

**BOULDER PUBLIC LIBRARY DISTRICT**

-REGULAR MEETING-

Tuesday, April 16, 2024

Boulder Public Library, Boulder Creek 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 March 19, 2024
5. Treasurer's Report
6. Elect officers and designate BLF representatives
7. Library Policies Review
  - a. Financial Policy Packet Part II
8. Governance
  - a. Finalize BPLD Handbook
9. Director Updates (oral)
10. Trustee Matters
  - a. Set special meeting 5/28
  - b. Appreciations to departing Trustee Joni Teter
11. Legal Counsel Updates
12. Executive Session: Personnel and Real Estate Matters
13. Adjournment

**NEXT SPECIAL MEETING: Tuesday, April 30, 2024**

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

<p><b>Held:</b> Tuesday, March 19, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado</p>
<p><b>Person preparing summary:</b> Celia Seaton</p>
<p>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:</p> <p style="padding-left: 40px;">Sylvia Wirba Benita Duran Doug Hamilton Cara O’Brien Sam Fuqua</p> <p>Also present were Kim J. Seter, Esq. from Seter &amp; 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.</p> <p><b>Members of the public present:</b> None.</p>
<p><b>Type of Meeting:</b> Regular</p>
<p><b>Agenda Item 1: Call to order</b> 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.</p>
<p><b>Agenda Item 2: Public comment</b> None.</p>
<p><b>Agenda Item 3: Consider Approval of Minutes of February 13, 2024</b></p> <ul style="list-style-type: none"> <li>a. Following motion from Trustee Wirba and second from Trustee Hamilton, the February 13, 2024 minutes were approved unanimously.</li> <li>b. Following motion from Trustee Wirba and second from Trustee Hamilton, the March 2, 2024 minutes were approved unanimously.</li> </ul>
<p><b>Agenda Item 4: Treasurer’s Report</b> Wirba presented the <a href="#">financial documents she provided for the meeting</a>. 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</p>

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.

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Attestation

April 12, 2024

**To:** Boulder Public Library District Board of Trustees  
**From:** David Farnan, Executive Library Director  
Jennifer Phares, Director of Business and Administration  
**Subject:** Library Finance Policy Review

**Introduction:** The Board of Trustees reviewed and gave staff feedback on the six draft policy documents listed under April 2, 2024 below. The Board directed staff to separate policy information from procedures on these and upcoming policies for their review. The Board will continue to review and provide feedback to staff on new procedural information once and then delegate updates of procedures to be approved by the Library Director. The Board will consider adopting the April 2 policies and the April 16 policies at the April 30, 2024 meeting.

Staff is collecting other examples of library district investment policies and will consult with Kim Seter and the finance subcommittee on the draft investment policy before it is presented to the Board at a future meeting.

**April 2, 2024**

- Asset Management Policy
- Audit Policy
- Annual Budget Policy
- Debt or Long-Term Financial Obligation Policy
- Purchasing Policy
- Purchasing Card Procedure

**April 16, 2024**

- Gift Card Procedure
- Grant Procedure
- Travel and Business Meal Policy and Procedure
- Vendor Management Procedure
- Revised draft Purchasing Policy

**DRAFT Gift Card Procedure (Attachment A)**

This draft procedure was adapted from Garfield County Public Library policies. Staff has no questions for the Board's consideration of this draft procedure.

**DRAFT Grant Procedure (Attachment B)**

This draft procedure was adapted guidelines from the Government Finance Officers Association and the University of Illinois Urbana-Champaign University Library. Staff has no questions for the Board's consideration of this draft procedure.

**DRAFT Travel and Business Meal Policy and Procedure (Attachment C)**

This draft procedure was adapted from City of Boulder travel policies. Staff has no questions for the Board's consideration of this draft procedure.

**DRAFT Vendor Management Procedure (Attachment D)**

This draft procedure was adapted from City of Boulder travel policies. Staff has no questions for the Board's consideration of this draft procedure.

**REVISED DRAFT Purchasing Policy (Attachment E)**

The Board's feedback from April 2, 2024 on the draft purchasing policy was incorporated into the revised draft purchasing policy. The revised draft version does not reflect the feedback exactly as discussed. Additional clarification of the competitive bid section was required based upon some questions Kim Seter provided with his notes and with the separation of policy information from procedures. Staff requests the Board review the draft again before it considers approval of the policy on April 30, 2024.

Tracking changes in the original draft was not practical given the number of changes. New information or significant revisions are highlighted in yellow in both the policy and procedure. Grammar corrections or other small edits were incorporated as directed by the Board but not tracked.

- Does the Board have feedback or questions about the highlighted changes to the policy or procedure?

**Requested Board Action:**

Staff requests the Board's input on five draft policies and procedures in this packet. Staff will incorporate the Board's input and present those policies for final approval on April 30, 2024.

## Boulder Public Library District Gift Card Procedure

### I. Purpose

Gift cards may be used to compensate community members who participate in focus groups or similar activities and to recognize volunteers or employees.

