

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

Held: Tuesday, March 19, 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:

Sylvia Wirba
Benita Duran
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; Maria Tormos, Communications Manager of the Boulder Public Library; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None.

Type of Meeting: Regular

Agenda Item 1: Call to order

Trustee Duran chaired the meeting in the excused absence of Trustee Teter. She 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 February 13, 2024

- a. Following motion from Trustee Wirba and second from Trustee Hamilton, the February 13, 2024 minutes were approved unanimously.
- b. Following motion from Trustee Wirba and second from Trustee Hamilton, the March 2, 2024 minutes were approved unanimously.

Agenda Item 4: Treasurer's Report

Wirba presented the [financial documents she provided for the meeting](#). These indicated profit and loss reporting, retaining the same format as the previous month. The new Accounting Specialist starts on March 25. Hamilton clarified that Focus Connect is the current technology contractor assisting with service tickets, connectivity, and the security camera system. Responding to Wirba's inquiry, Farnan explained that the "opening books collection" refers to the materials for the new North Boulder Library. Discussing the increase

to the materials budget, staff indicated that about 20% is intended to finance the materials collections for the new North Boulder Library and, potentially, Gunbarrel.

She invited Farnan to discuss the financial update from his Director's Report addendum at this time (see [handouts](#).) He referenced the certificate of deposit (CD) account and his recommendation to roll over the funds for an additional three months. In response to Hamilton's inquiry, Farnan clarified that the Library would still have the available monies to remit the first expected payment to the City. Staff have accounted for the projected expenditures for the months between now and June 1.

Hamilton made a motion to roll over \$10 million along with earnings and an additional \$5 million for the 3-month CD account. Wirba seconded, and this motion passed unanimously. Farnan will inform JP Morgan of the Board's intent and will follow up any next steps with the finance team.

Agenda Item 5: Library Policy Review

- a. Computer Use and Internet Policy – the group reviewed and discussed the [updates to this policy as presented in the packet](#). Wirba wondered how many requests to access restricted sites have occurred in the past; Farnan recalled two such requests.

Wirba moved to approve the Computer Use and Internet Policy. O'Brien seconded, and the motion passed unanimously.

- b. First Amendment Auditors Policy – Farnan presented the draft of this new policy, which was discussed during the February meeting. The document aligns with similar policies from other library systems. Restrictions of time, manner, and place are laid out within a positive framework of language.

Duran suggested amending the title of the policy to include "for the general public," indicating that these public-facing guidelines are for everyone; Hamilton agreed.

Wirba moved to adopt this document, with the title modified to First Amendment Auditors Policy for the General Public. Duran seconded, and the motion passed unanimously.

Staff confirmed that all policies are posted online for public viewing; only the Rules of Conduct are printed and posted in physical spaces within the libraries. Duran suggested finding a physical location in the libraries where the newly approved policies could be posted for patrons – staff will investigate this possibility.

Agenda Item 6: Determine Schedule and Method for Evaluation of Executive Director (Governance Committee)

The group discussed the Library Director Evaluation Process and Wirba pooled for feedback on the forms and charts as indicated in the packet.

Duran wondered who contributed to the entries for knowledge areas and qualities. Wirba referred to the second page listing document sources; Farnan recalls similar language from the job description. Duran emphasized that she is "not a fan of taking something from some other place." She noted the challenge of fairly evaluating things that the board does not necessarily observe on a regular basis. She expressed that the evaluation form seems a "complicated process" for seven respondents and especially "awkward" to use as a guideline during this transition year.

Hamilton suggested a review of the past year along with a listing of specific performance items that the Board would like to evaluate for next year's evaluation.

Fuqua recommended incorporating a 360-degree multi-source feedback assessment to incorporate other input.

Farnan indicated that he is glad to respond to whatever method of evaluation that the Board decides upon.

Seeing value in the provided tools, Hamilton clarified that the process will be streamlined by the Personnel Committee who will provide a summarized report from the individual responses.

Fuqua recommended proceeding with this version of the evaluation for 2024, and then building out a process for next year using the new performance measure system being developed by Human Resources.

The group agreed to move forward with the discussed forms, removing the 1-5 rating system and instead noting either “observed” or “not observed.” Wirba encouraged Trustees to augment their evaluations with comments to provide more depth.

Teter and Wirba will format and update the forms as discussed and circulate them to the group. Every Trustee will fill out these two documents and specify three goals for the coming year. These documents will be due to Personnel/Staffing Committee Members Fuqua and Yee by April 5. They will compile, summarize, and distill the feedback down into a summarized report and then meet with Farnan.

The group agreed to discuss the job description, contract, and compensation at the meeting on April 2.

Agenda Item 7: Director’s Report

Farnan referenced the delay in construction with the North Boulder Library site. As he explained, the “hitch” will be with the playground elements, which will no longer be completed by Fransen Pittman.

Expenses for the second phase of the Main reconfiguration project are so far under budget. Costs were scaled back as there were no structural changes; the main expenditure went to purchasing furniture.

Hamilton wondered how to translate these figures of increased budget into measurable library services for the Annual Report (e.g., number of additional periodical collections). Farnan explained that the library tracks usage data, not material ownership. The Board recommended including waitlist, circulation, and other tracked data in the Annual Report.

The library café had a very successful first few days of operation; the bridge area has been bustling with customers despite the soft opening. Two baristas have been hired, and the expectation is that the café will be open Tuesdays through Sundays in the future.

Agenda Item 8: Trustee Matters

- a. Set Special Meetings 4/2 and 4/30 – the Board agreed to hold these two upcoming special meetings. The 4/2 meeting will be held at Meadows, and the 4/16 regular meeting will take place in the Boulder Creek Meeting Room at Main.
- b. Information Item: Board of Trustees Contact Form communications – see [packet](#).

An update on Trustee recruitment for 2024: the Selection Committee met and chose seven out of twelve qualified applicants for interview. One withdrew, leaving six potential candidates. Four interviews occurred earlier in the day, and two more will be held Thursday. On April 5, the committee will meet to decide on the two individuals they will recommend for approval of the 2/3 majority from both City Council and the County Commission.

Agenda Item 9: Legal Counsel Updates

See [resolution documents at the end of the packet](#). Seter clarified that these are both required by statute.

Wirba made a motion that the Board approve the resolution adopting the Special Districts Records Management Manual of the Colorado State Archives. Duran seconded, and the motion passed unanimously.

Despite the name of the associated manual, Seter emphasized that the Library District is not classified as a "special district." Seter will send the manual to Seaton once approved.

Duran inquired about materials held at home or in personal offices; Seter clarified that these would be brought to the Library for disposal. Farnan noted that the Facilities team is currently contracting to install a larger bin onsite for document destruction services.

O'Brien relayed her understanding that it would be uncommon for the Trustees to have documents containing this personal identifying information (e.g., personnel and contract materials).

Hamilton moved that the Board adopt the resolution concerning the disposal of personal identifying information and approve the related policy. Wirba seconded, and the motion passed unanimously.

Agenda Item 10: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:51 p.m.


Sylvia Wirba (Apr 19, 2024 07:48 MDT)

Attestation



03.19.24 BoT Minutes Regular for signature

Final Audit Report

2024-04-19

Created:	2024-04-18
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