

DOUGLAS COUNTY LIBRARIES
Board of Trustees Annual Meeting
January 31, 2018
Castle Pines, 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, Lisa Casper, Tammy Clausen, Tiffany Curtin, Cliff Davidson, Kristin Davidson, Amber DeBerry, April Durham, Laura Eicher, Amy Fischer, Colbe Galston, Chuck Geoffrion, Jaime Gotlieb, Sheila Kerber, Michael King, Jeff Konishi, Deb Margeson, Kim McClintock, Sharon Nemechek, Linda O'Dell, Rick O'Dell, Mikaley Osley, Patti Owen-DeLay, Kate Prestwood, Jane Smith, Linda Sturgeon, Hutch Tibbets

GUESTS: Kristy Judd, President and CEO of Metrovolunteers and Beth Steinhorn, President of Volunteer Strategies and Kelly Streck

FOUNDATION DIRECTORS: Rochelle Logan and Tera Radloff

PUBLIC COMMENT

None.

CONSENT AGENDA

MOTION 18-01-01: Howe moved and the motion carried unanimously with Duffy abstaining to approve the consent agenda, including the minutes of November 29, 2017 and Resolution 2018-008 re-appointing Sean Duffy for a first full term.

PRESENTATION

Volunteer Services Enterprise Designation. Judd presented the Board with a certificate acknowledging the Volunteer Services Enterprise Designation. Douglas County Libraries staff spent two years seeking the designation, and the District is the fifth organization in the state to receive it.

STRATEGIC UPDATE

Pasicznyuk introduced new Director of Human Resources, April Durham and acknowledged Kate Prestwood, Castle Pines and Amy Fischer, Roxborough as newly promoted to Branch Manager.

PRESENTATION

Inspire a Love of Reading. Pasicznyuk shared the focus for this month's board reporting and meeting presentation, a love of reading.

Kerber stated that we had two practitioners who were going to share their craft, introducing first Cliff Davidson.

Davidson exemplified a Storytime and Geeks Who Read Teen Trivia with the Board.

Kerber introduced Lisa Casper.

Casper shared upcoming Book Lovers Talks.

DISTRICT BUSINESS

No one declared a conflict of interest.

Election of Board Officers.

MOTION 18-01-02: Murphy moved and the motion carried unanimously to enter into election of Board Officers.

Howe nominated Murphy as President for 2018. No other nominations were made.

MOTION 18-01-03: Howe moved and the motion passed unanimously with Murphy abstaining to appoint Murphy as President for 2018.

Howe nominated Duffy as Vice President for 2018. No other nominations were made.

MOTION 18-01-04: Howe moved and the motion passed unanimously with Duffy abstaining to appoint Duffy as Vice President for 2018.

Howe nominated Morris as Treasurer for 2018. No other nominations were made. Howe indicated that Morris expressed interest in continuing in this role.

MOTION 18-01-05: Howe moved and the motion carried unanimously to appoint Morris as Treasurer for 2018.

Howe nominated Cole as Secretary for 2018. No other nominations were made.

MOTION 18-01-06: Howe moved and the motion carried unanimously with Cole abstaining to appoint Cole as Secretary for 2018.

Appointment of 2018 Committee Chairs and Members.

MOTION 18-01-07: Murphy moved and the motion carried unanimously to enter into appointment of 2018 Committee Charis and Members.

The Executive Committee is set by appointment of officers as per the bylaws.

1. Executive Committee: Murphy (Chair), Duffy and Morris

Both Howe and Beckwith were interested in chairing the Capital Planning Committee.

MOTION 18-01-08: Murphy moved and the motion carried by vote of 5 to 1 for Howe to chair the Capital Planning Committee in 2018, with Morris and Beckwith as committee members.

2. Capital Planning Committee: Howe (Chair), Morris and Beckwith

MOTION 18-01-09: Murphy moved and the motion carried unanimously for Brown to chair the Human Resources Committee in 2018, with Cole and Duffy as committee members.

3. Human Resources Committee: Brown (Chair), Cole and Duffy

Appointment of Trustees for Representative Opportunities.

MOTION 18-01-10: Howe moved and the motion passed unanimously to appoint trustee representative opportunities.

Both Beckwith and Cole were interested in being the board representative for the Partnership of Douglas County Governments. While there will be one “official” representative, trustees can attend the every-other month meetings, coordinated with staff to comply with Colorado Sunshine Law.

MOTION 18-01-11: Murphy moved and the motion passed by a vote of 5 to 1 to appoint Cole as the 2018 Partnership of Douglas County Governments representative.

1. Partnership of Douglas County Governments: Cole

MOTION 18-10-12: Murphy moved and the motion passed unanimously to appoint Brown as the 2018 Douglas County Youth Initiative representative.

2. Douglas County Youth Initiative: Brown

MOTION 18-10-13: Murphy moved and the motion passed unanimously to appoint Duffy as the 2018 Colorado Association of Libraries Legislative Committee representative.

3. Colorado Association of Libraries Legislative Committee: Duffy

4. Douglas County Libraries Foundation: John Howe was previously appointed for this role.

Designation of Official Posting Location.

Philip S. Miller Library will remain the designated physical posting location. All meeting information is on the website.

MOTION 18-01-14: Duffy moved and the motion carried unanimously to designate Philip S. Miller Library, 100 S. Wilcox Street, Castle Rock, Colorado as the official posting location for all public notices required by law for the Douglas County Libraries Board of Trustees.

