

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**March 27, 2024**  
**Castle Rock, CO**

President Nolan 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, Terry Nolan, Meghann Silverthorn, and Ted Vail

Meghann Silverthorn attended via conference phone.

A quorum was present.

Zach McKinney was absent, and the absence was excused.

**STAFF:** Bob Pasicznyuk, Terrell Brown, and Patti Owen-DeLay

**SECURITY:** Castle Rock Police Officer Yowell

**GUESTS:** Jeff Holwell, Director of Economic Development and Public Affairs, and Matthew Gordon, Economic Development and Housing Policy Specialist, both with City of Lone Tree

**PUBLIC:** Bill Rink

**PUBLIC COMMENT:** None

The board welcomed new Safety and Security Manager, Terrell Brown.

**CONSENT AGENDA**

1. Minutes February 28, 2024, Annual Meeting
2. Budget Capital Expenditures Threshold Approvals – PC Replacements
3. Budget Capital Expenditures Threshold Approvals – IT Switches
4. Castle Pines Lease 2<sup>nd</sup> Amendment
5. 2025 Board Meeting Dates

No items were removed from the consent agenda.

**MOTION 24-03-01:** LaPointe moved and the motion carried unanimously to approve the minutes of the February 28, 2024; budgeted capital expenditures of \$200,000 for

computer replacements; \$324,000 for districtwide upgrade to the Cisco IT switches; the Castle Pines Lease 2<sup>nd</sup> Amendment; and the 2025 board meeting dates. Burkholder seconded the motion.

## **LIBRARY BUSINESS**

No trustee declared any conflict of interest for any business before the board during this meeting.

### Executive Committee Report

- Nolan shared that the committee discussed:
  - This month's board meeting agendas.
  - The upcoming meeting with the Board of County Commissioners (BOCC), which is currently being rescheduled.
  - An update on Highlands Ranch library flood restoration work.
  - The upcoming Executive Library Director's review process and, in April, the first of two annual surveys for input by trustees on Pasicznyuk's work to date.
  - A proposal to have a memorial for Castle Rock firefighters located on the library property. Pasicznyuk shared details about the request coming to the board in April.
  - The possibility of making board meetings virtual. This issue is on hold as we see the outcome of pending state legislation.
  - Pasicznyuk reviewed upcoming policy changes, on the agenda below.
  
- Lone Tree Urban Renewal Authority (URA) Intergovernmental Agreement (IGA)

Presentation by Jeff Holwell, Director of Economic Development and Public Affairs.

Holwell reviewed the URA planned by the City of Lone Tree, and answered board questions about the project and the IGA with Douglas County Libraries coming before the board in April or May. The board suggested that Pasicznyuk negotiate around sharing tax-increment revenue, ability to review terms prior to 25-year term end, excluding residential property tax, and allowing agreement to end when funds desired to be achieved are met. Holwell indicated an openness by the City of Lone Tree to such negotiation.

- Lone Tree Special District Representative for Lone Tree URA letter. This letter confirms the board's February action designating South Metro Fire District as the Special District representative on the Library's behalf for the Lone Tree URA Commission.
  
- Background checks for Library trustees. Owen-DeLay reported that trustees will be receiving an email to have a background check done as is standard for DCL employees and volunteers. Future trustee background checks will be handled by the BOCC prior to appointment to the Library board.

## **EXECUTIVE LIBRARY DIRECTOR'S REPORT**

- Pasicznyuk highlighted report items:
  - Ransomware incident. Notified both current and a swatch of past employees of a possible breach of Social Security information and offering a security monitoring package at Library expense. Insurance claims for the incident are in process and an accounting report will be presented and ratified by the board at a future meeting.
  - The Highlands Ranch library flood renovation is completing. Insurance claims are in process. An accounting report will be presented and ratified by the board at a future meeting.
  - State Bill 24-049 mentioned in the packet has died in committee.
  - There has been a third offer of land by Sterling Ranch. Staff is reviewing for suitability and will bring a Memorandum of Understanding to the board at a future date, once this land review is complete.
  
- In response to Trustee LaPointe’s question about the large story books in dis-repair at the park adjacent to the Highlands Ranch library, Pasicznyuk reported that the books are a project of the Highlands Ranch Metro District, which is working on restoration of the books.
  
- The Library Facilities and Spaces Policy is up for amendment in order to clarify the relationship around memorials on library property. This is pre-work based on a request by Castle Rock Fire Department to relocate a memorial on the site of the library in Castle Rock.

**MOTION 24-03-02:** Burkholder moved and the motion carried unanimously to amend the Library Facilities and Spaces Policy to add a last paragraph addressing monuments, with a change of the word “municipal” to “local.” Text follows. LaPointe seconded the motion. Due to the lack of a full board, the policy change will go to a second reading at the April meeting.

Monument Text: Douglas County Libraries limits approving requests for monuments and similar large-scale memorials on Library properties to partnerships between the Library and local governments in which a Library facility resides. The Library also requires Board approval for these requests. The Library also requires that the requesting local government cover the cost of the monument along with the cost of ongoing maintenance. The Library limits monuments in keeping with space needs for the primary, missional needs of the Library. The Library may, at any time and for any demonstrated need, require partner governments to relocate any monument with appropriate notice.

- Update to the Purchasing Policy. Staff is requesting an update to the Purchasing Policy to clarify bidding in a design build project or relationship.

Trustee Silverthorn would like to understand and discuss more about the bid process. This will be added to the April agenda.

**MOTION 24-03-03:** LaPointe moved and the motion carried five to one to update the Library Purchasing Policy by amending the last paragraph as presented to allow for a design build process when in the Library’s best interest, with bid

responsibility going to the Library's selected general contractor. Vail seconded the motion. Due to the lack of a full board, the policy change will go to a second reading at the April meeting.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

No report.

### Douglas County Youth Initiative (DCYI)

Nolan shared that Marsha Alston spoke at the Partnership of Douglas County Governments meeting and that the DCYI will be requesting an increase in funding.

### Urban Libraries Council (ULC)

No report.

### Douglas County Libraries Foundation

No report.

## **TRUSTEE COMMENTS**

Silverthorn encouraged all to attend the spring Storybook Holiday event, Monkey Business.

## **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** April 11, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** April 24, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** April 24, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)
- **Annual Board Retreat:** Change in date and location to June 15, 2024, Parker Library, 9:00 a.m. Note: This meeting was moved from April 13, 2024.

## **OTHER MEETINGS**

- **Partnership of Douglas County Governments:** May 15, 2024, location to be announced, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting

## **ADJOURN**

Nolan adjourned the meeting at 6:44 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay