

**BOULDER PUBLIC LIBRARY DISTRICT**  
-REGULAR MEETING-  
Tuesday, March 18, 2025  
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 February 18, 2025
4. Introduction and Q&A: Stacie Ledden, consultant for the Marketing and Communications Strategy (5 min)
5. Digital Navigator Lead Louise Fordyce: Digital Navigator Presentation (10 min)
6. Director Updates (15 min)
7. Boulder Library Foundation Updates (10 min)
8. Trustee Matters (15 min)
  - a. Updates to Board Bylaws
  - b. Gunbarrel Library Branch Naming Discussion
9. Legal Counsel Updates
10. Adjournment

**NEXT MEETING: Tuesday, April 15, 2025**

# Record of Proceedings

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

### OF THE

### BOULDER PUBLIC LIBRARY DISTRICT

**Held:** Tuesday, February 18, 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: Ben Boyer and Diana Sadighi

Person preparing summary: Celia Seaton

Type of Meeting: Regular

*This meeting was preceded by an information session from 5:00-6:00 PM. Trustees spoke alongside a [presentation outlining the structure and roles of the Board](#). Following the slideshow, the Trustees welcomed public inquiry.*

### 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

None.

## Agenda Item 3: Consider Approval of Minutes of January 21, 2025

Following motion from Trustee Wirba and second from Trustee Cosgrove, these minutes were approved unanimously.

## Agenda Item 4: Bi-Monthly Treasurer's Report

O'Brien noted the [statement and balance sheets as presented in the packet](#), annotated in the accompanying notes. These documents are reflective of year-end 2024.

Hamilton asked about the administrative costs totaling \$300,000 over the projection. Farnan clarified that this concerned the mid-year projection that estimated the ramp-up time required with onboarding staff. As the pace of hiring went quicker than expected, the amount came in over the projected costs but still below the full budgeted amount.

Sayler asked about the line for carryover revenue indicating that the actual figure came in \$2.5 million lower than the original budgeted amount. Phares clarified that this is the reserve fund, staff recategorized to transfer it out of the carryover from 2023 into a separate line.

Wirba: the figures represent the district's first full year's year-end calculations. Though she feels things went "pretty well," she welcomed the sharing of salient lessons. Farnan indicated that the budget for the operation of the facilities was initially projected to be too low and required adjustment. Therefore, the facilities budget was increased for 2025.

Duran asked whether the budget for the Library Café includes personnel. Staff replied that it does not; that cost is included under the personnel category. Responding to whether it might become a separate enterprise operation, Farnan noted this was the method attempted for the past seven years before bringing it in-house. Staff noted that the cost of every program can be "rolled up" manually to total the cost of the operational and personnel funds; staff can return later this year with this type of outline to show the total cost of the Library Café.

Duran suggested separating "programs" and "events" into two different budget items. Phares believes that it may be possible to indicate division between programs, e.g., One Book One Boulder, BLDG61. Farnan cautioned that not all buckets are specific. The Finance Committee will meet to discuss possibilities of breaking this down in a more defined way. As Phares emphasized, the revenue collected exceeds the materials purchased by around \$150, which means that the library was able to break even on supplies.

## Agenda Item 5: Director Updates

The group discussed the lease to secure the five-year rental of a space for the library's facilities team to assemble materials, offload deliveries, and provide both offices and a clean and dirty workshop environment. Seter reported that the Landlord agreed to the [red-lined adjustments to the lease presented in the packet](#). Farnan welcomed questions in advance of asking for an action on the five-year lease agreement from the board.

Sayler wondered how the clause in the landlord's contract concerning membership with the Chamber of Commerce was resolved. Per Farnan's understanding, the Chamber does not accept government entities within its membership. Fuqua expressed surprise as he believes that the school district has a representative on the Chamber's board; Farnan will follow up. The library district became a member of [Downtown Boulder](#) in January 2024 which does provide some benefits.

In response to Hamilton's inquiry, Farnan estimated minimal expenses for building improvements that will include painting, furniture, and a wireless connection. These updates to ready the space for the Facilities team should cost between \$15,000 and \$20,000.

