

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**August 28, 2024**  
**Castle Rock, CO**

President Nolan called the business meeting to order at 5:31 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

LaPointe and McKinney attended via conference phone.

All trustees were present. A quorum was present.

**STAFF:** Bob Pasicznyuk, Terrell Brown, Casie Cook, Jill Corrente, Dave Meyer, and Patti Owen-DeLay

**SECURITY:** Officer Godfrey, Castle Rock Police

**PUBLIC:** Jeff Holwell with the City of Lone Tree, Adeline Jones, Roger Kime, Ellie Reynolds, Becky Spilver (Library Employee), and Alex Taylor

**PUBLIC COMMENT:**

Roger Kime – Douglas County (DC) Resident. Concerned that library needs for the Sterling Ranch community are not being met.

Alex Taylor – DC Resident, representative of District 2, Sterling Ranch. Looking forward to having a library in Sterling Ranch. Here to support that effort.

Adeline Jones – DC Resident, Sterling Ranch. Feels underserved. Wants more of the amenities like at the Highlands Ranch library in Sterling Ranch.

Public comment was closed.

**CONSENT AGENDA**

1. Minutes June 26, 2024, Board Business Meeting
2. Closure of the Highlands Ranch library for maintenance

Nothing was removed from the Consent Agenda.

**MOTION 24-08-01:** Kallweit moved and the motion carried unanimously to approve the minutes of June 26, 2024, and the closure of the Highlands Ranch library from September 16-30, 2024, for roof maintenance as presented. Vail seconded the motion.

## **LIBRARY BUSINESS**

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

### 2025 Budget Foundational Assumptions

Revenue Assumptions: The Library will not augment revenue in 2025 through any mill levy override, mill levy increase, bonds, or Certificates of Participation.

Expenditure Assumptions:

1. Maintain competitive wages through a 3.5% merit increase akin to market conditions and correcting positions that are not compensated at market rates (about \$175,000).
2. Maintain capital, facilities and IT assets through routine maintenance, repairs, and industry-recommended replacement schedules.
3. No changes to our 2024 Library service offerings, hours of operation, and collections. The budget supports current offerings and does not make any changes to those offerings – content, technology, reading, and cultural event offerings.

Silverthorn asked if partnering with the Douglas County School District to fill gaps with early literacy for kids before grade four who need it is included in this budget.

Burkholder stated that DCSD shared that they had made ground and were not behind in these learning areas, adding that even with this information, supporting children's reading programs is a core responsibility of DCL and referred this to Bob and team to advise the board further.

Pasicznyuk stated that he would investigate this prior to the December budget approvals.

**MOTION 24-08-02:** Burkholder moved and the motion carried unanimously to direct staff to prepare the 2025 budget with the above assumptions as outlined in the memo "Board Direction - Budget Foundational Assumptions." Kallweit seconded the motion.

### Board Direction Strategic Planning

- The Board isn't looking for significant, wholesale changes to our Library's offerings or program of service in the next few years.
- The Library is in a season of revenue uncertainty. The Library may not have the resources to pursue every priority, but these are the targets of our pursuit: our current offerings/wide availability of hours, maintaining competitive talent, capital maintenance, and executing on a new facility in Northwest Douglas County.

Therefore, strategic planning efforts will focus on a check-in with our community using the Partnership of Douglas County Governments as the means for specific feedback about our current offerings and investment.

Vail thinks more can be learned but that it needs to be done sooner rather than later.

Pasicznyuk reviewed legislation that is coming forward to put limits on property tax that would cap and reduce our revenue. Given this environment, we likely will not have money to do major new initiatives.

Burkholder mentioned the rising cost of e-content and our ability to keep up with demand as a threat.

Vail asked about doing a more formal strategic planning process. Pasicznyuk shared that we can do work without this more formal strategic planning process due to the likely situation with revenue. Vail believes that some of the process can be done without money or a formal, consultant process.

Pasicznyuk reviewed how a process using partners with the Partnership of Douglas County Governments could look.

**MOTION 24-08-03:** Kallweit moved and the motion carried 6 to 1 to validate the Library's planning assumptions as presented above and as outlined in the memo "Board Direction – Strategic Planning." LaPointe seconded the motion.

#### Lone Tree Urban Renewal Authority Revised Agreement

The City of Lone Tree is leveraging an Urban Renewal Authority to motivate economic development for the area formerly known as the Lone Tree Entertainment District.

The Board directed that two points be negotiated:

1. That the agreement applies a differential between residential and nonresidential properties.
2. That the agreement terminates when the URA has reached revenue goals or by the termination date in the future – December 5, 2048.

The agreement before the Board includes these two negotiated terms.

