

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, December 5, 2023, at 6:00 p.m. at Boulder
Public Library, 1001 Arapahoe Avenue, Boulder,
Colorado.

Attendance

The special meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Katharine (Joni) Teter
Sylvia Wirba
Benita Duran
Doug Hamilton
Cara O'Brien
Jennifer Yee

Absent: Sam Fuqua (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; Chris Barge, Executive Director of the Boulder Public Library Foundation; and, Steven Frost, Scott Steinbrecher and Miriam Gilbert, Commissioners of the City of Boulder Public Library; and, Margo Josephs of Leadline Project Management (via zoom).

Call to Order

Trustee Teter called the meeting to order at 6:02 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

Some agenda items were taken out of order to allow time for additional attendees to arrive.

Consider Approval of
Minutes of November 14,
2023

Following motion from Trustee Wirba and second from Trustee Hamilton, the November 14, 2023 minutes were approved unanimously as modified. Trustee Yee abstained.

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Public Comment

None.

BPL Public Facing Policies

Margo Josephs presented the policies to the Board.

- Adopt Existing Policies & Review Workplan of BPL Public Facing Policies

Ms. Josephs discussed five categories of policies to be adopted and reviewed over the coming year: Patron or Public Facing; Records Management; Governance; Finance and Procurement; and IT. She recommended that the Board adopt all presented policies, as modified. A copy of the December 1, 2023 Boulder Public Library District Policy Work Plan Memorandum marked as pages 49-53 is attached.

Trustee Hamilton enquired about the possibility of moving up the dates for review of the record retention policy.

Ms. Josephs and Mr. Farnan answered questions and accepted suggestions and modifications from the Board.

Upon motion by Trustee Wirba, and second by Trustee Yee, the Board voted unanimously to adopt the "public facing" Boulder Public Library Patron Policies found on page 51 of 83 of the memoranda as modified.

Director Farnan noted that staff will review and modify the remaining policies to meet the District's needs and obtain legal review where necessary.

Trustee Duran enquired whether any public hearing is required to adopt policies and Mr. Seter advised that no hearing is required.

Trustee Teter presented the work plan chart on page 53 of the memorandum which is the plan for review and adoption of additional policies during 2024.

Trustee Yee enquired as to who would be driving this process and updating the Gantt chart. Director Farnan noted that staff would drive the process and that Leadline's contract runs through March so Margo will be available to update and follow up on the chart.

The Board discussed the priority of various policies and the Board agreed that long-range planning policies will follow the March retreat.

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Director Update

Mr. Farnan shared his report with the Board. He presented two contracts for renewal, including for custodial and security services. Following discussion, and upon motion by Trustee Wirba, and second by Trustee Hamilton, the Board voted unanimously to renew both contracts. He also provided an update on the hiring process and answered questions regarding the same.

- BPLD Communications Plan for December Library Closure

Press releases regarding the closure will go out tomorrow. The release will explain that there is a technology transition requiring the closure.

- City's Shelter Plan for December Library Closure

Mr. Farnan provided an overview of plans and conversations with Housing and Human Services to support unhoused populations, particularly if winter/emergency weather occurs during the closure. Housing and Human Services provides shelter and hotel rooms to those known to them during emergency weather. Mr. Farnan agreed to look into the possibility of posting emergency numbers and shelter locations on the same signs indicating that the library is closed.

- Celebration Planning for Library Transition

There are plans for pop-up parties in several branch locations, beginning with the George Reynolds location. Mr. Farnan will provide the schedule as it is developed and calendared. A press release will also contain appropriate information.

- Consider Monthly Open House for Patrons

Mr. Farnan is working on a schedule for Trustees to host open houses for patrons. The Board expressed support for this idea, but on a less frequent basis than monthly. Mr. Farnan agreed to continue developing this plan.

Subcommittee Updates

The Finance Subcommittee presented a report on investment strategies available to the District, as prepared and recommended by JP Morgan. The Subcommittee will make a recommendation to the Board regarding which higher-interest earning accounts should be selected/utilized next week.

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

Trustee Matters

- Advance Agenda Planning for the Next Six Months

Trustee Teter provided an overview of the Agenda Planning draft. The draft plan is provided for discussion at the December 12 meeting.

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- Planning for January 16, 2024 Meeting
Trustee Teter noted that this will be an important and busy meeting because the first meetings of the year will be predominately focused on administrative matters.