Hamilton approved of the central location (just past Arapahoe on the other side of Broadway from the Main Library). He suggested a report in the future to review the frequency of facility/maintenance requests at the various library sites, as gathered through the ticket system. The City of Boulder's Facilities Master Plan calls for the vacating of several municipal office buildings, though it was noted that most of these spaces are badly in need of repair. The possibility of the City vacating its Communication and Channel 8 offices within the library can be revisited in 2028, per the IGA.

Hamilton made a motion to approve the lease with minor legal revisions as needed. Wirba seconded and the motion passed unanimously.

In Gunbarrel branch news, Farnan reported receiving the demolition permit on Friday; the work began this week. Gunbarrel Manager Rebecca Beckley has performed extensive outreach with the local schools, businesses, and interest groups. Both schools in Gunbarrel have offered her office space during construction.

Carnegie Library Manager Caroline Woodiel has put together a space needs prospectus for the Library of Local History over the next 20 years based on various levels of asset acquisitions. The space needs analysis report will be presented to the board likely in April's meeting.

The search for a new space to house the east Boulder branch continues, though it has been challenging to find suitable property to replace the Meadows branch. Hamilton recommended adding this item to the next retreat agenda.

The group discussed the potential expansion of wireless internet to provide service for residents near the North Boulder Library. Farnan reported that IT Director Aimee Schumm is currently looking into whether this would be technically possible, while legal implications are also being investigated. The heaviest concentration of users for the library's hotspot program were north Boulder households with school-age children, indicating the need for access to connectivity in that area.

Farnan announced that staff are nearing the finish line with the patron use survey. Screener questions will begin the process, which will hopefully provide more scientifically valid data with a range of respondents reflective of the actual demographics of the district. Respondents to previous surveys were disproportionately female and of older age. The 2025 survey will also seek better representation from the Hispanic community. Staff welcomed feedback from the board.

Cosgrove suggested employing a market researcher such as C Space to develop branding with online panels. Tormos responded that the library has already contracted with a company with whom she has previous experience. This group has similar abilities as C Space.

Regarding reach, Saylor wondered about the number of recipients. Tormos explained that the survey will go out to all patrons who have provided email addresses by signing up for the library newsletter.

Cosgrove suggested more clarification for the final question on the survey: In the past 5 years have you participated in working on any broad community issue? Staff agreed to add some examples to this question.

Discussing the question regarding familiarity with a list of library services (e.g., Home Delivery Program, Makerspace), Cosgrove wondered why some programs were not separated out individually to better “tell the library’s story.” He recommended gathering feedback around the expanded programming that the library has invested in. Staff explained that the survey questions were intentionally pared down from the original draft; issues can be plumbed with more depth during the later focus groups and panels. Per Farnan, the final survey is intended to be “illustrative rather than comprehensive.” He clarified that the purpose is to gather data to get a baseline understanding of the community’s relationship with the library.

Hamilton: one of the ways we can measure [the impact of] current programs could be through attendance and wait list numbers.

Duran wondered about the reasoning behind grouping language learning and citizenship together. Tormos explained that they are programmed together in the library. The group discussed creating a separate item to encompass citizenship preparation.

Staff agreed with Saylor’s suggestion to optionally select the primary language spoken.

Staff will continue refining the survey which will likely be deployed in advance of the March board meeting.

## Agenda Item 6: Trustee Matters

### a. Set tentative special March 11<sup>th</sup> meeting to review application packet

Farnan recently met with City of Boulder representatives to discuss the recruitment process for the open seat on the board of trustees. The city representatives expressed resistance to any formal change in process at this time, pointing to the language in the intergovernmental agreement which provides a few years before the bodies revisit the current procedure.

Hamilton: “this doesn’t really change what we planned to do, opinions can be relayed with no

formal actions.” After discussion, the board agreed that no formal vote or other action would be needed; the members still intend on holding an informal conversation as an agenda item to review the applicants.

Hamilton made a motion to schedule a tentative special meeting with no public comment on March 11. Wirba seconded, and this motion passed unanimously.

b. **Bylaw amendments**

Governance Committee Members Wirba and Duran will send along the suggested amendments to the trustee’s bylaws in time for potential approval at the regular March meeting. These adjustments will include the following: designating the regular May meeting of each year as the Annual Meeting, noting that officers assume their roles immediately upon election, and aligning all mention of “working days” to instead reference “calendar days.”

