cease participation in both discussion and voting relative to the contract, transaction, or matter.

I, _____, a member of the Board of Trustees of the Boulder Public Library District (“BPLD”), hereby acknowledge that I have reviewed and understand the BPLD Bylaws, Article II, Section 6, and agree to conduct myself in accordance with all provisions of the Bylaws at all times while serving as a member of the Board of Trustees. In addition, I certify that I have completed this disclosure form accurately and to the best of my knowledge and have disclosed any and all potential or perceived conflicts of interest.

Sign

Date

Boulder Public Library District Board of Trustees Annual Assessment

Circle the response that best reflects your opinion. The rating scale for each statement is:
(1) Strongly Disagree; (2) Disagree; (3) Maybe or Not Sure; (4) Agree; (5) Strongly Agree.

A. How Well Has the Board Done Its Job?

- | | | | | | |
|--|---|---|---|---|---|
| 1. The BPLD has a set of clear long range goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| 2. The Board's meeting agenda clearly reflects our strategic plan or priorities. | 1 | 2 | 3 | 4 | 5 |
| 3. The Board gives direction to staff on how to achieve the goals primarily by setting or referring to policies. | 1 | 2 | 3 | 4 | 5 |
| 4. The Board ensures that the BPLD's accomplishments and challenges are communicated to members of the community. | 1 | 2 | 3 | 4 | 5 |
| 5. The Board has ensured that members of the community have received reports on how the BPLD has used its financial and human resources. | 1 | 2 | 3 | 4 | 5 |

B. How Well Has the Board Conducted Itself?

- | | | | | | |
|--|---|---|---|---|---|
| 1. Trustees are aware of what is expected of them. | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings is well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most Trustees come to meetings prepared. | 1 | 2 | 3 | 4 | 5 |
| 4. Attendance of Trustees is good. | 1 | 2 | 3 | 4 | 5 |
| 5. We receive written reports to the board in advance of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 6. All Trustees participate in important discussions. | 1 | 2 | 3 | 4 | 5 |

7. We do a good job encouraging and dealing with different points of view.	1	2	3	4	5
8. We all support the decisions we make.	1	2	3	4	5
9. The board has taken responsibility for recruiting new Trustees.	1	2	3	4	5
10. The board has planned and led the orientation process for new Trustees.	1	2	3	4	5
11. The board has a plan for director education and further board development.	1	2	3	4	5
12. Our board meetings are always interesting.	1	2	3	4	5
13. Our board meetings are frequently fun.	1	2	3	4	5

C. The Board's Relationship with the Library Director

1. There is a clear understanding of where the board's role ends and the Library Director's begins.	1	2	3	4	5
2. There is good two-way communication between the board and the Library Director.	1	2	3	4	5
3. The board trusts the judgment of the Library Director.	1	2	3	4	5
4. The board provides direction to the Library Director by setting new policies or clarifying existing ones.	1	2	3	4	5
5. The board has developed formal criteria and a process for evaluating the Library Director.	1	2	3	4	5
6. The board, or a committee of the board, has formally evaluated the Library Director within the past 12 months.	1	2	3	4	5
7. The board evaluates the Library Director primarily on accomplishments of the organization's strategic goals or priorities and adherence to policy.	1	2	3	4	5
8. The board provides feedback and shows its appreciation to the Library Director on a regular basis.	1	2	3	4	5

9. The board ensures that the Library Director is able to take advantage of professional development opportunities.	1	2	3	4	5
10. Our Trustees fulfill an important role in the organization; they represent a high degree of competence and experience and are in position to influence other in the community.	1	2	3	4	5
11. Our board as a whole represents a cross section of our community.	1	2	3	4	5
12. The board's problem solving abilities are good.	1	2	3	4	5
13. Conflict on the board is managed well.	1	2	3	4	5
14. The quality of communication among Trustees is good.	1	2	3	4	5
15. The quality of communication between the staff and the board is good.	1	2	3	4	5

