

**DOUGLAS COUNTY LIBRARIES  
Board of Trustees Business Meeting  
February 26, 2025  
Castle Rock, CO**

President Nolan called the business 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.

Nolan welcomed new trustees Pam Hampton and Amy Windju. Nolan stated that once a full board is seated annual officer appointments and representative opportunities will be revisited.

The following were present:

**TRUSTEES:** Suzanne Burkholder, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, and Amy Windju

McKinney attended the meeting virtually.

All currently appointed trustees were present. A quorum was present. To date, one seat remains open as no appointment has been made by the Board of County Commissioners for that seat which expired December 31, 2024.

**STAFF:** Bob Pasicznyuk, Amy Fischer, Michael Hale, Dave Meyer, and Patti Owen-DeLay

**PUBLIC:** Castle Rock Officer Cantando, Joey Halligan, Gregory King, Lynn Moffet, James Olmsted, Jeff Pittman, Becky Spilver (Staff), and Jessica Towles

**AMEND THE AGENDA**

Nolan stated that an amendment to the agenda was needed to add acceptance of Board of County Commissioner (BOCC) Resolution R-025-002 and the email chain appointing trustees.

**MOTION 25-02-01:** Vail moved and the motion carried unanimously, with Hampton and Windju not voting, to add BOCC Resolution No. R-025-002 Rescinding and Replacing Resolution No. R-018-108 and the email record from the Board of County Commissioners' Office regarding new trustee appointments to the agenda. Burkholder seconded the motion.

**ACCEPTANCE OF APPOINTMENT PROCESS RESOLUTION AND EMAIL RECORD OF TRUSTEE APPOINTMENTS**

Nolan then asked for a motion to accept the documents. Both documents become part of this record.

**MOTION 25-02-02:** Burkholder moved and the motion carried unanimously, with Hampton and Windju not voting, to accept BOCC Resolution No. R-025-002 Rescinding

and Replacing Resolution No. R-018-108 and the email record of the Board of County Commissioners Office declaring the appointments of Amy Windju (District II) and Pam Houston (District II) as new trustees. Vail seconded the motion.

## **PUBLIC COMMENTS**

Greg King: Douglas County resident, Sterling Ranch Metro District II Board. Appreciates the library putting in a new Sterling Ranch library. Expressed gratitude for the library.

Joey Halligan: Douglas County resident, Sterling Ranch Metro District II Board. Appreciates the library putting in a new library in Sterling Ranch. Expressed the value of libraries.

Lynn Moffit: Douglas County resident, Sterling Ranch resident. Appreciates the library putting in a new library in Sterling Ranch. Is a library advocate.

## **CONSENT AGENDA**

1. Minutes January 29, 2025, Annual Business Meeting
2. Budget Policy update, Second Reading
3. Budgeted Capital Expenditure PC Replacements
4. Budgeted Capital Expenditure Highlands Ranch Public Elevator

Owen-DeLay stated that there is a clarification statement added to the January 29, 2025, minutes upon advice of legal counsel. This statement, added under the list of trustee attendees, reads: "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." It is just for the record to acknowledge that a full board hasn't been seated.

**MOTION 25-02-03:** Burkholder moved and the motion carried unanimously to approve the consent agenda, including the January 29, 2025, minutes with the addition of the statement, "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."; the budget policy on second reading; budgeted capital expenditure for PC replacements; and the Highlands Ranch public elevator. Vail seconded the motion.

## **LIBRARY BUSINESS**

No one declared a conflict of interest. Owen-DeLay reminded trustees that there is a \$75 limit on gifts as part of their legal ethical obligation. This amount will be included on future Conflict of Interest forms that are signed annually.

### Action Items

#### **Parker Confluence Easements.**

Pasicznyuk reviewed the easements, citing attorney review with no issue. The Parker Confluence project is adjacent to the Parker Library property.

**MOTION 25-02-04:** Burkholder moved and the motion carried unanimously approving the Parker Confluence easements for Temporary Construction and Access with CD-Parker, LLC, Stormwater Drainage with the Town of Parker, and the Waterline Easement with Parker Water and Sanitation District. Vail seconded the motion.

## **Sterling Ranch Memorandum of Understanding (MOU) for Northwest Library New Build.**

Pasicznyuk stated that in January the board approved building a new library in the Northwest area. The developer offered a Sterling Ranch site. Roxborough offered an alternative site. The Board asked for a cursory evaluation of each site.