Legal Counsel Status Report
Mr. Seter presented his report. He answered questions from the Board regarding final assessed values and certifying mill levies.

- IGA and Lingerin
Lease and License
Matters
He provided updates on the three-party IGA, which has been signed by the County. It is awaiting signature from the City.

The two-party IGA has been approved but we are awaiting input from the District's insurance broker to resolve the coverages available and what insurances the District is willing to provide for city owned property.

He provided an update on his conversations with DOLA regarding DOLA's letter demanding a tax reduction. DOLA acknowledged receipt of Mr. Seter's correspondence.

Adjournment
There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 7:30 p.m.

Sylvia Wirba
Sylvia Wirba (Jan 19, 2024 14:03 MST)

Secretary for the Meeting

December 1, 2023

To: Boulder Public Library District Board of Trustees

From: David Farnan, Library Director
Jennifer Phares, Deputy Library Director
Margo Josephs, Senior Project Manager, Leadline Project Management

Subject: Boulder Public Library District Policy Work Plan

Requested Action by the Board: A motion to adopt the current Boulder Public Library Policies with the staff recommended updates.

Requested Review, Discussion and Adoption by the Board: The staff recommended 2024 Library District Policy Review Schedule

Overview:

The Library Administration Team and the BPLD Board of Trustees Governance Subcommittee compiled information about five categories of policies recommended to be established by the Boulder Public Library District:

1. Patron or Public Facing Policies
2. Records Management Policies
3. Governance Policies
4. Finance and Procurement Policies
5. IT Policies

The Boulder Library Commission established and maintained the current patron or public facing policies that are posted on these webpages: [Research Policies](#) and [Rules and Policies](#). The Library Administration Team recommends the BPLD Board of Trustees adopt these patron policies with minor updates, highlighted in **Attachment A**, at the Dec. 5, 2023 Special Meeting.

A list of policies in order of review priority and anticipated level of required edits are outlined in **Attachment B**. While this list is as comprehensive as possible at this time, it is anticipated that a need for additional IT and finance policies could be identified in the future. The proposed review schedule can be found on the Gantt Chart presented on **Attachment C**.

In addition to the policy categories outlined above, employee policies have been established to provide a framework for consistent and ethical decision-making. The BPLD Board of Trustees expressed support for these policies while reviewing and approving the employee handbook during the October 24, 2023 Special Meeting ([Meeting Record](#)). No further action is required at this time. The employee policies in the handbook cover:

- Equal Employment Opportunity and Unlawful Discrimination
- Probationary Period
- Rest Breaks and Meal Periods
- ADA, Religious, Pregnancy and Nursing Employees Accommodations

- Compensation and Observed Paid Holidays
- Employee Leaves and Benefits
- Civic and Political Participation
- Workplace Behavior
- Employee Safety
- Privacy Information and Data Management
- Separation of Employment

Next Steps

- The BPLD Board of Trustees reviews and considers adopting via a motion the current patron or public facing policies with staff recommended updates (**Attachment A**)
- The BPLD Board of Trustees reviews, gives input and considers adopting the overall priority order of review in the Library District Policy Review Schedule (**Attachment B**)
- Staff presents new or current policies with recommended updates for Board input and consideration of approval at upcoming regular and special meetings. Finance and procurement policies will be developed with input from the auditor and the BPLD Board of Trustee Budget and Finance Subcommittee.

Attachment A. Current Boulder Public Library Patron Policies Recommended for Adoption on Dec. 5, 2023.

Policy	Recommended updates for initial adoption
Library Rules of Conduct	Consult BPLD attorney on rule-making requirements.
Canyon Theater and Gallery Terms of Use and Rental Policy	
Computer Use and Internet Policy	Change references to BPL to BPLD. Add circulating wireless devices and adjust articles and punctuation in 2 nd sentence under the Internet Filters section. Replace reference to City's WiFi internet access policy to BPLD under Internet and Computer Terms of Use. Under Restriction of Suspension of User Access add this as last sentence: By accessing or using the Library's computers or network, you signify that you have read, understood, and agree to comply with the terms of this policy.
Collection Development Policy	
Request for Reconsideration Policy	Replace reference to Library Commission with Boulder Public Library Board of Trustees in last section.
Program, Exhibition, and Display Selection Policy	
BLDG61 Makerspace Policy	
Community Bulletin Board Policy	
Distribution of Community Information Policy	
Meeting Room and Study Room Policy	
Programs and Events Sponsorship Policy	
Privacy Policy	
Materials Donation Guidelines	
Photography and Video Recording Policy	
Security Camera Policy	Replace City of Boulder I.T. Department with BPLD IT Department under retention. Replace Library Commission with BPLD Board of Trustees under Liability. Replace City staff with BPLD attorney under Public Disclosure.
Unattended Children Policy	
Carnegie Library Policies	

