

**BOULDER PUBLIC LIBRARY DISTRICT**

**-REGULAR MEETING-**

Tuesday, June 18, 2024

Boulder Public Library, Canyon Meeting 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>
Andy Saylor	2029
Benita Duran	2028
Tom Cosgrove	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025

Follow [link](#) to review long range agenda planning document.

**AGENDA**

1. Call to Order and Declaration of Quorum
2. Public Comment
3. Consider approval of minutes of May 14, 2024 and May 28, 2024
4. Hiring and Recruitment Updates – Libby Turner
5. Library Policies Review
  - a. Community Bulletin Board Policy
  - b. Distribution of Community Information Policy
  - c. Accessibility Policy provided by Seter Vander Wall and Mielke
6. Director Updates
  - a. Agenda for the NoBo Grand Opening Event (oral)
7. Trustee Matters
  - a. Set special meeting 7/2 if needed
8. Legal Counsel Updates
9. Adjournment

**NEXT SPECIAL MEETING: Tuesday, July 2, 2024**

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

**Held:** Tuesday, May 14, 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  
Benita Duran  
Tom Cosgrove  
Sylvia Wirba  
Doug Hamilton  
Cara O'Brien  
Sam Fuqua

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; Tim McClelland, Public Services Department Manager of the Boulder Public Library; Sophia Suraage, Volunteer Services Manager for the Boulder Public Library; Aimee Schumm, IT Director of the Boulder Public Library; and Maria Tormos, Communications and Marketing Manager of the Boulder Public Library.

**Members of the public present:** None.

**Type of Meeting:** Regular

**Agenda Item 1: Call to Order**

Trustee Hamilton 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.

**Agenda Item 2: Public Comment**

None.

**Agenda Item 3: Swear in New Trustees Tom Cosgrove and Andy Saylor**

Hamilton formally administered the oath of office for Cosgrove and Saylor. The official documentation has been fully executed and will be filed with the State of Colorado by Seter & Vander Wall.

**Agenda Item 4: Consider Approval of Minutes of April 16, 2024**

- a. Following motion from Trustee Hamilton and second from Trustee Duran, the April 16, 2024, minutes were approved unanimously.

**Agenda Item 5: Technology and Volunteer Services Introduction and Instructions for New Trustees**

IT Director Aimee Schumm welcomed the two new Trustees, [providing background about her workgroup](#) and offering support with orientation to the District's Microsoft e-mail and operating platform.

Technology priorities in 2024 have included decoupling the infrastructure from City systems to the new District systems, developing new hardware/software solutions for district operations and staff onboarding, connectivity for the North Boulder Library (the network is “up and running” as of last week) and now outfitting Gunbarrel with the same, as well as refinement of related policies and compliancy. Regarding the last item, Schumm noted upcoming IT policies that the district will need to implement with Board approval. Her team also plans to develop new security training for staff. She hopes to gradually wean off the contracted support from Focus Connect as the district stands more fully on its own. Schumm expressed that it is “exciting to be our own entity separate now from the City.” With better funding support, the Library can fulfill many deferred technological maintenance needs.

Volunteer Services Manager Sophia Surage next provided [a brief overview of the volunteer management software](#) and [instructions for adding impacts](#). GivePulse helps track time contributions and provides data about the overall efforts of this valuable workforce. She offered her assistance to anyone who encounters hurdles with the system.

The Board thanked Schumm and Surage for their work and support.

**Agenda Item 6: Designate Boulder Library Foundation representatives**

Wirba agreed to continue in her role representing the Trustees for the Boulder Library Foundation.

Hamilton made a motion to appoint Saylor to the Foundation as a second Trustee representative. Cosgrove seconded, and the motion passed unanimously.

**Agenda Item 7: Gunbarrel Lease**

Farnan requested permission from the Trustees to move forward with this [“exciting” venture of a 5-year lease at this “ideal” location in Gunbarrel](#).

