

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

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, June 18, 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
Cara O'Brien

Also present were Kim J. Seter, Esq. from Seter & Vander Wall, P.C.; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Libby Turner, Human Resource Manager of the Boulder Public Library; Aimee Schumm, Director of Innovation and Technology; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None.

Type of Meeting: Regular

Agenda Item 1: Call to order

Trustee O'Brien 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: Consider Approval of Minutes of May 14 and May 28, 2024

- a. Following motion from Trustee Wirba and second from Trustee Saylor, the May 14 minutes were approved unanimously.

- b. Following motion from Trustee Saylor and second from Trustee Wirba, the May 28 minutes were approved unanimously as modified. O'Brien abstained as she was not present at this meeting.

Agenda Item 4: Hiring and Recruitment Updates

Human Resources Manager Libby Turner introduced herself to the group and presented [an overview of the Library's recent hiring activity](#). Though only onboard in her role since January, she relayed impressive statistics: 55 FTEs (representing about 65-70 new staff) have been hired in 2024. The bulk bolstered the Public Services and Programs & Events Teams. She reported that Main Library, NoBo, and Meadows are currently fully staffed. Most recently, successful candidates have been found for the positions of Main Library Manager, Archive Manager, and Creative Technologists. She noted the specialized "niche" aspect to some of these roles which blend technology with artistic skill; staff employed targeted recruitment efforts (e.g., outreach to female-led woodworking communities). Key roles that are still in progress of recruitment include the Public Services

Director and the Youth Services Manager. These are pivotal roles which collaborate across branch sites and departmental workgroups such as Programs and Events.

Turner highlighted how “thoughtful and involved” her fellow library staff have been in supporting the hiring process. With a previous career in marketing agencies, she appreciates the library’s orientation to customer service and helpfulness.

Sayler inquired whether the library offers visa support for staff, giving clearance to work in this country. Turner responded that she is investigating this process, but it has not yet been employed.

Sayler wondered what a typical hiring rate might look like, once these initial waves of hiring for the district have passed. Turner still needs to collect more data in order to accurately predict these numbers. After gathering data over the next two to three years, she will have enough information about attrition patterns to provide this information.

The group thanked Turner for the update and appreciated her eagerness and swift assumption of her role.

Agenda Item 5: Library Policy Review

- a. Distribution of Community Information Policy – Phares indicated very minor changes after staff review of this policy.

Sayler made a motion to approve this policy. Cosgrove seconded, and the motion passed unanimously.

- b. Community Bulletin Board Policy – Phares indicated very minor changes with this policy draft.

Sayler made a motion to approve this policy. Cosgrove seconded, and the motion passed unanimously.

- c. Accessibility Policy – Seter recommended the Board adopt the resolution for this policy and the two related exhibits; Schumm and Seter will work together to implement the plan in consultation with peer library systems (see [packet](#).) Board approval of this item, along with the posted plan and a quarterly published report, will extend BPLD’s compliancy until July 1, 2025. Seter explained that the state agency’s regulatory language is very technical; it has been a “slow process” for organizations as they lay the groundwork to accommodate the guidelines of this legislation. His own legal firm has contracted with [Streamline, an outside agency](#), to assist in compliance. He clarified that BPLD is “way ahead of the game” with Phares’s report that the Accessibility Statement has now been posted on the website, enabling a mechanism for patrons to request and receive accommodations. A preliminary review of the library website has been performed and any obvious issues have been amended. The more time-consuming work will involve “digging deep” into the document data.

Wirba moved to adopt the resolution for the Accessibility Policy. Sayler seconded, and the motion passed unanimously.

Sayler suggested inviting someone who uses a screen reader for accessibility to a future meeting so that Trustees may better understand the personal impact of these legislative regulations.

Seter offered to arrange a guest presentation from Streamline to provide more information about the process, if desired.

Agenda Item 6: Director’s Report

- a. Agenda for the NoBo Grand Opening Event (oral) – Staff anticipate that the City inspectors will grant occupancy permission for the building by Monday.

Planned speakers for the June 29 Grand Opening Celebration include Nobo Branch Manager Celine Cooper, Mayor Aaron Brockett, Trustees Fuqua and Hamilton, BLF Executive Director Barge, Library Director Farnan, and representatives from the City of Boulder's Public Art Office. Activities will include building tours, live music, food trucks, face painting, bracelet making, and an artist meet-and-greet with [the makers of the musical walkway, Daily tous les jours](#).

Installation of new sliding doors at the Main Library's Canyon Blvd. entrance is now complete, though programming is still being refined. Regarding the noticed lack of [landscaping to the grounds surrounding the George Reynolds Branch](#), Phares reported that the Facilities Manager is currently consulting with landscaping companies along with the branch manager. Maintenance to ameliorate this space will occur within a week.

Facilities recently contracted to have custom doors manufactured for the second-floor public restrooms which would allow automatic opening and closing of the space as needed. After a trial period, the same installation will occur on the first-floor restrooms.

Phares reported that Finance Manager Adriana Boniakowski met with the auditor this afternoon and the Finance Team has been submitting many documents to the online organizer and responding to inquiries. The audit will be conducted within a week to produce a draft report which will be presented at the July 16 Trustee Meeting. The auditor will be emailing each Trustee and offering individual meetings with trustees to respond to any concerns or inquiries.

Agenda Item 7: Trustee Matters

- a. The Trustees set the July 2 Special Meeting.

Agenda Item 8: Legal Counsel Updates

See [packet](#).

Agenda Item 11: Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:47 p.m.


Sylvia Wirba (Jul 16, 2024 15:21 MDT)

Attestation







06.18.24 BoT Minutes Special for signature

Final Audit Report

2024-07-16

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