Due to an emergency, Cole left the meeting at 8 p.m. A quorum was still present.

Conflict of Interest.

No trustees expressed a change in conflict of interest.

STANDING COMMITTEE REPORTS.

Executive Committee.

Customer Experience Survey Contract

Duffy asked to be on the record: Concern with the overall contract amount and that it is \$20k greater than the original budgeted amount.

Pasicznyuk explained that the budget is fully allocated and that we can move items around within that amount allocated. The \$20k increase is due to travel costs in the contract.

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.

MOTION 18-01-15: Howe moved and motion carried by roll call vote to approve \$155,000 expenditure for the Customer Experience Survey Contract with Envirosell.

Roll Call Vote:

Beckwith – No	Howe – Yes	Murphy – Yes	Brown-Yes	Duffy-No
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Quarterly Investment Report

Murphy noted that the quarterly investment report is in the packet, as required by bylaws. December financials are handled with the audit later in the year.

Bylaws & Policies Matters

- Murphy reviewed attendance expectations and what an "excused" absence means.
 - Definition of an excused absence – is that you notify the Executive Administrator and the Board President prior to the absence. The only exception to this is an emergency where you are unable to make a notification.
 - Overall attendance for meetings is 80% as an understood standard.
- "The Standard Code of Parliamentary Procedure" by Alice Sturgis as the board's go to resource when there are Parliamentary questions.

MOTION 18-01-16: Murphy moved and Beckwith moved for the matter be tabled until everyone has a chance to review the book. The motion to table was approved unanimously.

- Formation of an ad hoc committee to research Committee definitions and by-laws as they pertain to Committees.

MOTION 18-01-17: Howe moved and the motion carried unanimously to form this ad hoc committee charged with:

1. Review and update of the committee charges
 2. Amend the bylaws and trustee manual as need to address the issue of number of members on a committee and eliminate the requirement that the Board President be an ex-officio member
 3. Amend the bylaws and trustee manual to ensure consistency
- Brown and Beckwith will be on the committee.

Murphy will inquire if either Cole or Morris wants to join this committee.

Capital Planning Committee.

Highlands Ranch Library Renovation Update

Beckwith shared that the process of Design Build is working out and should prove to save time and money. The renovation for the Philip S. Miller Library will use the process.

Roxborough Refresh Update

Pasicznyuk reported that the scope is under \$50k and so the project work will not come to the Board, however, a closure request will be coming at the February meeting.

PC Replacement Budgeted Capital Expenditure

MOTION 18-01-18: Beckwith moved and the motion carried unanimously to approve the budgeted capital expenditure not to exceed \$200,000 for the replacement of staff PC's and laptops as recommended by the Capital Planning Committee.

Human Resources Committee.

No report.

FOUNDATION REPORT

Howe reported:

- Radloff was appointed as chair for another year, Lassen is vice-chair
- Denslow resigned due to personal reasons
- The 2018 budget was adopted along with an investment policy statement
- Quarterly meeting date was changed to the fourth Monday
- Foundation members are calling key donors to thank them for their support

TRUSTEE COMMENTS

Art Encounters Program Beckwith stated that he asked Pasicznyuk to explore if we can get a second library location within the Art Encounters Program. DeBerry is inquiring.

UPCOMING BOARD MEETINGS

1. **Board Meeting**: February 28, 2018, Philip S. Miller Library, Castle Rock Bank Meeting Room East 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting**: No meeting in February. Next meeting: March 14, 2018
3. **Capital Planning Committee Meeting**: February 22, 2018, Philip S. Miller Library, Executive Library Director's Office, 10:30 a.m. – 11:30 a.m.
4. **Board Study Session**: No Study Session in February. Next meeting: March 22, 2018
5. **Human Resources Committee Meeting**: No meetings currently scheduled.
6. **Board Annual Retreat**: February 24, 2018, 8 a.m. meet at Philip S. Miller Library to carpool to 21C
7. **Board-to-Board with County Commissioners**: February 26, 2018, 5:30 p.m., Douglas County Offices, 100 Third Street, Castle Rock, CO, Commissioner's Hearing Room. Dinner will be served.

OTHER BOARD CALENDAR ITEMS

1. **Castle Rock Economic Development Council Annual Financial Forecast Meeting**: February 1, 2018, 7:30 a.m., Bear Dance. Murphy and Pasicznyuk are attending.
2. **ALA MidWinter Meeting**: February 9-12, 2018. All trustees except Beckwith are attending some portion of the conference.
3. **DCL Foundation Meeting**: April 23, 2018, Lone Tree Library, Event Hall, Noon – 1:00 p.m.
4. **Partnership of Douglas County Governments Meeting**: March 21, 2018, Douglas County School District, 7:00 a.m. – 9:30 a.m.
5. **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.
6. **Colorado Association of Libraries Legislative Committee Meeting**: February 2, 2018, Denver Public Library Main Branch, 10:00 a.m.
7. **PDCG Elected Officials Reception**: November 8, 2018, Parker Library, Event Hall, 6:00 p.m. – 8:00 p.m.

WHAT'S HAPPENING THIS QUARTER

- An Evening with NYT Best-selling author, JoJo Moyes: 2/5/2018 7 p.m., CU Denver South
- Happy Birthday Castle Pines: 2/10/2018, Castle Pines Library
- Battle of the Books Finale: 3/14/2018, Location: TBD (past years it has been at the 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 8:58 pm.

Respectfully submitted,



Eleanor Brown, Board Vice-President
Minutes prepared by Patti Owen-DeLay