### II. Process and Requirements

- A. Employees wishing to use District funds to purchase gift cards must complete a Gift Card Authorization Request form and submit it to the Finance Manager for approval before the purchase.
- B. Individual gift cards must be for a minimum value of \$10 and not exceed a value of \$50.
- C. Once the gift cards are purchased, the purchaser becomes the custodian of the cards.
- D. The custodian must take appropriate measures to always ensure the security of the gift cards. Examples include, but are not limited to:
  - 1. Keeping the gift cards in a locked box or in a locked cabinet/drawer
  - 2. Restricting access to the keys for the box and cabinet/drawer only to the assigned custodian
  - 3. Storing electronic gift cards, corresponding links, or serial numbers, in a password protected file in a locked folder on the department's drive (or other secured drive) on the shared server.
- E. The Gift Card Authorization Form approving the purchase must include the custodian's full name and role, the gift card recipients' full name and their role. The form must be completed and filed with the receipt in the purchasing card bank portal.
- F. Tax will be withheld from employees who receive gift cards as recognition.
- G. If theft occurs, the custodian must notify the Finance Manager immediately upon the discovery.
- H. The following requires a new Gift Card Authorization Form to be completed.
  - 1. Custodian change.
  - 2. Increase or decrease in authorized amount.
  - 3. Changes in the dates of the distribution period.

### III. Unused Gift Cards



- A. Custodians must apply for a refund for any undistributed gift cards or surrender the cards to the Finance Manager.
- B. Unused gift cards may not be held by the custodian and used for another purpose unless authorization is received from the Finance Manager.

## Boulder Public Library District Grant Procedure

### Procedure

This procedure defines the requirements for seeking and using grant funding from external sponsors. It includes any proposals or agreements, whether the individual is the project principal or is a participant on projects originating from another organization. It also articulates the procedure for carrying out grant sponsored activities. This procedure is designed to support the project principal or participant's success in completing the proposed activity and stewarding the grant funds effectively. All fund-raising, grants, and donations shall be considered as funds for one-time or limited use and supplemental to local tax revenue received by the library.

#### I. Grant Proposal Development, Review, and Submission

Library staff can submit proposals for externally sponsored grant funds to support services, programs and events, and other activities for patrons' benefit. Library staff are eligible to submit proposals for externally sponsored job-related professional development activities.

- A. Before a proposal can be submitted to an external sponsor, the Department Manager or their designee must share it with the Leadership Team for internal review of the scope of work, narrative, budget, and accompanying information, including the sponsor/agency Call for Proposals.
- B. Proposals must be approved prior to their submission to the sponsor by the Department Manager, the Finance Manager, and the Library Director.
- C. The Finance Manager will review and sign off on the proposal to confirm that it meets regulatory, financial, and other unique funder requirements before it is submitted.
- D. If a proposal or agreement involves areas outside an individual's department, the project principal or participant is required to consult with Department Managers whose personnel and business activities may be affected.
- E. Proposals must be reviewed and submitted by the Department Manager, unless the manager delegates this responsibility to the applicant, after the required internal review and approval.

#### II. Strategic Alignment

The Department Manager or applicant must provide a written assessment with proposal to the Leadership Team describing the extent to which a grant is consistent with the library's mission, strategic priorities, and/or adopted plans. Accepting a grant that is not consistent with the overall strategic direction of a library creates the risk that the library may need to spend its own

funds to support a grant inconsistent with overall strategic direction or commit the library to financially support the activity beyond the grant period.

Outcome measures must be included in the assessment to help the Leadership Team determine how much the grant program or asset has produced desired benefits at the project's end.

### **III. Funding Analysis and Cost Sharing Commitments**

Along with a review of strategic alignment, the Department Manager or applicant must provide a multi-year cost/benefit analysis to the Leadership Team prior to application or acceptance.

The analysis should include matching funds (and whether they will need to be set aside) and any other direct costs associated with a grant, the extent to which overhead costs will be covered, in-kind contributions, audit and close-out costs, and potential costs that might need to be incurred by the library beyond the grant period.

The analysis should also detail whether the grant requires that general revenues or a line of credit or grant anticipation notes be used to cover the gap between cash being expended and reimbursement is received by the library.

Many grants require cost sharing commitments of library resources—cash, personnel, or other resources—from individuals and from other areas of the library. For any proposals authorized to proceed, the Executive Library Director or their designee will request that the department managers of the departments involved or impacted submit a written resource commitment describing the personnel, staff time and other resources they agree to commit and the duration of the commitment. The project principal or participants tracks and reports periodically as required on financial and personnel cost share commitments to the sponsor.

### **IV. Notification**

The project principal or participant is responsible for notifying department managers who have made potential cost share commitments within a week of the sponsor notification about whether the grant has been awarded.

### **V. Reporting**

Grant sponsors require periodic reports. The project principal or participant is responsible for preparing narrative reports on grant progress to meet the sponsor's periodic reporting requirements. The Finance Manager or their designee prepares the associated financial reports. The project principal or participant must meet periodically with the Finance Manager and Department Managers and with the Leadership Team to track progress and deadlines for reporting.