Regarding budget, Farnan assured the Board that the Library can afford to keep this lease “in perpetuity.” Though he agreed that it would be preferable to purchase property, that negotiation was not feasible at this time.

In response to Fuqua, Farnan set a goal timeline of 10-12 months for the opening of this new branch in 2025. He doesn’t expect many internal renovations needed to the existing structure.

In response to O’Brien’s query, this property has been vacant since 2021, and was last renovated in 2015.

Cosgrove noted that a library in Gunbarrel was “a big piece of the [ballot] promise for library district formation.” He observed how “the public in general has no faith that people follow through on promises” – he lauded the Library for “living up to the mandate” within a year.

Duran made a motion that Farnan be authorized to move forward with the signing of the lease for a Gunbarrel property to create a new library branch. Hamilton seconded, and the motion passed unanimously.

**Agenda Item 8: Director Contract**

Hamilton noted the goals as presented in the [packet](#). Duran suggested including these in a section under duties within the job description.

Wirba noted the challenge in figuring out how to measure some of the stated goals and discussed specificity around some of the language. Hamilton suggested naming programs that were implemented this year, in reference to achieving the Master Plan goals. Retention among the robust workforce is “a primary job” for the director, per Farnan. Staff satisfaction surveys along with retention rates can assist in providing data around

this goal. The group discussed and agreed that the third subheading should identify “library” community. Seter and Hamilton favored implementing a 360 element to the director’s performance review.

The group discussed further development of measurable goals, e.g., overseeing the rollout of a performance review plan as developed by HR Manager Libby Turner.

The Board will review the contract again at an upcoming meeting.

#### **Agenda Item 9: Communications and Marketing Plan**

Communications Manager Maria Tormos presented this plan, which is still being finetuned by her team. After looking at local demographics and national media trends, she reviewed various channels through which five identified user groups tend to consume media. Strategic efforts will focus on increasing engagement among these five defined demographic categories. Targeted marketing will deliver messages that “resonate” with each category to promote upcoming events more deliberately (e.g., 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).

Hamilton reflected that [results from the City’s recent Community Survey](#) appear to align with the demographic findings as presented by Tormos.

A press release will be issued later in the week to announce exciting upcoming library events and services.

In response to Duran’s inquiry, Farnan explained that the current software enables some degree of age demographic tracking for patron usage of library services (e.g., meeting room reservations and digital checkouts through [OverDrive](#) and the [Libby application](#)). However, he clarified the tenuous relationship between account holders and those primarily engaging with library services; while the “saturation rate” of library cards is very high among Boulder Valley School District students due to the accessibility of the “Student 1” Program, this group does not constitute “power users” of the library. Per Farnan, “card data does not overlap with demographic data” in a commensurate manner.

In response to Fuqua’s question about the presentation, Tormos clarified that the “opportunities” showcase aspirational possibilities for future services; “offerings” reflect current programs and services.

Tormos noted that the Communications team will develop tailored newsletters to engage the various demographic categories.

Duran encouraged staff to investigate methods of tracking residents that live within district boundaries as opposed to general county or city limits. Tormos indicated plans to engage the community through patron surveys and questionnaires.

The group thanked Tormos for the presentation.

#### **Agenda Item 10: Draft Annual Report Presentation**

Farnan reviewed this draft presentation showcasing important statistics related to library operations for last year. State law requires that this Annual Report be delivered to the County and City by July 31. Staff compiled and demonstrated the data in a method akin to past years when the library presented this information as a municipal department to the City of Boulder. Tormos plans a “complete overhaul” of the report for next year’s presentation reflecting on 2024 data. Questions and comments were invited from the Board.

Duran wondered why the Jaipur Literature Festival (JLF) appears uniquely positioned among other groups which may hold events at the Library. Farnan responded that this was a “great question” – JLF was previously a City priority and while the Library was a City department, it became part of the “library brand.”

