

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, December 17, 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
Tom Cosgrove
Sylvia Wirba
Cara O'Brien
Andy Saylor
Sam Fuqua

Also present were Courtney Intara 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; Pasha Ripley, co-founding member of the Parasol Patrol; 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 6:01 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

None.

Agenda Item 3: Consider Approval of Minutes of November 19, 2024

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

Agenda Item 4: Bi-Monthly Treasurer's Report

O'Brien referenced the Statement of Activities and the Balance Sheet as presented in the [packet](#). She noted that the Statement only accounts for activity until November 30 and is not reflective of year-end figures.

Finance Manager Adriana Boniakowski recommended a practice of the budget being 90% spent by this point in the year. The actual Library expenses will be under budget for 2024. Farnan and Phares reviewed some of the items that were not fully spent in 2024. Staffing expenses only reached 70% due to the time-consuming process of interviewing and hiring that occurred through the first few months of the year. The line for marketing and engagement came in at 64%. The Library's Communications Team is hard at work planning a variety of marketing campaigns in 2025 and has already begun connecting with design companies. Though partnership with an outside agency was expected this year, that contract did not materialize and resulted in savings. In 2025, the plan is to hire out some of the design work for multiple programs (e.g., One Book One Boulder). A major effort around literacy and outreach will be funded by the Boulder Library Foundation. Administrative costs which came in below the budgeted funds include office and copy supplies; bank fees; postage and courier fees; and supplies, materials, and tools. The overbudgeting resulted from the variance of first year estimates.

In other news, O'Brien noted that the debt to the City of Boulder for the transition year of 2023 has been fully remitted. The new in-house Library Café is doing better business than expected. A new accounting specialist has accepted the library's employment offer and will be onboarded in January 2025.

At this time, the group welcomed Pasha Ripley. Along with Eli Bazan, Ripley founded Parasol Patrol in 2019. The Board presented her with [a letter of recognition](#) which Hamilton read aloud into the record. Farnan expressed his gratitude: "you do such great work." Ripley was moved by the appreciation and responded that "BPL has a very special place in the Parasol Patrol hearts."

Agenda Item 5: Mid-Year Audit Update

The group discussed the [memo as presented in the packet](#). As an addendum, Phares relayed a recent email she had received from the auditor ([see handouts](#).)

Agenda Item 6: Director Updates

Farnan referred to the renovation of the locker room into a staff breakroom as indicated in the Director's Report Attachment A of the [packet](#).

Duran made a motion to approve the contract for Main Library's north building break room construction as presented in the packet. Cosgrove seconded, and the motion passed unanimously.

Second, he discussed the work order document for the Gunbarrel branch library as proposed by JOC Construction ([see handouts.](#)) The estimated cost of modifications necessary to create environmentally controlled storage for Carnegie archive materials was too high for inclusion in the plan. Staff will investigate options for suitable mitigatory storage for these materials and bring a plan to the board for approval at a future meeting.

Farnan noted that this sort of investment in a leased space is not uncommon for the library, as it leases all its current locations. Duran wondered whether the library, in the position of tenant, receives any credit for investment in the case of future purchase. Farnan: no, as these modifications are necessary for smooth functioning as a library; commercial leases tend to place these costs on the tenant. The improvements at Gunbarrel will at least serve the library for another 10 years of the guaranteed tenancy.

Though Fire Station 23, located at 6230 Lookout Rd., allows some public use of its space, this library branch will officially offer the first free reservable community space to the Gunbarrel neighborhood with two dedicated meeting rooms. Gunbarrel Library Manager Rebecca Beckley has planned neighborhood outreach, holding storytime sessions at the local fire station as the date nears for the grand opening of this new branch. The document pertaining to this building's construction will be relayed to legal counsel for review before submission.

Duran moved to approve the contract for the work involved in the Gunbarrel branch library construction. Saylor seconded and the motion was unanimously approved.

The group next reviewed the custodial contract with Kleen Tech; staff were pleased with the quality of this service. Staff noted that this contract will go out for bid again in 2026. Duran moved for approval of this custodial contract for 2025; Wirba seconded, and the motion passed unanimously.

Next, the group reviewed the 2025 liability insurance contract. Duran moved to authorize Farnan to contract for the liability insurance services and coverage for the district. Cosgrove seconded, and the motion passed unanimously.

The following document for board review concerned security services through the vendor Pontem; an increased cost was noted to provide for the opening of the Canyon Theater and the extended Friday hours for the new year. Farnan praised the security team which has served steadily for over a year.

Saylor moved to approve the contract with Pontem LLC for security services at the library. Recalling the previous meeting's public comment regarding extended hours, Duran wondered what additional security cost may be incurred. Farnan replied that staff plan to provide cost estimates for various possibilities to extend the library evening hours; this presentation could come before the board by summer 2025. Hamilton seconded Saylor's motion, and the board unanimously approved this contract with Pontem Security as presented in the [packet](#).

Phares will route these contract documents electronically for signature and then relay them to the legal team for final execution.

Lastly, Farnan reported that the decision was made not to pursue a switch of the beneficiary information for the Warner Charitable Trust monies due to the cost of fees for such a transition.

Agenda Item 7: Trustee Matters

a. Trustee Selection Committee

Hamilton reminded the group that the board must soon choose two trustees to serve as the non-voting members of the Selection Committee for 2025 recruitment. This committee will then participate in the review of applicants to fill the board seat that Fuqua vacates at the end of his term. The group discussed the process and Hamilton referenced the [recruitment packet as included in the meeting materials](#). He instructed any feedback on these materials be sent to Wirba and Duran for compilation and integration. The group plans to send out a memo to the other governing bodies by the second full week of January. The Selection Committee participants will be voted in at the January 2025 board meeting.

The group discussed the importance of recruitment efforts with an eye for diversity on the board. Hamilton plans to host another Q&A session for potential applicants in February.

b. Discussion of August 2025 Board Retreat Dates

After discussion, the board chose Sunday, August 24 as the 2025 retreat meeting date.

c. Parasol Patrol Resolution

Note: this item was moved further up in the agenda at the end of Item 4 to accommodate scheduling of guest attendee.

Cosgrove commended the Canyon Theater staff team; he has been impressed by the staff's helpfulness and capability at the events he has recently attended.

Duran recently engaged at a library-sponsored Death Café event; the session included authors, therapists, death doulas, and group conversations about death and dying. Though popular internationally, this activity is less commonly observed in the USA. The event aimed to destigmatize these conversations around death and dying.

Agenda Item 8: Legal Counsel Updates

Intara relayed updates from the legal team. Kim Seter, Esq., confirmed that the library is exempt from the legislature's 5.5% cap. (Budgets requiring a general-purpose levy in excess of the 5.5% limitation can file a request for excess mill levy with the Division of Local Government § 29-1-302(1), C.R.S.) Per legal counsel, Seter wrote the ballot measure in a manner which waives liability from this cap in a manner common to other library districts.

Hamilton asked that the legal team provide a review and update on the trustee appointment process for the upcoming recruitment at the next meeting.

Agenda Item 9: Adjournment

With no further business before the Board, the meeting was adjourned at about 7:32 p.m.

Sylvia Wirba
Sylvia Wirba (Jan 22, 2025 11:13 MST)

Attestation







12.17.24 BoT Minutes Regular for signature

Final Audit Report

2025-01-22

Created:	2025-01-22
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