

RECORD OF PROCEEDINGS
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, April 2, 2024, at 6:00 p.m. at the Meadows Branch Library, 4800 Baseline Road, 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
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; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None.

Type of Meeting: Special

Agenda Item 1: Call to order

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

Agenda Item 2: Public comment

None.

Agenda Item 3: Consider Approval of Minutes of February 20, 2024

- a. Following motion from Trustee Wirba and second from Trustee Yee, the February 20, 2024 minutes were approved unanimously.

Agenda Item 4: Library Policies Review

- a. Finance Policy Packet Part I – In Teter's view, the larger umbrella of library policy can be divided into public-facing patron policy, board-related governance policy, and staff-related administrative policy. In her estimation, several items from the finance packet fall into this third designation; she suggests that after review, these more procedure-related items (such as purchasing card policy) could be modified by the Director and staff without board approval. The board's focus would be on policy at the level of Director and above. In response to Duran's inquiry, Teter noted her observation of this division between policy and procedure among other library districts.

Phares presented on the initial set of documents pertaining to Asset Management, Audit, Annual Budget, Debt or Long-Term Financial Obligation, Purchasing, and Purchasing Card; a secondary packet will be reviewed at the April 16 meeting.

Teter and Wirba performed a comprehensive review of peer district policies along with staff. Phares noted that especial attention was given to those of Garfield County Library District, as the Auditor had preferred their guidelines.

The group discussed whether the formation of an audit committee would serve as a benefit or a duplication of effort, considering the established process of each Trustee interfacing with the firm representatives. It was clarified that the document being currently discussed refers to a committee which helps manage and facilitate the selection and hiring of the Auditor. Wirba recommended adjusting the language to state that the District Board of Trustees works with the Library Director or their designee to initiate the process; in this way, the Board will retain the option to form a committee if desired. The group agreed that all references to “committee” will be modified to reflect “board.”

Setter clarified that the “annual budget message” to be delivered at the end of January to county and city refers to the statutory requirement set by the Colorado Department of Local Affairs (DOLA), and not to a press release. He explained details around the mandatory publishing of the proposed budget in the fall, and the group agreed to add language around the approval of the budget and associated deadlines, as well as notice to the public once the budget is approved.

Phares will incorporate the feedback and return with tracked and clean versions at the April 30 meeting for a final review.

Agenda Item 5: Governance

- a. Determine schedule and method for evaluation of Executive Director
 - i. Discussion of job description, compensation, and contract – Personnel Committee members Yee and Fuqua reminded the group to send in the evaluation responses by April 5. Review of the contract is on the April 16 agenda. Duran volunteered to work on the first draft of the updated job description.

In response to Duran’s inquiry, Fuqua provided his understanding that the Personnel Committee’s role involves receiving, compiling, and summarizing the submitted evaluation forms. He suggested that a group conversation with the Director be the vehicle of delivery for the review. Setter has observed these types of performance reviews held as executive sessions and recommended the Board hold such at the May 14 meeting; he will send out the confidential documentation to the Board prior to the meeting by email.
- b. Proposed changes to Board of Trustees handbook – Teter led discussion with the group around the tracked changes to this document as indicated in the [packet](#), further refining the language. Phares will update the piece outlining the staff organizational structure. A revised draft will be reviewed at an upcoming meeting.

Agenda Item 6: Director’s Report

Farnan spoke from Columbus, Ohio, where a contingent of BPLD staff attended the Public Library Association’s 2024 conference. Staff successfully constructed the “remarkable” ski-lodge styled lounge area which was previously created onsite at the BLDG61 Makerspace – this space has attracted conference attendees from all over the country to commune and relax in between sessions.

He lauded the Trustees for their impetus to purchase from local and state sources and agreed to prioritize such

while procuring certain contracts (e.g., snow removal, marketing consultant). However, he highlighted the challenge within the current publishing industry, whose profit margins have been “shockingly” high. Print and digital media trends can result in a “complicated formula” which makes it impractical or impossible to “purchase local.”

In a financial update, Farnan reported that two new CDs were processed per the discussion at the previous meeting.

The Selection Committee will be meeting on Friday, April 5 to finalize the recommendations for the 4-year and 5-year seats. The next step is a vote by the Council and County Commissioners, with a 2/3 majority needed in each to ratify the selection. Farnan and Seaton are creating an orientation process to onboard the two new Trustees in May, before they are sworn in on May 14.

Farnan reported that Facilities Manager Andres Melendez has now acquired an electric vehicle for the Library; he is just waiting for the registration.

Agenda Item 7: Boulder Library Foundation Update

Barge announced that the table sales are going well for the upcoming fundraiser gala. BLF is finalizing its audit, which will be a regular occurrence going forward. Barge is in the process of hiring a full-time administrative assistant. New board members are currently being recruited; he welcomed recommendations.

Agenda Item 8: Trustee Matters

- a. Public Correspondence – see [packet](#).

Agenda Item 9: Legal Counsel Updates

See [handouts](#).

Agenda Item 10: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:42 p.m.


Sylvia Wirba (May 3, 2024 09:59 MDT)

Attestation







04.02.24 BoT Minutes Special for signature

Final Audit Report

2024-05-03

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