

Parker Library, Parker, CO
Wednesday, March 28, 2018

CALL TO ORDER Presiding: Janiece Murphy, President

ATTENDANCE

GUESTS Kim Higgins and Janeen Hathcock with Eide Bailey

PUBLIC COMMENTS

CONSENT AGENDA: MOTION TO APPROVE:

Minutes Regular Meeting February 28, 2018 (*packet page 4*)

PRESENTATION Annual Audit: Kim Higgins and Janeen Hathcock with Eide Bailey
(*Audit is included as a separate document*)

EXECUTIVE LIBRARY DIRECTOR UPDATE (*packet page 7*)

DISTRICT BUSINESS *Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.*

Executive Committee (Janiece Murphy)

- **MOTION WITH RESOLUTION - INVESTMENT ACCOUNT:** (*packet page 15*)

Capital Planning Committee (John Howe)

- **PRESENTATION and MOTION - CAPITAL EXPENDITURE:** James H. LaRue
Library remodel monies (*packet page 18*)

Human Resources Committee (Eleanor Brown)

Ad Hoc Committee (Eleanor Brown)

- **MOTION - BYLAWS CHANGES:** Committee Purpose and Ex-Officio Members
(*packet page 27*)
- **MOTION - TRUSTEE MANUAL CHANGES:** Trustee Duties, Committee Work
(*packet page 29*)

FOUNDATION REPORT (John Howe)

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

1. **Board Meeting**: April 25, 2018, James H. LaRue Library, Shea Meeting Room, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting**: May 9, 2018, Castle Pines Library, 2nd Floor Conference Room, 12:00 p.m. – 1:30 p.m.
3. **Capital Planning Committee Meeting**: April 19, 2018, Philip S. Miller Library, Executive Library Director's Office, 10:30 a.m. – 11:30 a.m.
4. **Board Study Session**: No April Meeting. Next Meeting: May 24, 2018, Parker Library, 2nd Floor Conference Room, 11:30 a.m. – 1:00 p.m.
5. **Human Resources Committee Meeting**: No meetings currently scheduled.

OTHER BOARD CALENDAR ITEMS

1. **DCL District Volunteer Appreciation**: April 20, 2018, James H. LaRue, 6:30 p.m.
2. **DCL Foundation Meeting**: April 23, 2018, Lone Tree Library, Event Hall, Noon – 1:00 p.m.
3. **Partnership of Douglas County Governments Meeting**: May 16, 2018, City of Lone Tree, 7:00 a.m. – 9:30 a.m. (Ron Cole and Sean Duffy)
4. **Douglas County Youth Initiative Meeting**: April 9, 2018, Douglas County Human Services Offices, 1st Floor Conference Room, 8:30 a.m. – 11:30 a.m.
5. **Colorado Association of Libraries Legislative Committee Meeting**: April 6, 2018, Denver Public Library Main Branch, 10:00 a.m.
6. **PDCG Elected Officials Reception**: November 8, 2018, Parker Library, Event Hall, 6:00 p.m. – 8:00 p.m.

WHAT'S HAPPENING THIS QUARTER

- Booktopia: 4/28, 11 a.m. – 2 p.m., Philip S. Miller Library
- NANCY PEARL at Lone Tree, Tuesday, April 17, 6:30PM (*The bestselling author, librarian, literary critic, and host of Seattle Channel's "Book Lust with Nancy Pearl" will talk about her new novel, George & Lizzie. A book sale will follow the author's presentation.*)
- J.V.L. BELL at Roxborough, Thursday, April 19, 7PM (*Author J.V.L. Bell joins us to talk about her new book, The Lucky Hat Mine, and share historical stories about the Denver City Turkey War, why an Idaho Springs geyser influenced the discovery of gold there, how Fairplay got its name, and more.*)
- Summer Reading Kick-Off Parties June 2 all branches 10 am – 12 pm
- Camp DCL: Summer Camps begin week of June 4

ADJOURN



CONSENT AGENDA

*Action needed: Read and Review in order to vote on a meeting motion
"To Accept the Consent Agenda"*

February 2018 Board Minutes
(3 pages)

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
February 28, 2018
Castle Rock, CO

President Murphy called the annual meeting to order at 7:00 p.m.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, Sean Duffy, John Howe, and Janiece Murphy

Bob Morris was absent. The absence was excused. A quorum was present.

STAFF: Bob Pasicznyuk, Susan Byrne, Amber DeBerry, April Durham, Amy Fischer, Jaime Gotlieb, Sheila Kerber, Jeff Konishi, Sharon Nemechek and Patti Owen-DeLay.

PUBLIC COMMENT

None.

CONSENT AGENDA

MOTION 18-02-01: Beckwith moved and the motion carried unanimously to approve the consent agenda, including the minutes of January 31, 2018 amended as noted below and the 2018 Staff Day Closure of August 24.

Amendment to the minutes: reflect that Beckwith requested the vote for the Customer Experience Survey be tabled until all trustees were present. Beckwith, however, did not make a motion for that request during the meeting.

STRATEGIC UPDATE

Pasicznyuk talked about education as an area where libraries can plant a flag for focus and strengthening of our mission.

DISTRICT BUSINESS

No one declared a conflict of interest.

STANDING COMMITTEE REPORTS

Executive Committee.

Key Performance Indicator (KPI)

Pasicznyuk answered the board's questions around the KPI.

Partnership of Douglas County Governments Signup

Sign up with Patti to track who is attending the Partnership meetings to ensure compliance with Colorado Sunshine Law.

Bylaws & Policies.

The Standard Code of Parliamentary Procedure

MOTION 18-02-02: Duffy moved and the motion carried unanimously to accept "The Standard Code of Parliamentary Procedure" by Alice Sturgis as the board's go to resource when there are Parliamentary questions.

Ad Hoc Committee.

Brown updated the Board on work that has begun on committee charges and committee chairs, updates to the Bylaws, and Trustee Manual concerning committees.

Capital Planning Committee.

Roxborough Refresh Update Closure

MOTION 18-02-03: Howe moved and the motion carried unanimously to approve the closure of the Roxborough Library for twelve days beginning on April 2, 2018 for refresh and maintenance work.

Highlands Ranch Library Renovation Update

MOTION 18-02-04: Howe moved and the motion carried unanimously to approve the budgeted capital expenditure not to exceed \$160,344 for planning, discovery and preparation work toward the James H. LaRue Library renovation project.

Human Resources Committee.

Executive Library Director's Contract length.

This discussion will be handled in later Executive Session.

FOUNDATION REPORT

No Report.