D. Performance of Individual Trustees (Not to be shared)

1. I am aware of what is expected of me as a Trustee	1	2	3	4	5
2. I have a good record of meeting attendance, including arriving on time.	1	2	3	4	5
3. I read the minutes, reports and other materials in advance of our board meetings.	1	2	3	4	5
4. I am familiar with what is in the organization's bylaws and governing policies.	1	2	3	4	5
5. I frequently encourage other Trustees to express their opinions at board meetings.	1	2	3	4	5
6. I am encouraged by other Trustees to express my opinions at board meetings.	1	2	3	4	5
7. I am a good listener at board meetings.	1	2	3	4	5

8. I follow through on things I have said I would do.	1	2	3	4	5
9. I maintain confidentiality when required	1	2	3	4	5
10. When I have a different opinion than the majority, I raise it.	1	2	3	4	5
11. I support board decisions once they are made even if I do not agree with them.	1	2	3	4	5
12. I promote the work of the BPLD in the community whenever I had a chance to do so.	1	2	3	4	5
13. I stay informed about issues relevant to our mission and bring information to the attention of the board.	1	2	3	4	5
14. I am familiar with Colorado state statutes that apply to library districts.	1	2	3	4	5
15. I visit the library frequently enough to be familiar with services and to see potential needs.	1	2	3	4	5
16. I am willing to serve on library committees as needed.	1	2	3	4	5
17. I treat other Trustees with respect and listen openly to their opinions.	1	2	3	4	5
18. I have attended at least two BPLD events in the last year.	1	2	3	4	5
19. I leave the actual management of the Library to the Library Director.	1	2	3	4	5
20. I observe ethical standards with truth, integrity, and honor, and disqualify myself immediately whenever the appearance of a conflict of interest exists.	1	2	3	4	5
21. I defer all complaints from the public or staff to the Library Director or staff.	1	2	3	4	5

E. Feedback to the Board President

1. The board has discussed the role and responsibilities	1	2	3	4	5
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of the President.

2. The President is well prepared for board meetings.	1	2	3	4	5
3. The President helps the board stick to the agenda.	1	2	3	4	5
4. The President ensures that every board member has an opportunity to be heard.	1	2	3	4	5
5. The President is skilled at managing different points of view.	1	2	3	4	5
6. The President knows how to be direct with an individual Trustee when their behavior needs to change.	1	2	3	4	5
7. The President can be tough on us as a group if we get out-of-line.	1	2	3	4	5
8. The President helps the board work well together.	1	2	3	4	5
9. The President demonstrates good listening skills	1	2	3	4	5
10 The board supports the President.	1	2	3	4	5
11. The President is effective in delegating responsibility amongst Trustees.	1	2	3	4	5
12. The President is effective in collaborating with the Library Director.	1	2	3	4	5

BOULDER PUBLIC LIBRARY DISTRICT 2024 APPROVED BUDGET

(Revised 1.9.2024 for mill levy certification)

SOURCES	2023 BPLD Actuals			BPLD 2024	Notes
	2023 BPLD Budget	[projected]			
General Fund					
Property Tax Revenues	\$ 18,500,000	\$ 17,605,051		\$ 21,404,074	
Other taxes				\$ 3,053	
Grants		\$ -		\$ 641,634	2024 - State grant for collections, Gates grant for NoBo, BLF Program grants, and \$510,000 NoBo Capital to pass through to City.
Revenue				\$ 35,000	Booksale
Other revenue				\$ 5,000	
Carryover	\$ -	\$ -		\$ 16,489,379	
TOTAL REVENUE	\$ 18,500,000	\$ 17,605,051		\$ 38,578,140	
USES					
Personnel Budget					
Salaries				\$ 9,385,698	
Employee Benefits		\$ -		\$ 3,277,198	
Non-Personnel Budget					
Library Operations				\$ 808,463	
Administration	\$ 2,500,000	\$ 73,491		\$ 964,337	Admin and Communications
Board of Trustee Governance				\$ 158,600	
Collections				\$ 1,695,593	
IT		\$ 97,181		\$ 1,503,307	
Facilities				\$ 2,044,565	
Operating Total				\$ 19,837,761	
Other Uses					
Capital and One-Time Total		\$ 945,000		\$ 1,390,000	2023 - IT Infrastructure 2024 - Office reconfiguration, \$750K Maintenance backlog, \$75K Vehicle.
Debt Service Total		\$ -		\$ 13,865,000	Pay Back to City of Boulder: \$13 million 2023 operating, \$510,000 NoBo Capital, \$350,000 General Fund loan to Library Fund loan for 2023.
TOTAL EXPENDITURES	\$ 2,500,000	\$ 1,115,672		\$ 35,092,761	
Reserve Funds					
General Reserve	\$ 550,000	\$ 550,000		\$ 2,000,000	2024 = 8%
Capital Fund		\$ -		\$ 2,466,411	Gunbarrel - possible expense
Ending Fund Balance	\$ 16,000,000	\$ 16,489,379		\$ 3,485,379	

