

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

**Held:** Tuesday, February 20, 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  
Benita Duran  
Doug Hamilton  
Cara O'Brien  
Sam Fuqua  
Jennifer Yee

Also present were Kim J. Seter, Esq. 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; Celia Seaton, Executive Assistant of the Boulder Public Library; and Maria Tormos, Communications Manager of the Boulder Public Library.

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

**Type of Meeting:** Regular

*This meeting was preceded by an information session from 5:00-6:00 PM. Hamilton spoke alongside a [presentation outlining the structure and roles of the Board](#). Following the slideshow, the Trustees welcomed public inquiry.*

**Agenda Item 1: 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.

**Agenda Item 2: Public comment**

None.

**Agenda Item 3: Consider Approval of Minutes of January 30, 2024**

- a. Following motion from Trustee Wirba and second from Trustee Fuqua, the January 30, 2024 minutes were approved unanimously as modified.

**Agenda Item 4: Treasurer's Report**

Wirba [reviewed the financial documents](#), compiled with the dedicated support of Finance Manager Adriana Boniakowski. These include 2023-2024 updates, as well as an outline of profit and loss, balance, bills, and expenses.

End of year compliance for 1099s has been completed, and 2023 books have closed. Nearly \$14M of expected reimbursement to the City has been recorded; this figure will be adjusted once the invoice is received. Wirba

reviewed total operating expenses, accumulated interest, and investments. 2024 has seen two payrolls successfully processed through Paylocity, the new Purchasing Card Management Program roll-out, and 31 cards already issued to staff. Facilities plans to purchase an electric transit cargo van at an estimated cost of \$58,000; the Board will review that purchase at the appropriate time. The financial management system, Sage Intacct, Inc, will be implemented with a go-live date of March 1 – this should simplify reporting as staff is currently entering budget data through QuickBooks during the transition. The Administration team is preparing for the annual audit and is currently recruiting an Accounting Specialist.

In response to Duran’s inquiry about the report, staff replied that the purchase cards constitute the entirety of the accounts. Duran suggested collating the workgroups instead of listing the cards separately. Wirba noted that the profit and loss page lists expenses by category instead of individual cardholder. Phares explained that each expense is tagged with relevant location and budget codes. Teter recalled that FirstBank offered robust reporting on the purchase card management system and Phares agreed that this resource is being utilized.

Hamilton and Wirba suggested the Board review a budget comparison on a quarterly basis each year.

Hamilton didn’t see a need for the listing of assets; Wirba agreed, as the District is not in the business of profit. After discussion, the group agreed that the regular Treasurer’s Report needn’t contain the balance sheet if the bank account amounts (as listed on the first page) are included. In response to Fuqua’s desire to periodically review a balance sheet, Wirba agreed to incorporate these on a quarterly basis.

Wirba welcomed continued feedback to refine this report so that it can be most useful for Board purposes.

#### **Agenda Item 5: Library Policy Review – CORA Policy**

Phares presented the draft version of this document which concerns policy around compliance with the Colorado Open Records Act (CORA). Elizabeth Dauer of the legal consultation team prepared this resolution and policy. Phares incorporated changes including the library director’s contact and the library’s address. This document can be posted as a fillable form so that the public can submit these requests either online or physically print out and mail in the form.

Seter reported that the legal team is currently compiling a detailed set of rules for record retention which are promulgated from a state archive entity. Once ready, this document will be reviewed by the Board for adoption.

Hamilton made a motion to approve the CORA policy as presented in the packet. Wirba seconded, and the motion passed unanimously.

#### **Agenda Item 6: Volunteer Services – Impacts in 2023**

Farnan reviewed the [infographic as presented in the packet](#) highlighting the substantial contributions from the volunteer workforce that supports the library in various capacities and serves as a “critical piece” of library operations. He praised this “remarkable effort by our community.”

The Trustees appreciated the presentation of this powerful volunteer impact. Teter hopes that the Communication and Marketing team can give more presence and prominence to these reports, along with the library’s quarterly performance measures.