At least two weeks before the final report required by the grantor is due, the Department Manager, project principal, or the participant should present the final report and include a budget and resource-use analysis, and the results of the outcome measures to the Leadership Team and, if required, to the Board of Trustees.

**VI. Changes, Amendments, and Renewal**

Proposed changes in the project work plan and budget, as well as extensions or renewal, must be submitted by the project principal or participant to the Finance Manager and Department Managers. If the changes or amendments are approved, the project principal or participant submits the changes or request for extension or renewal to the grant sponsor.

**VII. Grant Funded Personnel Management**

The Department Manager or Project Principal must follow the library's standard recruitment, hiring, and termination practices to hire and end the work of personnel hired for the project. The Department Manager or Project Principal is responsible for ensuring that all project employees fully utilize their accruing benefits before termination of the grant. The Department Manager or Project Principal is responsible for overseeing the work and job performance by personnel working on a grant.

# Boulder Public Library District Travel and Business Meal Policy and Procedure

## Policy

The Boulder Public Library District (District) pays or reimburses the cost of certain travel and meeting expenses incurred by employees in the course of their employment with the District. These expenses must be related to the conduct of official business or attendance at professional meetings, conferences or training sessions that promote overall job knowledge or professional certifications required for the employee's job to be considered for payment. All such expenditures should be reasonable and necessary.

For travel-related expenditures to be considered for payment or reimbursement, adequate appropriations must be available, the expenditures must be properly authorized in advance and the employee must comply with this policy.

## Non-Reimbursable Expenditures

The District will not reimburse the following expenditures:

- A. Alcohol
- B. Entertainment
- C. In-room movies
- D. Use of hotel mini bars
- E. Expenses of a personal nature
- F. Upgrades or travel insurance
- G. A non-employee travel partner's expense.

## Procedure

### I. Travel and Professional Development:

Expenses related to authorized travel (hotel, airfare, ground transportation, registration, fees, and meals) and professional development may be charged to a purchasing card provided the purchases are preapproved by the employee's supervisor.

- A. Travel: The employee must complete a travel authorization form with their supervisor's signature prior to the trip. The employee must submit the completed travel authorization upon returning from travel with all receipts in accordance with the travel policies and related procedures.
- B. Professional Development: The employee must complete and submit a professional development request form with their supervisor's signature.

## II. Arranging for Travel

The employee shall select the most cost and time effective method of transportation based on the circumstances of the travel. In general, directors are responsible for authorizing and approving travel and related expenses in advance, although they may delegate this authority. Travel insurance should not be purchased.

## III. Purchasing Cards

Employees who have purchasing cards should use their card for business-related travel, meals, lodging, and other expenses when planning and while traveling on District business.

To ensure compliance with this policy and procedure, supervisors are responsible for making travel arrangements for their employees, who do not have District purchasing cards, rather than their employees paying for the costs and requesting reimbursement. Please consult the Purchasing Card Policy for more information.

## IV. Air Travel

When making airline reservations employees are expected to use the most time and cost-effective option and make the arrangements at least fourteen days in advance. Should the employee choose a more expensive option from available fares, they should document the rationale behind the choice.

## V. Personal Vehicle Use

Employees will be reimbursed for mileage while using their personal vehicle for official District business or attendance at professional meetings, conferences, or training sessions. The reimbursement rate is paid at the mileage rates set by the IRS annually. If it is more practical to drive directly from the employee's home to a business location without first reporting to the main or regular place of work, only mileage exceeding the regular commute may be claimed. This also applies to travel from a business location to the employee's home without returning to the main or regular place of work. If two or more employees travel together, only the vehicle's owner is entitled to mileage reimbursement.

To be reimbursed for use of one's personal vehicle, the employee must certify on the mileage reimbursement form that they maintain, in the employee's vehicle, proof of current liability insurance coverage in compliance with the State of Colorado Motor Vehicle Financial Responsibility Act. The minimum amount of insurance required by the State can be found [here](#). The employee's car insurance is the sole coverage for any casualty or liability claims.

If an employee elects to drive a personal vehicle to their destination rather than fly, the District will only reimburse mileage up to the equivalent of coach airfare. The equivalent coach airfare should be based on a 14-day advance booking of the airfare. Only the owner of the vehicle will be reimbursed for mileage. Any excess travel time to drive instead of fly will not be paid to the employee.

If more than one employee is traveling on District business and they elect to drive a personal vehicle to their destination rather than fly, the District will only reimburse mileage up to the

equivalent of coach fare for the number of employees traveling. The equivalent coach airfare should be based on a 14-day advance booking of the airfare. Only the owner of the vehicle will be reimbursed for mileage based on the actual miles driven multiplied by the reimbursement rate. Any excess travel time to drive instead of fly will not be paid to the employee.