Boulder Library District: Property Tax Mill Levy

2 messages

John Tayer <john.tayer@boulderchamber.com>

Thu, Jan 4, 2024 at 5:31 AM

To: "farnand@boulderlibrary.org" <farnand@boulderlibrary.org>, "joniteter@gmail.com" <joniteter@gmail.com>

Cc: Jonathan Singer <jonathan.singer@boulderchamber.com>

Joni and David:

I hope all is good to great with the two of you in the New Year!

As Jonathan addressed in last month's opinion piece – "[Local governments must meet the challenge of rising property taxes](#)" - Jonathan and I are following-up on an appeal for property tax funded entities to reduce their mill levy's in response to the exorbitant rise in assessment rates and what would otherwise be a significant revenue windfall.

We've heard there is some positive movement from the Library District on this front, but want to hear your thinking on this matter and to urge you to set the mill levy that is sensitive to the burden on commercial and residential property owners. I note, for example, that Boulder County is considering a mill levy that reduces their property tax revenue increase to around 5.5%.

Thank you for any insights you can share as we work to avoid the devastating impact that unchecked property tax increases will have on our businesses and residents! - John



John L. Tayer (*he/him*)

President & CEO

Ph. 303-919-2248 | john.tayer@boulderchamber.com

We Build Community Through Business



image001.png
8K

joni teter <joniteter@gmail.com>

Thu, Jan 4, 2024 at 11:36 AM

To: John Tayer <john.tayer@boulderchamber.com>

Cc: "farnand@boulderlibrary.org" <farnand@boulderlibrary.org>, Jonathan Singer <jonathan.singer@boulderchamber.com>

Hi, John,

Thanks for reaching out to us about the library district's 2024 budget and mill levy. As a brand new operation, we are following the advice given to new businesses in their first years: creating a solid foundation for the library's future by building a cash reserve, and Investing in aspects of our business services that yield dividends to our shareholders - which, in our case, is the community. We think these strategies will help our library successfully navigate uncertainties in its first years of operation and provide a solid basis for delivery of future services and programs to our community.

In terms of reserves, we have placed \$2.5 million in the district's general reserve fund, and another ~\$2.5 million in a capital reserve fund intended for the Gunbarrel branch (which promised to voters in the 2022 ballot measure). We have also placed funds into very conservative, low risk investments (all of which are authorized under the laws of the State of Colorado) to help build reserves by maximizing taxpayer money with careful cash management.

Cash flow is one of the uncertainties we face each year, since governmental entities dependent on property tax revenues rely on revenues for the previous year to pay for the following year's operations. (The County Treasurer pays property tax revenues in arrears, in two annual installments, some months after the final filing deadline for taxpayers.) Although the district collected a full year of revenues in 2023, ~\$14 million of those revenues must be repaid to the city in 2024 and the remainder (beyond what was invested in start up and placed in reserve) will be used to fund operational costs for at least the first half of 2024.

In terms of investment, we are increasing Investment in library services that benefit the community, offering free access to critical resources that may otherwise be out of reach for many community members and small businesses. These investments include:

- Improved and increased literacy programs, including expanded partnership with schools to help students who fell behind in the pandemic. We are also updating and expanding the collections, including growth in bilingual materials.
- Expanded access to STEAM and maker programs for teens, underserved populations and seniors. These programs help prepare young people to compete in the 21st century marketplace and help seniors stay abreast of changing technologies. The library's maker space provides free access to a host of tools and equipment that is cost prohibitive for individuals, and these resources are heavily used by small businesses.
- Restoring hours at all branches, providing additional free public spaces for meetings and events (including a pilot aimed at making the Canyon Theater available for community use free of charge) and the first free community spaces in North Boulder with the opening of the new NoBo branch in June. Many small businesses depend on our libraries for meeting, working and event space.
- Improved maintenance and increased security at all branches, in addition to starting to address the

capital maintenance backlog costs that have accumulated in our library buildings over the last 30 years.