In response to Saylor's inquiry, the period that the Annual Report covers can span any consecutive twelve months of the year. He suggested changing the timetable to one that would result in the most up-to-date reporting by minimizing the time between the end of the reporting period and delivery of the report. He also suggested building a webpage that could display open data records for interested patrons.

Trustees agreed that if "shorter is better," staff should use their own judgement for future iterations of the Annual Report.

Farnan thanked the Board for the feedback; staff will include this report in a future meeting packet for final approval by the Trustees.

#### **Agenda Item 11: Library Policies Review**

Phares provided background that the Board approved the Library's public-facing policies collectively in January; these policies had been previously reviewed and approved by the Library Commission when the Library was a department of the City of Boulder. The Trustees have been working through a calendar of policy review including the updated existing policies as well as some new policies, as prioritized by staff. Often, the staff member whose workgroup oversees the policy will first collect and include feedback from the leadership team – this draft then is delivered to the Trustees for their review and acceptance. She expects that the Board will consider at least one policy per meeting through the summer until the first cycle has ended. Staff will collect and incorporate input; approval of the policy can occur at any time with or without changes. Public Services Department Manager Tim McClelland presented the two following policy drafts to the Board:

- a. Meeting Room and Study Room Policy – McClelland indicated both clean and tracked change versions as included in the [packet](#). He highlighted two substantive changes. Monthly limits will increase from eight to sixteen hours a month per group – this cap aligns with the Canyon Theater Use Policy and reduces patron barriers to access. The second change permits reservations to be made sixteen weeks in advance as opposed to the current twenty-four. As McClelland explained, many of the reservations made months in advance end up as no-shows for the reserved date. Additionally, this adjustment intends to permit staff who are planning programming and events enough time to reserve space as needed for library-related activities. Staff also updated language in the Terms of Use to reflect wording already approved from the Canyon Theater Use Policy.

In response to Hamilton's suggestion, staff will revise the language to clarify that Library programs have priority over these spaces.

In response to the question whether the current 2-hour study room limit could be increased, McClelland explained that these smaller spaces are typically booked through the day. Farnan noted that the space reconfigurations may allow for more of these spaces and further availability in the future.

Duran moved for approval of the Meeting Room and Study Room Policy with the discussed changes. Hamilton seconded, and the motion passed unanimously.

Setzer brought up some considerations around new legal guidelines that create liability for a library district's sponsorship of certain programming from outside groups. O'Brien noted that the language in this policy already requires wording around not being a library sponsored event. Setzer will review the law changes and present any pertinent aspects in the attorney report for next month. Staff noted that these considerations can be incorporated into the policy language at a later date.

- b. Programs and Events Sponsorship Policy – McClelland noted that specific references to the Canyon Theater and sponsorship were removed, so that the guidelines could be more broadly applied. The

policy has been renamed Recurring Programs and Events Policy. Staff determined that “recurring” programs is a more accurate representation of these groups as opposed to “sponsored.”

Duran moved for approval of the Recurring Programs and Events Policy. Saylor seconded, and the motion passed unanimously.

**Agenda Item 12: Trustee Group Photo *postponed until the May 28 meeting to include all members***

**Agenda Item 13: Director Updates**

Farnan reported on his visit that day to the North Boulder Library site - everything appeared “on target” for the expected transition by May 30. Starting June 4, staff expect to start moving furniture and other items into the space. Staff planned the community celebration party for June 29.

McClelland passed around the first prints of the five new [library card contest winners](#). These designs were chosen by the community and staff after an open call for submissions from the public.

**Agenda Item 14: Boulder Library Foundation Update**

Saylor relayed that BLF recently underwent its first financial audit in many years and has received a clean report; he offered to share the document with any interested Trustees. The Foundation is working with Farnan to build a new grant process.

Four new members were welcomed at BLF’s May 9 meeting: Alice Brown, Kristin Centanni, Kavita Sienknecht and Julie Yates.

Wirba noted that the upcoming Foundation gala promises to be “really special” – she hopes all can attend.