Fuqua suggested that the board consider holding another listening session with the staff as occurred within a few months of district formation. Farnan noted that two members could volunteer to come to an All-Staff meeting; he will check the agenda for April. Hamilton and Fuqua agreed to attend this meeting.

Regarding the board’s two-member representation at Boulder Library Foundation meetings, Sayler and Wirba agreed that staggering the vacancies to occur in alternate years would permit better continuity of shared knowledge. Therefore, Wirba is ready to step off after serving this role for the past two years; Sayler will retain his seat if the board approves and welcome another trustee to serve as representatives on BLF. It was recommended that this position might be filled by a trustee not otherwise occupied as an officer or on committee. Interested trustees were invited to reach out to Barge, Wirba, Sayer, or BLF Board Chair Kitty deKieffer to discuss the role.

## **Agenda Item 7: Legal Counsel Updates**

None.

## **Agenda Item 8: Adjournment**

With no further business before the Board, the meeting was adjourned at about 7:49 p.m.

---

Attestation

**From:** [Celia Seaton](#)  
**To:** [trustees@boulderlibrary.org](mailto:trustees@boulderlibrary.org)  
**Cc:** [kseter](#); [mbarrasso](#)  
**Subject:** RE: Updated Bylaws  
**Date:** Friday, March 7, 2025 8:49:01 AM  
**Attachments:** [BPLD Bylaws March 2025 - draft for revision\\_03.07.25.docx](#)

---

Good Morning,

There is one last adjustment for the Board Bylaws which is needed to align with the amendment to Article VI, *Section 6. Annual Meeting*:

Under **ARTICLE IV, Section 3. Terms of Office**: Officers shall begin their terms of office **upon election**, and they shall serve thereafter for a term of one (1) year, or until their successors are elected, whichever is longer.

Thank you for your review,  
Celia

---

**From:** Celia Seaton  
**Sent:** Tuesday, March 4, 2025 12:47 PM  
**To:** [trustees@boulderlibrary.org](mailto:trustees@boulderlibrary.org)  
**Cc:** Kim Seter <[kseter@swwpc.com](mailto:kseter@swwpc.com)>; Michele Barrasso <[mbarrasso@swwpc.com](mailto:mbarrasso@swwpc.com)>  
**Subject:** FW: Updated Bylaws

Good Afternoon,

Please review the attached draft of the updated Board Bylaws, sent at least 10 days prior to the first reading. The red-line draft will be in the packet and I will bring a clean hard copy to the March 18 meeting for signature.

Sylvia's notes on the changes are as follows:

Here are the bylaws with the changes discussed on February 18.

The changes are found in yellow below:

**Article III, Section 5. Removal.** Any officer may be removed from office for a failure to discharge their duties, by a majority vote of the Board at a regular or special meeting whenever in the Board's judgment the best interest of the Library will thereby be served. The Trustee(s) seeking such action shall give written notice to the officer ten (10) **calendar** days prior to voting on such an issue.

**Article VI, Section 6. Annual Meeting.** The **May** regular meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year, with terms beginning **upon election**.

**Article XII, Amendments to Bylaws and Policies.**

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least ten (10) **calendar** days prior to the first reading.

Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least 10 **calendar** days in advance of the meeting.

These Bylaws shall at all times conform to the Colorado Library Law, as it may be revised and amended from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these Bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

**Celia Seaton**  
**Executive Assistant**

**BOULDER** PUBLIC LIBRARY

O: 303.441.3106

[seatonc@boulderlibrary.org](mailto:seatonc@boulderlibrary.org)

1001 Arapahoe Ave. | Boulder, CO 80302

[Boulderlibrary.org](http://Boulderlibrary.org)



