

**RECORD OF PROCEEDINGS  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
  
OF THE  
  
BOULDER PUBLIC LIBRARY DISTRICT**

**Held:** Tuesday, February 13, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado

**Person preparing summary:** Celia Seaton

The 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  
Sam Fuqua

Also present were Kim J. Seter, Esq. from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; and Sophia Surage, Volunteer Services Manager of the Boulder Public Library.

**Members of the public present:** None.

**Type of Meeting:** Special

**Agenda Item 1: Call to order**

Trustee Teter called the meeting to order at 6:05 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

**Agenda Item 2: Public comment**

None.

**Agenda Item 3: Consider Approval of Minutes of January 16, 2024**

- a. Following motion from Trustee Fuqua and second from Trustee O’Brien, the January 16, 2024 minutes were approved unanimously as modified.

**Agenda Item 4: Introduction and Instructions for GivePulse**

Surage presented the Trustees with an overview of the new volunteer management system, GivePulse. This platform allows functional access for the Trustees to record their time spent on various Board and Library activities. The contributions from volunteers are recorded and tracked as “impacts.” This is the same platform used by the University of Colorado, which provides a uniform experience for people and removes the barrier of having to learn a new system. GivePulse meets Colorado’s accessibility standards and employs a dedicated team for adaptive devices.

- a. [Quick Guide for Users and Volunteers – GivePulse](#)
- b. [Add Impact – GivePulse](#)

GivePulse accounts have been created for each Trustee. The members are housed within a group which will provide an easy view of the annual Board impact. Surage and Seaton will work together to enter the calendar of meeting hours, so that those impacts will be tracked for each member's account. Trustees will enter any impacts beyond those official meetings into their account on GivePulse.

Surage expressed appreciation to the Trustees for their tremendous volunteer efforts. She offered ongoing support to anyone needing assistance with the platform and provided contact information for the GivePulse help desk.

In response to Wirba's inquiry, Surage reported that the accounts and relevant information captured in Count Me In has been successfully transferred to the new volunteer platform. So far, she has heard little frustration from users active in the new system. Hamilton wondered whether volunteers could use this platform to sign up for new activities and opportunities; Surage replied that GivePulse is indeed now the main hub for all volunteerism: sharing, posting, tracking, and managing data as well as applications.

The Trustees thanked Surage for the overview and Surage expressed appreciation for the Board's volunteer service.

#### **Agenda Item 5: Adopt Amendments to Bylaws**

Teter reviewed and incorporated edits provided by Yee. O'Brien also caught and indicated further minor changes needed in the text.

Fuqua moved to approve the amendments to bylaws as reviewed and discussed. O'Brien seconded, and the motion passed unanimously.

#### **Agenda Item 6: Director's Report**

The contract for a cyber insurance policy was secured and should meet basic coverage needs.

Staff expect a mid-April turnover for occupancy in the new North Boulder Library building. Crews will simultaneously complete the roadway and parking lot. The multiuse path connection to the mobile home park to the east of the library will be opened in synchrony with the new library's opening.

Technology Director Aimee Schumm will reach out to the Trustees regarding the email migration from Gmail over to the new Microsoft addresses.

The Main Library space reconfiguration plan is underway to accommodate offices for the 20-plus internal staff increase. The next wave of new staff will arrive on March 1. A forthcoming furniture order (under budget) should arrive in April. This project will also result in more touch-down spaces for staff needing a room in which to meet or work, including two soundproof booths. The Board will review pricing for other potential redesigns (e.g., nursing mother lounge, division of meeting room space into smaller study rooms, and expansion of the Teen Space) during a later phase. Staff teamed with studiotrope Design Collective and purchased furniture through Workplace Resource.

Farnan reviewed a quote for flood insurance. Teter wondered about constraints on rebuilding due to the library's location in a high hazard zone of the flood plain. She suggested seeking clarification on this point from the City. Farnan agreed; he wants to ensure that the policy covers systems such as HVAC and intake valves under the parameters of "building loss."

Hamilton wondered about cost of technology and connectivity systems for the North Boulder Library. Farnan reported that these funds were already contributed to the budget that the City holds for the current build-out (along with other technology like cameras and the sorting machine). Farnan estimates June 1 as the opening date for the new library. A grand opening celebration will occur in late June or early July.

The Library posted ten staff positions in February. Farnan reported hiring Human Resources Manager Libby Turner in January.

#### **Agenda Item 7: Trustee Matters**

- a. Discussion of future meeting dates: mix of virtual/in person or hybrid – Teter reminded the group of the decision made last fall to incorporate a virtual platform for a portion of the meetings. She polled for current preference. Wirba travels frequently for work and recommended maintaining an option to attend virtually. Hamilton and Fuqua prefer the in-person experience. O'Brien felt neutral. Teter directed a shift to in-person meetings, along with maintaining a hybrid option. The group agreed to revisit the topic during the summer months.

Teter alerted the group to her creation of two SharePoint subfolders for committee work. For continuity, this tool will be owned by Library staff with new access provided as needed to Board members.

Teter reported that she heard today of Duran making statements to elected officials that the Board's operations felt "not transparent, not accountable, chaotic, and inefficient." Teter noted that this would not only signify a violation of the spokesperson guidelines in the bylaws, but also a larger issue of discord within the group. She asked for input on the best path to resolution or countering of these claims. Fuqua felt "taken aback" by this report and recommended further discussion at the Annual Retreat. He would prefer to have Duran present to clarify. Hamilton agreed; he is interested to hear Duran's view – "hopefully this is just a misunderstanding." He believes the Board has worked "really hard and really well together." O'Brien expressed her dismay: this news is "really frustrating ... [as] literally everything [the Board] do[es] has been in public," transparent and under scrutiny. She needs more context around the statements. Wirba: "Disappointing." She hopes that the Board can bring such concerns to the table. Hamilton will reach out to Duran to initiate conversation on this issue.

Fuqua recommended viewing the latest exhibit showcased along the Arapahoe Ramp in the Main Library, "[Bubbling Up](#)," which examines and confronts racism through story-gathering and active participation. A reception is planned for March 11.

#### **Agenda Item 8: Legal Counsel Updates**

- a. Adopt Annual Administrative Resolution (SVWPC) –
  - i. Renew consultant contracts
  - ii. Determine paper for official publications and establish annual posting places.
  - iii. Delegate responsibilities for Trustee required action described in § 24-90- 109, C.R.S. (bylaws)

Seter requested approval of the resolution, [indicating the calendar of deadlines](#). The group agreed to insert District Director in place of accountant, since the accountant role is transitory.

Hamilton noted the July 31 financial audit results. Farnan believes that the audit will begin in March; Seter agreed that this is a customary timeline, and many districts are granted extensions if needed.

O'Brien moved to approve the Annual Administrative Resolution for 2024. Fuqua seconded, and the motion passed unanimously.

Seter advised that the personnel matter referenced in the [packet](#) has been resolved.

#### **Agenda Item 9: Adjournment**

Farnan reminded the group to fill out the surveys which the consultant will be reviewing in preparation for the retreat.

The meeting was adjourned at approximately 7:05 p.m.

*Sylvia Wirba*

[Sylvia Wirba \(Mar 20, 2024 12:08 MDT\)](#)

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Attestation

# 02.13.24 Special Meeting Minutes

Final Audit Report

2024-03-20

Created:	2024-03-20
By:	Celia Seaton (seatonc@boulderlibrary.org)
Status:	Signed
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