

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

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, April 16, 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 David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Maria Tormos, Communications Manager of the Boulder Public Library; Chris Barge, Executive Director of the Boulder Public Library Foundation; and Andy Saylor, Trustee-elect of the Boulder Public Library.

Members of the public present: None.

Type of Meeting: Regular

Agenda Item 1: Call to order

Trustee Teter called the meeting to order at 6:07 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 March 19, 2024

- a. Following motion from Trustee Wirba and second from Trustee Teter, the March 19, 2024 minutes were approved unanimously.

Agenda Item 4: Treasurer's Report

Wirba referenced the most recent numbers as generated on a report done the same day - [see handouts for related documents.](#)

The group discussed the line enumerating attorney fees. Farnan agreed that as the district builds and many elements transition to "in house" function, the Trustees will see a reduction in the cost of routine legal services, though the Trustees will still retain Seter & Vander Wall as legal consultant. He reported the termination of the contracts for the project management and finance consultants, which will result in minimizing the associated budget lines.

Agenda Item 5: Elect officers and designate BLF representatives

Teter presented the slate of nominations to the Board as follows:

- President Hamilton
- Vice President Duran
- Treasurer O'Brien
- Budget/Finance Committee: O'Brien and Fuqua
- Governance Committee: Wirba and Duran

For representation on the board of the Boulder Library Foundation, Wirba agreed to continue in her role. Hamilton will serve this final month with the intention of Trustee-elect Andy Saylor stepping into the role if approved by the Board at his premier meeting on May 14.

Hamilton made a motion to approve the above slate of officers and committee members. O'Brien seconded, and the motion passed unanimously.

Agenda Item 6: Policies Review

- a. Financial Policy Packet Part II – Phares asked the Board for feedback on this second set of financial documents [as presented in the packet](#). She noted the inclusion of a revised draft purchasing policy first presented at the April 2 meeting, which contains additional clarification for Trustee review. In addition, this packet includes documents pertaining to gift cards, grants, travel and business meals, and vendor management.

Discussing section 2a of the gift card procedure, Wirba suggested language clarifying that the gift cards may be for community members or employees.

Wirba wondered about the timeframe for undistributed gift cards; Phares explained that the guidelines were adapted from those of Garfield County, who did not specify a timeframe. The group agreed that undistributed gift cards may be held by the Finance Manager and transferred to another program or use after a 6-month span.

Hamilton suggested providing vouchers for the library café to staff; Farnan clarified that new employees are provided with coupons for free coffee. In this vein, Duran favored restricting gift cards to those of local businesses. [Downtown Boulder has such a program](#); Farnan will inquire as to its current terms.

Referencing the section Funding Analysis and Cost Sharing Commitments on page 11 of the packet, Yee considered the required “multi-year cost/benefit analysis” an “intense” degree of obligation for some situations, such as a one-year grant. She recommended more general reporting parameters such as “applicant must provide an analysis of the cost/benefits to the Library for the term of the grant.”

Staff agreed with Wirba’s suggestion to clearly define the referenced “leadership team.”

With Teter’s recommendation, the group agreed that the staff-related Travel and Business Meal Policy and Procedure apply to the Trustees as well.

Considering the Vendor Management Procedure, Hamilton highlighted the verification protocol and encouraged its application with any change to the vendor’s payment information. Such authentication would help safeguard against scam activity which has recently targeted local institutions and governments.

The group next reviewed the revised draft of the Purchasing Policy. Joni recommended replacing the language on page 20 of the packet, which notes that the contract is awarded “to the lowest responsible

bidder based on competitive bidding procedures,” with the following: “in accordance with the competitive bidding procedures in Articles 4 and 5.”

Pointing to IB on page 19 of the packet, Fuqua asked for further clarification on the specific process that the Library follows with the statement “Preference will be given to Minority, Woman-Owned, and Disadvantaged Business Enterprises when possible.” Farnan noted that scoring metrics provide a 5% advantage to those that disclose this sort of business. In response to Hamilton’s suggestion to remove “when possible,” Teter emphasized that it is advantageous to retain flexibility while still making effort to align with the stated value. Hamilton agreed, as long as deciding metrics are being documented. Wirba suggested that the term “disadvantaged” be replaced by “small.”