**Agenda Item 15: Trustee Matters**

Fuqua welcomed attendees to [an upcoming event in conjunction with KGNU Radio, “Destination Freedom: Black Radio Days,”](#) which will air in the Canyon Theater with a related reception in the lobby.

**Agenda Item 16: Legal Counsel Updates**

[See packet.](#)

**Agenda Item 17: Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 8:15 p.m.

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Attestation

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

<p><b>Held:</b> Tuesday, May 28, 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;">Andy Saylor Tom Cosgrove Sylvia Wirba Doug Hamilton Sam Fuqua</p> <p>Also present were Kelly Hansen from Seter &amp; 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</p> <p><b>Members of the public present:</b> None.</p>
<p><b>Type of Meeting:</b> Special</p>
<p><b>Agenda Item 1: Call to order</b> 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.</p>
<p><b>Agenda Item 2: Public comment</b> None.</p>
<p><b>Agenda Item 3: Consider Approval of Minutes of April 30, 2024</b></p> <p style="padding-left: 20px;">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.</p>
<p><b>Agenda Item 4: Programs and Events Workplan</b> Kopke introduced herself to the group and presented <a href="#">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.</a></p> <p>Kopke discussed recurring programming that her team supports such as <a href="#">Summer of Discovery</a>, gallery shows like <a href="#">Maker Made</a>, and events like <a href="#">Jaipur Literature Festival</a>. She announced the upcoming <a href="#">pilot of the Canyon Theater reservation system</a>. 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 <a href="#">exhibitions program</a> (Canyon Gallery,</p>

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.

DRAFT

**June 14, 2024**

**To:** Boulder Public Library Board of Trustees

**From:** David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

**Subject:** Library Policy Review

**Background:**

The Boulder Public Library District Board of Trustees adopted the current library policies with minor updates on Dec. 5, 2023, during the Board meeting. The Board confirmed a schedule to review these policies in detail during 2024. Staff prioritized the policies to review based upon how individual policies are related to the expansion of programs and services and considering the period since their last review by the Boulder Library Commission. The Boulder Public Library District is also required to establish several new policies and procedures for finance, IT, personnel, etc. The new policies were incorporated into the review schedule.

**Community Bulletin Board Policy:**

The Community Bulletin Board Policy was updated by Tim McClelland's team, and those minor changes were reviewed by the Leadership Team. The recommended changes show as tracked changes in **Attachment A** and a version with tracked changes accepted in **Attachment B**.

**Distribution of Community Information Policy:**

The Distribution of Community Information Policy was updated by Tim McClelland's team, and those minor changes were reviewed by the Leadership Team. The recommended changes show as tracked changes in **Attachment C** and a version with tracked changes accepted in **Attachment D**.

**Digital Accessibility Policy:**

Kim Seter, Esq. advised the staff that the District is required to have an Accessibility Compliance policy to accompany the Digital Accessibility Statement that the Board approved during the May 28, 2024 board meeting. Seter prepared a resolution which is **Attachment E**. The deadline for the policy to be approved is July 2, 2024.

**Questions for the Board of Trustees:**

1. Does the Board of Trustees have any questions or input regarding the policies?
2. Will the Board of Trustees consider a motion to approve the Community Bulletin Board and Distribution of Community Information Policies, or does it prefer to review the policies with further changes and input incorporated and presented during the July 2, 2024 special Board meeting?
3. Will the Board of Trustees consider a motion to approve the resolution concerning the Accessibility Compliance Policy?

# Community Bulletin Board Policy

[En Español](#)

The [LibraryBoulder Public Library District](#) provides a community bulletin board [at each location](#) for patron use on a self-serve basis. Posting of notices does not indicate [libraryDistrict](#) endorsement of the ideas, issues, or events promoted by those notices.

- All notices posted on the community bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- One notice per event or issue is permitted.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The library assumes no responsibility for the preservation or protection of any materials posted.
- In fairness to the numerous community groups, the library may control the frequency with which notices may be posted by the same organization.
- Posting information of illegal or criminal nature or that violates the [Library Rules of Conduct](#) is prohibited.