**TABLE OF CONTENTS**

Table of Contents..... 1

BYLAWS ..... 2

    ARTICLE I. NAME ..... 2

    ARTICLE II. BOARD OF TRUSTEES (the "Board") ..... 2

    ARTICLE III. POWERS AND RESPONSIBILITIES ..... 3

    ARTICLE IV. OFFICERS ..... 3

    ARTICLE V. DUTIES OF OFFICERS ..... 4

    ARTICLE VI. MEETINGS ..... 4

    ARTICLE VII. COMMITTEES ..... 6

    ARTICLE VIII. LIBRARY DIRECTOR ..... 6

    ARTICLE IX. LIBRARY POLICIES ..... 7

    ARTICLE X. ANNUAL REPORT ..... 7

    ARTICLE XI. FISCAL YEAR ..... 7

    ARTICLE XIII. AMENDMENTS TO BYLAWS AND POLICIES ..... 7

## BYLAWS

### ARTICLE I. NAME

This organization shall be known as the BOULDER PUBLIC LIBRARY DISTRICT (the "Library"). The Boulder Public Library District was formed by authorization of the voters within the District boundaries on November 8, 2022. The District is organized under and by virtue of the Colorado Library Law, Sections 24-90-101 *et seq.*, C.R.S.

### ARTICLE II. BOARD OF TRUSTEES (the "Board")

**Section 1. Trustees.** The governance and control of the Library is vested in a board of seven (7) trustees (individually a "Trustee" and collectively, "Trustees") appointed in accordance with Colorado Library Law. All Trustees must reside within the Library boundaries.

**Section 2. Terms and Reappointments.** For the inaugural Board of Trustees, terms have been designated for each Trustee ranging from five (5) years to one (1) year. Thereafter, terms shall be five (5) years, ending May 15 (a "Full Term"). After serving a Full Term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. No Trustee shall serve more than four (4) consecutive Full Terms in addition to completing any unexpired, partial or less than 3-year term. A former Trustee may reapply to serve again on the Board at least one year after completion of their last consecutive term.

**Section 3. Vacancies.** A vacancy on the Board shall be filled as soon as practical for the remainder of an unexpired term in the manner in which Trustees are regularly appointed pursuant to Colorado Library Law. A notice of all such vacancies shall be posted in accordance with the then current Trustee appointment process.

**Section 4. Authorization.** The Library Director and the President of the Board are the authorized spokespersons for the Board. However, the Board may, from time to time, determine, for a specific purpose or event, to delegate spokesperson authority to another Trustee. In the absence of such express authorization, no Trustee other than the President shall make any public statement on behalf of the Board.

**Section 5. Compensation/Expense Reimbursement.** Trustees shall not receive a salary or other compensation for their services as Trustees. Trustees shall be entitled to reimbursement for necessary and reasonable travel and associated expenses actually incurred while performing official Library business. Trustees will follow current policy and procedures around reimbursements.

**Section 6. Ethics.** Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S. (the "Code of Ethics"). Individual Trustees shall annually sign the Affirmation of Ethics Statement and Conflicts of Interest Disclosure Form adopted by the Board. Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the Library. Trustees shall disclose any and all potential conflicts of interest during the appointment process. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter. Specific areas of potential conflict, without limitation, are described in this Section, below.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the Library in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member (defined as husband, wife, domestic partner, brother, sister, child, or grandchild, including step-relationships of each of the defined relationships) or an organization with which they

are associated as a principal has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.

- Trustees shall not accept a gift exceeding \$50.00 in value in any calendar year (i) if doing so would improperly influence a reasonable person to depart from the faithful and impartial discharge of public duties or (ii) which the Trustee knows or which a reasonable person in the position should know under the circumstances is primarily for the purpose of rewarding the Trustee for official action the Trustee has taken.
- Trustees shall respect the confidential nature of Library business while adhering to the Colorado Open Records Act ("CORA"), Sections 24-72-200.1 et seq., C.R.S. and all other applicable laws governing freedom of information.
- Trustees shall pledge to support and promote the principles set forth in in the American Library Association's [Library Bill of Rights](#), [Code of Ethics](#), and the [Public Library Trustee Ethics Statement](#).

**Section 7. Removal.** A Trustee may be removed only following a majority vote of the Board, and in accordance with Colorado Library Law, by a majority vote of the appointing legislative bodies, and only upon a showing of good cause. Good cause may include but not be limited to: a deliberate breach of the Bylaws or rules and regulations adopted by the Board; criminal, or fraudulent activity; causing significant harm to the Library, either materially or to its reputation; failure to perform duties outlined herein; or failure to attend three consecutive regular monthly meetings of the Board without an excused absence. The Board does, however, recognize extenuating circumstances and may waive or authorize an excused absence from the attendance requirement.

