

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, January 21, 2025, 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 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; 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 6:07 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 December 17, 2024

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

Agenda Item 4: Library Policies Review

Collection Policies

- a. Collection Development Policy: Farnan indicated this [clean and red-line versions as presented in the packet](#). Most edits clarified language which may have previously been confusing. This streamlined draft also includes recognition of materials that are generated through technology using artificial intelligence, as these items further emerge onto the publishing marketplace.
- b. Request for Reconsideration Policy: The Process for Request for Reconsideration Policy Form has been adjusted to reflect a limit on the number of times that a book can be challenged, per [Colo. Rev. Stat. § 24-90-122](#). Reference to [Colorado Law's Standards for Decisions Regarding Library Resources SB24-216](#) will also be noted. The forthcoming Gunbarrel library branch address was added to the list of options for the requestor's location. The form will now be accepted through online submission along with the previous methods.

Cosgrove wondered whether this policy applies to the art displayed in the Canyon Gallery as well as the regular library materials, and Farnan affirmed its correlation to the above and below policies. In response to Fuqua's inquiry, Farnan explained that the decision whether to ban a book in the district would be under the director's purview. Responding to Duran, Seter clarified that the language of the statute references "employees" and comprehensively includes librarians, contractors, and other library staff.

- c. Program, Exhibition, and Display Selection Policy: [see packet](#).

Hamilton made a motion to approve the revisions to the Collection Development Policy; Request for Reconsideration Policy; and Program, Exhibition, and Display Selection Policy. Cosgrove seconded, and the motion passed unanimously.

Review and Approval of Revisions to the Request for Public Records Policy

Farnan explained the revisions to this policy which was last approved last February 2024. As staff responded to a recent Colorado Open Records Act (CORA) request, practical experience granted insight for desired revisions to the process. Staff bolstered the draft language with additional information in compliance with the statute, using the City of Boulder's version as a model.

Indicating the mention of a three-day turnaround time, Cosgrove expressed concern about complying with this window if inundated by a sudden influx of requests. Staff pointed to the policy language which allows flexibility if necessary: a longer processing time to handle complicated requests as well as a provision for handling multiple instances of the same request. Unless specifically requested, printed copies will not be produced. The revised policy also details items excluded from the umbrella of public records (e.g., letters of reference). The group reviewed the procedure for handling CORA requests: these

are first routed directly to Farnan and Phares, who then consult with HR Director Libby Turner (custodian of personnel records) and IT Director Aimee Schumm (custodian of other records) for next steps. In response to Duran's suggestion to define these roles, Seter confirmed that "custodian" is identified in the Annual Administrative Resolution as the library director and legal team.

Staff clarified that any security video camera footage would be only released under subpoena, per state law. Any redaction made to written documents is performed by the legal team, resulting in a higher cost per hour than the listed rates.

Duran made a motion to approve the revised Request for Public Records Policy. Hamilton seconded, and the motion passed unanimously.

Agenda Item 5: Director Updates

See [memo in packet](#). Farnan noted a financial audit planned for the week of May 6. Representatives from the auditor may reach out to each trustee member as a piece of this process.

Agenda Item 6: Trustee Matters

a. 2025 Trustee Recruitment Package and Process

The group discussed the [updated documents as presented in the packet](#). Duran highlighted a new suggestion referenced in the memo: the board desires to provide recommendations to the Selection Committee for the top candidates to be interviewed. These recommendations would come with the understanding that "[t]he decision of who to interview and the selection of the final candidate will remain determined by the Selection Committee."

Wirba recommended a streamlined process wherein the two chosen trustees sitting on the Selection Committee and participating in the "legwork" feel empowered to make the decision on final recommendations, though the entire board can provide input to these two members. The group agreed that this broader participation in the discussion of applicants allows the district board greater contribution to the process and final decision.

The board discussed the appointment of these two non-voting members to the Trustee Selection Committee. As Hamilton noted, this would be an approximately ten-hour commitment to read applications and attend meetings and interviews with the other members of the Selection Committee. Per the suggested timeline in the 2025 trustee recruitment package, Boulder City Council and the Boulder County Commissioners may designate their Selection Committee members by February 14. Duran and Wirba were appointed as the non-voting members of the Selection Committee.

As occurred during last year's recruitment cycle, the group planned for a public information session on the role of a library trustee to occur in advance of the regular meeting. After discussion, the group agreed to hold this event on February 18 from 5:00-6:00 PM.

A board discussion will be held as an agenda item to review the applications for the open trustee seat in preparation for the recommended candidate interviews at the March meeting, with an additional special meeting to be scheduled if needed.

The package will be sent by staff to liaisons for the city council and the county commissioner's office tomorrow. Feedback is welcomed until February 5 to allow public outreach and the recruitment process to kick off with applications opening on February 7.

b. Trustee Correspondence

Hamilton referenced [this communication as included in the packet](#). Sayler advised against setting a precedent of accepting correspondence that isn't sourced from the submitter, though Duran expressed assurance that the messenger was indeed granted permission in this instance. Staff and the board discussed the concern of crime and violence taking place among the nearby encampments; the issue does not lie as much with the presence of the tents as it does with the unsafe drug use and environmental destruction that often takes place among the tents.

c. Trustee Meeting Schedule

Hamilton referenced the calendar of meetings and invited discussion.

Sayler suggested holding the Annual Meeting one month later in May so that the newly seated trustee will be present. Hamilton noted the need to adjust the bylaws to account for this shift. Duran had previously recommended this shift in schedule, and the group agreed that it would benefit the board to hold the Annual Meeting with the appointment of officers and committee groups at the May meeting when the newly seated member joins. Speaking from his experience overseeing the Boulder Library Foundation, Barge recommended the board leave the specific month undesignated in the bylaw language. That aspect is purely procedural, and the flexibility may be desirable to avoid future edits to this part of the bylaws.

The Governance Committee will examine the current bylaws and bring a revised draft to the February board meeting for approval. Seter noted that the statute permits this change in bylaws to be approved at the first reading; all trustees should receive written form at least ten working days prior to the first reading, which will be held during the regular February meeting and adopted with a 2/3 vote of the board.

Agenda Item 7: Legal Counsel Updates

Review and Approval of Administrative Resolution

The group discussed this resolution as presented in the [packet](#). Duran made a motion to approve the Annual Administrative Resolution. Sayler seconded, and the motion passed unanimously.

Hamilton executed the appropriate documentation which staff will relay to the legal team.

Agenda Item 8: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:05 p.m.

Sylvia Wirba
Sylvia Wirba (Feb 20, 2025 13:36 MST)

Attestation







01.21.25 BoT Minutes Regular DRAFT

Final Audit Report

2025-02-20

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