EXECUTIVE COMMITTEE

MOTION 18-02-05: Murphy moved and the motion carried unanimously to move into Executive Session for discussion of Personnel Matters C.R.S. §24-6-402(4)(f).

RETURN TO OPEN MEETING

Murphy stated: For the record, if any person who participated in the executive session believe 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, I ask that you state your concerns for the record. No concerns were stated.

TRUSTEE COMMENTS

Beckwith reported that Guaranty Bank was sold and First Tier is coming in to the location in Castle Rock.

UPCOMING BOARD MEETINGS

1. **Board Meeting**: March 28, 2018, Parker Library, Event Hall A, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting**: March 14, 2018, Castle Pines Library, 2nd Floor Conference Room, 12:00 p.m. – 1:30 p.m.
3. **Capital Planning Committee Meeting**: March 22, 2018, James H. LaRue Library, Kuni Lexus Study Room, 9:30 a.m. – 11:30 a.m.
4. **Board Study Session**: March 22, 2018, James H. LaRue Library, Shea Meeting Room B, 11:30 a.m. – 1:00 p.m.
5. **Human Resources Committee Meeting**: No meetings currently scheduled.

OTHER BOARD CALENDAR ITEMS

1. **DCL Foundation Meeting**: April 23, 2018, Lone Tree Library, Event Hall, Noon – 1:00 p.m.
2. **Partnership of Douglas County Governments Meeting**: March 21, 2018, Douglas County School District, 7:00 a.m. – 9:30 a.m.
3. **Douglas County Youth Initiative Meeting**: April 9, 2018, Douglas County Human Services Offices, 1st Floor Conference Room, 8:30 a.m. – 11:30 a.m.
4. **Colorado Association of Libraries Legislative Committee Meeting**: March 2, 2018, Denver Public Library Main Branch, 10:00 a.m.
5. **PDCG Elected Officials Reception**: November 8, 2018, Parker Library, Event Hall, 6:00 p.m. – 8:00 p.m.

WHAT'S HAPPENING THIS QUARTER

- Battle of the Books Finale: 3/14/2018, Location: PACE Center
- Camp DCL: Spring Break 3/19-23/2018, Multiple Branches
- Booktopia: 4/28, 11 a.m. – 2 p.m., Philip S. Miller Library

President Murphy adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Rondle Cole, Secretary
Minutes prepared by Patti Owen-DeLay



**Building Bright
Futures**
Creative Learning for All Ages



**Design
My Library**
*Premium, Personal
Library Experience*



**Create
Connections**
*Engagement, Events,
and Celebrations*



**Building Team
and Excellence**
*Growing Internally to
Succeed Externally*

Executive Library Director's Report

Bob Pasicznyuk, March 2018

Leaning into Transformation

Josh Linkner's (<https://joshlinkner.com/>) brand is transformation, disruption, and reinvention. He's one of several risk-takers working toward a Detroit renaissance. Their shark-tankish team has capital to invest, but only in ventures that offer a return while pushing Detroit forward. His books and keynotes coach and motivate audiences, leaders, and business owners to push past the *status quo*. Josh's *The Road to Reinvention* speaks directly to the successful. *"Henry Ford didn't invent the concept of the assembly line, but he did use it to change the world. Along the way, he went through some changes of his own as he continually chose to leave behind current successes in pursuit of an even greater future."*

Leaving behind current successes in pursuit of an even greater future is an apt description of Douglas County Libraries' journey and this month's decision around the renovation of the James H. LaRue Library (JHL). JHL isn't broken, not that there isn't mending to do as it enters its 18th year. JHL's visits, patron base, transactions, and anecdotes of affection are pleasing. JHL is the success we know that we are leaving behind in pursuit of an even greater future.

Beyond altering a beloved institution, what are some of the risks we're taking?

- Relocating our Community Relations team offsite.
- Challenging the conventional library brand around books and quiet.
 - Over 11,000 square feet of the facility designed for learning and energy.
 - Adjusting our inventories by about 20%.
- Committing ourselves to a classic library offering against the tilt of the profession.
- Observing our capital fund dropping with other needs ahead of us.

Linker counsels, *"All our lives we've been taught to avoid risk. Follow a traditional career path. Invest cautiously. Don't talk to strangers. Yet ironically, most of us live in an irresponsibly hazardous fashion, and without even knowing it. It turns out that playing it safe has become recklessly dangerous."*

There are a number of practical reasons I could list in taking on one of our most successful facilities toward transformation and reinvention. Beyond positioning the facility for its next 18 years, the project requires our culture to lean into risk and change toward sustained relevance.



Great Decisions

In support of intellectual freedom, each year several DCL branches host a program produced by the Foreign Policy Association (FPA) called Great Decisions. This is the largest civic-education program in the United States devoted to encouraging community debate and discussion on the important global issues of our time. Our libraries host these Great Decisions community forums so that our

patrons can participate in the foreign policy process. The program format promotes thoughtful discourse, and brings people together to express their ideas and opinions, and learn from others – with the objective of having the participants reach informed opinions on each of the issues. Every year the FPA selects and highlights eight of the most through provoking foreign policy challenges facing Americans. The FPA program materials provide objective and non-partisan background information, current data, and policy options, for each of the eight issues, and serves as a focal text for discussions. The topics are focused on countries, as well as on global issues. Examples of the topics for 2018 include: Russia’s foreign policy; Turkey: a partner in crisis; Media and foreign policy; and Global health: progress and challenges.

This year PSM, JHL and Lone Tree libraries are participating in the program. At the PSM branch, there are fifteen participants who have signed up and attend regularly on Thursday afternoons. Some of the attendees have been coming since we began the Great Decisions forum ten years ago. This year, a homeschooled teenager is a regular attendee who the group loves to ask for feedback on how his generation sees the world. The James H. LaRue Library has also hosted this forum for many years. With forty participants, this program has been enhanced by incorporating academic experts from DU who lead each discussion to help unravel these complex topics. Lone Tree Library’s Great Decisions has just started with only one meeting on the books. The hope for this group is to be as robust and long-lived as the others.