Attachment B. Library District Policy Review Schedule
Drafted 11/30/23

Policy Name	Policy Type	Level of Review Needed	Point Person	Recommended Modifications	Proposed Board Mtg. Review Date	Review Deadline	Associated Policy	Link to Policy	Last Reviewed
Canyon Theater and Gallery Terms of Use and Rental Policy	Patron	Considerable	Jamie	Liability insurance	12/12/2023	By Jan			6/1/2019
Theater Rental Application	Patron	Considerable	Jamie	Liability Insurance	12/12/2023	By Jan			
Library Rules of Conduct	Patron	Considerable	Jennifer	Consult BPLD attorney on rule-making requirements.	12/12/2023	Dec 23		https://boulderlibrary.org/about/rules/	5/1/2022
CIPA (Children's Internet Protection Act)	Patron	Moderate	Aimee	Determine if stand alone policy is necessary. CIPA is referenced and linked in the Computer Use and Internet Policy.	1/30/2024	Jan/Feb (early Q1)			
CORA Policy (Open Records Request Policy)	Records	Moderate	Beth Dauer + Jennifer	Consult BPLD attorney on legal requirements.	1/30/2024	Jan/Feb (early Q1)			
Computer Use and Internet Policy	Patron	Moderate	Aimee	No changes needed for December 2023 adoption. Updates required related to computer/device borrowing, and WiFi access. Couple update with Computers, Internet, & Printing info webpage. Flag for minor update with opening of new NoBo related to services offered there.	2/20/2024	Jan/Feb (early Q1)		https://boulderlibrary.org/about/rules/internet-access-policy/	2/1/2022
Insurance & Risk Management Policy	Misc	Moderate	Jamie	Ask Matt and Insurance broker if this is a set of guidelines/forms vs a policy?	2/20/2024	Jan/Feb (early Q1)			
Long-range planning	Governance	Considerable	Joni	Discuss at March retreat	3/5/2024	March			
Collection Development Policy	Patron	Minimal	Laura	No changes needed for December 2023 adoption.	4/2/2024	March/April	Request for Reconsideration Policy, Program, Exhibition, and Display Selection Policy	https://boulderlibrary.org/about/rules/collection-development-policy/	4/6/2022
Request for Reconsideration Policy	Patron	Moderate	Laura	With December 2023 adoption, replace reference to Library Commission with Boulder Public Library Board of Trustees in last section. Policy review related to process and eligibility.	4/2/2024	March/April	Program, Exhibition, and Display Selection Policy	https://boulderlibrary.org/about/rules/request-for-reconsideration-policy/	6/7/2023
Program, Exhibition, and Display Selection Policy	Patron	Minimal	Laura + Jamie	No changes needed for December 2023 adoption.	4/2/2024	March/April		https://boulderlibrary.org/about/rules/sponsorship-of-programs-and-events-policy/	6/7/2023
BLDG61 Makerspace Policy	Patron	Moderate	Jamie	No changes needed for December 2023 adoption. Prior to NoBo Library opening, update is need to include new makerspace.	4/16/2024	By May		https://boulderlibrary.org/about/rules/bldg-61-makerspace-policy/	1/5/2022
Information Retention Policy	Records	Moderate	Beth Dauer + Jennifer	New policy needed. Consult with BPLD attorney about legal requirements.	4/16/2024	based on attorney availability			
Community Bulletin Board Policy	Patron	Minimal	Tim	No changes needed for December 2023 adoption. Prior to NoBo Library opening, update is needed.	4/30/2024	By May	Distribution of Community Information Policy	https://boulderlibrary.org/about/rules/community-bulletin-board-policy/	9/1/2021
Distribution of Community Information Policy	Patron	Minimal	Tim	No changes needed for December 2023 adoption. Prior to NoBo Library opening, update is needed.	4/30/2024	By May		https://boulderlibrary.org/about/rules/distribution-of-community-information-policy/	9/1/2021