Yee asked about the transfer of volunteer accounts from the previous database; Volunteer Manager Sophia Surage had reported that this information was migrated to the new system.

#### **Agenda Item 7: Director Updates**

Farnan advised that the Board should be prepared to witness year one of the District’s budget as a “gradual stepping up” process. He explained that while allocated figures were benchmarked many allocations through

research, and now the “rubber hits the road” Scaled personnel expenses reflect savings due to the practicalities of hiring timelines. Expenses allotted for Gunbarrel will go toward a leased property as opposed to a purchase, accounting for those reserves. Thirdly, he referenced the large backlog of maintenance needed for the library buildings. Though these repairs are necessary, Facilities Manager Andres Melendez was only recently onboarded and is still actively building his team. Due to these factors, there will be an excess/savings of over \$1M by the end of the year. The immediate impact of these three situations will result in increased monies being set aside for investment.

Melendez intends to research possibilities for offsite space that the maintenance crew could use as equipment storage and staging for construction and repair. Hamilton suggested potentially leasing more City property as it would be already outfitted with internet connectivity and insurance coverage.

Responding to Hamilton’s inquiry, the prospective electric cargo van would replace the previous City-owned vehicle used to transport materials for facilities as well as books. The group agreed that the quote presented appeared reasonable, especially for an electric option.

The Board will be presented with a midyear budget review. By this point, the data will have been loaded into Sage Intacct for more regular reporting. It is not yet determined whether there will be any necessary adjustments at that time – if so, a process will be put in place to account for these changes.

The Board will review a proposal regarding investment monies in March. The District’s first payment to the City is planned for June 1.

Yee appreciated the report’s outline of three solid bullet points to explain excess budgeted monies and address potential community concern about the District’s use of funds during its first year of formation. Teter will file these talking points in the Trustee’s governance folders for future reference.

Farnan received a nod of approval from the Board to pursue acquisition of flood insurance as soon as possible.

Farnan reported that the successful candidates for many of the new positions happen to be current staff; this movement indicates positive upward growth, but it also means that vacancies aren’t disappearing.

Discussing First Amendment auditors, the group considered implementing reasonable time, place, and manner restrictions. As Farnan clarified, the library is a public building and not a public forum. This means that the interiors are not places where people can exercise any expression through freedom of speech. The future opportunity of reserving Canyon Theater space could be provided as an alternative once these restrictions are implemented as policy.

Teter shared knowledge gained during a discussion on this topic at CALCON; some libraries implement reasonable time, place, and manner restrictions along with incorporating “staff-only” signage to identify those areas where employees work as separate from the public space. Phares noted that these signs are already acquired and awaiting the policy for installation. Teter recommended setting these public access guidelines in place as soon as possible’ staff agreed to return with policy language at a forthcoming meeting.

Teter recently read an article in the *Daily Camera* reporting on organized instigation and deliberate provocation at city council meetings. While content can’t always be regulated, disruption can be minimized. Teter suggested adding some guidelines to the public participation for the Board, e.g., requiring people to contact information and name. She wondered whether guidelines could be implemented to restrict public participation at Board meetings to only include those that reside within the district boundaries. Seter explained that this would not be a legal restriction.

**Agenda Item 8: Trustee Matters**

- a. Set retreat date March 2 – the Board acknowledged this upcoming offsite session.
- b. Special meeting March 5 – the Board agreed to cancel this meeting.
- c. Information Item: Carnegie Contact Form

To the assent of the group, Wirba suggested incorporating a standing agenda item under Trustee Matters for Boulder Library Foundation (BLF) updates. Barge announced plans for a gala alert on Thursday, September 26 to celebrate BLF's upcoming 50<sup>th</sup> anniversary. Bonnie Garmus, author of *Lessons in Chemistry*, will headline the event. Table sales will open tomorrow, with individual tickets available in May.

Staff reaffirmed that the applications would be published online following the Trustee recruitment process.

**Agenda Item 9: Legal Counsel Updates**

See Legal Status Report in the [packet](#).

**Agenda Item 10: Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 7:16 p.m.

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Attestation