

## DOUGLAS COUNTY LIBRARIES

Board of Trustees Meeting

October 26, 2016

Roxborough Library

Roxborough, CO

President Morris called the meeting to order at 7:05 p.m.

The following were present:

**TRUSTEES:** John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

**STAFF:** Bob Pasicznyuk, Susan Byrne, Tammy Clausen, Art Glover, Annette Hanowski, Jeff Konishi, Sharon Nemechek, Rick O'Dell and Patti Owen-DeLay

**GUESTS:** Frank Griffin, Newmark Grub Knight Frank

**PUBLIC COMMENT:** None

### CONSENT AGENDA

Williams asked that the Email Poll be removed from the Consent Agenda.

**MOTION 16-10-01:** Howe moved and the motion carried unanimously to approve the consent agenda minutes only.

**Email Poll.** Williams asked for clarification about what happened to cause the loss of data and why the cost is so high. Konishi shared additional background about how our backups were housed and explained that the cost is due to expertise in being able to recover the data. Konishi also clarified that if all data isn't recovered, we don't pay.

**MOTION 16-10-02:** Williams moved to ratify the email poll and the motion carried unanimously.

### DISTRICT BUSINESS

No conflicts of interest were declared.

#### **Finance Committee** (John Howe)

- Quarterly Financial Report – Howe shared that revenue input for sale of buildings is reflected on the quarterly financials, distorting them for this review as it was an unbudgeted addition in revenue.
- Draft 2015 Budget – Pasicznyuk reviewed the draft 2017 budget looking at both 2017 and 2018.
- Insurance Deductible Recommendation – Howe reported that adjusting deductibles would save the District a large amount of money each year, leveling out potential liability against deductible over the course of one to two years. Howe sought board consensus to continue to pursue this line of cost

savings. Pasicznyuk clarified that money is available to designate as liability deductible and would be additional reserve monies.

**Buildings and Grounds Committee** (John Beckwith)  
PSM Renovation – to be handled in Executive Session

## EXECUTIVE SESSION

**MOTION 16-10-03:** As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 7:26 p.m.

## RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:12 p.m. stating 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 executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

**Bylaws and Policies Committee** (John Howe)

Bylaws change affecting regular and annual meeting were presented. The two changes being sought are 1. To go from a “minimum of 10 meetings per year” to “8”, and changing the annual meeting from “January of each year” to “the first meeting of the year.”

**MOTION 16-10-04:** Howe moved and the motion carried unanimously to change the bylaws Article IV. Meetings Section 2 and Section 6 as presented.

**Approval of 2017 Regular Board Meetings** (Ron Cole)

**MOTION 16-10-05:** Cole moved and the motion carried unanimously to accept the 2017 Regular Board meeting schedule as presented.

It was clarified that the only adoption of meeting dates are the Regular Board Meeting dates. Other Board meeting dates are presented for calendaring, but do not require board adoption.

**Government Relations** (John Beckwith)

Beckwith reminded trustees of the upcoming Partnership of Douglas County Caucus. Trustees can RSVP to Patti.

**Human Resources** (Janiece Murphy)

Director’s evaluation will be handled in Executive Session.

## STRATEGIC REPORT

No Report.

## FOUNDATION REPORT

Murphy reported:

1. Two new Foundation Directors were voted in on October 6, 2016; Jarrod Lassen, President, First Bank Douglas County and Tera Radloff, Castle Pines City Council and Mayor Pro Tem
2. The Annual Gala was held on October 7, 2016 at the Highlands Ranch Mansion and exceeded the gross revenue goal of \$40,600 with gross revenues of \$60,050. The 2017 Foundation Gala will be held on October 6, 2017
3. Colorado Gives Day is December 6, 2016. Please consider making a Foundation donation this day.

**Selection of 2017 Class I Director.** John Howe was selected as the Class I Director.

## EXECUTIVE SESSION

**MOTION 16-10-07:** As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of Personnel Matters as authorized by C.R.S. §24-6-402(4)(f).

The board went into executive session at 8:23 p.m.

## RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:40 p.m. stating 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 executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

No concerns were noted.

## UPCOMING MEETINGS

**Board meeting:** 7:00 p.m. on Wednesday, November 16, 2016, James H. LaRue Library, Highlands Ranch, CO, 6:30 p.m. dinner.

**Building & Grounds Committee Meeting:** Thursday, November 10, 2016, Lone Tree Library, Study Room 106, Lone Tree, CO, 10:30 a.m.

**Board Study Session Lunch:** Thursday, November 10, 2016, Lone Tree Library, The Studio, Lone Tree, CO, 11:30 a.m.

**Human Resources Committee Meeting:** Wednesday, November 16, 2016 James H. LaRue Library, Saunders Study Room, 5:00 p.m.

## OTHER CALENDAR ITEMS

- November 9, 2016, Partnership of Douglas County Governments, Caucus Dinner, 6:00-8:00 p.m., Lone Trees Arts Center (RSVP required)
- November 11, 2016, Douglas County Libraries Staff Day 8:30 – 11:00 a.m., PACE Center / 11:00 a.m. – 3:00 p.m., Parker Library

- November 14, 2016, Volunteer Appreciations, Philip S. Miller Library, Castle Rock Bank Meeting Room East, 10:00 -11:30 a.m.

Morris adjourned the meeting at 8:50 p.m.

Respectfully submitted,



David Williams, Secretary, Board of Trustees

Minutes prepared by Patti Owen-DeLay

