

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
October 24, 2018
Lone Tree, 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, Ron Cole, Sean Duffy, Lawrence Falter, John Howe and Bob Morris

All trustees were present. A quorum was present.

John Howe left the meeting at 8:30 p.m.

STAFF: Bob Pasicznyuk, Tammy Clausen, Amber DeBerry, April Durham, Amy Fischer, Annette Hanowski, Jeff Konishi, Sharon Nemechek, Peggy Norris, Patti Owen-DeLay, Jesse Politi and Kate Prestwood

PUBLIC: Elisa George

PUBLIC COMMENTS

None.

CONSENT AGENDA

MOTION 18-10-01: Morris moved and the motion carried six in favor to approve the consent agenda consisting of the September 26, 2018, board meeting minutes. Howe absented.

Board of County Commissioners Resolution R-18-087 appointing Lawrence Falter was entered into the record.

FOUNDATION REPORT

Duffy spoke about the recent Douglas County Libraries Foundation Gala. The Board watched the video produced for the event. Foundation Video

Howe stated that the Gala wasn't as successful financially, however the focus was on donor generation and exposure. It was a great success in this respect.

Colorado Gives Day on December 4, 2018. The online donation site opens on November 1, 2018.

Howe's two year, Class I Directorship with the Foundation is ending. Howe asked that trustees consider who would like to take on this opportunity starting in January 2019. It will be an action item on the November meeting agenda.

EXECUTIVE LIBRARY DIRECTOR'S UPDATE

Pasicznyuk introduced Collection Librarian, Andrea Wyant who assisted with the exploration of the libraries databases. Pasicznyuk prefaced the topic talking about the foundational documents we have as policies that guide us in these conversations, however, this conversation is about what we have and how it is organized. Pasicznyuk spoke about recent challenges of content sold by Ebsco and distributed to Colorado libraries through the Colorado Library Consortium (CLIC).

Douglas County Libraries collection philosophy is market driven.

DISTRICT BUSINESS

No one declared a conflict of interest.

COMMITTEE REPORTS

Executive Committee.

2019 Board Meeting Dates.

Duffy stated that we continue to have issue with non-committee members attending committee meetings resulting in a quorum of the full board present. To get past this issue the recommendation is to have a structure using study sessions instead of committees.

MOTION 18-10-02: Duffy moved and the motion carried unanimously to approve the 2019 Board of Trustee Monthly Meeting schedule as presented representing a change in Board structure from committee work to study session work.

Quarterly Investment Report.

Pasicznyuk introduced new Director of Finance, Dave Anderson. Anderson reviewed the quarterly investment report.

2019 Draft Budget and Public Notice.

The draft budget was reviewed at the October study session. Brown asked about a \$250,000 adjustment made to the salaries. Based on history we see that we have open positions that support this number.

Human Resources Committee.

Executive Library Director's Review. To be handled in later Executive Session.

2019 Holiday Closures.

Cole reviewed the suggestion

MOTION 18-10-03: Cole moved and the motion carried unanimously to approve the 2019 Holiday Closure Schedule as presented adding Easter as a paid holiday and unifying the closure of the eve before Thanksgiving, Christmas and New Year's to a consistent 3 p.m. as recommended by the Human Resources Committee.

Appointee for Board of County Commissioners Trustee Appointment Recommendation Interview Panel.

MOTION 18-10-04: Cole moved and the motion carried unanimously to appoint Morris as the library board representative and Duffy as alternate for the BOCC trustee appointment recommendation interview panel.

Capital Planning Committee.

Highlands Ranch – James H. LaRue Library Renovation. Pasicznyuk reported that the library book drop improvements have started and will continue the next three weeks. This work is being done now to avoid inclement winter weather. This allows the book drop to be open during the remodel closure. Additionally work in the old Community Relations area will begin to put in steel reinforcements for the meeting room divider wall. Staff is handling the added work of taking books out of exterior book drops.

Castle Rock – Philip S. Miller Library Design Work. Pasicznyuk reviewed the three potential choice scenarios of how to renovate. This work reinforced having an adjacent administration building. Engineering work is being done to look at design implications. Next is to do design work to look at the phasing and timing path. We have a design package for what we want to start with.

EXECUTIVE SESSION

MOTION 18-10-05: Duffy moved and the motion carried unanimously to move into Executive Session for discussion of Personnel Matters as allowed by Colorado Open Meeting Law C.R.S. §24-6-402(4)(f).

EXECUTIVE SESSION

RETURN TO OPEN SESSION

Duffy stated: 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 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.

MOTION 18-10-06: Cole moved and the motion carried unanimously to approve the 2019 Employment Agreement contract as presented for Robert W. Pasicznyuk, Executive Library Director as recommended by the Human Resources Committee.

TRUSTEE COMMENTS

Cole expressed appreciation with the Events & Hospitality staff and their support with an upcoming meeting.

Beckwith is concerned about Amendment 73 and its potential impact on library revenue. Falter concurred.

UPCOMING BOARD MEETINGS

1. **Board Meeting:** November 28, 2018, Castle Pines Library, CPN Master Association Event Hall, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting:** November 14, 2018, Castle Pines Library, 2nd Floor Conference Room, 11:30 a.m. – 1:00 p.m.
3. **Capital Planning Committee Meeting:** November 15, 2018, Parker Library, The Lounge 10:30 a.m. – 11:30 a.m.
4. **Board Study Session:** November 15, 2018, Parker Library, 2nd Floor Conference Room, 11:30 a.m. – 1:00 p.m. (Backup location: Parker Library, 2nd Floor Conference Room)

OTHER BOARD CALENDAR ITEMS

1. **PDCG Elected Officials Reception:** November 8, 2018, Parker Library, Event Hall, 6:00 p.m. – 8:00 p.m. (RSVP to Patti by 11/1)
2. **Partnership of Douglas County Governments Meeting:** December 19, 2018, Location TBA, 7:00 a.m. – 9:30 a.m. (Ron Cole and John Howe)
3. **Douglas County Youth Initiative Meeting:** November 12, 2018 Retreat, Location TBA 9 a.m. – 12:00 p.m. (John Howe)
4. **Colorado Association of Libraries Legislative Committee Meeting:** November 2, 2018, Denver Public Library Main Branch, 10:00 a.m.

WHAT'S HAPPENING THIS QUARTER

- **Cynthia Swanson visits Parker, Tuesday, October 23, 6:30 p.m.** Join the award-winning author of the book club favorite *The Bookseller* to hear about her new suspense novel, *The Glass Forest*. Book sale and signing will follow the author's talk.
- Join author **Colleen Oakes on Thursday, November 1, at 6:30 p.m.** in Parker for a writing workshop! The bestselling author of the Queen of Hearts trilogy will talk about creating stories for teens and adults, from concept to plotting, writing, editing and finishing the manuscript. Books will also be sold.
- **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!
- **Santa Visits Douglas County Libraries!** Throughout late November and December, Santa and his elves will make several stops at our branches to read to kids of all ages, listen to their holiday wishes, and join in on some festive traditions! For dates, please visit our events calendar.

ADJOURN MOTION 18-10-07: Brown moved and the motion passed unanimously to adjourn the meeting at 9:21 p.m.

Respectfully submitted,


Rondle L. Cole, Vice President

Minutes prepared by Patti Owen-DeLay

