

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

Held: Tuesday, May 28, 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:

Andy Saylor
Tom Cosgrove
Sylvia Wirba
Doug Hamilton
Sam Fuqua
Benita Duran

Also present were Kelly Hansen 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; Jaime Kopke, Programs and Events Department Manager of the Boulder Public Library, and Aimee Schumm, IT Director of the Boulder Public Library

Members of the public present: None.

Type of Meeting: Special

Agenda Item 1: Call to order

Trustee Hamilton called the meeting to order at 6:00 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 April 30, 2024

- a. Following motion from Trustee Cosgrove and second from Trustee Hamilton, these minutes were approved unanimously. Wirba abstained as she was absent during that meeting.

Agenda Item 4: Programs and Events Workplan

Kopke introduced herself to the group and presented [an overview of the recent successes and upcoming plans regarding library programs and events, especially highlighting Makerspace opportunities at the new Studio 24 in the North Boulder Library and a bolstered team of staff.](#)

Kopke discussed recurring programming that her team supports such as [Summer of Discovery](#), gallery shows like [Maker Made](#), and events like [Jaipur Literature Festival](#). She announced the upcoming [pilot of the Canyon Theater reservation system](#). Staff aim to achieve a 70% activation rate of the newly available theater space for community programming. Kopke's team oversees the Canyon Theater along with many of the library's creative

spaces including both makerspaces as well as various locations for the [exhibitions program](#) (Canyon Gallery, Arapahoe Ramp, the Conoid Entrance, and branch library sites). Programs and Events also manages the Edible Learning and Japanese Gardens at Main which provide an arena for many of the [Seed to Table Programs](#).

[Main Library's Makerspace BLDG 61](#) will offer a bounty of new opportunities due to the increased staff capacity from recently hired Creative Technologists. Makerspace programming will focus on project-based workshops and introductory classes which encourage collaboration and co-learning on a community level as opposed to siloed activity. Patrons will engage in “deeper dive” programming at the new NoBo Studio 24 with three-month themed studios (e.g., fiber, home improvement, printmaking, electronics). A new Creative-in-Residence Program will engage the community’s local talent with featured presenters.

In response to Hamilton’s inquiry, [One Book One Boulder](#) is currently programmed to run every other year; the next season will be the spring of 2025. Kopke explained that the process of procuring an author and developing a thoughtful platform around a chosen book can prove a lengthy and involved effort.

The Board thanked Kopke for her update on the exciting developments for the Library’s Programs and Events. The Trustees look forward to participating in a variety of offerings throughout the year.

Agenda Item 5: Library Policy Review

- a. BLDG61 Makerspace Policy – Kopke highlighted the two substantial updates to this document: one to include the new North Boulder Library Makerspace, Studio 24, and another which removed the parameters for tool and material donations from the public as these will no longer be accepted. Staff are developing a revised waiver form to align with similar forms.

Hamilton made a motion to approve the BLDG61 Makerspace Policy as presented in the packet. Saylor seconded and the motion passed unanimously.

- b. Accessibility Policy – Farnan expects that this formal policy will be brought back next month with Seter’s team. The guidelines are intended to provide legibility of the contents of a website for someone who is visually impaired (e.g., metadata that describes an image with text). He noted that 80% of the library website content comes through third party vendors who are presently compliant. There may be a handful of other vendors that will need to be checked. The meeting packets will need to be processed and transferred, with attention to any critical requests. Analysis will also be performed on [Carnegie Library for Local History’s website](#); the professional archivists who maintain that domain are already accustomed to tagging images with text descriptions, along with implementing similar accessibility measures.

Farnan: “the digital accessibility statement is the critical component” for which he asked Board approval at the present meeting. The legislature related to this policy arrives on July 1 and Seter will assist in clarifying any complicated changes. This statement sets the course for the Library to follow guidelines ensuring accessibility; after consultation with Colorado State Library representatives, Farnan understands flexibility exists to build out a plan within three years of the July 1 date that the law takes effect.

Fuqua made a motion to approve the Digital Accessibility Statement. Saylor seconded and the motion passed unanimously.

The Accessibility Policy related to this statement will be brought to the June 18 meeting.

Agenda Item 6: Board Photo

This item was deferred until a meeting when all members will be present.

Agenda Item 7: Approval of Library Director Contract

Duran wondered whether the Board desired to reference or incorporate a job description in the contract. She indicated that she had reached out to representatives from the district-contracted Employer's Council to review the job description document she provided ([see handouts for the edited document](#).) Discussing duties and functions, Wirba recommended ensuring that no overlap exists between these "Functions and Responsibilities" in the description and the "Duties" section of the Library Director contract.