- Adding increased archivist hours at Carnegie, providing greater access to historic collections for businesses and community members. Many of Carnegie's collections are used extensively by local businesses, including the Boulder Real Estate, Maps, Newspapers, and Documents and Photograph collections. For more information see [Carnegie's Research Guide](#).

In addition to the Carnegie collections, our library has many resources specifically targeted to assist small businesses. Some details are highlighted below, and library staff would be happy to provide an introduction and tutorial to our library's business resources for your members if that would be helpful.

Business resources include:

- [Premium business tools](#) that offer access to research databases that have high individual subscription costs but are free to library users through our collective community investment.



- [Continuing education courses](#) that provide opportunities for self paced learning, including professional certificate programs through Gale Courses, and job seeking assistance through JobNow.

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[Business Education](#) | [Learn a Language](#) | [Tech Prep](#) | [Ed. & Classroom](#) | [Tech-Related Tech](#)

Services & Help

The Get Central News are:

- Monday through Thursday: 8 a.m. to 7 p.m.
- Friday through Saturday: 10 a.m. to 5 p.m.
- Sunday: 10 a.m. to 5 p.m.

Call us: 303-433-2100
Text us: 303-433-1482

Most questions can be asked and answered through our chat or through a service center which is staffed during hours.

• [Ask a Librarian](#)

Career Online High School



Career Online High School is a recognized high school alternative and career readiness program offered free of charge by Boulder Public Library in partnership with Colorado State Library. Boulder County residents who are 18 years-old or older are eligible to apply for enrollment at www.boulderlibrary.org/online

Learn Online

Udemy
Offer courses to thousands of self-paced, on-demand video courses. Nearly 20,000 Online Video Courses. The largest content offer specializing in the areas of Business, Tech, and personal development across 70 different categories.

Coursera
Coursera.com includes more than 1,000 award-winning self-paced video courses taught by world-renowned design experts and artists. An exceptional resource for CTE, colleges and industry.

Udacity
Get a healthy year of free to students? Looking for a new activity to pass the time?

Udacity & Coursera Reference Center
Udacity & Coursera Reference Center is a database from EBSCO containing thousands of articles from top faculty and staff magazines and books as well as e-books, Power Point videos and handy profiles.

Udacity & Coursera Reference Center
This resource for "how to" information on a variety of subjects provides course announcements and course details.

Udacity & Coursera Reference Center
Online instructor led courses include computer, business, medicine, and personal enrichment courses. More than 200 courses to choose from. Courses last for 6 weeks with one hour class sessions, with Great Courses videos last based on the 600 learning mins. More Great Courses will come along 4 times per month.

Udacity & Coursera Reference Center
Great Courses.com Catalog
Great Courses are available in formats other than audio. Many Great Courses are available in formats other than audio. Many Great Courses are available in formats other than audio.

Udacity & Coursera Reference Center
Live, anytime, anywhere job and resume assistance from Zillow. Available every day from 2 PM to 11 PM PT.

Exam Proctoring

Boulder County Testing Center
Front Range Community College
1340 Arden Street
Longmont, CO 80501
303-439-3447
examproctoring@boulderlibrary.org
www.boulderlibrary.org/testing

Westminster
Student Development Center
3847 W. 113th Avenue
Westminster, CO 80031
303-439-1347
examproctoring@boulderlibrary.org

Database by Name

[A-Z Database List](#)
[Database List](#)
[Database List](#)

Search Database by Subject or Keyword

Search for a Magazine/Journal

Tutorial for Reference Solutions (PaUSA)

Reference Solutions Database Center
To get from our site to your Reference Solutions Database Center, click on the link in the right-hand column. This will allow you to use Reference Solutions in the database of your database.