**Section 8. Continuing Education.** All members of the Board shall participate in at least one continuing education activity annually. This may be part of a regularly scheduled Board meeting with a presentation provided or attendance at continuing education activities sponsored by various continuing education providers.

**Section 9: Boulder Library Foundation.** Two Trustees are appointed annually to serve as Board of Trustee representatives on the Board of Directors of the Boulder Public Library Foundation. The Boulder Public Library Foundation is a Type III, functionally integrated, supporting organization to the Boulder Public Library District. This is an IRS legal designation authorizing the Foundation to operate as a 501(c)(3) charitable organization on behalf of the Boulder Public Library. Functional integration requires that Boulder Public Library District Trustees serve as voting representatives on the Foundation board, and that the library director serves as a non-voting member of the Foundation board.

### **ARTICLE III. POWERS AND RESPONSIBILITIES**

The Board shall have all those powers provided by Colorado Library Law C.R.S. 24-90-109, as such may be revised from time to time. In addition, the Board shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board as granted by Colorado Library Law. Legal responsibility for the overall operation of the Library is vested in the Board. Those Board responsibilities shall include, without limitation:

- Adoption of Bylaws and Policies for both Board guidance and governance of the Library.
- Acquisition, custody, care, and sale, disposal or transfer of all Library real or personal property.
- Financial oversight of the Library and adoption of annual budgets.
- Authorization of Library contracts, purchasing, borrowing, and bonding for the Library.
- Employment and evaluation of the Library Director, who shall be the executive and administrative officer of the Library acting on behalf of the Board.
- Annual audit approval and periodic investment monitoring.

- Planning for current and future needs of the Library and the community it serves.
- The Board shall conduct, on an annual basis, written evaluations of the Board's performance.

#### **ARTICLE IV. OFFICERS**

**Section 1. Officers.** The officers of the Board shall consist of a president, a vice-president, and treasurer or such other officers as the Board deems necessary. These officers shall perform the duties prescribed by these Bylaws and Colorado Library Law. Nothing herein shall prevent the Board, at its discretion, to combine offices as long as the same individual does not hold both the office of president and secretary. The Board reserves the right to delegate duties to the Library Director.

**Section 2. Election.** The Board shall elect officers annually from among current membership of the Board at the Annual Meeting.

**Section 3. Terms of Office.** Officers shall begin their terms of office ~~upon election at the next regular meeting immediately following the Annual Meeting at which they are elected to office,~~ and they shall serve thereafter for a term of one (1) year, or until their successors are elected, whichever is longer.

**Section 4. Officer Vacancies.** A vacancy in any office, however occurring, may be filled by majority vote of the Board at the next regular or special meeting of the Board for the unexpired portion of the term.

**Section 5. Removal.** Any officer may be removed from office for a failure to discharge their duties, by a majority vote of the Board at a regular or special meeting whenever in the Board's judgment the best interest of the Library will thereby be served. The Trustee(s) seeking such action shall give written notice to the officer ten (10) ~~calendar-working~~ days prior to voting on such an issue.

#### **ARTICLE V. DUTIES OF OFFICERS**

**Section 1. President.** The President shall, subject to the direction and supervision of the Board, be the principal executive officer of the Board. The President shall collaborate with the Library Director to plan and develop meeting agendas for the Board, and shall preside over all meetings of the Board. The President shall preside over and determine the manner of operation for all meetings of the Board. This duty includes important elements such as:

- *Working with the Director to maintain and update the Board's long range agenda planning document, and ensuring that meeting agendas are doable within the time allotted for Board meetings.*
- *Reviewing packet materials with the Director to ensure that written materials and presentations to the Board are presented logically from the Board's perspective; that actions requested of the Board are clearly stated; and that Trustees have ample opportunity to ask questions and discuss different points of view as the Board moves towards consensus and decisions*
- *Between meetings, the President shall maintain close communication with the Director on library developments and shall strive to keep Trustees updated on important developments that fall within the scope of the work of the Board of Trustees and keep the Director informed of any issues or concerns raised by Trustees.*
- *The president shall be the authorized spokesperson for the Board, subject to Board direction.*

The President shall sign, either by manual, facsimile, or electronic signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

**Section 2. Vice-President.** The Vice-President shall assist the President and shall perform such duties as may be assigned by the President or the Board. In the absence of the President, the Vice-President shall have the powers, and perform the duties, of the President.