#### VI. District Vehicle Use

If an employee uses a District vehicle for business travel purposes, they will be reimbursed for any out-of-pocket costs incurred (e.g. purchase of fuel). Receipts for any costs incurred should be obtained to support the request for reimbursement. If the employee has a purchasing card, they should use that for the purchases. Mileage reimbursement will not be paid to the employee.

For liability reasons, District vehicles should only be used out of state when no viable option exists, and appropriate approval is obtained. In the event a District vehicle is taken out of the state, measures should be taken to ensure that the vehicle and driver(s) are insured which may require the purchase of temporary insurance.

When travelling out of state, departments should either use rental vehicles or personal vehicles.

#### VII. Rental Cars

A rental car may be obtained only when required to conduct business, not for personal use. The employee may rent a vehicle of the least expensive size and rental terms compatible with the business transportation needs. In all cases, employees are directed to obtain the insurance offered by the rental car agency, including liability coverage.

#### VIII. Public Transportation

Employees are encouraged to use public transportation for local business whenever it is practical to do so. Employees are also encouraged to use their Eco Pass for use of the shuttle service to Denver International Airport.

#### IX. Parking

The District will pay for parking related to business travel whether local or out of state. Employees who have purchasing cards should use their cards to pay parking fees. Employees who do not have purchasing cards may submit the receipt for reimbursement.

For travel out of state, the District will pay for airport parking for the days of business travel or for a ride-hailing service such as Uber when public transportation is not practical. Employees are strongly encouraged to consider whether airport parking versus taking a ride-hailing service such as Uber to and from the airport is more economical.

#### X. Per Diems versus Purchasing Card Payment for Meals

The District will pay for employee meals and incidental expenses for overnight business travel. Overnight stay can be requested for any travel more than fifty (50) miles from the District. Exceptions must be approved by department directors. The day of departure and the day of return are each counted as travel days. Per diems are paid or approved meal charges are only for travel

days associated with official District business. No per diem will be paid or meal charge approved for any personal travel days taken along with a trip on District business.

Employees who have purchasing cards must charge meals and incidental expenses to their cards during overnight business travel. These charges must be reasonably aligned with the per diem amounts.

The District will pay employees who do not have purchasing cards a flat per diem amount per day for meals and incidental expenses during overnight business travel. Per diems are based on [U.S. General Services Administration](#) per diems by location. Other travel-related costs (such as taxis, parking, and business internet charges) will be reimbursed if receipts are furnished. Per Diem payments must be requested at least two weeks before the travel date.

Per diems are issued in the name of the traveling employee. If any meals while traveling are provided without additional charge (for example, meals at conferences), the per diem amount should be reduced appropriately. Some grants may require use of actual expenses rather than per diems.

#### XI. Local Business Meals

The District will reimburse employees for the cost of meals incurred locally in the course of their employment with the District per the following conditions:

- A. The expenditures are reasonable and necessary.
  - Some allowable examples include: lunch to welcome a new employee or for an occasional business meeting with a community member or representative from another organization.
- B. An adequate approved budget must be available.
- C. The expenditure is authorized in advance by the employee's supervisor.
- D. The expenditures must be related to official business or attendance at professional meetings, conferences or training sessions that promote overall job knowledge.
- E. If employees are required to meet over the lunch or dinner break, the District may pay for food brought into a working meeting on work premises.
- F. An employee required to travel outside of Boulder during their regular lunch break (other than on an overnight business trip) may be eligible for reimbursement of the lunch expense.
- G. Department managers may authorize payment for restaurant meals or food brought in as recognition and celebration of extraordinary performance. Department directors have the discretion to distinguish between personal and work-related events.
- H. The cost per person for any meal should not exceed the GSA per diem amount for Boulder.
- I. All business meals must be documented by completing the Meal Documentation Form and included the itemized receipt that states the restaurant name.
- J. The Meal Documentation Form is not required for food purchased for programs or events. Itemized receipts with the program or event name are required.

#### XII. Reporting of Time by Non-Exempt Employees While Traveling



There are special rules for reporting of travel time by non-exempt employees based on the Fair Labor Standards Act (FLSA). Contact Human Resources or Payroll for details regarding requirements for reporting of travel time by non-exempt employees.

# Boulder Public Library District Vendor Management Procedure

## **I. Purpose**

This procedure defines the process for setting up new vendors for payment in the Boulder Library District (District) finance system. These requirements are intended to limit the District's exposure to fraud and must be completed before the District purchases items or services or enters into a contract of agreement with a new vendor.

## **II. Obtain New Vendor Information.**

- A. Employees with purchasing responsibility should ask a member of the Finance Team to initiate the request for vendors to complete the vendor information form and submit a W-9 as soon as is practical once the decision is made to purchase items or services from the vendor.

## **III. Verifying a Vendor.**

- A. A member of the Finance Team will verify the following information before entering the vendor information into the finance system.
  1. Verify website, phone number and mailing address.
  2. Confirm ownership of vendor through a business registration database.
  3. Complete due diligence for potential employees, board members, or other conflicts of interest. Please consult the Purchasing Policy for more information.