Wirba suggests consulting the legal team before finalizing the language; Phares will reach out to Kim Seter for input.

Phares thanked the group for the feedback. The finance policy documents discussed tonight will return to the Trustees on April 30 for a formal vote of approval, along with those reviewed on April 2.

Agenda Item 7: Governance

- a. Finalize BPLD Trustee Handbook – Teter presented this updated version to the Board, including the changes as discussed at the previous meeting; see [draft in packet](#). She noted a final adjustment as tracked on page 27. The group approved this language and provided no further edits. Staff will update the section outlining the organization of library operations for approval at a later date.

Yee made a motion to approve the BPLD Trustee Handbook with the discussed changes. O’Brien seconded and the motion passed unanimously.

Agenda Item 8: Director’s Report

Farnan relayed that hiring is well underway and on pace. HR director referred to it as a “machine,” in operation.

The past two weeks has seen busy reconfiguration of the staff office spaces at Main – though “hectic,” the process is “coming together.”

The first two new hires for the new North Boulder Library will begin their training at the Main Branch. The North Boulder Library is set for the opening day celebration on June 29. The mayor has already committed to speak; staff expect this to be a well-attended event.

Farnan announced 80 days until the Canyon Theater opens again to the public for reservation and events.

New devices are being installed in a public bathroom at the Main to monitor behavior that violates Library policy. The [HALO Smart Sensor system](#) bills itself as the multifunctional health, safety, and vape detector device that allows users to capture comprehensive health & safety awareness for their buildings – the City of Boulder and many schools in the area have implemented this tool in their spaces and recommend its use. The system can detect any kind of CO2 displacement, movement (excessive as well as scarce), and tampering. After a pilot at Main and the new North Boulder Library, the plan is to roll the same system out at the branches. Farnan hopes that the physical presence of the security team will eventually no longer be needed in the bathroom space.

With a new web accessibility law in effect July 1, the Trustees can expect to see an associated policy in an upcoming packet.

The trustees expressed interest in being included in the announcement emails for new staff. Farnan will ask Human Resource Manager Libby Turner to include the Board in these emails. He encouraged the Trustees to introduce themselves to staff that they do not already know. The group discussed other opportunities for the Board to mingle with staff (e.g., during Staff Day, when an ice cream truck is often rented). Duran suggested something sooner, perhaps donuts brought to the morning staff huddle. Teter reminded the group that if there are more than two Trustees present, it would be considered a public meeting which would require notice. Farnan invited a rotation of Trustees visiting at the monthly Staff Chat.

In response to Duran's urge to physically post policy, meeting notices, and other Trustee documents in a public space, Farnan noted that digital signage seemed like the most viable solution to him as opposed to a dedicated bulletin board. He will consult with Facilities and Public Services staff to look into the possibility.

Agenda Item 9: Trustee Matters

- a. Set special meeting 5/28 – the Board agreed to hold this upcoming special meeting with a motion from Hamilton and a second from Teter. If unnecessary, it can be cancelled as the Board dictates.

- b. Appreciations to departing Trustee Joni Teter – the group expressed gratitude and best of luck to Trustee Teter.

Agenda Item 10: Legal Counsel Updates

[See handouts for the Legal Report.](#)

Agenda Item 11: Executive Session: Personnel and Real Estate Matters

The board may enter executive session upon approval of 2/3 of the Trustees present.

Hamilton made a motion that the Board move into executive session to discuss personnel matters as allowed by Section 24-6-402 (4) (f) and contract negotiations as allowed by Section 24-6-402 (4) (e); and negotiations concerning real estate matters as allowed by Section 24-6-402 (4) (a) with regard to the Gunbarrel branch library. Duran seconded and the motion passed unanimously.

Agenda Item 12: Adjournment

There being no further business to come before the Board, the meeting was adjourned and went into executive session at approximately 8:10 p.m.


Sylvia Wirba (May 15, 2024 12:28 MDT)

Attestation

04.16.24 BoT Minutes Regular signature

Final Audit Report

2024-05-15

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