

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Regular Meeting  
October 25, 2017  
Lone Tree, CO

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

The following were present:

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

**STAFF:** Bob Pasicznyuk, Susan Byrne, Amber DeBerry, Karen Gargan, Art Glover, Jaime Gotlieb, Annette Hanowski, Sheila Kerber, Jeff Konishi, Teresa LaFever, and Patti Owen-DeLay

**GUESTS:** Kim Seter and Beth Dauer, Attorneys at Law and Sara Hanowski, student

**PUBLIC COMMENT:** None.

#### **CONSENT AGENDA**

**MOTION 17-10-01:** Morris moved and the motion carried unanimously to approve the consent agenda consisting of the minutes of the meeting September 27, 2017.

#### **EXECUTIVE SESSION**

**MOTION 17-10-02:** Murphy moved and the motion carried unanimously to move into Executive Session for discussion of legal advice. C.R.S. §24-6-402(4)(b) and determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. C.R.S. §24-6-402(4)(f) as allowed by Colorado Open Meeting Law C.R.S. 24-6-402(4)(f).

#### **RETURN TO OPEN MEETING**

**MOTION 17-10-03:** Howe moved to authorize Executive Library Director, Pasicznyuk to take the Executive Session matter forward with the County Administrator.

#### **STRATEGIC UPDATE**

Pasicznyuk shared the strategic items that are on the plan for 2018, citing a few items for discussion:

- Investigation of training for the public or outside businesses.
- Capital improvement projects.
- Workforce development needed with digital skill.

**DISTRICT BUSINESS** No one declared a conflict of interest.

**Standing Committee Reports.**

Executive Committee (Janiece Murphy)

- Draft 2018 Budget. Gargan highlighted items on the current draft of the proposed 2018 Budget.
- Quarterly Financial Report. Gargan reviewed the financial reports as of September 30, 2017.

Capital Planning Committee (John Beckwith)

- James H. LaRue renovations. Staff is looking at first design and moving toward cost analysis.
- Roxborough renovations. Conversations are ongoing for options regarding what we are going to do here. The Capital Planning Committee recommends that staff look at all possibilities before proceeding with any renovations.
- Review of Capital Budget. Pasicznyuk cited a philosophy for how we treat our Capital expenditures in priority:
  1. Maintain and sustain – take care of what we have
  2. Grow or bring to level – improvements
  3. Fix Repair – items that are a miss and we need to redo
  4. Adapt and Stretch – items where we see an opportunity to improve service

The board agrees with this philosophy and having these discussions, as projects are undertaken.

Human Resources Committee (Janiece Murphy)

- Benefits and Staffing Budget. Glover reviewed the staffing and benefits items in the proposed 2018 budget.
- 2018 Board Goals. Brown reviewed the goals summarized from the Board retreat. One addition under communication “as board members, we will work to build our relationship with the Executive Library Director and executive staff.” The board informally agreed to these.
- Director’s Review and 2018 Contract. To be handled in later Executive Session

**FOUNDATION REPORT** (John Howe)

Updates from the October Foundation Quarterly Meeting:

- Fund Manager. Bank of Oklahoma, aka Colorado State Bank and Trust will be managing \$500,000 of Financial funds to start
- Donation to the Library. The Foundation approved a \$50,000 grant to the library for 2018.

#### Other Foundation Items:

- Fete de Fables. The annual gala was a success, though net proceeds were less than in past years due to lower sponsor dollars received. The event continues to be a sellout and to garner Foundation awareness and support.
- Appointment of a Class I Director. **MOTION 17-10-04:** Morris moved and the motion carried with Howe abstaining to appoint Howe as the Class I Director for the Foundation for 2018.

The Board likes the idea of the same trustee being the library board representative for two years in a row.

**NEW BUSINESS:** Election calls. Beckwith wanted the board to be aware of a change with a vendor-type agreement that the library had with Douglas County Clerk and Recorder's office to answer calls coming into the county that were election related. The District declined to renew the agreement for 2018 due to reorganization of the Call Center and a shift in focus priorities. Beckwith will ask Douglas County Clerk & Recorder Klotz to contact Pasiecznyuk with any questions he has about this matter.

**MOTION 17-10-05:** 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) as allowed by Colorado Open Meeting Law C.R.S. 24-6-402(4)(f).

#### EXECUTIVE SESSION

#### RETURN TO OPEN SESSION

**MOTION 17-10-06:** Murphy moved and the motion carried unanimously to enter into contract with Pasiecznyuk as Executive Library Director for the year 2018.

#### REPRESENTATIVE REPORTS

None.

#### TRUSTEE COMMENTS

None.

#### UPCOMING BOARD MEETINGS

1. **Board Meeting:** November 29, 2017, James H. LaRue Library, Shea A & B, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting:** Next meeting: November 8, 2017, Parker Library, 2<sup>nd</sup> Floor Conference Room, 12:00 p.m. – 1:30 p.m.
3. **Board Study Session:** Next Meeting: November 16, 2017, Parker Library, 2<sup>nd</sup> Floor Conference Room, 11:30 a.m. – 1:00 p.m.
4. **Capital Planning Committee Meeting:** November 16, 2017, Parker Library, Study Room #154, 1:00 p.m. – 2:00 p.m. \*NOTE CHANGE IN TIME



#### OTHER BOARD CALENDAR ITEMS

1. Partnership of Douglas County Governments Meeting: November 15, 2017, TBD, 7:00 a.m. – 9:30 a.m.
2. Douglas County Youth Initiative Meeting: November 13, 2017, Douglas County Human Services Offices, 1<sup>st</sup> Floor Conference Room, 8:30 a.m. – 11:30 a.m.
3. Colorado Association of Libraries Legislative Committee Meeting: November 3, 2017, Denver Public Library, 11 a.m.
4. DCL Foundation Meeting: January 8, 2018, Lone Tree Library, Event Hall, Noon – 1:30 p.m. (Lunch at 11:30)
5. ALA Midwinter Conference: February 9 -13, 2018, Denver
6. Board of Trustees Annual Retreat: February 24, 2018, Library 21C, PPLD, Colorado Springs, All day

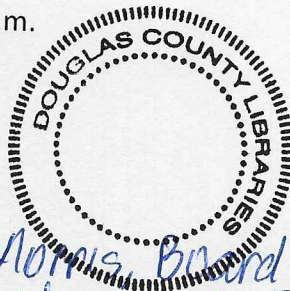
President Murphy adjourned the meeting at 9:04 p.m.

Respectfully submitted,

*C. Robert Morris*

~~Rondle L. Cole, Board Secretary~~

Minutes prepared by Patti Owen-DeLay



*C Robert Morris, Board Treasurer  
in absence of Rondle Cole*