## **IV. Certificate of Insurance**

Depending on the items or services purchased, the vendor may be required to submit a valid Certificate of Insurance and/or public information security and/or privacy policy.

## **V. Review**

Active vendors will be reviewed annually for compliance and performance.

# Boulder Public Library District Purchasing Policy and Procedure

## Policy

This policy defines the Boulder Public Library District's (District) practices for purchases of supplies, materials, equipment, or services. The Finance Manager shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and by which they are accounted. No employee shall incur any expense or debt against the District without adhering to the provisions of this policy. The District shall not be responsible for any expense or debt incurred by employees not authorized to act under this policy.

### I. Basis for Purchasing

Purchases are made based on price, quality, service, availability, and other pertinent factors considered to be in the best interest of the District.

#### A. Preference for Local and State Purchases

1. When possible, local, and state vendors will be considered before vendors outside of Boulder County and the State of Colorado.
2. There may be times when local and state vendors with similar skills may not have the expertise or experience sought by the District, and in those cases, vendors outside of Boulder County and the State of Colorado may be selected.
3. When the District is working with vendors or other professionals located outside of the District's area of service, those vendors will be expected to make every effort to ensure that when hiring subcontractors, state and local vendors are given priority and the opportunity to bid the work.
4. Staff authorized by the Library Director to lead procurement processes will ensure that potential vendors are treated fairly and professionally throughout the process.

#### B. Preference will be given to Minority, Woman-Owned, and Disadvantaged Business Enterprises when possible.

### II. Prohibited Purchases

The District will not knowingly purchase any supplies, materials, equipment, or services from:

- A. Members of the Board of Trustees of the Boulder Public Library District or someone with whom they share a financial interest.
- B. Employees of the Boulder Public Library District except as reflected in the adopted employment policies.
- C. Family members of employees except as permitted by this policy as an independent contractor.
- D. Firms or enterprises in which any of the above individuals have a personal stake involving ownership, partnership, sales commission, or other direct and immediate gain resulting from such purchase.

- E. A former board member or employee, within six months following the termination of his or her service on the Board or employment.

### III. Exceptions

This policy does not prohibit the purchase of any supplies, materials, equipment, or services from the above individuals when:

1. A Board member or someone with whom they share a financial interest, when the Board member has disclosed the personal interest on the Board of Trustees conflict of interest form, has not voted thereon, has refrained from attempting to influence the decision of the Board of Trustees in voting on the matter, and the contract is awarded to the lowest responsible bidder based on competitive bidding procedures; or
2. Due to geographic restrictions, additional cost to the District is greater than ten percent of a contract with an interested party or if the contract is for services that must be performed within a limited period and no other contractor can provide those services within that period.

### IV. Competitive Bids

Major operational items and services including capital items and construction projects anticipated to cost more than \$50,000 each, will be purchased through a competitive bid process. Purchases shall be made from the most responsible vendor whose bid is the most advantageous to the District, considering price, quality, date of delivery, and other pertinent factors.

1. The Library Director or their authorized designee shall publish a notice of the proposed purchase on the library's website or in a newspaper within Boulder County.
2. The prospective bidders must be given at least ten (10) days to supply their bid.
3. Bids shall be submitted by email to the Library Director and/or their authorized designee.
4. The Library Director may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for bid, and/or again publish notice of the proposed purchase at their discretion.
5. The Library Director or their authorized designee shall analyze the acceptable bids received.
6. For purchases between \$50,000.00 and \$100,000 the Library Director or their authorized designee shall select the bid that is most advantageous to the District.
7. For purchases of \$100,000.01 or more, the Library Director will recommend the vendor who has submitted the most responsive, responsible, and best bid to the Board of Trustees.
8. Final decision to purchase items or service of more than \$100,000 shall be made by the Board of Trustees. The Board of Trustees reserves the right to reject any or all bids, and to waive any technicalities or formalities.
9. In the event of a tie bid, the purchase may be made from one of those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to the District.

10. Contractual services of a professional nature such as engineering, architectural, legal, medical, insurance, janitorial and certified public accounting, etc. shall be requested for bids at least every three (3) years.
11. The Library Director or their authorized designee shall review all contracts at least annually, and depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Board of Trustees.
12. All contracts in force for three consecutive years that exceed \$100,000 in any one year shall be subject to rebidding at the end of the third year unless this requirement is waived by the Board of Trustees.

