

**DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
October 25, 2023
Highlands Ranch, 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, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

Rick LaPointe was absent. The absence was excused.

A quorum was present.

STAFF: Bob Pasicznyuk, Jill Corrente, and Patti Owen-DeLay

GUESTS: Legal Counsel Linda Glesne and Douglas County Sheriff's Department Officer Michael Adams

PUBLIC: Susan Zloth, Victoria Jones, Meg Furlow, Heather Holloway, Kira Abelow, Rika Mead, and Craig Mason

PUBLIC COMMENTS: All speakers were Douglas County residents.

Susan Zloth: Supports retaining the Library being a signer of the Urban Libraries Council Social Equity Statement.

Meg Furlow: Supports retaining the Library being a signer of the Urban Libraries Council Social Equity Statement.

Heather Holloway: Supports retaining the Library being a signer of the Urban Libraries Council Social Equity Statement.

Kira Abelow: Supports retaining the Library being a signer of the Urban Libraries Council Social Equity Statement.

Rika Mead: Supports retaining the Library being a signer of the Urban Libraries Council Social Equity Statement.

Craig Mason: Concerned about book banning efforts and the political movement to do so. Amend/craft policies to limit these efforts.

AMEND AGENDA

MOTION 23-10-01: Nolan moved and the motion carried unanimously to approve amending the agenda, moving the Urban Libraries Council (ULC) Social Equity Statement for discussion first. Kallweit seconded the motion.

Urban Libraries Council Social Equity Statement

Nolan recommended removal of the statement as he feels Library Access Policy addresses this issue and the ULC Social Equity Statement is redundant.

MOTION 23-10-02: Nolan moved and the motion carried unanimously, with Silverthorn abstaining due to her role on the ULC board, to remove Douglas County Libraries from the ULC Social Equity Statement and to remove it from the library website. McKinney seconded the motion.

Pasicznyuk provided background clarifying the statement was signed by him and not a board action.

The board discussed the matter with board members clarifying that our policies cover this, and there was a value in adopting policies to own our policies and not to take them from other entities.

CONSENT AGENDA: Minutes September 27, 2023

MOTION 23-10-03: Nolan moved and the motion carried unanimously to approve the consent agenda consisting of the September 27, 2023, Board Business Meeting minutes. Kallweit seconded the motion.

EXECUTIVE SESSION

The board moved into Executive Session at 6:15 p.m.

MOTION 23-10-04: Burkholder moved and the motion carried unanimously to move into executive session pursuant to C.R.S., Section 24-6-402(4)(b), for the purposes of receiving legal advice on policy questions. Kallweit seconded the motion.

The board returned to open session at 7:22 p.m.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

Hearing none, the meeting continued. The board took a break and returned to meeting at 7:30 p.m. Silverthorn rejoined the meeting at 7:35 p.m.

EXECUTIVE LIBRARY DIRECTOR

Pasicznyuk updated the board on the Parker library carpet project and action that will take board action to close the library, and to spend the money as a second, approved capital expenditure authorization.

Burkholder asked the board to review the shared article on increasing requests to remove or limit access to books and programming.

DISTRICT BUSINESS

No conflicts of interest were declared.

2024 Budget

Burkholder shared that the draft budget was shared on October 15, 2023, as required by law and is available on-site at the Philip and Jerry Miller Library or the library website for inspection by the public. There is also a copy in this packet for trustees.

Castle Pines Urban Renewal Authority District IGA

Burkholder shared that the IGA was amended a second time to allow for a five-year revisit of terms.

MOTION 23-10-05: Nolan moved and the motion carried five to one to approve the Castle Pines Urban Renewal Authority District Intergovernmental Agreement as presented. McKinney seconded the motion.

Executive Committee

Nolan reported that the committee met and discussed:

- Monthly meeting agendas.
- The Executive Library Director's annual review.
- The Trustee appointment process. Nolan is seeking reappointment.
- The Douglas County Sheriff's inmate book program.

Burkholder shared in regards to the trustee appointment that there are four applicants; applications are now closed, and there will be mid-November interviews of the four candidates by the municipality panel, with the recommendations going to the Board of County Commissioners.

Policy Committee

Nolan shared that after a year of work, the committee has completed a review of all Douglas County Policies. The board is asked to approve the internal staff policies. Changes to these policies were mostly due to legislative changes.

MOTION 23-10-06: McKinney moved and the motion carried unanimously to adopt the Bylaws duties of President, Article V, Section 1, to name the president as the media spokesperson of the board, and Article II, Section 6, to add a new bullet outlining trustees' conduct when engaging with the media, in addition to the internal policies as presented. Kallweit seconded the motion.

Due to lack of a full board, the policies will go to a second reading at the December 6, 2023, meeting.