Pasicznyuk reported that the Roxborough site has more unknowns, naming:

- It is currently zoned as a retainage site.
- There is a storm-water containment requirement.
- The only entrance is through the Safeway retail pad.

Staff recommends staying with the current proposed Sterling Ranch site, sharing that the growth appears to be more centric to this new site.

**MOTION 25-02-05:** Burkholder moved and the motion carried unanimously to enter into a Memorandum of Understanding with Sterling Ranch Developers for the land donation for a new Northwest library. Vail seconded the motion.

Pasicznyuk said that this MOU will be converted to a binding agreement brought forth to the board in the coming months.

### Executive Library Director Update

Pasicznyuk reported on:

- Colorado legislative activity, a lot happening with nothing yet resolved.
  - We have a partnership with Douglas County School District (DCSD) that allows students to use library databases for research using their student ID. It's a cost savings for the school district as this replaced redundant services.
- Reading readiness for Douglas County School students. In conversations with DCSD about this, they suggest that we keep programs we already offer and have librarians in schools. We do not offer individual tutoring.
- We are in the season of Battle of the Books and Fairy Tale Balls.
- Of the 10,915 volunteer shifts, around half are youth volunteers.
- Brand new playscapes are going into Lone Tree (financial literacy) and Highlands Ranch (veterinarian clinic). Parker (pollinators) was refreshed last year.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

Vail has no report.

### Douglas County Youth Initiative (DCYI)

McKinney shared that 2025 Douglas County Outstanding Youth forms are due March 4. Youth 13-19 years old who have overcome adversity are encouraged to apply. Reception for award winners is April 28.

Owen-DeLay shared that Intergovernmental Agreement with the Partnership of Douglas County Governments for the DCYI was revisited after the board approved it. Changes

were non-substantive and as such this “final” version will be added to the March board business meeting consent agenda.

### Douglas County Libraries Foundation

Burkholder shared the following:

- The Douglas County Libraries Foundation (DCLF) held their annual meeting in January 2025. At this meeting, the board voted and approved having Rick O’Dell join the Foundation board. O’Dell, a former DCL employee and construction expert, is excited to give back to his community and continue to support valuable library work in the community he calls home.
- Two more community members are interested in joining the DCLF board. Staff and board members will be meeting with them over the next few months to discuss next steps and interest.
- The DCLF was nominated for the Castle Rock Chamber’s Nonprofit of the Year Award. The nominees were announced at the Chamber’s Gala on February 22. While DCLF was not the final award winner, the Foundation was grateful to be highlighted and nominated and was happy to see a community partner, Wellspring, win the award.
- Save the date for the 10th annual Fetes des Fables. Please join us at this special anniversary event on Friday, September 19, 2025, at the Highlands Ranch Mansion. This year guests will be welcomed into the world of Beauty and the Beast and be treated to French-inspired cuisine and entertainment. Tickets may be purchased at DCL.org.

### **TRUSTEE COMMENTS**

Burkholder is excited to have the new library for the Roxborough and Sterling Ranch communities.

McKinney’s daughter is happily enjoying the Highlands Ranch playscape. He is impressed with the high-quality level. His children attended the Fairy Tale Ball in Parker and greatly enjoyed it. McKinney individually welcomed Hampton and Windju.

Nolan called attention to the list of meetings at the bottom of the agenda, and reiterated his welcome of Hampton and Windju.

### **UPCOMING BOARD MEETINGS**

- March 13, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- March 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.
- April 12, 2025, Board Annual Retreat, Castle Pines Library, Castle Pines, 9:00 a.m.-3:00 p.m.

### **OTHER MEETINGS**

- March 26, 2025, Partnership of Douglas County Governments, location and time TBD. The Library will host the May 21, 2025, meeting. Please note date change to March 26 from March 19.

- September 19, 2025, 10<sup>th</sup> Annual Fete des Fables Gala, *Beauty and the Beast*, benefiting Douglas County Libraries Foundation, Highlands Ranch Mansion, Highlands Ranch, 6 p.m.

**ADJOURN**

Nolan adjourned the meeting at 6:14 p.m.

Respectfully submitted,  
Ted W. Vail, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION 25-03-01, Date 03/26/25