The following quotes come from two of our participants:

“I have participated in Great Decisions for five years. It is an excellent forum for intellectual discovery and principled discussion of complex and timely foreign policy issues. Great Decisions foremost feature is the breadth of diverse perspectives and policy contribution in wide-ranging and mutually respectful discussions.” –Will S. *Castle Rock Great Decisions Participant*

“Great Decisions, professionally and very thoroughly, presents timely issues of concern. The exposure to so many Think Tanks, Ambassadors, Foreign Ministers, and World Leaders has certainly strengthened my understanding of U.S. Foreign Policy and the world. The diversity of students and their experiences and opinions facilitates interesting conversations and richly augments the class. The topics provoke my curiosity and motivate me to learn more. Continuing to support and promote Intellectual Freedom has seriously enhanced my right to Freedom of Speech, which is only as strong as one’s individual opinions, passion, and choice of words. Thanks

to Great Decisions I feel more confident than ever in participating in conversations about other countries and sharing my global perspective.” -Lorelei B. *Castle Rock Great Decisions Participant*

Simple Sewing

Each month at Castle Pines, we offer a Simple Sewing program for ages 10 and up. Attendees learn new sewing skills (both machine and hand sewing) and work on two new projects. This month's projects included making fleece travel pillows and hand-embroidered felt bookmarks. Youth and their parents participate, learn, & create!



Reading Buddies

We finished up our winter session of Reading Buddies – Teen volunteers paired with children from 6 to 9 yrs of age (1st grade to 3rd grade) to read for one hour each week for 8 weeks. A wonderful group of dedicated teens and youth!



Around the World event series



Reading Buddies: Winter 2018

Oliver & Justina

Young patrons in Roxborough are becoming virtual world travelers this year through food, music and crafts. The Around the World monthly series of events allows elementary school-aged children and the grown-ups who accompany them to explore different cultures and ways of life by learning about local cultural traditions, sampling local food, listening to music, and learning traditional dances. Each monthly event also includes at least one hands-on arts & crafts project, as well as photos of the landscape, people and geography.

We invite members of the local DCL community with ties to various countries to participate in the event as guest commentators and virtual guides. So far this year, our young travelers have journeyed to Australia, China and Puerto Rico, with France, Peru, Croatia, South Korea, India, Mexico, and Poland yet to come.



To enhance the sensory experience, each event includes food.



In March, young patrons enjoyed fried plantains and empanadas from Puerto Rico. In January, after taking turns playing an Australian didgeridoo and learning to use boomerangs, participants sampled Vegemite (consensus opinion – “yuck!”) and Tim Tam biscuits (“yum!”). Taken together, the various country-focused activities open up the world to our young, curious patrons.

Play as Learning

Lone Tree’s most recent CraftLab offering on Sunday, March 19 was making spring chickens from cardboard egg cartons. Forty-five adults and children attended. The following day, a woman came in the library, saying that she hadn’t been able to make it to CraftLab on Sunday, and was quite disappointed to miss it. She was thrilled to see the sample crafts that were done, and asked for a copy of the directions so she could do it at home.



Author Events

To inspire and celebrate readers and writers and to encourage and the love of reading, our



staff works hard to bring engaging and inspiring authors to talk about their craft. The James H. LaRue Library had two author events in mid-March that brought in large crowds. Hosting two New York Times bestselling authors in one week is a fortunate rarity that our patrons relished. Chris Bohjalian and Brad Melzer took the stage to share their wonderful speaking abilities





and entice the audience with their new releases. Lisa Casper facilitated a discussion with author Chris Bohjalian and United Airlines employee Ashley Nelson about *The Flight Attendant*. Brad Melzer kept the audience enthralled with motivational storytelling as he introduced us to his newest political thriller, *The Escape Artist*. Authors have come to appreciate speaking at Douglas County Libraries' author events. As an added benefit, Tattered Cover was on hand selling copies of the novels. Organized and orchestrated by experienced staff, these events draw well-read and engaged audiences.

Chris Bohjalian sent a thank you to Lisa and Ashley after his event saying, "I wanted to thank you both for just being so amazing. You two were so much fun and so charismatic and so charming and so wonderful on Monday night. Thank you. I thank you both so very, very much. I wish the three of us could take that show on the road. I have heard from some of my readers who were there about how much they enjoyed you two. I hope I see you when I am next in Denver. And please know that I am so grateful for our friendship and for your faith in my work."

We are excited to be hosting Nancy Pearl on April 17. If the library world has a rock star - she is it. Nancy is a best-selling author, librarian, literary critic, as well as a radio and television personality, but first and foremost, she is a reader and has spent her life promoting reading as one of the most beneficial and joyful experiences anyone can have. During her stay, she will be offering a Readers Advisory workshop to library staff and then will speak at a separate author engagement about her book, *George and Lizzie*.

Nonprofit Fair

On Saturday March 10th Andrew Roth spearheaded a Nonprofit Fair at Parker as part of our new Learn About series. We had 18 Nonprofit groups participate including: Bonfils Blood Center, Castle Rock Senior Activity Center, Mountain Pine Woman's Club, The Crisis Center, and Volunteer Connect Douglas County. We were lucky to have multiple groups related to animal care like the HawkQuest, E. L. L. A. Equine Learning and Literacy Advocates, Rocky Mountain Cocker Rescue and more! We had about 125 people attend the event, learn more about these



great programs and offerings in our community, and say hi to the animals. It was a great day of connecting the community with some valuable resources they may now be able to call on at need.

Red Hat Tour

Douglas County Libraries branches conduct hundreds of tours throughout the year to various community groups, school children, and other library staffers. A local Red Hat Society group visited the Lone Tree Library recently and staff were excited to tailor the tour to their needs. Adult programming, such as the new Learn About series, and Knitty Gritty Needlecrafters, piqued the group's interest.



**Building Team
and Excellence**
*Growing Internally to
Succeed Externally*

A New Citizen at Lone Tree

Lone Tree Patron Services Technician Mehrnaz Mashhadi passed her United States citizenship examination on Wednesday, March 7. In a fabulous coincidence, there was a citizenship swearing-in ceremony the same day, so Mehrnaz completed all of the steps at once. The Lone Tree Team celebrated Mehrnaz' new Red, White and Blue status on Wednesday, March 14.