Community Resources

- [Bo State Library](#) Boulder County Business Portal
- [State of Colorado Business Resource Guide](#)
- [City of Boulder Business Portal](#)
- [Colorado Business Resource Guide](#)
- [Boulder Chamber of Commerce](#)

Reference Solutions

- [BOLIB](#) database center
- [Great Business Information](#)
- [Business Plan eBooks](#)
- [State of Colorado Business Resource Guide](#)
- [From the Chamber of Commerce](#)

- [Grant writing assistance](#) for non-profit organizations.

The screenshot displays the Boulder County website with several key sections:

- Services & Help:** Information about the Call Center hours (Monday-Friday 9 a.m. to 5 p.m., Friday 9 a.m. to 4 p.m., Saturday 9 a.m. to 3 p.m.), contact numbers (Call us: 303-441-2100, Text us: 303-441-1300), and a note that most questions can be asked and answered through the Job Information Service which is online during these hours.
- Learn Online:** A collection of digital learning options:
 - Udemy:** Offers access to thousands of self-paced, on-demand video courses. Nearly 20,000 Online Video Courses. The top-rated courses offer spending in the areas of business, tech, and personal development across 20 different categories.
 - Udacity:** Creating a career that lasts. More than 1,000 award-winning and 8 staff video courses taught by recognized design experts and artists. An inspirational resource for DIY, artists and explorers.
 - Home & Crafts Reference Center:** Got a hobby you'd like to explore? Looking for a new hobby to pass the time? Home & Crafts Reference Center is a database from EBSCO containing thousands of articles from top hobby and craft magazines and books as well as recipes, "how-to" videos and hobby profiles.
 - Home Improvement Reference Center:** Your source for "how-to" information on a variety of do-it-yourself home improvement and repair projects.
 - State Courses:** Online instructor-led courses including computer, business, medical, and personal enrichment courses. More than 300 courses to choose from. Courses run for 6 weeks and new sessions begin each month.
 - Great Courses Plus, Kenzie:** Great Courses are available for Ramsey users with a Boulder County ID. After Friday, March 9, 2018, Kenzie will introduce a new login system, with Great Courses being one of the new login sites. Great Courses Plus will still allow a login per course.
 - JobNow:** Online Job Searching. New, ongoing, temporary job and resource assistance from Boulder, available every day from 2 PM to 11:00 PM.
- Exam Proctoring:** Boulder County Proctoring Center, Front Range Community College, 1180 Wilson Drive, Longmont, CO 80501, 303-678-2647, ksalinger@proctoring.edu, www.frontrange.edu/proctoring. Student Development Center, 2845 W. 113th Avenue, Westminster, CO 80031, 303-404-1200, sc@studentcenter@frontrange.edu.
- Career Online High School:** Career Online High School at EBSCO. An accredited high school diploma and career certificate program offered free of charge by Boulder Public Library in partnership with Colorado State Library. Boulder County residents who are 19 years old or older are eligible to apply. For more information or research, visit frontrange.edu.
- Search Tools:**
 - Database by Name:** A-Z list of databases.
 - Search Databases by Subject (by keyword):** Search box.
 - Search for a Magazine Journal:** Search box.
 - Select Databases by Journal or Database:** Search box.
 - Sorted by Title:** Search box.
 - By order (low to highest):** Search box.
- Tutorial for Reference Solutions (RefUSA):** Reference Solutions Center. To get more out of your Reference Solutions experience search for ideas or help with it on an expert training center. They can show you how to use Reference Solutions to the advantage of your business.
- Community Resources:**
 - Boulder County Business Portal
 - State of Colorado Business Resource Guide
 - City of Boulder Business Portal
 - Colorado Business Resource Bank
 - Boulder County at Connect
- Additional Information:**
 - EBSCO Journals Hub
 - Great Business Information
 - Business Plus eBook
 - Home & Craft & Reference Center
 - Front Range Community College

Given the various efforts underway at the state level to mitigate the impacts of property tax increases for homeowners, there is considerable uncertainty about what next year will bring in terms of property tax revenues for local governments. As stewards of public dollars, we think the wisest course is to put this year's revenues to the best use we can through investments and reserves to build for our community's future.

I hope this information is helpful, and please let us know if you would like more information about resources available to help your members. Thanks again for reaching out.

Best - Joni

[Quoted text hidden]