**Section 3. Treasurer.** The Treasurer shall be a member of the Budget and Finance Committee. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the BPLD in permanent records.

## **ARTICLE VI. MEETINGS**

**Section 1. Meeting Participation.** Under Colorado Open Meetings Law Section 24-6-402 (l)(b), C.R.S., meetings may be convened for the purpose of conducting public business in person, by telephone, electronically or by other means of communication, provided the public may hear and the Trustees may be heard. Although most Board meetings are held with participating Trustees physically present, Trustees may attend meetings, establish quorum and vote via these alternative means in the case of either regular or special meetings of the Board.

**Section 2. Regular Meetings.** Regular meetings of the Board shall be held monthly no less frequently than eight (8) times per calendar year when possible, and be held at the Library facilities for the purpose of transacting any business that may come before the Board and to disseminate information to the community at large regarding library operations. Once a year, prior to the next calendar year's start, the date and location of each regular meeting for the upcoming year shall be determined and approved by the Board. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

**Section 3. Special Meetings.** Special meetings may be called by the President, the Library Director, or any three (3) Trustees by informing the President in writing and then the President will coordinate the date, time and place of such meeting and the purpose for which it is called at least twenty-four (24) hours prior to said meeting. Minutes will be taken at all special meetings wherein Board and will be part of the public record.

If due to unforeseen and urgent circumstances there is not sufficient time to call a special meeting because a matter is an emergency and requires immediate attention, the President or the President's designee may take a vote by electronic means or in person, with such vote to be ratified at the next regular or special meeting of the Board. If any emergency action taken is not ratified, then it is deemed rescinded.

**Section 4. Public Participation in Meetings and Board Transparency.** The public is invited to all regular and special meetings of the Board and may speak during a portion of the agenda that follows the Board's designated process for public comment on items to be addressed at the meeting as shown on the agenda. The Board shall adopt Rules for participation in the Public Comment period. The Board shall strive for public transparency in all of its work, including posting of meeting agendas, meeting packets and handouts, and meeting minutes on the Board's public website. The Board shall ensure that all draft and final budgets and draft and final strategic planning documents are made broadly available to residents of the District, and shall collaborate with the Library Director to initiate broad engagement with residents, with special emphasis on traditionally underrepresented community members.

**Section 5. Notice.** All meeting notices shall be publicly posted on the Library's website no later than twenty-four (24) hours prior to any meeting in accordance with Colorado Open Meetings Law ("COML"), Sections 24-6-401, et seq., C.R.S.

**Section 6. Annual Meeting.** The ~~April~~ May regular meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year, with terms beginning upon election at the first regular meeting in May.

**Section 7. Quorum.** A majority of the total membership of the Board shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting,

including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

**Section 8. Voting.** All Trustees, including the Board President, shall vote, unless such voting is contrary to the Code of Ethics. A Trustee may call for a roll call vote at any time. Electronic voting is allowed; however, voting by proxy is not. Properly noticed email polls of Trustees may be taken with results to be ratified and recorded into the minutes at the next regular Board meeting.

**Section 9. Minutes.** The director of the library and arts department (or staff designee) shall serve as secretary for the Board of Trustees. In this capacity, the director shall record the proceedings of each meeting and present the same for approval at the next meeting of the Board. A permanent record shall be kept of the minutes of all meetings. Once approved by the Board, staff will post the approved minutes on the Library's public website. Additionally, staff will retain executive session recordings until the date of legal disposal.