Upcoming:

- Saturday, April 7 @ Lone Tree: FAN-tastic Fest: Pop Culture Con & Costume Fair *Celebrate pop culture and fandoms with geeky games, crafts, a photo booth, a fan art show, and a costume parade to let your inner hero (or villain) shine! ALL AGES 1-5PM; TEENS ONLY 5-8PM.*
- May 4th @ CAP, Space Ball! *Venture to a galaxy not so far away at your local library! Enjoy food, crafts, games and costumes. Celebrate all things space, both fictional and factual. All ages, 6-8pm.*

Bob Community Meetings

2/28/2018	DC Mental Health Coalition	Check in meeting
3/2/2018	Douglas Elbert Task Force	Policy meeting
3/5/2018	Douglas Elbert Task Force	Strategic Plan meeting
3/6/2018	Douglas Elbert Task Force	Policy and Investment meeting
3/7/2018	Denver Public Library Staff	Tour of Lone Tree Library
3/8/2018	DCSD Library Media Center	Conversation on databases
3/9/2017	Aurora Public Library Staff	Tour of Parker Library
3/15/2018	Michael Penny, Castle Pines interim Town Mgr	Connection meeting
3/16/2018	Front Range Public Library Directors	Periodic meeting
3/19/2018	Geoff Eliason, DCL Foundation	Lunch meeting
3/21/2018	Partnership of Douglas County Governments	Bimonthly meeting
3/26/2018	DC Mental Health Coalition	Check in meeting
3/27/2018	Metro Area Director's Lunch	Monthly meeting
3/27/2018	Douglas Elbert Task Force	Board meeting

Request for Approval to join CSIP and open two accounts

Resolution to join CSIP

(3 pages)

Note: Indenture of Trust document referred to in the Resolution is included as a separate document from this Board Packet

Action needed: Review for Motion to Approve

Request for Approval for JHL Remodel

James H. LaRue Library Remodel Project Proposal and Scope

(9 pages)

Action needed: Review for Motion to Approve

Request for Approval Bylaws Change

(2 pages)

Action needed: Review for Motion to Approve

Request for Approval Trustee Manual Changes

(3 pages)

Action needed: Review for Motion to Approve

DATE: March 28, 2018

AGENDA ITEM: Approval to open a liquid and term investment account with Colorado Statewide Investment Pool.

DISCUSSION: Colorado Revised Statutes limit the nature and type of instruments the District can invest public funds in to maximize interest earnings. Currently the District invests in the ColoTrust Plus portfolio which is structured to allow local governments a method to invest in short-term variable rate investments to ensure liquidity for operating needs while maximizing yield. The ColoTrust portfolios are limited to investments in US Treasury, government agencies and commercial paper. The current average 7 day yield for the ColoTrust Plus portfolio is 1.7540%

Both ColoTrust and the Colorado Statewide Investment Pool (CSIP) are local government investment pools which are trusts created in accordance with the provisions of Title 24, Article 75, Part 7 of the Colorado Revised Statutes entitled "Investment Funds – Local Government Pooling" which enables local government entities of the State of Colorado to pool moneys in order to take advantage of short-term investments seeking to maximize net interest earnings.

Local government investment pools are governed by a board of trustees, typically members of local governments and their funds are rated by third party rating agencies. Unlike mutual funds, local government investment pools are not registered with the Securities and Exchange Commission. In Colorado, local government investment pools are regulated by the Securities Commissioner for the Colorado Division of Securities as authorized by the Title 11, Article 51, Part 9 of the Colorado Revised Statutes entitled "Local Government Investment Pool Trust Fund Administration and Enforcement Act". In addition the investment advisors to the local government investment pools are subject to numerous regulatory requirements. Both CSIP and ColoTrust limit the portfolio to those investments permissible under Colorado Revised Statutes 24-75-601.

CSIP is offering a fixed-rate, fixed-term portfolio that is structured for investments with maturities of 60 days to one year and includes investments in U.S. Treasuries, government agencies, corporate notes and bonds, bank obligations, negotiable certificates of deposit, floating and variable rate obligations, municipal obligations, money market mutual funds as allowable under Colorado Revised Statutes. The fixed-term portfolio enables local governments to earn a higher rate of return by committing to longer maturity dates, and is therefore a less liquid investment vehicle than the ColoTrust Plus account the District currently uses. Yields for the CSIP term portfolio range from 1.98% for 90 day maturities to 2.20% for 270 day maturities.

As participants in a local government investment pool, the District is subject to the stated investment objectives, investment strategies, selection of investment advisors, negotiated fees and penalties and other policies as established by the governing board of trustees.

Investment advisory fees, which are negotiated by the governing board are 0.12% and 0.12% for the ColoTrust and CSIP liquid portfolios, respectively and 0.12% for the CSIP term portfolio. Early redemption fees may be applicable should the District withdraw funds prior to maturity. Fees in this instance would be calculated by the investment portfolio manager and would include all costs, losses and charges necessary to maintain projected yield on the remaining shares.

CSIP requires that term portfolio participants also maintain a liquid portfolio account, so the intent is to open two accounts with CSIP. The District intends to maintain the ColoTrust account so that we can compare yields between the two investment pools and maximize earnings on short term liquid investments.

The District currently has operating reserves of \$3.8 million which could be invested in fixed-term investments after the first quarter of the year. Current year property tax receipts in excess of budgeted expenditures could also be invested in fixed-term investments mid-year, earning a higher rate of yield than is currently earned in the ColoTrust Plus account. With the current discussions regarding remodel of the Highlands Ranch and the Castle Rock facilities, portions of the District's \$12.8 million capital improvement reserves can also be invested in fixed-term investments as these plans are finalized. However, given the anticipated use of these reserves over the next 5 years, use of an investment advisor is not considered a cost effective option.

RECOMMENDATION: That the Douglas County Libraries Board of Trustees approve new liquid and term investment accounts with the Colorado Statewide Investment Pool for the investment of District reserves and in doing so, join Colorado Statewide Investment Pool.

BUDGET IMPACT: The 2018 budget includes interest income of \$300,000 which did not anticipate use of a term investment portfolio with extended maturities and higher rates of return.

MOTION: I move to adopt **Resolution 18-03-01** joining Colorado Statewide Investment Pool and the opening of two new investment accounts with the Colorado Statewide Investment Pool as recommended by the Executive Committee.

PERSON(S) RESPONSIBLE: Karen Gargan

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2018-03-01
TO JOIN COLORADO STATEWIDE INVESTMENT POOL

WHEREAS, Douglas County Libraries ("Participant") desires to join with other Local Governments to pool funds for investment; and

WHEREAS, pursuant to Article 24, Part 7, (C.R.S.), it is lawful for any Local Government to pool any moneys in its treasury, which are not immediately required to be disbursed, with the same such moneys in the treasury of any other Local Government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the State of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment and protection of public funds;

NOW, THEREFORE, it is hereby RESOLVED as follows:

Douglas County Libraries Board of Trustees hereby approves and adopts, and thereby joins as a Participant with other Local Governments pursuant to Title 24, Article 75, Part 7 of the Colorado Revised Statutes, that certain Indenture of Trust entitled the Colorado Statewide Investment Pool as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and

The undersigned hereby certifies that: Douglas County Libraries Board of Trustees has enacted this resolution.