#### V. Exceptions for Obtaining Competitive Bids

The following may be purchased without giving opportunity for competitive bidding:

1. When excused by participation in a purchasing program under the auspices of the State of Colorado or other governmental entity or through a cooperative purchasing organization such as Omnia Group or Sourcewell.
2. A Single or Sole Justification is approved.
3. Items or services described in section II and III of this policy.
4. Library materials, e.g., books, periodicals, audiovisual materials, etc., purchased at the best discount available consistent with service, date of delivery, and other pertinent factors.
5. Electronic resources, e.g., information databases, streaming media, audio- or e-books, are purchased at the best discount available consistent with service, date of delivery, and other pertinent factors.
6. Services, supplies, materials, or equipment which can be furnished only by a single vendor, or which have a uniform price wherever bought.
7. Services, supplies, materials, or equipment purchased from another unit of government or non-profit agency at a price deemed below that obtainable from private dealers.
8. Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Public Utilities or other government authority.
9. Where proposed equipment, and/or services vary to the extent that formal bids are not practical, detailed proposals may be accepted in lieu of such bids.
10. Advertising (employment, bid advertisements, etc.)
11. Employee benefit payments – medical, dental, life, long term disability insurance, etc.
12. Professional development classes and conference, seminar, workshop registration and fees
13. Employee reimbursements.
14. Fees for banking, filing taxes, titles, and licenses, etc.
15. Grant pass-thru payments.
16. Insurance premium payments.
17. Membership dues or fees.
18. Postage.
19. Business travel airfare, bus, train tickets, etc.
20. Lodging, meals, and refreshments during business travel.

## VI. Emergency Purchases

In an emergency as determined by the Library Director, that requires swift action, when no regular or emergency Board of Trustees meeting is scheduled or practical under the situation, the Library Director may contract to handle the emergency; with all reasonable efforts to advise individual Board Members of the emergency action having been taken.

### Procedure

The Library Director shall establish and maintain a purchasing procedure to:

- A. Assure that each purchase is within the authorized available balance of the appropriate budget categories.
- B. Certify that purchased items or services are satisfactorily received; and,
- C. Provide accurate records for audit. Such records will be kept on file for at least five years.
- D. Supplies, materials, or equipment costing less than \$10,000 may be purchased based on informal, verbal or telephone bids or quotations, when it is determined by the Library Director that such procedure is in the best interest of the Library District. If such practice is followed, a written memorandum of the informal bids or quotations shall be maintained with the records of the purchase.

## II. Sales Tax Exemption

Employees who make purchases on behalf of the District are responsible for furnishing documentation of the District's sale tax exemption to the vendor. If a discrepancy is discovered after a purchase is made, and sales tax is charged, the employee is responsible for requesting a credit and submitting documentation of the credit. In the event credit cannot be obtained, this must be brought to the attention of the Finance Manager with an explanation of the extenuating circumstances.

## III. Comparison Pricing

Individuals authorized to purchase items or services on behalf of the District must investigate and perform comparison pricing for items or services that cost less than \$1,000. The purchaser may pay for items or services that cost less than \$1,000 by submitting a direct invoice to the Finance Manager or by using a purchasing card issued to them. Purchases of items or services that cost more than \$1,000 and less than \$10,000 may submit a purchase requisition to the Finance Manager along with the required documentation.

## IV. Informal Quotes

Operational items and services anticipated to cost more than \$10,000 and less than \$50,000 shall be purchased through an informal quote process. Purchases of equivalent items or groups of items

or several instances of services provided by one vendor should not be subdivided into multiple purchases of less than \$10,000.

1. The Department Manager shall submit invitations to submit quotes to at least three people, firms, or corporations dealing in and able to supply the same items or services.
2. The prospective bidders must be given at least ten (10) days to supply their quote.
3. If unable to receive three (3) quotes by either process, the Library Director may authorize the acceptance of less than three (3) quotes.
4. Informal quotes shall be submitted by email to the Department Manager.
5. The Library Director may repeatedly reject all quotes and again may direct the Department Manager to submit to the same, or other persons, firms, or corporations the request for an informal bid at their discretion.
6. The Department Manager shall analyze the acceptable quotes received and engage the vendor in a standard purchasing agreement such as a Purchase Order.
7. Purchases shall be made from the vendor whose quote is most advantageous to the District, considering price, quality, date of delivery, and other pertinent factors.
8. In the event of a tie bid, the purchase may be made from one of those vendors, or the purchase may be divided among those vendors, always accepting the quote or quotes most advantageous to the District.

#### V. Competitive Bids

Major operational items and services including capital items and construction projects anticipated to cost more than \$50,000 each, will be purchased through a competitive bid process. Purchases of equivalent items or groups of items or several instances of services provided by one vendor should not be subdivided into multiple purchases.

Single or Sole Source Justification Evaluation Form may be submitted to the Library Director, and the Board of Trustees if necessary, for approval for purchases from a vendor is the only practicably available source from which the product or service can be obtained.

#### VI. Purchase Limits, Documentation and Approvals

Purchase Limits	Documentation Required	Approval Level
\$0.00 to \$1,000.00	Purchasing card or direct invoice. Quotes not required.	Department Manager
\$1,000.01 to \$10,000.00	Purchase Requisition. Quotes encouraged but not required.	Department Manager and Finance Manager
\$10,000.01 to \$50,000.00	Purchase Requisition. Three quotes.	Department Manager and Finance Manager
\$50,000.01 +	Request for Proposal. Minimum three bids. Purchase Requisition.	Department Manager, Finance Manager, and Library Director

\$100,000.01 +	Request for Proposal. Minimum three bids. Purchase Requisition.	Department Manager, Finance Manager, Library Director, Board of Trustees
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# Boulder Public Library Trustee Handbook

## The Role of a Boulder Public Library Trustee

The Boulder Public Library District governing body is the Board of Trustees. Library District Trustees are volunteers, appointed by the Boulder City Council and the Boulder County Board of Commissioners.