**Section 10. Executive Sessions.**

Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

**ARTICLE VII. COMMITTEES**

The Board may establish such committees as deemed necessary to assist in its works and members of such committees may, but need not be, Trustees. . No committee shall have any power other than advisory powers to the Board, and a committee shall be dissolved upon the completion of its charge or the submission of a final report or by a vote of the Board at any time. The motion to form such committee shall state the purpose, timeline, composition and authority of such committee, including committee members in a committee charter. Minutes of all committee meetings shall be kept electronically

The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. No Board committee will have more than two (2) Trustees. This limit is intended to distinguish between the Board and committees thereof and ensures that the Board cannot and does not act through committees.

The Board may, by majority vote, include non-Board members on Committees.

The Board shall maintain two standing committees:

- The Budget & Finance Committee supports the Library Director in preparing the annual budget, works with the Director and financial consultants to perform budget analyses and fiscal planning; advises the board on fiscal matters of the division, and reviews other fiscal matters as required.
- The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, facilitate the process to nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual

review of the Director, including performance and compensation, and facilitate a Board self-evaluation process.

## **ARTICLE VIII. LIBRARY DIRECTOR**

**Section 1. Employment.** The Library Director shall be selected by the Board and shall be employed by written contract. The Library Director shall serve as chief executive officer of the Library.

- **Section 2. Duties.** The Library Director, under the supervision and direction of the Board, shall perform (or delegate to appropriate staff members) all duties incident to the position of Library Director and such other duties as may be prescribed by the Board, including but not limited to the following:
  - Assist the Board in formulating basic programs and policies.
  - Implement programs, policies, and professional practices as adopted by the Board.
  - Responsibility for fiscal matters of the Library, except that the Board shall have exclusive control of the disbursement of the finances of the Library.
  - Prepare the proposed annual budget for the Library for presentation to the Board.
  - Prepare monthly reports of activities of the Library for presentation to the Board.
  - Administer Library personnel, including employ, train, evaluate, compensate, motivate and discharge staff in compliance with all applicable laws and regulations, the Library Staff Handbook guidelines, and Board policies.
  - Direct and coordinate the work of the Library employees.
  - Approve all budgeted, normal and recurring operational expenditures, excepting those requiring specific Board approval.
  - Collaborate with the President to prepare the agenda for each Board meeting.
  - Responsibility for public information, community relations, development, fundraising and special projects as assigned by the Board.
  - Arrange for the care and maintenance of buildings, equipment and materials for the Library.
  - Evaluate library services, technology and operations and assist the Board with short-term and long-range planning.
  - Represent the Library, as appropriate, to all of its constituents and to professional and institutional organizations.
  - Be responsible for any other reasonable duties, consistent with the foregoing, as may be prescribed by the Board.
  - Conduct all Library business at the highest possible ethical standards and identify any real or potential conflicts of interest to the Board in a timely manner.

**Section 3. Removal.** The Library Director may be removed by the affirmative vote of a majority of the Board constituting a quorum whenever, in its judgment, the best interest of the Library will be served thereby, and in compliance of the Library Director's contract.

## **ARTICLE IX. LIBRARY POLICIES**

The Board shall establish and adopt Library policies, which shall ensure cost-effective, transparent, and efficient publicly supported Library services to Library residents. These policies shall be available to the public.

## **ARTICLE X. ANNUAL REPORT**

At the close of each year the Board shall make a report to the community, the City and County of Boulder, and the Colorado State Library in accordance with the Colorado Library Law, Section § 24-90-109 C.R.S.

## **ARTICLE XI. FISCAL YEAR**

The Fiscal Year of the Library shall begin on the 1st of January of each year and end on the 31st of December of such year.

**ARTICLE XII. AMENDMENTS TO BYLAWS AND POLICIES**

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least ten (10) calendar working days prior to the first reading.

Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least 10 calendar working days in advance of the meeting.

These Bylaws shall at all times conform to the Colorado Library Law, as it may be revised and amended from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these Bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

Adopted this 18<sup>th</sup> day of March-February, 2025<sup>4</sup>.

