

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Annual Meeting  
February 24, 2021  
Remote Call-In

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

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

The following were present:

**TRUSTEES:** Suzanne Burkholder, Ron Cole, Daniel Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

All trustees were present. A quorum was present.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Jill Corrente, Amber DeBerry, Michael King, Rick O'Dell, and Patti Owen-DeLay

**STAFF ATTENDING AS PUBLIC:** Melissa Della Penna, Jessica Frederickson, Cindy McGuire, and Carlee Tocco

**GUESTS:** John Pittman, Jeff Pittman, Alan Anderson, Jed Risser, and Tyler Kellogg with Fransen Pittman General Contractors

**PUBLIC:** Travis White, and Jeff Johnson with JHL Constructors

**PUBLIC COMMENTS**

None

**CONSENT AGENDA**

1.	Minutes – January 27, 2021, Special Meeting	Pages 6-8
2.	District Closure – Annual Staff Day	Page 9
3.	Annual Designation of Board Public Notice Posting Location	Page 10
4.	Update Bylaws – Add “regular” to annual meeting requirement	Page 11

**MOTION 21-02-01:** Wood moved and the motion carried unanimously to approve the consent agenda as presented (consisting of January 27, 2021, minutes, 2021 Staff Day closure, Annual Designation of Board Public Notice Posting Location, and bylaws update to add “regular” to the annual meeting requirement).

## **EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk spoke about work with Tri-County Health in looking at opening our playscapes, bringing Storytime back inside, and an April program to invite customers back into the libraries.

## **DISTRICT BUSINESS**

### Annual Meeting Elections and Appointments

#### **Election of Officers**

Cole opened nominations and elections of officers.

Wood and Silverthorn nominated Cole as President for 2021. No other nominations were made.

**MOTION 21-02-02:** Silverthorn moved and the motion passed unanimously to elect Cole as President for 2021, with Cole abstaining.

Cole nominated Silverthorn as Vice President for 2021. No other nominations were made.

**MOTION 21-02-03:** Cole moved and the motion passed unanimously to elect Silverthorn as Vice President for 2021, with Silverthorn abstaining.

Silverthorn nominated Burkholder as Treasurer for 2021. No other nominations were made.

**MOTION 21-02-04:** Silverthorn moved and the motion carried unanimously to elect Burkholder as Treasurer for 2021, with Burkholder abstaining.

Burkholder nominated Wood as Secretary for 2021. No other nominations were made.

**MOTION 21-02-05:** Burkholder moved and the motion carried unanimously to elect Wood as Secretary for 2021, with Wood abstaining.

#### **Committee Appointments**

Capital Planning Committee

**MOTION 21-02-06:** Cole moved and the motion carried unanimously to appoint Danser as Capital Planning Committee Chair with Nolan and Vaughn as committee members.

Personnel Committee

**MOTION 21-02-07:** Wood moved and the motion carried unanimously to appoint Silverthorn as Personnel Committee Chair with Cole and Burkholder as committee members.

#### **Appointment of Representative Opportunities**

Partnership of Douglas County Governments

Douglas County Libraries is a partner organization of the Partnership of Douglas County Governments.

**MOTION 21-02-08:** Cole moved and the motion carried unanimously to appoint Danser as the 2021 board representative for the Partnership of Douglas County Governments.

#### Douglas County Youth Initiative

The Douglas County Youth Initiative, a program through the Partnership of Douglas County Governments, supports early intervention and collaboration of youth services in the county.

**MOTION 21-02-09:** Cole moved and the motion carried unanimously to appoint Burkholder as the 2021 board representative for the Douglas County Youth Initiative.

#### Douglas County Libraries Foundation.

The library board appointed Vaughn in late 2020 as Director I to the Douglas County Libraries Foundation for 2021.

#### Capital Planning Committee Report (Danser)

##### **Castle Rock Rebuild Project**

Danser and Pasicznyuk reported that the issue of a foundation system used in the new Castle Rock rebuild should be discussed by the full board as it is both a large-dollar item and could have significant risk associated.