Meeting Room and Study Room Policy	Patron	Moderate	Tim	No changes needed for December 2023 adoption. Prior to NoBo Library opening, update is needed, along with Programs and Events Sponsorship Policy	5/14/2024	By/In May	Programs and Events Sponsorship Policy	https://boulderlibrary.org/about/rules/meeting-rooms/	9/1/2022
Programs and Events Sponsorship Policy	Patron	Moderate	Jamie + Tim	No changes needed for December 2023 adoption. Update needed with Meeting and Study Room Policy.	5/14/2024	By/In May		https://boulderlibrary.org/about/rules/sponsorship-of-programs-and-events-policy/	5/1/2023
Privacy Policy	Patron	Moderate	Tim + Aimee	No changes needed for December 2023 adoption.	6/11/2024	No deadline		https://boulderlibrary.org/about/rules/privacy-policy/	11/1/2022
First Amendment Auditors Guidelines (Public Access)	Patron	Moderate	Jennifer	consult attorney, look at city's.	6/11/2024	Summer			
Finance Policy Packet: Asset Management Authorization of Expenditures Monetary Gifts and Donations Policy Banking Policy Capital Assets Debt Management Policy Disposal of Assets Borrowing & Debt Management Investment and Cash Management Policy Reserve Fund Policy	Finance	Considerable	Matt Miller	Develop drafts from examples provided by Matt; Initial review by budget & finance sub-committee prior to Board review	6/25/2024	Prior to 2024 Audit			
Materials Donation Guidelines	Patron	Minimal	Kate	No changes needed for December 2023 adoption.	7/9/2024	No deadline		https://boulderlibrary.org/about/rules/donation-guidelines/	12/1/2021
Photography and Video Recording Policy	Patron	Minimal	Jennifer	No changes needed for December 2023 adoption.	7/9/2024	No deadline		https://boulderlibrary.org/about/rules/photography-and-video-recording-policy/	9/1/2022
Security Camera Policy	Patron	Minimal	Aimee	With December 2023 adoption, replace City of Boulder I.T. Department with BPLD IT Department under retention. Replace Library Commission with BPLD Board of Trustees under Liability. Replace City staff with BPLD attorney under Public Disclosure.	7/23/2024	No deadline		https://boulderlibrary.org/about/rules/privacy-policy/	10/1/2022
Unattended Children Policy	Patron	Moderate	Tim	No changes needed for December 2023 adoption.	7/23/2024	No deadline		https://boulderlibrary.org/about/rules/unattended-children-policy/	5/1/2022
Carnegie Library Policies and Forms	Patron	Minimal	Jamie	Group of 6-8 policies; recently updated; consider re-visiting after manager hired	7/23/2024	No deadline		https://boulderlibrary.org/services/local-history/donations-and-collections-policy-for-the-carnegie-branch/	9/1/2021
Incident Response	IT	Moderate	Aimee	perhaps around cyber security - ask Aimee		No deadline			
IT Security	IT	Moderate	Aimee	get more info on timing from Aimee		No deadline			
Facility Naming Rights	Patron					No deadline			
Partnership Policy	Patron					No deadline			
Board meetings and records policy	Records		Beth Dauer + Jennifer			TBD			
Colorado State Archives Records Retention Schedule and Resolution	Records		Beth Dauer + Jennifer			TBD			
Resolution regarding disposal of data containing personally identifying information	Records		Beth Dauer + Jennifer			TBD			
Record Retention Policy	Records		Beth Dauer + Jennifer	See DougCo		TBD			
Electronic Mail Monitoring and Archiving	Records		Beth Dauer + Jennifer	See DougCo		TBD			
Defense and Indemnification of Trustees and Employees	Governance		Kim	Check back after review of insurance policy		No deadline			



