

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, October 15, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

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:

Doug Hamilton
Benita Duran
Sylvia Wirba
Cara O'Brien
Andy Sayler
Sam Fuqua

Also present were Paul Polito 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; Caroline Woodiel, Carnegie Archive Manager of the Boulder Public Library; Sydney McCoy, Public Services Director; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None

Person preparing summary: Celia Seaton

Type of Meeting: Regular

Agenda Item 1: Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 6:00 p.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Agenda Item 2: Public Comment

Barge expressed gratitude for all who attended the recent Foundation Gala and contributed to its “great success.” The event provided BLF with a “good head start” toward being able to fulfill the library’s funding requests for 2025. He looks forward to the Youth Arts Festival planned for this coming Saturday; BLF secured funding for this project through Boulder County and the Metro Football District’s profit from the sale of the Denver Broncos.

Agenda Item 3: Consider Approval of Minutes of September 17, 2024

Following motion from Trustee Hamilton and second from Trustee Saylor, these minutes were approved unanimously.

Agenda Item 4: Carnegie Re-opening: Archive Manager Caroline Woodiel

Farnan introduced Woodiel to the board; concurrent with Woodiel’s mid-July hire, the Carnegie team joined the Program & Events Department. Woodiel most recently served as the Head Archivist/Librarian for the McLelland Library in Arizona. Having received her undergraduate degree from CU Boulder, she arrived already familiar with the local community.

Woodiel presented the board with an [overview of recent Carnegie Library activities](#), including an update on the services changes. Starting the week of October 14th, Carnegie Library for Local History will be open for public walk-in hours on Thursdays and Saturdays from 12-4 p.m. and an additional 10 hours of dedicated appointment availability throughout the week. Two new staff members serving as archive specialists will soon support this library. Woodiel lauded the Facilities team who have been busy making repairs and other updates to the building including work on the roof, painting updates, and the forthcoming installation of eye-catching new window shades to enhance visibility for passers-by. Offering a hybrid service model for the public will balance customer service needs for two different user groups: those who prefer a quieter environment with dedicated assistance and those who appreciate the unplanned drop-in opportunity.

Woodiel detailed the process and activity during a Carnegie Library patron visit for both the appointment and walk-in scenarios. Common topics of interest that community members pursue include genealogy, real estate research, and old newspaper articles (Carnegie serves as the repository for all *Daily Camera* articles.)

On October 12, Carnegie held a grand re-opening celebration which drew 157 attendees. Community members participated in hands-on activities as well as a usage survey which will continue to collect responses over the next several weeks.

She welcomed questions and comments from the board.

Duran asked Woodiel to describe what she finds most exciting in her work. Woodiel expressed enthusiasm at “the scope of being able to collect Boulder’s history,” filling in historical gaps, as well as a markedly “strong interest in the community” to aid in this effort.

Fuqua wondered about the best route for a patron wishing to conduct research on a specific subject in a survey across all *Daily Camera* materials. Woodiel replied that this person could pursue this topic during the drop-in open hours, make an appointment for dedicated assistance, or reach out through the contact form on the website (a staff member will gather related materials for up to an hour responding to email requests.) When asked to consider room for improvement at Carnegie, Woodiel noted storage concerns as well as climate needs for a portion of that storage (i.e., refrigeration for film negatives). This issue will be alleviated by the addition of the Gunbarrel branch and its storage capacity. A more thorough assessment of the collection would be possible at that time.

In response to Hamilton's question, Woodiel explained that there are several avenues by which Carnegie receives items for its collection. Passive collection occurs as patrons bring in donations; these must be reviewed by staff for potential addition to the collection. Interpersonal connections can also play a pivotal role in bolstering desired collections; she noted this as a strength of her predecessor, Wendy Hall.

Hamilton thanked Woodiel for visiting and for her team's effort getting the archive re-opened to the public as intended in the ballot measure to create a library district: "this means a lot to the community."

Agenda Item 5: Library Policy Review

Carnegie Library Policies and Forms – Woodiel indicated the [clean and tracked change versions of these documents as presented in the packet](#). The section regarding research policies and fees produced the most edits, removing outdated language and information that is no longer relevant. Woodiel invited comments and questions from the board.

In response to Hamilton's question, Phares highlighted the policy language indicating that Carnegie does indeed collect digital files along with physical materials.

Hamilton asked whether a policy to limit patron appointments might be necessary. Woodiel noted that she has not yet experienced that being an issue.