The Board of Trustees manages the budget, conducts long-range planning, sets policies for the library district, and hires a Library Director to implement the policies, and manage the library system. The Trustees also establish guidelines for their own operations. A complete list of Trustee responsibilities is in the [Statutory Obligations of a Library District Board of Trustees](#).

It is the duty of the Board of Trustees to protect and defend intellectual freedom. The role of a public library in a democratic society is to ensure free and open access to information and materials as guaranteed by the First Amendment of the Constitution of the United States.

The work of the Board of Trustees is guided by the [Core Values of Librarianship](#) and the [Library Bill of Rights](#). The [Colorado Public Library website & Trustee Handbook](#) has more information and resources.

## Trustee Qualifications

Trustees are expected to be committed to the long-term financial and programmatic success of the library district. Library district trustees must be at least 18 years of age and [reside within the legal service area](#) of the library district.

While the Board of Trustees is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- An understanding of and commitment to the fundamental services of a public library, and familiarity with the Boulder Public Library in particular.
- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice.
- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members.
- The ability to function well and collaborate in committees and group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions for the benefit of the community.
- Excellent communication skills.
- A strong sense of legal and ethical conduct appropriate to the position.
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other Trustees.

## The Effective Trustee Should:

- Understand and be able to articulate the library's mission.
- Be familiar with and support the library services and programs.

- Keep the lines of communication open between the trustees, the director, the community, and local government officials. Act as an advocate for the library and its services through contacts with civic groups, public officials, and the community at large.
- Foster community involvement with the library.
- Maintain a positive relationship with the Library Foundation
- Understand community needs, library capabilities, and the necessity to plan carefully for future library services.
- Never miss an opportunity/occasion to build goodwill for the library.
- Participate in local and statewide advocacy, stressing the importance of public libraries in today's information-rich society.
- Focus on policies and practices that permit a well-run library, not on running the library and staff.

### **Expectations of Trustees**

Trustees are generally appointed to serve five-year terms. Trustees must be willing and able to give time and talents for the benefit of the library and the community it serves. More specifically, Trustees are expected to:

- Devote at least 10 hours per month, and often more, to Trustee matters.
  - Serve on various committees.
  - Serve as one of the Trustees' representatives on the Boulder Public Library Foundation Board.
  - Assume a leadership role on the Board at some point during one's term.
  - Attend BPLD and other functions and community events, and generally be a public presence for the library within the community.
  - Keep commitments made to perform work for the Board. If a Trustee discovers they will not have time to fulfill a commitment per the agreed-upon schedule, make other Trustees aware so the commitment can be renegotiated or reassigned.
  - Stay abreast of developments in the world of public libraries as technologies and service models change.
  - Provide feedback, advice, and encouragement to the Library Director, to library staff, and to the public in meetings and emails.
  - Attend Colorado Association of Libraries (CAL) conferences workshops and other training opportunities to expand knowledge and sharpen leadership skills.
  - Have a library card, visit the library, and use the services of the library.
- Prepare for and attend regular and special board meetings (usually two-three hours in length and generally scheduled on the third Tuesday evening of each month).
  - Read distributed materials before each meeting and bring your full attention and participation.
  - Stay concise and work within the agenda. Share the time with others and stay productive.
  - Speak only for yourself.
  - Support the board's decisions, even if you disagree individually.

- Assist in the formulation and adaptation of a long-range plan for the library, with periodic reviews and revisions.
- Participate in the development and approval of library policies, with a regular, systematic review schedule.
- Keep current with library use statistics, stories, and other evidence of library effectiveness.
- Assist in hiring, supervising and evaluating the library director. Support and encourage the library director in their professional role.
- Help determine and advocate for an employment package, including salaries and benefits, that makes the Boulder Public Library a desirable place to work.
- Study the needs and interests of all members of the community and see that they are addressed, as appropriate, by the library.
- Follow established protocols and procedures.