Date: March 28, 2018

By: _____
P. Janiece Murphy, Board President Douglas County Libraries

Attest: _____
Rondle Cole, Board Secretary Douglas County Libraries

DATE: 3/28/2018

AGENDA ITEM: The James H. LaRue Library renovation scope and budget validation.

DISCUSSION: See the proposal and scope document.

BUDGET IMPACT: \$ 5,262,000 over 2 fiscal years – 2018 and 2019.

TOTAL APPROVAL REQUESTED: \$5,262,000

RECOMMENDATION: Our team recommends acceptance of the program defined in our proposal

MOTION: I move to approve and allocate \$5,262,000 toward renovations for the James H. LaRue Library in keeping with the proposal and scope document provided to the library's Board of Trustees.

PERSON(S) RESPONSIBLE: Jeff Konishi

James H. LaRue Project Proposal and Scope

Project Executive Summary



Our team is pleased to present to the library's Board of Trustees a program and options to transform our James H. LaRue Library (JHL) in Highlands Ranch, Colorado. In 2018, JHL enters its 18th year of service with a track record of distinction both in terms of business volume and community engagement around reading, discovery, and connection.

This program goes well beyond necessary infrastructure maintenance and renewal of finishes and furnishings to prepare the facility for its next generation of service.

The original renewal notion for this facility involved two phases with a gap between both spreading a much larger budget commitment over several years. Instead, this program selects the priorities of both phases collapsing the project to one effort with a price point above that forecast for phase one, but much lower than the two-phased approach. The program sustains our commitment to the DCL brand and 4 big ideas articulated around facilities in our 2018 draft facilities capital master plan:

- (1) Family Learning: Early readers, school success, and enriched educational experiences;
- (2) Enhanced Classic: A contemporary twist on the classic - Virtual office, collaboration, and collections fit for discovery;
- (3) Events and Hospitality: The library as our community center and place to make memories - plentiful, diverse, and flexible civic spaces;
- (4) Staff Workspaces: Contemporary office environments to prepare for effective practice.

This program sustains a larger effort and strategy of adapting our facilities so that our customers describe their experience as premium.

- 2016 Castle Pines, Lone Tree, Parker: New library facilities.
- 2017 Castle Rock (PSM) and Louviers: A cosmetic or basic building refresh with shelving, flooring and similar upgrades.
- 2018 Roxborough: A minimum-scale maintenance refresh while negotiating a new regional library to serve that community.
- 2019 Highlands Ranch (JHL): A renovation realigning our spaces and services for relevance to the facility's second generation.
- 2021 Roxborough: Proposed Tenant finish of a new lease-to-purchase facility at or about 10,000 square feet.
- 2022 Castle Rock (PSM): A renovation and addition to align that facility for growth and relevance to the next generation.

Our team seeks board authorization to continue design and logistics work around the JHL scope defined with this request and at a total project budget limit of \$5,262,000. This authorization solidifies direction, scope, and the budget boundary. It allows us to proceed with detailed design work as well as planning for the transition. Beyond this initial authorization, our team expects to position a contract for this project to the Board this April or May.

Project Partners: Design, Estimation, Construction, Delivery

 <p>Frassen Pittman, General Contractors https://fransenpittman.com/</p>	 <p>OPN Architects http://www.opnarchitects.com/</p>
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Project Outcomes: What does success look like for the JHL renovation?

1. Concept Parity: Transform JHL to support contemporary practice norms – our 4 big ideas.
2. Investment Parity: Demonstrate commitment to the largest community of our district services.
3. Brand cohesion: Achieve the sense that you are in a Douglas County Library.
4. Life Cycle: Furnishings and finishes – 7 to 10 years; Space Assignments – 15 to 20 years.
5. Capital Plan Execution: Balancing the investment at JHL to identified needs in Castle Rock and Roxborough.
6. Service Transition: Mitigate the closure period through alternative offerings and project timing.
7. Change Management: Demonstrate care for our staff; no loss in wages; effective communication, and successful project management.
8. Communication: Deliver opportunities and experiences to engage our Highlands Ranch customers throughout the project.

Project Fiscal Impact

The funding source for this project is the library's capital reserve. The end of year forecast for 2018 expects a capital reserve balance of 15.1 million dollars. Our anticipated project schedule moves the bulk of the work and spending to 2019. Consequently, no budget amendment is required to move forward this year with design and the first steps of the project. The 2019 budget would list and gain any carry over from the 2018 budget as well as handle the remainder.

How does the JHL project affect the needs and aspirations for the communities of Castle Rock and Roxborough? This proposal provides

Year	Capital Reserve Forecast
2018	15,100,000
2019	16,700,000
2020	18,800,000
2021	20,200,000
2022	20,500,000
2023	21,000,000
<i>Fig. 1</i>	

a forecast for the library's capital reserve for the next six years (Fig. 1). The forecast is conservative anticipating historic spending averages, projected increases to PERA, and the influence of another round of unmitigated Gallagher Amendment limitations on our library's budget. The forecast demonstrates our ability to gather capital without any renewed effort or stretch goal toward growing the fund. The Capital Reserve is the revenue source for any anticipated project – Highlands Ranch, Castle Rock, Roxborough, or an additional facility. This request reduces the Capital Reserve Balance by the cost of the JHL project - \$5,200,000.

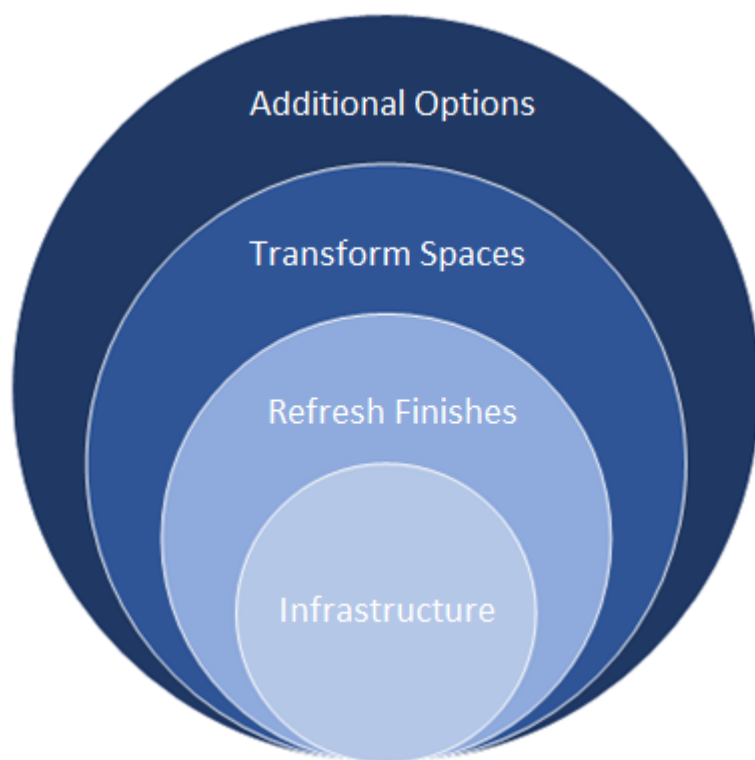
We do not yet know the details or opportunity to move forward around the Roxborough community and its facility. Assuming a build-to-suit option, our finish package (furniture, fixtures, equipment, carpet, and paint) is hovering in the \$47 per square foot range. A 10,000 square foot Roxborough lease-to-purchase facility might require \$500,000 to outfit. Cost estimates for Castle Rock range both inside and outside our forecast based on size, scope, timing, and phasing alternatives. We are planning a design effort later in 2018 to identify the details of the Castle Rock project.