Approved by the [Library Commission Board of Trustees](#) on [June XX, 2024](#).

# Community Bulletin Board Policy

[En Español](#)

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- Posting information of illegal or criminal nature or that violates the [Library Rules of Conduct](#) is prohibited.

Approved by the Board of Trustees on **June XX, 2024**.

# Distribution of Community Information Policy

[En Español](#)

As a courtesy, and at its discretion, in order to ~~preserve and~~ maintain facilities in an orderly condition, the Boulder Public Library ~~District and branches thereof~~ may select and ~~provide for the distribution of~~ written materials with information about community programs, events, public services, tourist attractions, and cultural sites in Boulder and the surrounding county, as space allows.

The distribution of written materials by the library does not constitute endorsement of those programs, events, or attractions by the Boulder Public Library ~~District~~, its staff, or the Boulder Public Library ~~Commission~~District Board of Trustees.

Please also see the [Community Bulletin Board Policy](#) for another option to share or obtain community information.

Approved by the ~~Library Commission~~Board of Trustees on ~~September 5, 2018~~ June XX, 2024.

# Distribution of Community Information Policy

[En Español](#)

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The distribution of written materials by the library does not constitute endorsement of those programs, events, or attractions by the Boulder Public Library District, its staff, or the Boulder Public Library District Board of Trustees.

Please also see the [Community Bulletin Board Policy](#) for another option to share or obtain community information.

Approved by the Board of Trustees on **June XX, 2024**.

**RESOLUTION  
OF THE BOARDS OF TRUSTEES OF  
BOULDER PUBLIC LIBRARY DISTRICT**

**ADOPTING A DIGITAL ACCESSIBILITY POLICY AND DESIGNATING A  
COMPLIANCE OFFICER**

Resolution No. \_\_\_\_\_

WHEREAS, the Boulder Public Library District (the "**District**") is a quasi-municipal corporations and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Trustees of the District (the "**Board**") is empowered with the management, control, and supervision of all the business and affairs of the District; and

WHEREAS, pursuant to § 24-85-103(2.5), C.R.S., the Director of Innovation and Technology in the Office of Innovation and Technology has adopted accessibility standards published in 8 CCR 1501-11 Rules Establishing Technology Accessibility Standards (the "**Rules**"); and

WHEREAS, pursuant to § 24-85-103(3), C.R.S., on or before July 1, 2024, the District is required to take action to comply with the Rules; and

WHEREAS, the Board desires to adopt this Resolution to implement a digital accessibility policy and designate a compliance officer:

NOW, THEREFORE, THE BOARD OF TRUSTEES RESOLVES THE FOLLOWING.

1. Adoption of Digital Accessibility Policy. The District adopts the Digital Accessibility Policy (the "**Digital Accessibility Policy**") attached as **Exhibit A**.
2. Appointment of Compliance Officer. The District designates  
as the District's Compliance Officer (the "**Compliance Officer**").
3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
4. Effective Date. This Resolution effective immediately upon adoption and supersedes any previous policy related to website accessibility.

*Remainder of Page Intentionally Left Blank, Signature Page Follows*

ADOPTED \_\_\_\_\_, 2024.

**DISTRICT:**

**BOULDER PUBLIC LIBRARY DISTRICT**  
quasi-municipal corporations and political  
subdivisions of the State of Colorado

By:

\_\_\_\_\_  
President  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

Setzer, Vander Wall & Mielke, PC

\_\_\_\_\_  
Kim J. Setzer, Atty No. 14294

## EXHIBIT A

### DIGITAL ACCESSIBILITY POLICY

#### 1. GENERAL

a. Purpose. The District is committed to providing digital information to the public through its website and other sources accessible to persons with disabilities. The District has adopted this Digital Accessibility Policy (the “**Policy**”) to ensure the District’s online services and digital communications comply with 8 CCR 1501-11: Rules Establishing Technology Accessibility Standards (the “**Rules**”).

b. Scope. This Policy applies to digital content produced by or under the control of the District, including the District’s official website. Accessibility requests may be submitted to the District in accordance with this Policy.

c. Third Party Content. The provisions of this Policy do not apply to third-party websites linked through the District’s website, not under control of the District. The District is not responsible for ensuring the accessibility of third party-controlled content linked to the District website.