**MOTION 24-08-04:** Nolan moved and the motion carried 5 to 2 to approve the Intergovernmental Agreement with the City of Lone Tree for the Urban Renewal Authority in the area formerly known as the Lone Tree Entertainment District. Burkholder seconded the motion.

#### Opt-out Provision Recommendation for Colorado Revised Statute State Bill (CRS SB) 24-131 Firearms

Pasicznyuk talked about CRS SB 24-131 prohibiting firearms where the library executive presides. In order to maintain consistency, compliance, and few rules, staff is recommending to opt out.

**MOTION 24-08-05:** Kallweit moved and the motion was amended to adopt Resolution 24-08-01 *formerly* opting out of SB 24-131 firearm requirements for all Douglas County

Libraries' facilities in keeping with the statute's provisions for local governments to opt out. LaPointe seconded the motion.

**MOTION 24-08-06:** Silverthorn moved and Motion 24-08-05 was amended to adopt Resolution 24-08-01 correcting formerly to formally and opting out of SB 24-131 firearm requirements for all Douglas County Libraries facilities in keeping with the statute's provisions for local governments to opt out. LaPointe seconded the motion.

### Board Direction Urban Libraries Council (ULC) Membership

Silverthorn reviewed five points of value to ULC when considering the benefit of membership.

1. Power of Association
2. Meetings, Forums and Conferences
3. Shared Ideas
4. Publications
5. Resources

Vail encouraged the Board to consider ensuring that the Library continues to have a balance of partnership with other non-library entities.

Burkholder asked for an example of benefit of ULC. Pasicznyuk shared information about support around book banning. For him, it was a simulation of things to come. Pasicznyuk also shared that it is good for us to be in conversations with people who look at the world differently than us, citing that as a way to spark creativity and innovation.

The Board took no action to remove funding from the ULC membership.

### Board Member on Trustee Appointment Panel

Nolan brought forward discussion to select a representative.

**MOTION 24-08-07:** Nolan moved and the motion carried unanimously to appoint Suzanne Burkholder to be the Library representative with Vail as the backup on the panel to recommend Library trustees to fill the three spots coming up January 1, 2025. Kallweit seconded the motion.

### Proposal to Consolidate October Business and Special Meetings

Pasicznyuk reviewed reasoning to reschedule the October 30, 2024, Board Study Session and Business Meetings to October 23, 2024, and to cancel the October 23, 2024, Special Meeting. The Board agreed with this schedule change.

### Executive Library Director Report

Pasicznyuk stated that a couple thousand people have engaged with our annual Brew Tour, benefiting local partners and attracting people who don't usually engage with us.

Summer is always our biggest season with numerous ways to engage our community.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

Vail reported on the state demographer's trends presentation.

### Douglas County Youth Initiative (DCYI)

McKinney reported the funding increase request will be coming in September or October.

Monday, October 4, 2024, is the DCYI Youth Congress at the State Capitol.

### Urban Libraries Council (ULC)

Silverthorn shared discussion from their last board meeting centered around how libraries can be impacted by societal and leadership changes.

### Douglas County Libraries Foundation

Burkholder encouraged trustees to attend the September 27, 2024, Annual Foundation Gala. The theme this year is Pinocchio.

## **TRUSTEE COMMENTS**

Nolan reminded trustees to complete Pasicznyuk's review survey by September 6, 2024.

Nolan also brought forth information on a call he received stating that two of the three Board of County Commissioners (BOCC) members were acting to remove trustee Silverthorn. Nolan read the certain parts of Colorado Library Law and the Douglas County Libraries Board Bylaws concerning trustee removal. Formal action is scheduled to be taken on September 10 at the BOCC business meeting.

Pasicznyuk made a Colorado Open Records request for information on this matter.

Nolan stated he saw no cause for her dismissal from the Library's knowledge or perspective of her Board work.

Silverthorn stated that she believes the matter is related to work that she undertakes outside of her role as a Library trustee.

**MOTION 24-08-08:** Nolan moved and the motion carried unanimously, with Silverthorn abstaining, that the Board authorizes Nolan to testify at the September 10 BOCC meeting stating that Silverthorn's service on the Library Board has been good and the Library has no known cause for her removal. LaPointe seconded the motion.

## **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** September 12, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** September 25, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.

- **Board Business Meeting:** September 25, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

#### **OTHER MEETINGS**

- **Partnership of Douglas County Governments:** September 18, 2024, Location to Be Announced, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting.
- **Douglas County Libraries Foundation Annual Gala:** September 27, 2024, Highlands Ranch Mansion, Highlands Ranch, 6:00 p.m.

#### **ADJOURN**

Nolan adjourned the meeting at 6:42 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION: 24-09-01, Date 09/25/2024