As this item has already been discussed at several previous meetings, Hamilton suggested that the Board move forward with approving the contract tonight. The job description can continue to be refined. He suggested that any amendments to the description be reviewed by the Trustees in preparation for the renegotiated contract next May. The group agreed with Saylor's suggestion to eliminate the job description as a superfluous document once it has been incorporated in the contract. Saylor also suggested tying the goals to the compensation figures in the future.

The Board concurred that the contract appeared ready for signature at the June meeting.

The Governance Committee (Wirba and Duran) will discuss an evaluation schedule for timing and steps of the annual review for the Library Director.

Wirba made a motion to approve the [Library Director contract as written in the packet](#), with the addition of the compensation figure. Hamilton seconded and the motion passed unanimously.

Agenda Item 8: Treasurer's Report

Farnan noted this is the first comprehensive report pulled from Sage Intacct. [See packet](#) and [handouts for a revised Statement of Activities with the corrected personnel line](#).

Wirba asked whether the actual expenses appear to be "on track" with respect to the projected numbers. Farnan: No. He provided background: staff performed years of research and outreach to other library systems to best predict the calculations. Then, beginning on January 1, "we had to scale up as fast as we possibly could." He provided insight regarding the largest estimated expenditures. Personnel represents 55-60% of the overall approved 2024 budget; though April and May have been busy months for hiring, it takes time to recruit and onboard successful candidates. Many new positions have been applied for and then filled by current staff, leaving new vacancies for posting. He believes that by July, "numbers will match up with percentages" as the hiring cycle decelerates.

Building maintenance constitutes another considerable item. This figure accounts for the opening of two new branches, as well as the backlog of deferred maintenance. Farnan expects to bring a multi-year strategic plan for the backlog of maintenance to the Board by early 2025, with a preceding budget request in October of this year. The amount needed to address the backlog is estimated at around 12 million dollars. After approval of this maintenance plan by the Board, staff expect those expenses will align with the predicted numbers.

The funding for the library materials was doubled, with collections needed for the new branch libraries in north Boulder and Gunbarrel.

Wirba wondered about the 39% budgeted for IT Support. As Farnan explained, the majority went to capital expenses at the start of the district formation, and monthly fees have tallied as expected. Opening the new branch in Gunbarrel will incur further technological capital costs for connectivity.

In response to Cosgrove, Farnan clarified that a draft of the budget will be presented in August; a first reading shall occur in September or October. Further, Farnan confirmed that a surplus will exist after year one because of the district being a bit "behind" the ramp-up due to several factors (as discussed, primarily the gap with hiring and the wait for a facilities capital maintenance plan).

Responding to Duran's inquiry, Phares expects that the first invoice from the City of Boulder will be received by the end of July for the agreed expenses of 2023. At that time, the Library will remit the first payment.

Fuqua asked about non-cash assets. Phares explained that this data has not yet been built; it requires an entirely separate module within the Sage Intacct platform. Fuqua recommended that the reserves be highlighted.

Hamilton and Wirba agreed that they appreciate the accompanying narrative. After discussion with the Finance Committee, Farnan agreed to provide periodic reports on two key metrics. The amount of money spent on new materials is critical, involving the coordination of various staff teams for procurement and handling. Collection development drives circulation rates which in turn influence literacy rates. While governed as a city department, staff struggled to fund these materials with around 10% of the overall library budget. The Library Master Plan called for a budgeted 14-16% for the collection. He believes the BPLD budget should surpass this figure. The second metric for periodic reporting concerns staffing. Farnan believes it a best practice not to go over 60% for this number, though this can be a "tough" target to hit.

The Board concurred with the Finance Committee and Farnan's recommendation to present quarterly budget reports. The next report will be received at the regular meeting on July 16.

Agenda Item 9: Addendum to Pontem Security Services Contract

Phares explained that this contract was amended to include additional hours for the security team at Main as well as new shifts for the North Boulder Library site.

Duran made a motion to approve the addendum to Pontem Security Services Contract. Cosgrove seconded and the motion passed unanimously.

Staff expect to deliver an incident report to the Board before the end of the year.

Agenda Item 10: Director Updates

Farnan and Schumm performed a brief walkthrough at the Gunbarrel site earlier today, surveying to plan for eventual network connectivity.

Though the occupancy date for the new North Boulder Library is still pending, staff are on track to start moving materials and books into the space starting on June 4.

Agenda Item 11: Break for Main Library Office Reconfiguration Tour

This item was moved to the end of the agenda.

Agenda Item 12: Trustee Matters

None.

Agenda Item 13: Legal Counsel Updates

See [packet](#). Hansen reported that Seter has reached out regarding tax exemption for the future Gunbarrel branch library property; the legal team does not expect any issues with this certification.

Agenda Item 14: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 8:05 p.m. to tour the Main Library's office reconfiguration.

Attestation







05.28.24 BoT Minutes Special for signature

Final Audit Report

2024-06-21

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