In balancing the needs of one project against another, please be aware that smaller swings in any project have little impact on other projects. JHL's project budget would need to reduce by millions rather than hundreds of thousands of dollars in order to meaningfully impact Castle Rock. One million dollars in the Capital Reserve budget purchases about 2,000 square feet of new library construction.

Project Detail and Options

There are a number of ways to organize and analyze the detail involved in transforming JHL – floorplans, ideas, or a project task list. To facilitate decision-making and dialog, the project is organized as a trek or journey with four sensible choices or decision points. This

proposal and budget request sets the scope for the JHL project to include groupings 1, 2, and 3. Though outside the current request, this proposal includes some additional options should the board choose to enlarge the scope. Our team will embellish this text proposal with images and narrative at our March board meeting. Toward clarity, the proposal also offers a *Question and Answer* section for significant concerns.



4-fold Project Organizational Scheme

1. Infrastructure Maintenance: HVAC, lighting, electrical and data distribution.
2. Finishes and Furnishings: Flooring, paint, furniture, and fixtures.
3. Spaces and Functions: Change the facility's layout and usability.
4. Additional Options and Elevation: Ceiling treatments and additional amenities.

Infrastructure Maintenance (\$862,000)

Heating and air conditioning upgrades
Lighting: Replace antiquated incandescent fixtures. Recess 1 st floor lighting; support for new civic spaces.
Power and Data: Increase access to seating, search points, and service points using conventional and underwire strategies.
Professional Fees – design, engineering, construction and related services.

Refresh Finishes and Furnishing (\$1,700,000)

Flooring: Replace flooring to DCL standard – carpet and resilient flooring.
Paint: Renew surfaces to DCL standard.
Furniture and Fixtures: Replace furniture, shelving, and display fixtures to DCL standard.
Technology Amenities: Add mobile technology options.

Transform Spaces and Functions (\$2,700,000)

Family Learning: Entry sequence; ceilings; fireplace finish; flexible learning zone; semi-private work spaces; device lending; get-and-go amenities.
Enhanced Classic: Enlarge spaces and maximize views; integrate collections; den; semi-private work spaces; workstations.
Events and Hospitality: Classroom (1); study rooms (4); conference room (1); event hall (1 & 2); flexible event capacity of 350; multimedia amenities.
Staff Workspaces: Staff relocation (1 st floor and offsite) open and private offices to standard; break room; service and search points.
Other Enhancements: Improve book drop turn radius; Improve stair width and appearance; refinish restrooms; add family restroom.

Project Request: \$5,262,000 (including contingency at or about 4%)

Additional Options and Facility Elevation

2 nd Floor Ceilings and Lighting: Replace antiquated fluorescent lighting. Accentuate ceiling with a wood composite product.	\$549,497
Exterior Elevation Enhancement: Porch shard structure via sale shades.	\$100,000

Additional Questions and Answers

Question: Does this project increase parking capacity?

Answer: No. Our project team studied the effect of regrading and changing the existing parking lot, but the gain in capacity was extremely limited and the cost high. There are other ways we can add JHL parking capacity (structured garage or land purchase), but those options have a price tag in the millions.

Question. Does this project replace JHL's aging sorter?

Answer: No. Our project team believes that there is, at least, two more years of useful life in this equipment. A new sorter is anticipated in our capital maintenance program for 2022 at a cost of between \$300,000 and \$400,000.

Question: Why are we keeping with the status quo in terms of study room quantity - 4?

Answer: Study rooms are always in demand. In any design effort, adding one amenity impacts or removes others. Additional study rooms come both at an actual project cost (x per room) and at the reduction of something else – collections, learning commons, space for large meetings, or the den. Our team strived for balance in the plan which resulted in only achieving the current quantity.

Question: What about shade on the terrace and around the 1st floor entrance?

Answer: Yes. The base budget uses our furniture package to meet this need. A more advanced shade proposal is an added option.