Duran wondered about the challenge of communicating certain rules which only apply at Carnegie and no other library locations (e.g., the restriction on using pens). Woodiel and her team typically walk patrons through proper use of the collection, explaining the indelible nature of pen marks which can harm or mar unique materials. Provided with this reasoning, patrons are usually very understanding.

Duran wondered whether library cards were required for access; Woodiel responded that anyone who comes in the door is considered a patron; books are not checked out from this location. Following up, Duran led discussion about whether definition should exist around patrons who reside within the official library district boundaries in order to better calculate revenue from copies and other services for which district taxes are appropriated. Farnan clarified that while the Carnegie collection includes items from across the entirety of Boulder County, library district boundaries only geographically cover about a third of that area. Additionally, Phares stated that the patron copy expense is minimal. In response to O'Brien's query on the copy limit of ten pages, Woodiel explained that this maintains a reasonable expectation for staff time and effort. In response to Duran's question, Phares confirmed that the City gave ownership of all materials contained in the collection to the library upon district formation.

Wirba wondered how common it is for a library system to have a resource like Carnegie. Woodiel: "not a lot of public libraries have an archive, [nor] "an over 50-year old [oral history program](#)." The existence of

this collection, its availability to the public, and the level of public support is “an incredibly unique and wonderful thing.”

Wirba moved that the board approve the policies pertinent to the Carnegie Library for Local History, as presented in the packet. Hamilton seconded, and the motion passed unanimously.

Agenda Item 6: Recommended Operating and Capital Budget Presentation

The Finance Team began budget planning in June alongside Programs and Events Manager Jaime Kopke and IT Director Aimee Schumm who assisted in building out four 2025 strategic priorities: data-driven decision-making, workplace culture-building, strengthening and growth of community connections, and improving the safety and function of the facilities and spaces.

Phares indicated pie charts demonstrating 2025 operating and capital budget sources totaling around \$27M, 2025 operating and capital budget uses, and 2025 personnel costs.

Phares updated the presentation with a slide indicating calculations toward the estimated fund investment balance (see [handouts](#).) As Phares explained, “the board’s decision about the amount of carryover to appropriate for 2025 will determine what’s left unappropriated after 2024 is closed.” Phares walked through the estimated invested fund balance sheet and how staff arrived at the numbers. After deducting the figures in gray highlight (remittance to City of Boulder, restricted reserves, etc.), \$3,115,266 is the estimated total 2024 fund balance after the recommended 2025 carryover. Staff recommend the listed \$5M be designated under capital projects. These funds may be appropriated if the board decides to invest significant funds toward Carnegie or if a building becomes available in southeast Boulder for the Meadows branch after the current lease expires. Staff confirmed that regular expenses for such items as carpet cleaning, water, electricity, and recycling are already built into the general operating budget.

The group reviewed a chart drilling down into details of how the \$27M will be allocated. Hamilton confirmed that the cost for the security contract was listed under facilities and maintenance; he suggested it be listed as its own piece of the pie. Phares will adjust the slides to remove items like board governance and café expenses from the administration percentage per Duran’s request (these items were combined to be readable on the graphic.) Saylor recommended that footnoting be used to clarify elements of the 8% (\$1,099,428) allocated under benefits (e.g., RTD Transit EcoPass, tuition reimbursement, long and short-term disability).

Phares indicated recommended total personnel costs with presentation of a slide indicating 2025 total employee compensation along with a market rate breakdown. 2025 staffing levels were shown graphically to highlight additional standard staff positions measured by FTE: 4 under Internal Services (1 for Finance, 2 for Human Resources, and 1 for Facilities), 7.5 under Public Services (primarily staff for the Gunbarrel branch), and 3.5 under Literacy and Outreach. This represents a 12% increase in FTE (18 new employees).

New Gunbarrel costs were covered under the appropriate slide, including on-going and one-time expenditures. Staff expect only 10 of the 12 new employees to be sited in Gunbarrel. The two offsite positions will bolster the IT and Facilities teams to provide adequate support for the new branch. It is

predicted that the costs will represent about 5% of the overall District operating budget (not including capital).

Phares next reviewed the recommended Outreach and Literacy team expansion with new positions to assist in launching many new initiatives (staff recommend a 42% overall department budget increase as compared to 2024 levels.) On October 8, Boulder Public Library District was given the Boulder Housing Partners' Partnership Award in honor of your time and dedication to Boulder Housing Partners and the Boulder community. Library staff have worked with BHP for over seven years bringing story times, STEAM and craft programs, a Mobile Bilingual Library Program, and thousands of free books through Book Rich Environments Program. This past year, library staff hosted, or participated in, 37 programs/events with Boulder Housing Partners, had over 830 interactions with their community members, and gave away over 800 books. This team plans to launch several projects next year including an adult literacy marketing campaign, expanded children's literacy book programming, and adding a Reading Buddies group at an underserved school.