Jeff Pittman with Fransen Pittman reviewed three different foundation systems for the board.

**MOTION 21-02-10:** Nolan moved and the motion carried unanimously to direct staff to use and include an auger cast system in the design of the new Castle Rock library.

Pasicznyuk reviewed items around an impending contract addendum for the Gross Maximum Price (GMP).

#### Executive Committee Report (Cole)

Cole reported that at the last meeting the committee went over the agenda and discussed a Parker councilperson's complaint regarding kids' rooms in the library not being open.

#### **Updated Values**

**MOTION 21-02-11:** Burkholder moved and the motion passed unanimously to adopt the values of Welcoming to All, Continual Growth, and Authentic Relationships with their corresponding behaviors and outcomes as the District Values.

#### **Strategic Goals**

**MOTION 21-02-12:** Cole moved and the motion was tabled to adopt the strategic priorities as presented.

**MOTION 21-02-13:** Silverthorn moved and the motion carried unanimously to table the Motion 21-02-12 to adopt the strategic priorities until after the board retreat on March 6, 2021.

### Personnel Committee Report (Silverthorn)

Silverthorn reported that the committee discussed the Executive Library Director's 2021 Personnel Work Plan and its charter. They agreed to meet monthly for the foreseeable future so we can keep on top of the plan, the charter, Bob's performance goals, and how the reorganized staff structure is doing.

The committee also discussed two items outstanding to complete the Executive Library Director's annual evaluation: a written evaluation and a possible pay increase. Silverthorn will connect with trustees regarding the Executive Library Director's possible pay increase prior to the March meeting.

### Other Business

#### Quarterly Investment Report

There was no discussion or questions around the report.

### Partnership of Douglas County Governments (PDCG) (Danser)

No report

### Douglas County Youth Initiative (DCYI) (Burkholder)

Burkholder concurred with Cole's comments about the importance of this group and reminded trustees about the Youth Leadership Summit coming up in March.

### **FOUNDATION REPORT (Vaughn)**

Vaughn called attention to the 2020 Foundation Activity report and success with giving efforts even in the face of COVID-19 challenges.

### **TRUSTEE COMMENTS**

Burkholder shared two bright spots: 1) An upcoming new library for Castle Rock; 2) All the staff engagement with our community through library activities.

### **UPCOMING BOARD MEETINGS**

1. **Capital Planning Committee Meeting:** Thursday, March 4, 2021, Douglas County Libraries in Castle Pines, 1<sup>st</sup> Floor Conference Room, 8 a.m. (Danser, Nolan and Vaughn)
2. **Annual Board Retreat:** Saturday, March 6, 2021, Douglas County Libraries in Castle Pines, Castle Pines North MA Event Hall, 9 a.m.–4 p.m. (All)  
Owen-Delay shared that the retreat will officially begin at 9:30 a.m. and should end by 2 p.m.
3. **Executive Committee Meeting:** Wednesday, March 10, 2021, Douglas County Libraries in Lone Tree, The Studio, 8 a.m. (Cole, Silverthorn and Burkholder)
4. **Personnel Committee Meeting:** Friday, March 19, 2021, Douglas County Libraries in Castle Pines, 1<sup>st</sup> Floor Conference Room, 8 a.m. (Silverthorn, Cole and Burkholder)
5. **Board Meeting:** Wednesday, March 31, 2021, Douglas County Libraries in Castle Pines, Castle Pines North MA Event Hall, 6:30 p.m.

**OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Meeting:** Wednesday, March 17, 2021,  
Remote Call-In, 7:30 a.m.-9:30 a.m. (All, spokesperson TBD)

**ADJOURN**

Cole adjourned the meeting at 7:55 p.m.

Respectfully submitted,



Louise Wood, Board Secretary

Minutes prepared by Patti Owen-DeLay

