

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
November 28, 2018
Castle Pines, CO

President Duffy called the regular meeting to order at 7:00 p.m.

This meeting was held and noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown (via phone), Ron Cole, Sean Duffy, Lawrence Falter, John Howe and Bob Morris

All trustees were present. A quorum was present.

STAFF: Bob Pasicznyuk, Dave Anderson, April Durham, Amy Fischer, Annette Hanowski, Sheila Kerber, Jeff Konishi, Dave Meyer, Patti Owen-DeLay, and Kate Prestwood

PUBLIC: Elisa George and George Rosenberg

PUBLIC COMMENTS

George Rosenberg introduced himself as a trustee applicant.

CONSENT AGENDA

MOTION 18-11-01: Morris moved and the motion carried unanimously to approve the consent agenda consisting of the October 24, 2018, board meeting minutes as amended. (Page 4 Return to Open Session listed "Murphy," has been changed to "Duffy.")

REVIEW OF BUDGET CHANGES

Anderson reviewed changes to the revenue and expenditures of the budget proposed for adoption from the initial October draft budget.

PUBLIC HEARING

Duffy opened the Public Hearing for 2019 Budget Adoption.

2019 Budget Resolutions.

No public comments on 2019 budget.

MOTION 18-11-02: Morris moved and the motion carried unanimously to approve **RESOLUTION 2018-11-01** Adopting a Budget; **RESOLUTION 2018-11-02** Setting Mill Levies; and **RESOLUTION 2018-11-03** Appropriating Sums of Money as presented.

Duffy closed the Public Hearing.

EXECUTIVE LIBRARY DIRECTOR'S UPDATE

Pasicznyuk talked about the history of the District formation while exploring the value that being an independent district brings to the citizens of Douglas County.

DISTRICT BUSINESS

No one declared a conflict of interest.

COMMITTEE REPORTS

Executive Committee.

Board Development Goal. Duffy reported this as a follow-up action item from the past study session discussion around board development goals.

MOTION 18-11-03: Duffy moved and the motion carried unanimously for the board to commit to a program using the Achieve Results/Build Trust model as a primary board development goal.

Board of County Commissioners Resolution R-018-108. Duffy pointed to the resolution in the packet where the Board of County Commissioners adopted a new process for trustee appointment.

Quarterly KPI Report. Pasicznyuk reported that one of the conversations we need around strategic planning is to evaluate if we are tracking the correct data to tell us what we need to know about our business.

Project Liaison Job. Duffy followed up on proposed action from board discussion at the study session around board involvement with key projects.

MOTION 18-11-04: Duffy moved and the motion carried unanimously to adopt the Project Liaison Job Description as presented, with the following responsibilities and limitations:

Responsibilities

- Attendance: The board expects liaisons to attend significant project meetings. The Executive Library Director will schedule opportunities with liaisons – Design Charrettes, Cost Modeling Sessions, negotiation sessions with municipal partners, and the like.
- Communication: Liaisons will communicate effectively with trustee colleagues about the status and needs of the project.
- Advice and consultation: The Executive Library Director may solicit professional advice and consultation from liaisons.

Limitations

- Liaisons do not speak for the Board of Trustees. They do not have decision authority for the project.
- Liaisons may not communicate directly with vendors and will consistently work within the library's management structure for communication and verification.
- The Executive Library Director is responsible to the Board of Trustees for all project deliverables.

MOTION 18-11-05: Duffy moved and the motion carried unanimously to appoint John Howe and Eleanor Brown as Project Liaisons with the job description as adopted for the Highlands Ranch – James H. LaRue library renovation project.

MOTION 18-11-06: Duffy moved and the motion carried unanimously to appoint John Beckwith and Lawrence Falter as Project Liaisons with the job description as adopted for the Castle Rock – Philip S. Miller library renovation project.

Human Resources Committee. No report.

Capital Planning Committee. No meeting was held. Pasicznyuk shared these updates: Highlands Ranch – James H. LaRue Library Renovation. Book drop is mostly complete save some landscape work. Shea A and B have been demoed for work to begin in those areas once the library is closed. The new event hall in the old Community Relations area is in process.

Castle Rock – Philip S. Miller Library Design Work. This coming week, OPN Architects, Fransen Pittman, and library staff and board liaisons will be talking about what we want in the library. Town of Castle Rock will be presenting town design guidelines so that we start the project clear of expectations in that area.

FOUNDATION REPORT

Appoint Class I Director. Duffy solicited nominations and interest for the Foundation Class I Director. Beckwith offered Ron Cole as a nominee.

MOTION 18-11-07: Duffy asked for a vote by acclamation and the motion carried unanimously to appoint Ron Cole as the Class I Director to the Douglas County Libraries Foundation for 2019.

TRUSTEE COMMENTS

Falter stated that the representatives at the Partnership of Douglas County Governments were impressed with our facilities. He encouraged us to share the availability of our meeting rooms for use with the local municipalities.

Howe expressed gratitude for the condolences and support and expects to get back to a more regular and active participation.

Duffy shared that Douglas County Libraries received a “Best Companies to Work For 2018 Excellence Award” for Customer Focus.

Duffy thanked his colleagues for a great year.

Pasicznyuk reminded the library board of Colorado Gives Day coming up on December 4 and encouraged giving.

UPCOMING BOARD MEETINGS

1. **Board Meeting:** January 30, 2019, Castle Pines Library, Castle Pines North Master Association Event Hall, 7:00 p.m. (dinner at 6:30 p.m.)
2. **Board Study Session:** January 30, 2019, Castle Pines Library, Castle Pines North Master Association Event Hall, 5:00 p.m.

OTHER BOARD CALENDAR ITEMS^[AM1]

1. **Douglas County Youth Initiative Meeting:** January 14, 2019, Douglas County Health & Human Services, 8:30 a.m. – 10:00 a.m. (John Howe)
2. **Partnership of Douglas County Governments Meeting:** January 16, 2019, City of Lone Tree, 7:00 a.m. – 9:30 a.m. (Sean Duffy)

WHAT’S HAPPENING THIS QUARTER

- **Storybook Holiday: The Polar Express: Saturday, December 1, 2018, 5:00-9:00 p.m.** Join us at our annual holiday party extravaganza celebrating *The Polar Express*! Our Lone Tree location will magically transform into The North Pole on this most spectacular evening. Festivities at this whimsical family event include a visit with Santa, live performances of your favorite *Polar Express* characters, music and entertainment, and make-and-take gift stations. Celebrate the beginning of the holiday season with DCL!
- **Battle of the Books:** Each year, DCL hosts a variety of book battles during our first quarter for children in 3rd-6th grades. For more information, visit <https://blogs.douglascountylibraries.org/battleofthebooks/>.
- **Noon Year’s Eve:** Celebrate with an early New Year celebration at Douglas County Libraries. At each of our library locations (except Louviers and Highlands Ranch), patrons are invited to ring in the New Year at noon on December 31, 2018.

ADJOURN MOTION 18-11-08 Morris moved and the motion passed unanimously to adjourn the meeting at 9:21 p.m.

Respectfully submitted,

Sean Duffy, Board President

Minutes prepared by Patti Owen-Delay