#### 2. COMPLIANCE INFORMATION

a. Compliance Officer. The District's Compliance Officer is Director of Innovation and Technology. The Compliance Officer is the point of contact for accessibility-related accommodations for digital content. The Compliance Officer or their designee will respond to reports of inaccessible digital content and accessibility requests.

b. Testing Tools and Techniques. The District utilizes a variety of tools, techniques, methods, and procedures to identify accessibility barriers and meet existing and new assistive technology needs.

c. Accessibility Reports. The Compliance Officer will review the District’s website, user interfaces, and other digital content and report to the District Board of Trustees no less than annually (the “**Accessibility Report**”). The Accessibility Report will identify digital content that does not comply with the Rules. The Accessibility Vendor or the District, will take steps to make such content compliant with the Rules. The District will maintain a record of the Accessibility Reports.

d. District-Controlled Content. The District will ensure that digital content controlled, developed, maintained, modified, or used by the District on or after July 1, 2024, is compliant with the Rules.

e. Digital Accessibility A-1 The District will implement a digital accessibility plan (the “**Plan**”) to provide a long-term strategic approach for digital accessibility. The Compliance Officer will coordinate and implement the Plan. The Plan will be updated quarterly starting July 1, 2024 through June 30, 2025 and annually thereafter. The current Plan

will be posted to the District’s website for the period July 1, 2024 through June 30, 2025. The Plan will be in a form substantially similar to **Exhibit A-1** attached.

f. *Digital Accessibility Statement.* The District will post the following digital accessibility statement on its website prior to July 1, 2024:

Boulder Public Library District  
Technology Accessibility Statement

Boulder Public Library District (the “District”) is committed to providing equal access to our services to all persons.

Ongoing accessibility efforts attempt to comply with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. The guidelines help make technology accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability.

The District welcomes comments on ways to improve accessibility for users with disabilities and for requests for accommodations to access any District services.

**Feedback and Support**

Please let us know if you encounter accessibility barriers. The District is committed to responding within three (3) business days.

Boulder Public Library District  
1001 Arapahoe Avenue  
Boulder, CO 80302

Attn: Director of Innovation and Technology, Compliance Officer  
Phone No.: (303) 441-3100  
Submit an issue:

**3. REPORTING ACCESSIBILITY ISSUES**

a. *Reporting an Accessibility Issue.* Please report inaccessible content or requests for accommodations to the Compliance Officer using the contact information below. Requests should identify the specific content that is being reported, the issue the individual is experiencing, and the name and contact information of the individual submitting the request. The Compliance Officer or their designee will confirm receipt of such requests within three (3) business days. The District is committed to **A-2** g reports of inaccessible content and requests for accommodations within a reasonable period of time.

Boulder Public Library District

1001 Arapahoe Avenue  
Boulder, CO 80302

Attn: Director of Innovation and Technology, Compliance Officer  
Phone No.: (303) 441-3100

Report an issue:

[https://boulderlibrary.formstack.com/forms/accessibility\\_feedback](https://boulderlibrary.formstack.com/forms/accessibility_feedback)

**EXHIBIT A-1****BOULDER PUBLIC LIBRARY DISTRICT****Digital Accessibility Plan***Approved* \_\_\_\_\_**I. Accessibility Standards**

In accordance with Colorado law, the District is committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6; and
- C.R.S. 24-85-101 to 24-85-104, ARTICLE 85.