### **Communications Among Trustees**

- Any two trustees are allowed to discuss library or trustee related topics.
  - 3 or more board members discussing policy in-person and/or electronically is considered a public meeting and requires at least 24 hours of public notice as well as public access. Minutes must be taken and made public.
  - No votes or consensus should be gathered outside of a public meeting; the only exceptions are administrative decisions (i.e. deciding meeting day, time, place, etc.)
  - Any or all trustees are permitted to gather outside of scheduled meetings as long as trustee business is not discussed.
- Board member emails and text messages related to library governance are subject to the Colorado Open Records Act (CORA). Trustees should use communication channels provided by the Boulder Public Library for all communications relating to library district business to best comply with CORA and the District's records retention policies.
  - Any email sent to staff and/or one or more trustees, regarding trustee business (administrative business included) is subject to disclosure and considered public record.
  - Any two trustees may exchange email on any topic; messages containing (non-administrative) trustee business shall not be forwarded to any other trustee.
  - A trustee may send informational emails to the entire Board; such messages should include a reminder not to "reply all." If any trustee wants to respond or discuss the contents of the email, the topic should be added to the next meeting agenda; "reply all" only to ask for this agenda request.
    - Examples of all-trustee emails:
      - 1) Comments on packet materials and informational topics to be discussed at the next meeting as "heads up"
      - 2) Research or public communication to be shared with fellow trustees, not as a part of an ongoing discussion
      - 3) Questions being asked of staff
- Staff takes direction from the Library Director, and the Director should be copied on all staff requests for information.

## Speaking with the Public as a Trustee

- The Board President is the official spokesperson for the Board of Trustees.
- Trustees should represent their ideas as personal (not as the Board) when expressing opinions, unless the Board has voted on that issue.
- A trustee should avoid representing another trustee's opinion to other trustees, staff, or the public.
- Prompt response to patrons and community members is a Boulder Public Library value. The Board should acknowledge and respond to incoming communications within 48 hours. If an answer cannot be fully provided within that time frame, the respondent should be advised when a full answer will be provided.
- There are three main categories of incoming communications from members of the community, and the Board has established the following protocols for responses to community members.
- **Political:** This includes communications from elected officials, as well as from other people or organizations operating at a political level or seeking to influence political processes, such as related to the District's structures and its tax authority.
  - The Board President, who is empowered by the BPLD by-laws to speak on the behalf of the Board, may respond to this category of communications using recent talking points already agreed to by the Board. When there are no such talking points, or when the relevant talking points are potentially out of date—because of either the passage of time or a recent change in circumstances—the President will bring the communications to the Board, who will discuss and agree whether and how to respond.
- **Patrons:** This includes general inquiries from library users regarding library programs and services that are available, or other specific requests from individuals or organizations.
  - The President or a Board member receiving such communications is free to respond to such communications after checking with the library director to confirm that the response to be offered is factual, accurate, and appropriate.
- **Press:** This includes contacts from the media that often deal with the same issues as “political” communications, but often have strict deadlines since journalists typically work to deadlines.
  - Given the timely nature of this category of communications, the President, again empowered by the by-laws, may respond directly based on established talking points or based on the President's sense of the Board's opinions on the matter at hand. If time allows, the President may reach out to trustees for feedback on a potential response, and will indicate clearly (e.g., in the subject line of an email) the time by which that feedback is required
- When communicating with other board members, trustees are advised to mark *all* communications clearly with the nature of action or response required, as well as any relevant deadlines for such action or response.
- To keep everyone informed, all communications with community members should be provided to the Board Specialist for inclusion in the packet for the following meeting.

## 1 Overview of Library Operations

There are five divisions in the Library.

### Administration

Foundational support for library operations including administrative personnel support, facilities, budget, communications and Trustee support. It includes preservation and access to local history, and technology infrastructure and support.

### Collection

This program is library collection acquisitions supported by the Library Fund and the personnel who select, process, and maintain the library's books, media, periodicals and wide variety of electronic resources such as downloadable music, movies, audiobooks, eBooks, and information databases.

### Community Literacy & Outreach

This program leverages community volunteer support and partnerships to strengthen community ties, provide access to critical information resources, library programs and services, and conduct literacy-focused outreach to strengthen skills and improve equity and inclusion for everyone with a focus on reaching underserved or otherwise marginalized community members.

### Library Public Services

This program is customer-focused operations and facilities to connect community members of all ages with library services and resources.

### Programs & Events

This program leverages grant funding support to provide educational and recreational programs and opportunities for community connection at no cost to community members.

## **The Boulder Public Library Foundation**

The Boulder Public Library Foundation (BLF) is a 501(c)(3) nonprofit organization governed by a volunteer board of directors and supported by individual donors and community partners. The Foundation's purpose is to assist and aid the Library by raising funds from private sources for the benefit of the Library. This includes, without limitation, solicitation and receipt of private gifts, annual giving contributions, deferred gifts, devises and bequests, corporate gifts and foundation grants, and special events.

The Foundation is responsible for identifying and nurturing relationships with potential donors and other friends of the Library; soliciting cash, securities, real and intellectual property, and other private resources for the support of the Library; and acknowledging and stewarding such gifts in accordance with donor intent and its fiduciary responsibilities. The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws

The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts to it, consistent with donor intent and applicable laws. To ensure integration with Library goals and objectives, two Boulder Public Library Trustees should serve as Directors of the Foundation. To align with the Foundation's annual meeting, Trustee appointments to the Foundation Board should be made in April.

The Boulder Library Foundation website is <https://boulderlibraryfoundation.org/>.