Phares indicated funding for survey and focus group work which will help inform data-driven decision making going forward. These will include a patron use and satisfaction survey, Carnegie Library User Survey and/or focus groups, a literacy program impact study, and a programs and events impact study.

The board next reviewed the staff recommendation for the \$5M carryover: capital projects that will address some of the critical deferred maintenance items, complete the renovation and furnishing of the new Gunbarrel branch, and address patrons' evolving use of library facilities (e.g., a reconfiguration to the Main Library's 2nd floor to potentially include more community meeting room space).

Deferred maintenance cost estimates for Main Library were listed under categories of immediate; short term; and mechanical, electrical and plumbing (MEP) elements (e.g., replacing and updating HVAC units at Main Library). O'Brien found the header language, "estimates that were obtained in 2023," to be confusing. She suggested removing reference to the year and adding a footnote that clarifies that the estimates were obtained in 2023. Duran recommended removing "immediate" and instead inserting "completed in 2024" to indicate finished projects.

The following slides outlined deferred maintenance needs and related costs for the George Reynolds Branch Library and the Carnegie Library for Local History. Once prepared, the three-tiered estimate for Carnegie design improvements will be presented to the board.

The third quarter balance sheet in the packet indicates the expected total for the end of the year in comparison with 2023. Farnan explained that interest is earned from the library's Chase Bank and COLOTRUST accounts.

The board provided nods of approval to support the appropriation of the actual balance of the 2024 investment interest for one-time projects in 2025 (e.g., survey work).

Trustees next discussed the appropriation of the actual balance of the 2024 operating budget and unencumbered capital budget for capital projects in 2025. After consideration, the group was split and ultimately decided to stay with the recommended carryover of \$5M for 2025 capital and one-time expenses. The additional \$3.1M can serve as a capital fund reserve with potential application to the future home of the Meadows Library.

The board expressed support for the appropriation of the anticipated grant funds before they are awarded.

Benefit cost increases for 2025 have been negotiated: 9.7% for healthcare, 12% for dental, and no increase for vision. The board was asked whether it approved funding the employee cost increases to the employee contributions for medical (\$73,000) and dental (\$8,000). If so, the District's benefits cost would increase by \$81,000 to total \$4,470,375. Farnan noted that this decision of whether to pass along increased insurance costs to staff will return each year, and it may be a higher percentage in the future. After discussion, the board decided to retain the same percentage of coverage and not to allocate additional funds to cover the cost increases to the employee medical and dental contributions.

The group conferred on adjustments to the presentation, memo, attachments, press release, and invitation in advance of November's public hearing. Duran will provide a list of contacts for outreach. Phares plans to deliver a streamlined version of this presentation prior to public comment at the November meeting; this will assist the community in understanding the big picture.

Agenda Item 7: Quarterly Treasurer's Report

O'Brien invited questions and welcomed feedback as the board reviewed the [balance sheet and statement of activities as presented at the end of the packet](#). Observing the current quarterly dispatch of these two documents, Wirba suggested a more frequent recurrence. Duran agreed, and the group determined that the Treasurer's Report will appear in alternating meeting packets (approximately every two months).

Agenda Item 8: Director Updates

None.

Agenda Item 9: Trustee Matters

a. CU Law Samuelson-Glushko Technology Law & Policy Clinic

Sayler discussed [this opportunity to formally engage with a CU clinic for support around accessibility and internet policy related work \(previously relayed to the board via email\)](#). The [CU Law Samuelson-Glushko Technology Law & Policy Clinic](#) would assist with review of the library's digital accessibility statement with respect to Colorado Law HB21-1110 as well as the Computer Use and Internet Safety Policy. Future work might involve support around best practices and connection with local accessibility partners as well as providing an overview of library law related to network internet activity tracking.

The board expressed interest in moving forward with this engagement opportunity which will strengthen the relationship with the University and allow the library to receive specialized legal advice regarding digital accessibility. Sayler indicated that he would connect Hamilton with the Clinic leadership to enter into a formal agreement.

Agenda Item 10: Legal Counsel Updates

None.

Agenda Item 11: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:46 p.m.

Sylvia Wirba
Sylvia Wirba (Jan 6, 2025 11:03 MST)

Attestation







10.15.24 BoT Minutes Regular for signature

Final Audit Report

2025-01-06

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