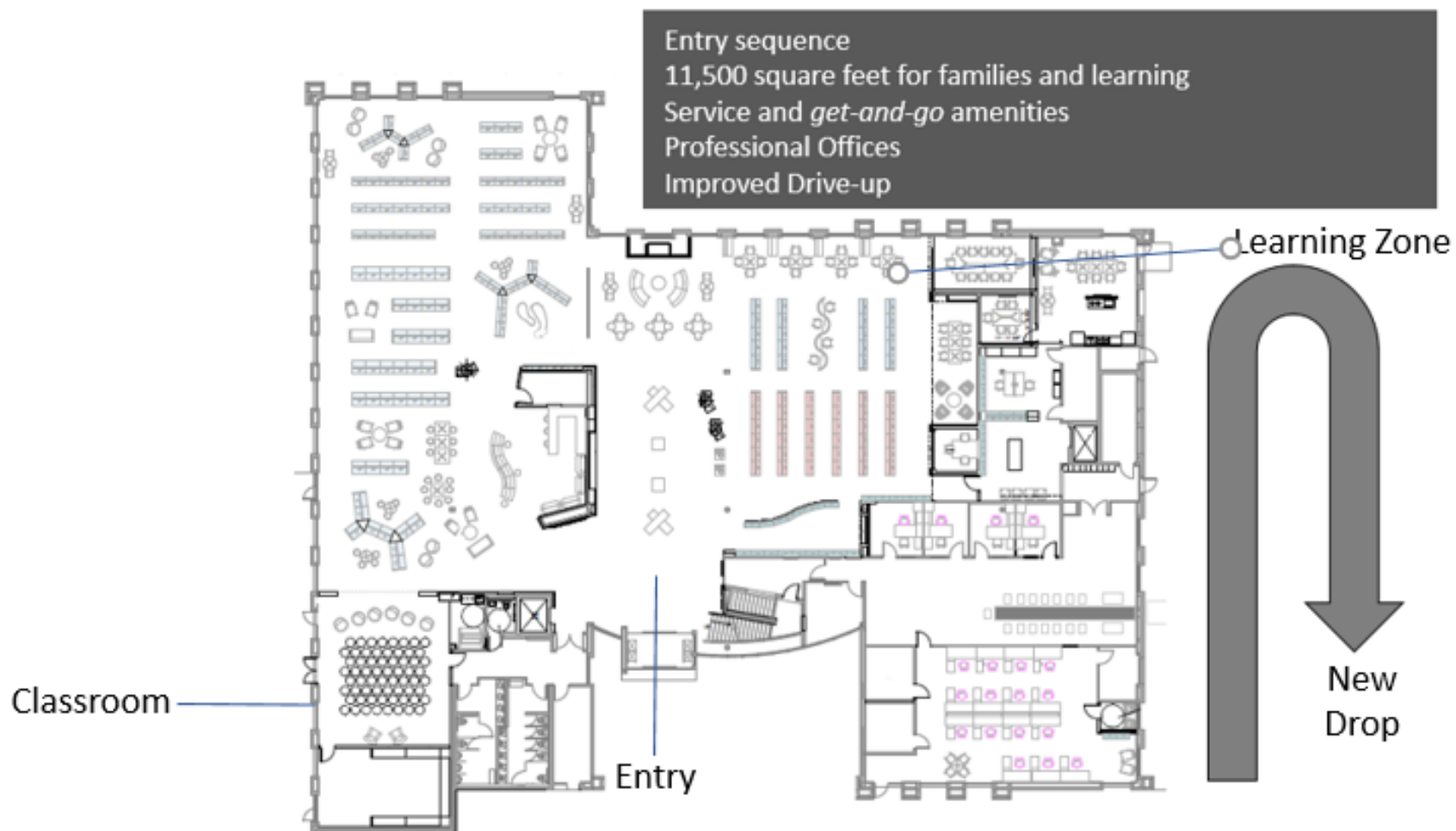
Question: What are the details of the transition plan and time out of service?

Answer: We are working on a detailed transition plan. For now, we anticipate starting the project in December 2018 and closing the facility from January through March 1.

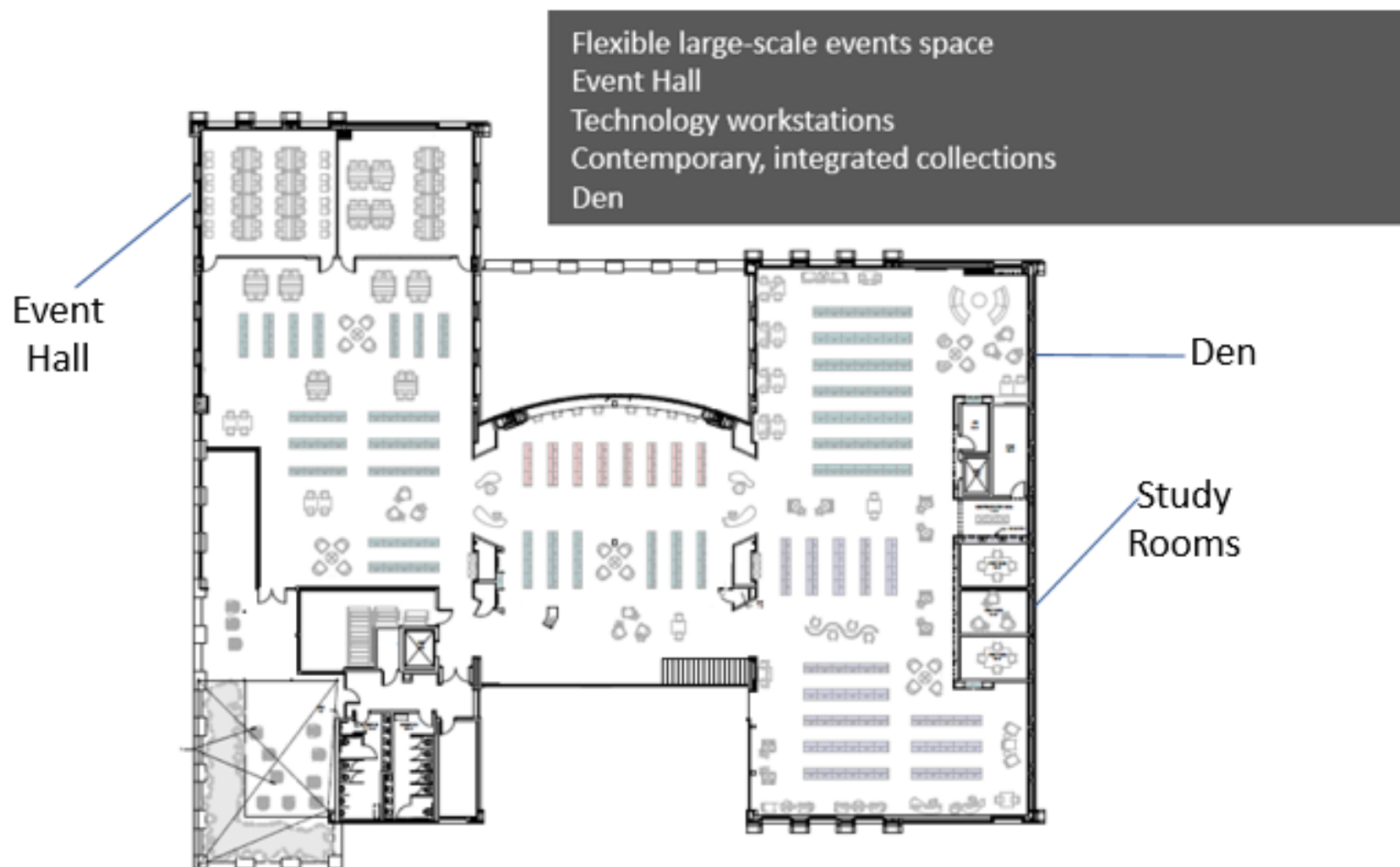
Question: What is the plan to handle the relocation of our Community Relations (ComRel) team?

Answer: We are working on office options for ComRel near JHL. We anticipate leasing space for this team until we renovate our Castle Rock facility. We chose to move staff from our 2nd floor to balance space demands – collections and work spaces.

