

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

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

<p>Held: Tuesday, April 30, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado</p>
<p>Person preparing summary: 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;">Benita Duran Doug Hamilton Sam Fuqua Jennifer Yee</p> <p>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; Celia Seaton, Executive Assistant of the Boulder Public Library; Andy Saylor, Trustee-elect of the Boulder Public Library; and Tom Cosgrove, Trustee-elect of the Boulder Public Library.</p> <p>Members of the public present: None.</p>
<p>Type of Meeting: Special</p>
<p>Agenda Item 1: Call to order Trustee Duran called the meeting to order at 6:04 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>Agenda Item 2: Public comment None.</p>
<p>Agenda Item 3: Consider Approval of Minutes of April 2, 2024 a. Following motion from Trustee Fuqua and second from Trustee Yee, these minutes were approved unanimously.</p>
<p>Agenda Item 4: Library Policies Review a. Second review and finalization of finance policies initially reviewed on April 2 and April 16 – From his legal perspective, Seter sanctioned the language of the highlighted portion on page 16 of the packet.</p> <p>Hamilton moved that the Board approve the bundle of finance policies. Yee seconded, and the motion passed unanimously.</p>
<p>Agenda Item 5: Director Updates A walkthrough of the NoBo site is planned for next week, and the building will have occupancy permission soon which will enable the situation of books, materials, and furniture. After occupancy is granted and prior to the</p>

lease being signed, the property will be subdivided (library building, road, plaza areas adjacent to the creek, parking lot, and playground). Only the building, parking lot, and playground will be leased by the Library.

Marketing and Communications Manager Maria Tormos will attend the next Trustee meeting on May 14 to present on the Marketing and Communications Strategic Plan. It is set to be reviewed by the leadership team next week, and the final draft will go into the Board's packet. This plan will guide staff promotion for many upcoming items such as the grand opening of the North Boulder Library, the re-opening of the Canyon Theater and Library Café, and regular public hours of operation at the Carnegie Library.

Farnan distributed a zine, [the recent collaboration among Carnegie Library staff, OUT Boulder County, and local Boulder Valley School District students](#).

Farnan noted the breakaway fencing installed that day to protect the underbelly of the library buildings. Local encampments have recently grown and resulted in considerable damage to the surrounding man-made and natural space.

Agenda Item 6: Boulder Library Foundation Updates

Hamilton relayed updates from BLF's Chris Barge. Table sales are going well for the 50-year year gala set for September 26. Four new members come on board May 9. The Foundation just hired a new administrative assistant, Lisa McClellan.

Agenda Item 7: Trustee Matters

- a. Update from Trustee Selection Process – Hamilton relayed a discussion that arose from the Selection Committee's final meeting regarding the need for diversity among future candidates. He recommended further engagement with those who reside outside the city boundaries, as both the newly selected Trustees hold city addresses. He urged the other Trustees to keep these recruitment goals in mind as they interact with others while attending library programs and events.
 - i. Joint Meeting with Trustees and County and City – Library staff will present the 2023 Annual Report at a County Commissioner Meeting and hold a dialogue. Staff is currently in the process of coordinating this session with the County Commissioners. This meeting is tentatively set to occur in July or August; once a firm date has been established, it will be relayed to the Board.
- b. Library Director Evaluation Process – Duran volunteered to draft a position description for this role, fashioned after goals and measurements of success affiliated with the Boulder Public Library District including current Director Farnan's input. Duran discussed aligning the language in the description with the contract. The group spoke about salary and incorporating flexibility through bonuses and leave time. Fuqua prefers more discussion before developing a bonus scenario. Hamilton agreed, particularly due to the approaching deadline for a new signed contract. The group will further discuss the job description at the May 14 meeting, planning for approval by May 28.
- c. Update on NoBo Library Meeting – Fuqua and Hamilton reported on this [meeting as referenced in the packet materials](#).
- d. NoBo Speaker – Fuqua, Duran, and Saylor expressed interest in speaking at the grand opening of the new library branch. Farnan welcomed further speakers if available.
- e. Advanced Planning Agenda – Hamilton noted that after May, the Board will typically hold special meetings and regular meetings on the first and third Tuesdays of the month, respectively (with flexibility of the Board to cancel special meetings that are deemed unnecessary).

- f. Retreat – Hamilton broached the idea of holding a second retreat meeting this year. He suggested July or October and will poll the group for availability. Fuqua agreed that this session could assist in orienting the two new Trustees. Yee sees value in the bonding potential of Trustees getting better acquainted, beyond business discussions. Duran suggested holding a session of this type before an upcoming evening meeting. Farnan and Hamilton agreed that this was a good idea and will investigate August/September dates. Hamilton suggested the following subcategories for the retreat agenda:
- i. Library Trends
 - ii. Strategy
 - iii. Budget
- g. Appreciations to departing Trustee Jenn Yee – the group expressed well wishes to Yee, along with gratitude for her service.

In response to Yee’s inquiry around compensating a subcommittee member for their work, Seter noted that this would be permissible under an employment scenario. Duran suggested limited honorariums or gift cards, as well as childcare or other support for people volunteering their time. The group discussed IRS regulations and W-9 requirements.

Duran encouraged expansion beyond the two current Trustee committees. Farnan spoke about the short-term formation of such teams to achieve certain goals and strategy plans to move the Library’s missions forward (e.g., Literacy and Outreach Strategic Planning Group, the Library District Advisory Committee, the Master Plan Focus Group). Duran noted many upcoming opportunities to engage in the upcoming months.

Agenda Item 8: Legal Counsel Updates

Seter reviewed [Senate Bill 24-216](#): Standards for Decisions Regarding Library Resources. This measure, “Concerning standards that public libraries are required to include in policies regarding library resources,” is under consideration by the state government. [See handouts.](#)

Agenda Item 9: Executive Session: Gunbarrel Lease and Library Director contract

The Board moved 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) concerning the executive director’s contract and the Gunbarrel Lease.

Agenda Item 10: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 7:28 p.m. to go into executive session.


Sylvia Wirba (May 29, 2024 11:09 MDT)

Attestation







04.30.24 BoT Minutes Special for signature

Final Audit Report

2024-05-29

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