

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

All trustees were present. A quorum was present.

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

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

**PUBLIC:** None

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

1. Minutes August 28, 2024, Board Business Meeting
2. Minutes September 5, 2024, Board Special Meeting
3. 2025 Staff Day Closure
4. Budgeted Capital Expenditure Security Camera System
5. Final Accounting of Emergency Action - Highlands Ranch Library Flood
6. 2025 Holiday Schedule

2025 Holiday Schedule was removed from the Consent Agenda.

**MOTION 24-09-01:** LaPointe moved and the motion carried unanimously to approve the minutes of August 28, 2024, the minutes of September 5, 2024, the 2025 Staff Day closure, the Budgeted Capital Expenditure for Security Camera System, and the final accounting of emergency action for the Highlands Ranch library flood as presented. Burkholder seconded the motion.

**LIBRARY BUSINESS**

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

2025 Holiday Schedule – Removed from the Consent Agenda.

Silverthorn asked if these were the correct holidays to be closed. Pasicznyuk reported that there has been no negative feedback from staff or the public.

**MOTION 24-09-02:** Silverthorn moved and the motion carried unanimously to approve 2025 Holiday Schedule as presented. Kallweit seconded the motion.

#### Louviers Library Lease Addendum

Pasicznyuk reviewed the lease addendum content, sharing that this allows for a 30-day termination by either party should that ever be needed.

**MOTION 24-09-03:** Kallweit moved and the motion carried unanimously to accept this First Amendment to the IGA with Douglas County for lease of the Louviers Village Club for library service, amending the term to five years, as a self-renewing term, and secondly to extend 30 days' written termination notice to both entities. Silverthorn seconded the motion.

#### Annual Risk Report

Pasicznyuk prefaced that the Bylaws require an annual risk report, asking the board if the presented report meets that need. Highlights of the report were shared:

- Cyber Threats
- Property and Liability Insurance Coverage
- Political and Legislative Risks
- Safety and Security (LaPointe commented, "Always include Safety and Security in the report as a section.")

Burkholder asked for a Safety and Security presentation and requested that information on the impact of the cyber event on insurance premiums be included.

Pasicznyuk promised this presentation at the October meeting.

#### Executive Library Director Report

Pasicznyuk shared that Julianne Griffin, Director of Customer Experience, will be leaving at the end of next week. Recruitment has begun with an end of October finalist interview session planned.

The Highlands Ranch library work during the closure is being completed. Roof and concrete work will continue through October and possibly into November.

The Brew Tour has been a great success, bringing in a different library clientele and giving visibility to local businesses.

### **PARTNER REPORTS**

#### Partnership of Douglas County Governments

Vail reported that the Douglas County School District has a \$490 million ballot measure coming up. Great presentation on Parks and Recreation throughout Douglas County.

#### Douglas County Youth Initiative (DCYI)

McKinney reported that the La Liga 3<sup>rd</sup>-5<sup>th</sup> grade soccer program is starting. The Youth Congress will take place Monday, October 7, at the Legacy Campus. There is a funding increase coming to increase contributions. The Library contribution would increase to \$25,000 from the current \$19,800.

#### Urban Libraries Council (ULC)

Silverthorn shared that the next meeting is December 7. She will be speaking with the Executive Director, Brooks Rainwater, on Friday.

#### Douglas County Libraries Foundation

Kallweit reported that this year's Fete des Fables: Pinocchio gala is this Friday. The event is sold out.

### **EXECUTIVE SESSION**

Pasicznyuk waived his right to have the discussion in open meeting.

**MOTION 24-09-04:** Nolan moved and the motion carried unanimously to move into executive session pursuant to C.R.S. Section 24-6-402(4)(f), for the purpose of discussing personnel matters related to the Executive Library Director's annual review, compensation and goals. Kallweit seconded the motion.

The board moved into executive session at 5:55 p.m.

The board returned to open session at 6:12 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, Nolan asked that they state their concerns for the record.

Hearing none, the meeting continued.

### **TRUSTEE COMMENTS**

Burkholder asked that Pasicznyuk give best wishes to Julianne Griffin and thank her for her service.

LaPointe appreciated Pasicznyuk's response to the recent customer correspondence.

Silverthorn thanked board members for their support.

### **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** October 10, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** October 23, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** October 23, 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:** November 21, 2024, Location and time to be announced, Elected Officials Reception
- **Library and Foundation Board Annual Dinner:** December 4, 2024, Philip & Jerry Miller Library at Castle Rock, 4:30 p.m.

## **ADJOURN**

Nolan adjourned the meeting at 6:15 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION 24-10-01 Date October 23, 2024