

DOUGLAS COUNTY LIBRARIES
Board of Trustees Annual Meeting
January 29, 2025
Castle Rock, CO

President Nolan called the annual meeting to order at 5:32 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, Zach McKinney, Terry Nolan, and Ted Vail

All currently appointed trustees were present. A quorum was present. To date, three seats remain open as no appointments have been made by the Board of County Commissioners for those seats which expired 12/31/2024.

STAFF: Bob Pasicznyuk, Lisanna Parkhurst, Dave Meyer, Jill Corrente, Amy Fischer, Amy Stallcup, Robb Luinstra

PUBLIC: Castle Rock Officer Burns, Ephram Glass, Maura Williams (staff), Zelda Day, Jeffrey Pittman, Rick O'Dell, Jessica Towle, Becky Spilver (staff)

PUBLIC COMMENTS:

- Ephram Glass – On the board of ROX metro district. Wants to keep library in current location. Will provide land (Chatfield Farms HOA).
- Maura Williams – Wants larger Northwest branch, doesn't care where.
- Jessica Towle – Happy to have larger branch in Northwest Douglas County.

CONSENT AGENDA

1. Minutes December 4, 2024, Budget Public Hearing and Business Meeting
2. Email Poll 12/8-12/9/24, Ratification Highlands Ranch Roof
3. Trustee Appointments Memo and unexecuted Douglas County Resolution Rescinding/Replacing R-018-108
4. Audit Engagement Letter
5. Executive Library Director Updated 2025 Goals
6. Annual Designation of Board Public Notice Posting Memo

MOTION 25-01-01: Burkholder moved and the motion carried unanimously to approve the consent agenda, including the December 4, 2024, Budget Public Hearing and Business Meeting minutes, Highlands Ranch Roof Project email poll ratification, Trustee Appointments memo and Douglas County Resolution R-018-108, Audit Engagement Letter, Executive Library Director Updated 2025 goals, and Annual Designation of Board Public Notice Posting memo. Vail seconded the motion.

LIBRARY BUSINESS

Annual Meeting Elections and Appointments

Election of Officers.

Approval of ballot process.

The board voted to handle elections by ballot for board officers, as allowed by Colorado Open Meeting Law.

MOTION 25-01-02: Nolan moved and the motion passed unanimously that the voting for the 2025 annual elections of officers be done by confirming that there was only one name per position from the informal poll of interest done prior to the start of the meeting. Vail seconded the motion.

Those offering to serve:

President: Terry Nolan

Vice-President: Suzanne Burkholder

Secretary: Ted Vail

MOTION 25-01-03: McKinney moved and the motion passed unanimously to accept the 2025 ballot as presented. Burkholder seconded the motion.

Parkhurst read the results into the record.

President: Terry Nolan

Vice-President: Suzanne Burkholder

Secretary: Ted Vail

Appointment of Representative Opportunities.

Current representatives shared information about what the opportunity entails.

Partnership of Douglas County Governments

Douglas County Libraries is a partner organization of the Partnership of Douglas County Governments, formed to collaborate on countywide initiatives.

Douglas County Youth Initiative

The Douglas County Youth Initiative, a program of the Partnership of Douglas County Governments, supports early intervention and collaboration of youth services in the county.

Douglas County Libraries Foundation

Douglas County Libraries Foundation is dedicated to supporting Douglas County Libraries. As a stand-alone 501(c)3, it is a requirement of the Foundation bylaws that a Douglas County Libraries Board member serve as a Class I Director for the Foundation.

MOTION 25-01-04: Vail moved and the motion carried unanimously to appoint Vail as the 2025 board representative for the Partnership of Douglas County Governments, McKinney as the board representative for the Douglas County Youth Initiative, and Burkholder as the Class I Director for the Douglas County Libraries Foundation. McKinney seconded the motion.

Annual Conflict of Interest Forms.

Parkhurst shared that trustees have been given the forms to complete.

Action Items

Memo on Library Tax Refund to Douglas County Citizens

Pasicznyuk shared information on how the board can refund \$5 million to taxpayers in the most effective manner. Options are to send checks to each resident or use the county assessor to process refund at end of year.

MOTION 25-01-05: Burkholder moved and the motion carried unanimously to direct the library to pursue a rebate on prior-year taxes. McKinney seconded the motion.

Budget Policy Proposed Updates

Pasicznyuk reviewed the request to update the Budget Policy to account for changes in circumstance and caring for items the board wishes to annually review.

MOTION 25-01-06: Vail moved and the motion carried unanimously to adopt the updated Budget Policy as presented, outlining elements cared for in drafting the budget, internal budget boundary deadlines, and clarifying reserve goals. Burkholder seconded the motion.

Northwest Library New Build

Pasicznyuk shared a presentation on the proposed project to further the adopted Douglas County Libraries Facilities Master Plan, discussing the Northwest Library plan, land donated in Sterling Ranch, costs, and timeline. The board discussed looking at another site in Roxborough.

MOTION 25-01-07: Burkholder moved and the motion passed unanimously to accept staff findings for scope of a 16,000-square-foot library in Sterling Ranch Northwest Douglas County, to take the time to evaluate a secondary location but keep to timeline, and \$21,650,000 cost toward an anticipated opening in 2027. McKinney seconded the motion.

Executive Library Director Update

Pasicznyuk shared that the Battle of the Books program is currently underway, and Fairy Tale Ball events are coming up in February.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail reported presentations by groups on legislative updates.

Douglas County Youth Initiative (DCYI)

McKinney had no report.

Urban Libraries Council (ULC)

Silverthorn is up for reappointment and is on the ULC board, but no longer as a DCL board member. Pasicznyuk reported that ULC board members must represent a library.

Douglas County Libraries Foundation

The Foundation met on Monday for their annual meeting, and approved the 2025 budget and annual goals, including a library program to fund. The Foundation has funded Forest of Stories the past two years and will evaluate this for continuation or a new program at their next meeting in April.

EXECUTIVE SESSION

The board will wait until fall to update Pasicznyuk's contract. The board did not go into executive session.

TRUSTEE COMMENTS

Vail – Created a report from chatGPT that related to Pasicznyuk's goal and handed out to board members.

Burkholder – Enjoyed the customer comments in the board packet.

UPCOMING BOARD MEETINGS

- February 13, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- February 26, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

OTHER MEETINGS

- March 19, 2025, Partnership of Douglas County Governments, location and time TBD. The Library will host the May 21, 2025, meeting.

ADJOURN

Nolan adjourned the meeting at 6:26 p.m.

Respectfully submitted,

Suzanne Burkholder, Board Secretary

Minutes prepared by Lisanna Parkhurst and Patti Owen-DeLay

Approved MOTION 25-02-03, Date 02/26/2025