Board President

~~Katharine J. Teter~~ Doug Hamilton

Board Vice President

Benita Duran



**From:** [Boulder Public Library NO REPLY](#)  
**To:** [trustees@boulderlibrary.org](mailto:trustees@boulderlibrary.org)  
**Subject:** Board of Trustees Contact Form  
**Date:** Wednesday, March 5, 2025 2:34:30 PM

---



## Formstack Submission For: **Board of Trustees Contact Form**

Submitted at 03/05/25 2:34 PM

**Your Name:** Sam-Amina Bailey

**Email:** baileys@boulderlibrary.org

**Address:** 433 Harvard Lane  
Boulder, CO 80305

Peace and warm greetings to all of you,

I am Sam-Amina, a member of the BPLD community who also volunteers my time with our library's vital Equity, Diversity, Inclusion, (& Accessibility) Committee. It is in this capacity I'm grateful to contact you all.

I am humbly seeking your support, wisdom, and blessing on our foundational restorative justice work of establishing, implementing, and celebrating a land acknowledgement for our young and flourishing district.

As I will demonstrate, by taking responsibility over the duty we have inherited to "acknowledge our past but work to build a more just future" we reveal the possibility of living up to our highest potential.

Being related to the city of Boulder, ours is a community rooted in lofty objectives with respect to our Native and Indigenous neighbors, summarized as being "committed to taking action beyond these words. We pledge to use this land acknowledgment to help inspire education and

reflection and initiate meaningful action to help support Indigenous Nations, communities and organizations." (bouldercolorado.gov).

The EDI(A) committee is among our key institutional mechanisms tasked with realizing what it means that we have all, quite magnanimously, committed to a universe where "libraries are for everyone".

This is a revolutionary endeavor. Consider how some of our cherished, living authors such as Alice Walker have been denied the basic human dignity of library access because of racist ideology.

Given our objectives and the context that we are in, our way forward is clear: open hearted communication and integration with communities overcoming oppression. We pursue this passionately, not as an act of charity, but one of humanity, recognizing the inherently interconnected nature our precious sovereignty.

I am requesting your support and resources as I seek to reach out to Indigenous stakeholders in our neighborhood including the Center for Native & Indigenous Studies and the Native American Rights Fund to ensure that we may do this work correctly. We have an obligation to inaugurate a land acknowledgement that is accurate and truthful. We must take accountability for the facts of this land, which include great, continuing violence against Indigenous peoples, and supercharges the reconciliatory process with thoughtful intentions which root out and transmute racism.

Because I believe in us, our goodness and our dedication to our coworkers, patrons, and to this wonderful, transformative public space, I am kindly asking us all to please, go above and beyond in the pursuit of healing and righteous works.

**Message:**

It is such an incredible blessing that we are able to pursue opening a new branch. We are living through a powerful time as we work together to forge our story. However, there is excitement and deep concern within our community with respect to how we will choose to anchor ourselves as our story is written through our own two hands.

"Gunbarrel" got its name when a prospector, who embodies the expansive, extractive logics that caused Boulder settlers to greedily succumb to violating the 1851 Treaty of Fort Laramie, which promised our Indigenous

neighbors continued sovereignty over the land we are now enjoying, found himself agape at the straightness which lay ahead of him.

"Gun barrel" also refers to the automatic part of a machine which is used to seize life relentlessly.

I am a resident of South Boulder.

My home library is the George Reynolds Library. And, in a greater sense, I am a survivor of the Table Mesa mass murder travesty.

Reading our stellar One Book One Boulder pick, See No Stranger by Valerie Kaur, I feel the gaping wound gun violence has wrought on our collective body as a nation.

The scab has trouble forming its protective layer knowing that those beautiful trees, looking festive in their ribbons not even shooting distance away from my library, aren't there to look pretty. They commemorate our continued loss as a city to gun violence. Their roots are hideously mangled in this way, and yet, they are the water that makes South Boulder so strong, resilient.

There is a path towards something like healing.

What if we followed the footsteps of courageous anti human oppression leaders who came before us in this stunning town?

Like dopamine rushing to blunt force trauma, there is palpable excitement among those of us who are beginning to realize the incredible opportunity that has been placed within our lap.

May our new library's name, alternatively to the violence of its current working title, celebrate our new land acknowledgement by honoring the ancestral location whereat we are breaking ground. Let it be the cornerstone of a new era of resplendent relations with Indigenous and minoritized people who give our community life.

Thank you tremendously for your time,  
Sam-Amina Matthew-John Bailey