**II. The District's Efforts**

The District is committed to providing accessible digital information to all persons. The District will engage in continuous efforts to make online services and digital communications accessible to the public, including equal access for persons with disabilities. The District will prioritize, evaluate, remediate, and continuously improve its online services and digital communications.

**III. Accessibility Maturity**

The District is at the following maturity level for 2024:

<b>Check One</b>	<b>Stage</b>	<b>Criteria</b>
	Inactive	No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.
X	Launch	Recognized need organization-wide. Planning initiated, but activities not well organized.
	Integrate	Roadmap including timeline is in place, overall organizational approach defined and well organized.
	Optimize	Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

#### IV. Maturity Level Discussion

The District has encountered the following challenges:

The District currently has limited staff resources to perform this work due to the foundational work required to set up equipment and systems for the District. This has slowed the progress in 2024. The District is planning to hire a third party to review the website periodically and conduct an audit of the posted documents and external links and update those that are not in compliance.

The District has enjoyed the following successes:

The District has performed an initial evaluation of the website and posted documents, corrected obvious compliance issues, and has written a digital accessibility statement and developed a plan and timeline for compliance. The Board of Trustees approved the accessibility statement on May 28, 2024, and the statement is posted on the library website <https://boulderlibrary.org/website-accessibility-statement/>.

#### V. Organizational Measures

The District has taken the following measures:

- Defined an accessibility timeline, goals, staff roles, responsibilities, and policies as needed for the organization.
- Incorporated evaluation of accessibility into the procurement processes.
- Created and implemented a plan for providing reasonable accommodation and modification until the technology can be made accessible.
- Validated through testing all front-facing web pages are compliant with WCAG 2.1 Level AA.
- Provided the current plan for the period July 1, 2024, through June 30, 2025, contact information, and support for receiving accessibility feedback and requests for accommodation.

The District has designated its Compliance Officer to coordinate and implement the plan. The District's Compliance Officer's contact information is:

Director of Innovation and Technology

Boulder Public Library District

1001 Arapahoe Avenue

Boulder, Colorado 80302

Phone: 30-441-3100

Report an Issue:

[https://boulderlibrary.formstack.com/forms/accessibility\\_feedback](https://boulderlibrary.formstack.com/forms/accessibility_feedback)

As the Compliance Officer for the District, I approve the District's Digital Accessibility Plan for 2024.

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Director of Innovation and Technology, Compliance Officer

Approved as to Form:

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Seter, Vander Wall & Mielke, PC  
Kim J. Seter Att. No. 14294

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**MEMORANDUM**

TO: Boulder Public Library District

FROM: Seter, Vander Wall & Mielke, P.C.; Kim J. Seter, Esq.

DATE: June 14, 2024

RE: Legal Status Report for the June 18, 2024 Trustees' Meeting

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**ADA Accessible Website**

**Task:** Comply with new legislation regarding website accessibility.

**Status:** The regulatory requirements for ADA Accessible website activity are changing rapidly. The Trustees approved and posted the accessibility statement provided by Marmot at the last meeting.

The remaining tasks are to:

- 1) Create a plan to remove accessibility barriers and/or
- 2) Create a progress-to-date report that demonstrates concrete and specific efforts toward compliance.

The “plan,” provides a defense to any accessibility claims. It could include but is not limited to the following:

1. Annual status updates demonstrating progress on advancing technology accessibility
2. Prioritization of digital content
3. The steps the public entity is taking to remove accessibility barriers in their digital content
4. The steps the public entity is taking to remove accessibility barriers in their digital content
5. Policies for regularly testing and remediating digital content.

The rules do not require publishing a plan or proactively submitting documentation to an outside authority. However, the plan/status updates,

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even if only maintained internally, will be an effective way for BPLD to provide evidence that it is making good faith progress to remove accessibility barriers.

To serve as a safe harbor from July 1, 2024 to July 1, 2025, the “report” should be posted on BPLD’s front-facing web pages and updated quarterly.

