

DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
April 24, 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, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

A quorum was present.

Rick LaPointe was absent, and the absence was excused.

STAFF: Bob Pasicznyuk and Patti Owen-DeLay

SECURITY: Officer Cantando, Castle Rock Police

PUBLIC: None

PUBLIC COMMENT: None

CONSENT AGENDA

1. Minutes March 27, 2024, Board Business Meeting
2. Second Reading Policy Addition for Monuments
3. Revised Castle Pines Lease Second Amendment

No items were removed from the consent agenda.

MOTION 24-04-01: Silverthorn moved, and the motion carried unanimously, to approve the minutes of March 27, 2024; to amend, on second reading, the Library Facilities and Spaces Policy to add a last paragraph addressing monuments, with a change of the word “municipal” to “local” (text follows); and to approve the updated Castle Pines Lease Second Amendment v5. Kallweit seconded the motion.

Monuments 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 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.

LIBRARY BUSINESS

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

Executive Committee

Nolan shared that the Executive Committee discussed the following at the April meeting:

- Reviewed the meeting with the Board of County Commissioners.
 - The meeting that occurred included a participatory Storytime by Highlands Ranch Library Youth & Family Services Supervisor Maura Williams. The meeting went well and there were no issues or concerns.
 - Commissioner Teal asked the Library to consider ways to showcase/support Douglas County Historical Archives, which Bob is researching.
- Reviewed upcoming agendas.
- Received an update on the cyber and flood events.
- Reviewed the adopted Executive Library Director Succession Plan.
- Discussed the annual self-evaluation requirement that just took place during study session.
- Discussed the board retreat agenda and plan.
- Discussed a proposal by Vail for Strategic Planning, opting to not bring the proposal forward to the board. The Executive Committee is instead requesting Pasicznyuk bring a report on Collection Trending to the board at the May meeting to answer Vail's concerns.

Second Reading Policy Update for Construction Project Clarification

Silverthorn requested more information about the change in policy and capital project options before the second reading.

Pasicznyuk reviewed the delivery methods for construction and/or capital projects, stating for each of the delivery methods the timeline, where you declare costs, and how bidding the project changes depending on the delivery method. In all delivery methods there are similarities, including alternate packages, cost estimation, value engineering, private fundraising, brand, and consistency. He reviewed Design, Bid & Build and Design Build.

Pasicznyuk reviewed the requested policy change. Silverthorn questioned if the proposed change handicaps the board from making a change if needed. Pasicznyuk suggested the word "at least" be included.

MOTION 24-04-02: Silverthorn moved and the motion carried unanimously to update the Library Purchasing Policy on second reading 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, with the addition of the word "at least" before "every five years" in the first sentence of the amended paragraph. Vail seconded the motion.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

MOTION 24-04-03: Silverthorn moved, and the motion carried unanimously to approve the Intergovernmental Agreement with the Town of Castle Rock regarding placement of a Castle Rock Fire and Rescue Department Memorial on Library property as presented. Kallweit seconded.

Pasicznyuk highlighted that this past weekend a dozen graduates received their General Education Diploma through the Library, a small investment for a significant impact.

The board asked about the bill on book banning and requested that Pasicznyuk speak before the committee.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail stated that the next meeting is May 15, 2024.

Douglas County Youth Initiative (DCYI)

McKinney shared that the Outstanding Youth Awards will be held on April 29. McKinney and Pasicznyuk will be presenting an award to one of the recipients.

La Liga summer soccer league kicks off on May 23.

Urban Libraries Council (ULC)

No report.

Douglas County Libraries Foundation

Kallweit reported on the following meeting items:

- Forest of Stories 2023 had 160,000 visitors and 150 trees. Planning 170 trees this year. Foundation approved continuing support of this Library program.
- Adoption of parameters for reserves with excess funds moving into the endowment.
- Donations quarterly report review.
- Kendra Scott benefit event will be held May 5-6. In-store on May 5 from 2-4 p.m. at Park Meadows, or online. Twenty percent of sales during that time will go to the Foundation. Kendra Scott is a gala auction donor as well.
- The annual Foundation Gala is September 27 with a Pinocchio theme. The wine pull will increase to 100 bottles in 2024. All board members are asked to donate one or two bottles, with one being pricier.
- Background checks will be completed on the Foundation Directors.

TRUSTEE COMMENTS

No comments.

UPCOMING BOARD MEETINGS

- **Board Executive Committee:** May 2, 2024, Castle Pines Library, 8:00 a.m. This meeting is being moved closer to the May board meetings.
- **Board Study Session:** May 29, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** May 29, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)
- **Annual Board Retreat:** Change in date, time and location to June 18, 2024, Parker Library, 5:00 p.m.

OTHER MEETINGS

- **Board of County Commissioners Dinner:** May 7, 2024, Douglas County Offices, Castle Rock, 5:00 p.m.
- **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 6:22 p.m.

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