Working Floor Plan – Floor 1: Family Learning; Events and Hospitality



Working Floor Plan – Floor 2: Enhanced Classic; Events and Hospitality



DATE: March 28, 2018

AGENDA ITEM: Board Bylaws, Article VII, Committees

DISCUSSION: The Board structure for doing their work is broken into Board meetings where a quorum (four) or more of Board members gather to take action, and committees, a subset of the Board that makes recommendations for action. Because the Board endeavors to adhere to this structure and the intent of “action” only happening at Regular and Special Board meetings where all Board members are present, and public comment is heard, committees need to be comprised of a number of trustees that is less than a quorum (four). Adding language to the Bylaws to clarify that:

1. committees only have three or less members,
2. stating only trustees on the committee attend the committee meetings and
3. eliminating the Board President as an ex-officio member of all committees ensures that the Boards operating structure remains in integrity.

Additionally, the elimination of the Board President as an ex-officio member of all committees alleviates the burden of this added work from the position of Board President.

RECOMMENDATION: The Ad Hoc Committee and Staff recommend that the Board Bylaws be amended by adding language to clarify three or less members on a committee and declaring that only trustees on a committee attend the committee meetings, and deleting the language requiring the Board President be an ex-officio committee member of all committees.

BUDGET IMPACT: None

MOTION: I move to accept the changes to the Board Bylaws, Article VII, Committees, Section 1. Purpose and Section 4. Ex-Officio Members as presented.

PERSON(S) RESPONSIBLE: Eleanor Brown, Patti Owen-DeLay

ARTICLE VII. COMMITTEES

Section 1. Purpose. The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. *As recommending bodies, all Board committees will have no more than three trustee members. Only those trustees on a committee will attend committee meetings.*

Section 2. Standing Committees. The Board may at its discretion authorize standing committees to advise the Board on on-going or long-standing issues, events or processes.

Section 3. Special Committees. The Board at its discretion and from time to time may authorize special committees for specific tasks or purposes. Such committees shall make reports to the Board and are automatically dissolved when their stated purposes have been fulfilled.

Section 4. Ex-officio Members of Committees. ~~The president of the Board shall be an ex-officio member of all standing and special committees of the Board.~~ The Board, at its discretion, may appoint as ex-officio, standing or special committee members who are not Trustees.



REQUEST FOR APPROVAL

DATE: March 28, 2018

AGENDA ITEM: Board Trustee Manual, 5. Trustee Duties: Committee Work

DISCUSSION: The Board Committee work statements have been reviewed and updated to reflect current practice, and to better document committee charges.

This new information (see next page) will replace what is currently in the Trustee Manual, 5. Trustee Duties, Committee Work in its entirety.

RECOMMENDATION: The Ad Hoc Committee and Staff recommend the Board Trustee Manual be updated by replacing the current Committee Work section with these new Committee Work, Committee Restrictions, and Committee Charges sections.

BUDGET IMPACT: None

MOTION: I move to accept the updates to the Board Trustee Manual, 5. Trustee Duties, Committee Work section, replacing it with the Committee Work, Committee Restrictions and Committee Charges as presented.

PERSON(S) RESPONSIBLE: Eleanor Brown, Patti Owen-DeLay

Committee Work: The District Board is structured so that much of its work is accomplished by Board committees. Matters are brought to the appropriate committee chair. The committee chair can call a meeting of the committee, informally discuss the issue with committee members, and decide to bring, or not bring a recommendation before the full Board at a Board meeting.

All committee meetings are public and noticed, though no action is taken, and they are not “regular” board meetings where public comment is heard. Public may attend, but are not part of the agenda, nor do they have an opportunity to speak.

- Committees cannot take formal action.
- Committees do make recommendations to the full Board.
- Past committee chairs mentor the current committee chair, as needed.

Each committee is comprised of a chair and two additional board members. The responsibility of the committee chair includes leading and directing committee activity in accordance with the committee’s charge, and communicating with the President and the full Board about the committee’s work.

Committee Restrictions:

Board committees have one essential role —to strengthen and support the work of the Board as a whole. Committees do not make decisions. They provide topical recommendations to aid the full Board in making decisions. Board committees are not to interfere with delegation from the Board to the Executive Library Director, or from the Executive Library Director to staff. Accordingly:

- Board committees act as focus groups that concentrate on necessary information and background to bring a recommendation to the board.
- Board committees most commonly assist the Board by undertaking activities not delegated to the Executive Library Director, by preparing policy alternatives and implications for Board deliberation, or by performing specific monitoring functions. Board committees will normally not have direct involvement with current staff operations.
- Board committees may not speak or act for the Board except when formally given such authority for specific and/or time-limited purposes.
- These restrictions apply to any group formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the Library Director.
- Meetings that include three or more Trustees shall be considered public meetings with appropriate notice to the public being required prior to the meeting. Additional requirements for these meetings are noted in the Bylaws to ensure compliance with Colorado Open Meeting Laws.
- The Board strives to rotate committee chairs every two years to allow for greater exposure and depth of understanding of the District by all Board members.

Committee Charges:

Capital Planning Committee

Working with District staff, the Capital Planning Committee ensure that current District facilities are meeting the needs of both staff and the community served, as well as planning for future need.

- Provides advice and perspective concerning project priority, risk, and outcomes.
- Recommends action to the board for library capital projects and related contracts and expenditures requiring board approval.
- In preparation for the annual budget, reviews capital projects recommending action to the board.

They meet as needed.

Executive Committee

The Executive Committee works directly with the Library Director on:

- Financial oversight. They review the draft budget; recommend adoption of the yearly budget; recommend Auditor; review investments; and recommend policy for monetary issues.
REFERENCE DOCUMENT: 2016 Audit (Budget - Audit folder)
- Advises and offers perspective to the ELD on issues of district-level strategy and planning.
- Bylaws and policies. Working with staff, they make recommendations for policy changes and revisions to the bylaws and policies.

The Executive Committee consists of the Board President, Vice-President, and Treasurer. They meet every other month, or as needed.

Human Resources Committee

The Human Resources Committee oversees the Executive Library Director's (ELD) annual evaluation and contract or termination of employments; reviews and recommends changes to human resources policies, district-wide merit increases and changes to employee benefits plans.

- Leads and prepares the ELD's annual review and recommends board action concerning ELD's contract, employment, salary, and benefits.
- When consulted by the ELD as per established District processes, recommends action concerning staff grievances in keeping with relevant established board processes.
- Reviews annual budget drafts and recommends action to the board concerning proposed salary, wage, and benefits offerings for all District employees.
- The Human Resources Committee receives and provides feedback to the ELD for an annual human resources report.

They meet as needed.