A copy of a DRAFT FORM is attached for your use.

**Action:** No Board action is necessary.

**Executive Session Regarding Personnel Matter-Completed. To be deleted from the next report.**

**Task:** We have been asked to prepare the notice and motion for an executive session on a personnel matter and further discussions of the Executive Director Contract if needed.

**Status:** Trustee Duran prepared goals that have been incorporated into the contract.

Proposed Motion:

*I move 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).*

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

**Action:** No additional action required.

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**Gunbarrel Branch Library Lease Completed. To be deleted from the next report.**

**Task:** Complete lease of Gunbarrel property.

**Status:** The Lease was signed effective May 15, 2024. I have attached a copy of correspondence filing the lease with the County Assessor to obtain the tax exemption allowed by statute. The attachment includes a copy of the Lease for your future reference.

**Action:** None required.

**Transition Process for Administrative Work-Ongoing Matter**

- Task:** Transition minutes, notices, agenda preparation, records management etc. to BPLD personnel.
- Status:** Archives and other matters will be transitioned as capacity warrants.
- Action:** None required.
- 

**Additional Projects Underway**

- a. Policy and procedure reviews
- b. Redrafts of assigned contracts

## EXHIBIT A-1

*[DISTRICT NAME]*

### DIGITAL ACCESSIBILITY PLAN

Approved on [DATE]

#### I. Accessibility Standards

In accordance with Colorado law, *[DISTRICT NAME]* (the “District”) is committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6;
- Following C.R.S. 24-85-101 to 24-85-104, ARTICLE 85; and
- 8 CCR 1501- 11 Rules Establishing Technology Accessibility Standards.

#### II. The District’s Efforts

The District is committed to providing accessible digital information to all members of the public. Our ongoing accessibility effort works towards the day when the District’s online services and digital communications are fully accessible to the public, including equal access for persons with disabilities. The District has a plan to prioritize, evaluate, remediate, and continuously improve its online services and digital communications. Below are some of the measures the District is undertaking.

#### III. Accessibility Maturity

The District is at the following maturity level for 2024:

Check One	Stage	Criteria
	Inactive	<i>No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.</i>
	Launch	<i>Recognized need organization-wide. Planning initiated, but activities not well organized.</i>

	Integrate	<i>Roadmap including timeline is in place, overall organizational approach defined and well organized.</i>
	Optimize	<i>Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.</i>

#### IV. Maturity Level Discussion

[In this section, the district should provide a justification for any roadblocks to progress (e.g., financial, technical, or administrative difficulty or expense) or resources that may have helped progress along the way].

The District has encountered the following challenges:

- Identifying fiscally-feasible methods to remediate all documents required for posting on the District’s website.

The District has enjoyed the following successes:

- Engaged a website accessibility vendor to provide ongoing guidance regarding District website compliance;
- Developing an accessibility plan to facilitate remediation of non-archived documents;
- Migrated the District’s website to an accessible platform.

#### V. Organizational Measures

[This section allows for further opportunities to describe the efforts being taken to remove technology accessibility barriers.]

The District has taken the following measures: [Below list is not exhaustive and should be revised according to each district’s goals.]

- Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for the District.
- Incorporate accessibility into the District’s procurement processes.
- Conduct an inventory of all technology, prioritize remediation, validate through testing, and address issues.
- Create and implement a plan for providing reasonable accommodation and modification until the technology can be made accessible.

- Engage a website accessibility vendor to make the District’s front-facing web pages accessible.
- Provide contact information and support for receiving accessibility feedback and requests for accommodation.
- Other measures.

The District has designated its Compliance Coordinator to coordinate and implement the Plan. The District’s Compliance Coordinator’s contact information is as follows:

***[DISTRICT NAME]***  
Attn: Compliance Coordinator  
Address:  
Email:  
Phone:

As the Compliance Coordinator for the District, I approve the District’s Digital Accessibility Plan for 2024.

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***[NAME]***, Compliance Coordinator of the District