Q1 2024

Q2 2024

Q3 2024

Q4 2024

December

January

February

March

April

May

June

July

August

September

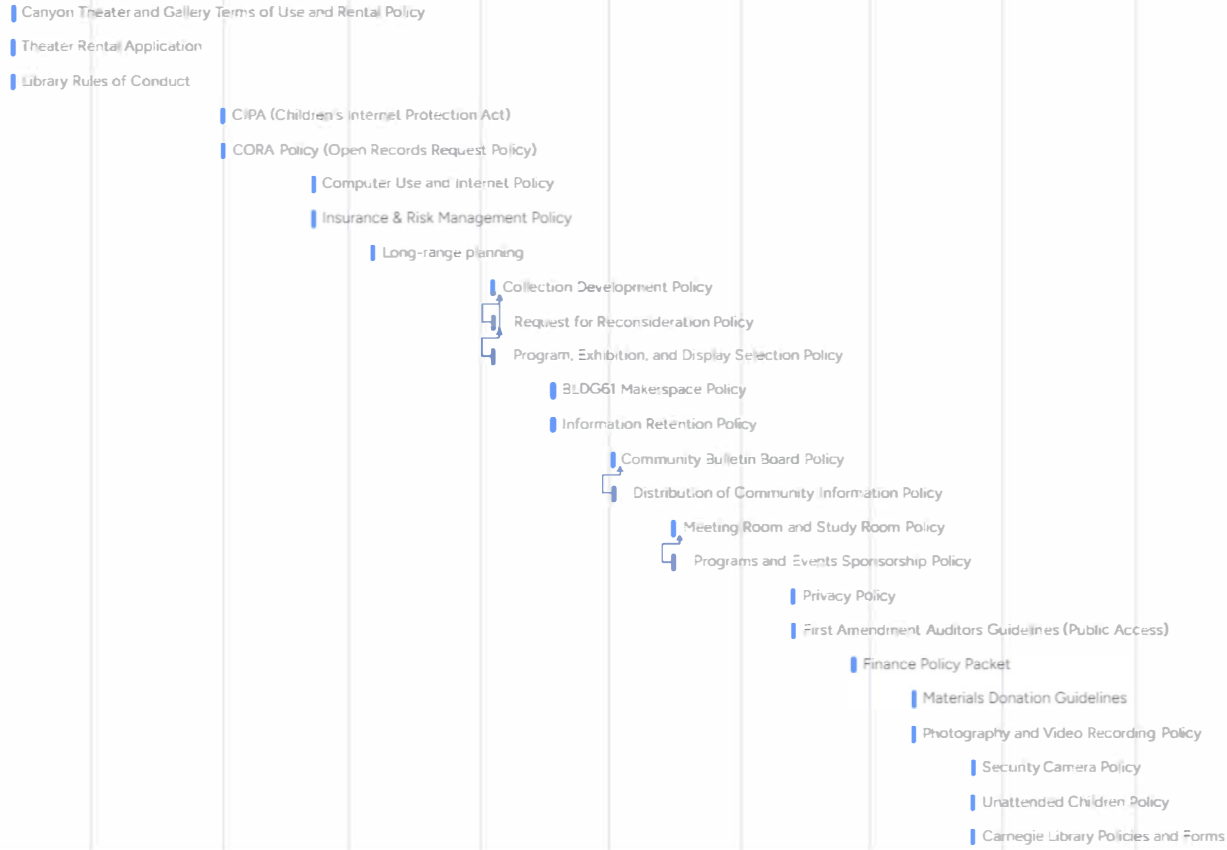
October

November

December

● Policies/Procedures/Forms

- Canyon Theater and Gallery T... Dec 12
- Theater Rental Application Dec 12
- Library Rules of Conduct Dec 12
- CIPA (Children's Internet Prot... Jan 30, '24
- CORA Policy (Open Records ... Jan 30, '24
- Computer Use and Internet P... Feb 20, '24
- Insurance & Risk Management... Feb 20, '24
- Long-range planning Mar 5, '24
- Collection Development Policy Apr 2, '24
- Request for Reconsideration ... Apr 2, '24
- Program, Exhibition, and Displ... Apr 2, '24
- BLDG61 Makerspace Policy Apr 16, '24
- Information Retention Policy Apr 16, '24
- Community Bulletin Board Pol... Apr 30, '24
- Distribution of Community Inf... Apr 30, '24
- Meeting Room and Study Roo... May 14, '24
- Programs and Events Sponsor... May 14, '24
- Privacy Policy Jun 11, '24
- First Amendment Auditors Gu... Jun 11, '24
- Finance Policy Packet Jun 25, '24
- Materials Donation Guidelines Jul 9, '24
- Photography and Video Recor... Jul 9, '24
- Security Camera Policy Jul 23, '24
- Unattended Children Policy Jul 23, '24
- Carnegie Library Policies and ... Jul 23, '24








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Final Audit Report

2024-01-19

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-  Document emailed to Sylvia Wirba (sylviawirba.bld@gmail.com) for signature
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-  Email viewed by Sylvia Wirba (sylviawirba.bld@gmail.com)
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-  Document e-signed by Sylvia Wirba (sylviawirba.bld@gmail.com)
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