

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**March 29, 2023**  
**Parker, Colorado**

President Burkholder called the business meeting to order at 5:30 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

**TRUSTEES:** Suzanne Burkholder, Jessica Kallweit, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

**STAFF:** Bob Pasicznyuk, Jill Corrente, Julianne Griffin, Susie DeSersa, Patti Owen-DeLay, Amy Hall, Chris Virgil, Natalie Welch, and Andrea Wyant

**PUBLIC:** Margaret Shaheen, Library Intern

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:** Nothing was removed from the consent agenda. There was no discussion.

**MOTION 23-03-01:** Silverthorn moved and the motion carried unanimously to approve the consent agenda consisting of the Board Budget Amendment Public Hearing and Business Meeting Minutes of February 22, 2023. LaPointe seconded the motion.

**PRESENTATION**

Pasicznyuk introduced Collection Services staff who were present to speak about merchandising guidelines. Amy Hall, Chris Virgil, Natalie Welch, and Andrea Wyant shared the life of a book in regards to merchandising, and the decisions and functions around the guidelines.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk shared the timeline for the Castle Rock project, expected closure period, Grand Opening date, and project finish date. As policy doesn't currently require the board to approve the closure period for the library transition, Pasicznyuk informed the board, but did ask if there were any concerns. None were shared.

Burkholder mentioned the Mental Health Care Kit included in the Executive Library Director's report and how much teenagers appreciate the kits.

## **DISTRICT BUSINESS**

No conflicts of interest were declared.

### **Executive Committee**

#### **Amendment to the lease with the City of Castle Pines**

Pasicznyuk prefaced the request by explaining that the City of Castle Pines asked to vacate their lease early, while continuing use of meeting rooms and some storage.

**MOTION 23-03-02:** Nolan moved and the motion carried unanimously to authorize the first amendment to the lease between Douglas County Libraries and the City of Castle Pines as presented. LaPointe seconded the motion.

#### **Executive Committee Report**

Burkholder shared that the committee talked about sale of the strip center space the library owns next to the Castle Rock library. Pasicznyuk shared that five interested parties toured the space today.

The board discussed the options, pro and cons of supporting the Douglas County Community Foundation, and/or asking the Douglas County Libraries Foundation to support it.

### **Policy Committee**

Burkholder stated that all trustees had gotten the rewritten customer policies in their packet, and that having a full board, the policies could be adopted upon a passing motion. Policies were reviewed by legal counsel.

**MOTION 23-03-03:** Nolan moved and the motion passed unanimously, as amended, to adopt the following external policies as presented: Access Policy; Children and Parents Policy; Internet Access Policy; Curating Library Collections and Content Policy; Programs Policy; Citizen Review Request Policy; Contribution and Gifts Policy; Volunteer Policy; Library Facilities and Spaces Policy; Alcohol Policy; and Colorado Open Records Request Policy, making the policy changes effective August 1, 2023. LaPointe seconded the motion.

During discussion the motion was tabled, as Silverthorn made an amending motion to allow time for staff to implement changes from these rewritten policies. The amending motion passed and the original motion as amended was passed.

**MOTION 23-03-04:** Silverthorn moved and the motion passed unanimously to amend Motion 23-03-03, adding that the policies would be effective August 1, 2023. LaPointe seconded the motion.

### **Succession Committee**

Silverthorn reported that the first meeting will be April 13.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments (PDCG)

Vail shared highlights from the presentation from county and local law enforcement and updates from the partner reports.

### Douglas County Youth Initiative (DCYI)

McKinney spoke about the Outstanding Youth Awards that have been made and will be awarded and recognized on April 24, 2023.

### Urban Libraries Council (ULC)

Silverthorn shared that the next meeting is on April 21, 2023.

Pasicznyuk reported that a group from ULC is hosting a safety summit. Pasicznyuk and two other staff members will attend. Pasicznyuk will miss the April board meeting, and will have a Director fill in.

### Douglas County Libraries Foundation (DCLF)

Kallweit stated that there is no report. Next meeting is in April.

### Exploratory Committee to Memorialize Kendrick Castillo

No report.

## **TRUSTEE COMMENTS**

Silverthorn shared appreciation and information about former trustee Bob Morris who recently passed away.

Silverthorn talked about the Silly Old Bear event and how amazing it was. McKinney, who also attended, concurred with Silverthorn's experience.

## **UPCOMING BOARD MEETINGS**

1. **Board Executive Committee**: April 13, 2023, Castle Pines Library, 8:00 a.m.
2. **Board Succession Committee**: April 13, 2023, Castle Pines Library, 9:30 a.m.
3. **Board Annual Retreat**: April 15, 2023, Parker Library, 9:00 a.m.-12:00 p.m.
4. **Board Policy Committee Meeting**: April 26, 2023, Parker Library, 4:00 p.m.-5:00 p.m.
5. **Board Study Session**: April 26, 2023, Parker Library, 4:00 p.m.-5:00 p.m. This meeting is canceled.
6. **Board Business Meeting**: April 26, 2023, Parker Library, 5:30 p.m.

## **OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Meeting**: May 17, Highlands Ranch Mansion, 7:00 a.m.

## **ADJOURN**

Burkholder adjourned the meeting at 7:24 p.m.

Respectfully submitted,

*Suzanne Burkholder*

~~Meghann Silverthorn, Board Secretary~~

Minutes prepared by Patti Owen-DeLay

Board President, Suzanne Burkholder  
signed as Board Secretary  
Meghann Silverthorn attended  
virtually.