Policies included are:

ADMINISTRATION POLICIES

1. Media Policy
2. Lobbying Policy
3. Social Media Policy
4. Facility Naming Rights Policy
5. Closure Policy
6. Electronic Mail Monitoring and Archiving Policy
7. Risk Management Policy
8. Disposal of Personal Information Policy

FINANCIAL POLICIES

1. Authorization of Expenditures Policy
2. Budget Policy
3. Debt Management Policy
4. Audit Policy
5. Purchasing of Goods and Services Policy
6. Nondisclosure Policy
7. Capital Assets Policy
8. Asset Disposal Policy
9. Investment and Cash Management Policy
10. Reserve Fund Policy
11. Expense Reimbursement Policy

HUMAN RESOURCES POLICIES

1. Conflict of Interest Policy
2. Standards of Conduct Policy
3. Customer Privacy Policy
4. At-Will Employment Policy
5. Employment Opportunity and Unlawful Harassment Policy
6. Accommodation Policy
7. Sexual Harassment Policy
8. Complaint Procedure Policy
9. Unlawful Harassment Policy
10. Leave of Absence Policy
11. Compensation Policy
12. Employee and Volunteer Alcohol and Drugs Policy
13. Anti-Violence Policy
14. Safety Policy
15. Violation of Public Policy, Converted Activity and Reporting (“Whistleblower”) Policy
16. Employment of Relatives Policy
17. Workers’ Compensation Insurance and Reporting Policy
18. Dating Policy
19. Employee Handbook Policy

Succession Committee

Silverthorn reported that the Succession Committee has completed their work and a draft Succession Plan is before the board tonight. The committee had a recent change to include a

need for succession due to unforeseen circumstances. That has now been added. The plan will be reviewed annually by the Executive Committee to assess readiness, and when needed, a Succession Committee will be formed.

MOTION 23-10-07: Nolan moved and the motion carried unanimously to adopt the Succession Plan as presented. McKinney seconded the motion.

PARTNER REPORTS

Partnership of Douglas County Governments (PDCG)

Vail, no report.

Douglas County Youth Initiative (DCYI)

McKinney reported that about 70 students participated in the Youth Congress at the State Capitol, which was very successful.

Youth Soccer League just kicked off, a free soccer league for youth.

Urban Libraries Council (ULC)

Silverthorn shared that the ULC Board met in Austin. She participated in a strategic meeting this week with a recommendation going to the full board to hire McKinney to support strategic planning.

Foundation

Kallweit reported that the Foundation board met on Monday and talked about investments, with a presentation by operation funds manager BOK Financial. The Foundation is sponsoring Forest of Stories, the upcoming library holiday celebration. The annual Gala was a success. The Foundation will meet with the library board on December 6 for their annual dinner get-together.

EXECUTIVE SESSION

Executive Library Director's Review and Compensation

Pasicznyuk waived his right for the discussion to be in open meeting.

MOTION 23-10-08: Burkholder moved and the motion carried unanimously to move into executive session pursuant to C.R.S., Section 24-6-402(4)(f), for the purposes of discussing personnel matters related to the Executive Library Director's performance review and compensation. Kallweit seconded the motion.

The board returned to open session at 9:15 p.m.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the

executive session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

Hearing none, the meeting continued.

MOTION 23-10-09: Silverthorn moved and the motion carried unanimously approving that the 2024 Executive Library Director merit increases be what he is eligible for based upon his review and that the President is authorized to tell the Director over Human Resources that this has been approved by the board. Vail seconded the motion.

TRUSTEE COMMENTS

Burkholder shared her enjoyment and success of the annual Foundation Gala. Silverthorn shared excitement for the upcoming library Snow Balls family events.

UPCOMING BOARD MEETINGS

1. **Executive Committee Meeting:** November 9, 2023, 8:00 a.m., Douglas County Libraries at Castle Pines
2. **Informal Board Breakfast:** November 29, 2023, 8:00 a.m., location to be announced
3. **Board Study Session:** December 6, 2023, 4:00 p.m., Douglas County Libraries at the Philip and Jerry Miller Library, Castle Rock
4. **Annual Library and Foundation Board Dinner:** December 6, 2023, 4:30 p.m., Douglas County Libraries at the Philip and Jerry Miller Library, Castle Rock
5. **Board Business Meeting:** December 6, 2023, 5:30 p.m., Douglas County Libraries at the Philip and Jerry Miller Library, Castle Rock

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting:** November 9, 2023, 5:30 p.m., Lone Tree Arts Center (RSVP required)
2. **Board of County Commissioners Annual State of the County:** November 15, 2023, 11:30 a.m. Lunch, Noon Program, DCSD Legacy Campus – Liniger Hall (RSVP required)

ADJOURN

Burkholder adjourned the meeting at 9:20 p.m.

Respectfully submitted,



Meghan Silverthorn, Board Secretary
Minutes prepared by Patti Owen-DeLay

