

DOUGLAS COUNTY LIBRARIES
Board of Trustees Budget Public Hearing and Business Meeting
December 6, 2023
Castle Rock, 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

A full board was present, achieving quorum.

LaPointe and McKinney attended the meeting via conference phone.

STAFF: Bob Pasicznyuk, Jill Corrente, Casie Cook, Julianne Griffin, Jesse Politi, Kate Prestwood, Andrea Wyant, and Patti Owen-DeLay

GUESTS: Legal Counsel Linda Glesne and Castle Rock Police Officer Yowell

PUBLIC: Martha Carver, Linda White, Maryanne Giesler, Laureen Boll, Angela Thomas, and Holly M.

PUBLIC COMMENTS (Non-Budget): All speakers were Douglas County residents.

Martha Carver: (Grandparents for Kids) Appreciated public input on policy. Supports the changes to the policy removing ALA Statements, ULC Statement, and the efforts to assist parents with children.

Linda White: (Grandparents for Kids) Appreciated public input on policy. Supports the changes to the policy removing ALA Statements and the efforts to assist parents with children. Would like age of Children's Library Card to be raised to age 17. Move information on Children's Library Card to top of Parents page, and put more signage on the program in library. Ensure balanced representation without bias.

Maryanne Giesler: Concerned about limiting parental control to age 17. Be careful with language and use legal mandated definitions. Any control can be censorship.

CONSENT AGENDA: Minutes October 25, 2023

1. Minutes October 25, 2023
2. Email Poll for Parker Carpet Project

MOTION 23-12-01: Nolan moved and the motion carried unanimously to approve the consent agenda consisting of the October 25, 2023, Board Business Meeting minutes and the Parker Carpet Project email poll ratification. Silverthorn seconded the motion.

BUDGET PUBLIC HEARING

Burkholder opened the Public Hearing for the 2024 Budget stating that due to legislative changes to budget and mill levy law for the 2024 budget, budget adoption will happen at a Special Budget Meeting on January 9, 2024, at 5:30 p.m. at the Philip and Jerry Miller Library in Castle Rock.

There were no public comments on the 2024 budget.

EXECUTIVE LIBRARY DIRECTOR

- **Third Quarter Key Performance Indicators Report** – In packet, not discussed.
- **Third Quarter Strategic Report** – In packet, not discussed.
- **Third Quarter Financial Reports**
 - Cook reviewed the third quarter financials.
 - Performance vs. Budget is showing revenue coming in over budget and expenses lower than budget, along with payouts for the Castle Rock Project. This is a snapshot of September 30, and this excess should even out over the year.
- **Third Quarter Division Reports** – In packet, not discussed.
- **Douglas County Libraries Framework for Collection Management**
 - Pasicznyuk went through the framework used in making materials selections.
 - Silverthorn, Nolan, and Burkholder all appreciated the framework, and personal choice.
 - Pasicznyuk mentioned that 30-50% of materials are out at any time, and this can lead to a deception of what is carried.
 - Pasicznyuk also said that we aren't aiming at a one-to-one ratio of one side vs. another. Customers can ask for materials they see we are missing within our framework and availability.

DISTRICT BUSINESS

No conflicts of interest were declared.

Resolution to Authorize Expenditures

Pasicznyuk wants to ensure authority to spend money the first 10 days of 2024 until the board has time to pass a 2024 budget.

MOTION 23-12-02: Vail moved and the motion carried unanimously to adopt Resolution 23-12-01 stating in part that the Executive Library Director is expressly authorized to approve reasonable and necessary expenses, as identified and budgeted in the draft 2024 Budget and which arise within the first 10 days of the 2024 budget year (not to exceed \$1,576,406). To the

extent necessary, such expenses may be paid from General Operating to Reserve funds already appropriated by the board in the 2023 Budget for this purpose. Nolan seconded the motion.

Executive Committee

Second Reading for Adoption of Updated Bylaws and Internal Policies

MOTION 23-12-03: Kallweit moved on second reading and the motion carried unanimously to adopt the updated 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. Nolan seconded the motion.

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

Bylaw and Policy Review

Working with the board, staff, and legal counsel, the bylaws and policies were reviewed considering customer survey results, legal authority, and precedent, resulting in the revised bylaws, Access Policy, Children and Parents Policy, Citizen Review Request Policy, Curating Library Collections and Content Policy, Internet Policy, and Program Policy.

- Updated Bylaws

MOTION 23-12-04: Nolan moved and the motion carried unanimously with a full board to adopt the bylaws as presented, including the above bylaws amendments. McKinney seconded the motion.

- Updated Policies

MOTION 23-12-05: Nolan moved and the motion carried unanimously with a full board to adopt the Access Policy, Children and Parents Policy, Citizen Review Request Policy, Curating Library Collections and Content Policy, Internet Policy, and Programs Policy as amended and presented. Vail seconded the motion.

PARTNER REPORTS

Partnership of Douglas County Governments (PDCG)

Vail had no report.

Douglas County Youth Initiative (DCYI)

McKinney had no report.

Urban Libraries Council (ULC)

Silverthorn shared that the Executive Committee met and talked about Strategic Planning. Silverthorn encouraged the council to understand the needs of suburban libraries.

Foundation

Kallweit had no report.

TRUSTEE COMMENTS

Silverthorn shared how wonderful the Snow Ball Storybook event was.

Burkholder appreciated all the work of staff, legal counsel, and the board with policy, and thanked the community for the 1,700 responses to our policy survey.

UPCOMING BOARD MEETINGS

1. **Executive Committee Meeting**: December 14, 2023, 8:00 a.m., Douglas County Libraries at Castle Pines
2. **Board Special Meeting for Mill Levy Certification and Budget Adoption**: January 9, 2024, 5:30 p.m., Douglas County Libraries at the Philip and Jerry Miller Library, Castle Rock
3. **Executive Committee Meeting**: January 11, 2024, 8:00 a.m., Douglas County Libraries at Castle Pines
4. **Board Study Session**: January 31, 2024, 4:00 p.m., Douglas County Libraries at the Philip and Jerry Miller Library, Castle Rock
5. **Board Business Meeting**: January 31, 2024, 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**: January 17, 2024, 7:00 a.m. (meeting begins at 7:30 a.m.), Douglas County Libraries at Highlands Ranch

ADJOURN

Burkholder adjourned the meeting at 6:30 p.m.

Respectfully submitted,



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

