



# Board of Trustees Special Meeting Agenda

Douglas County Libraries  
Wednesday, January 27, 2021  
6:30 P.M.

Castle Pines Library, Castle Pines, CO

*Note Due to COVID the public will attend all meetings remotely.  
Remote Call-In information is on the library website at: [DCL.org/board-meetings/](https://dcl.org/board-meetings/)*

**CALL TO ORDER** Presiding: Ron Cole, President

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

## ATTENDANCE

## CONSENT AGENDA

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**MOTION** Approval of the Consent Agenda

## DISTRICT BUSINESS

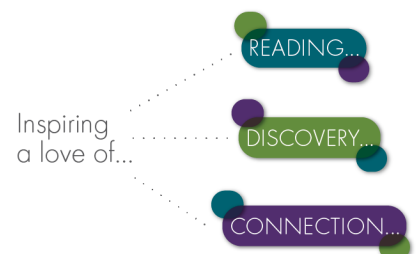
#	Item		Page(s)
1.	Minutes	Special Meeting December 28, 2020	5-6
2.	Board of County Commissioner Appointment Resolution	Resolution #021-004 Appointing Terry Nolan	7
3.	Budgeted Capital Expenditure	PC Replacements – 2021	8-9
4.	Budgeted Capital Expenditure	Security Cameras - 2021	10
5.	Budgeted Capital Expenditure	Branch Servers - 2021	11

*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.*

## Capital Planning Committee

## Executive Session Packet

**MOTION** for Executive Session for discussion of matters relating to negotiation position as allowed by Colorado Open Meeting Law C.R.S. §24-6-402(4)(f).



## EXECUTIVE SESSION

## RETURN TO OPEN MEETING

## TRUSTEE COMMENTS

## UPCOMING BOARD MEETINGS

*Note Due to COVID the public will attend all meetings remotely.*

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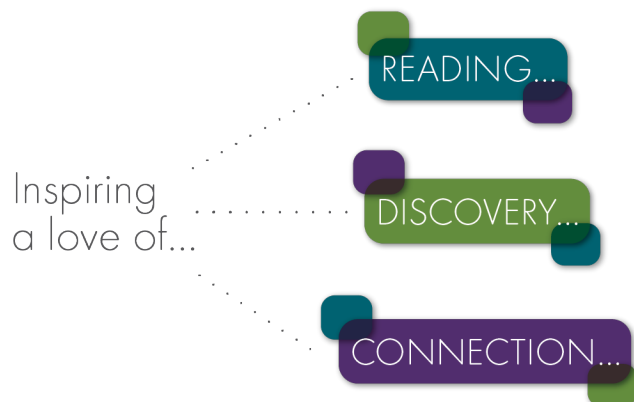
1. **Board Capital Planning Committee Meeting**: February 4, 2021, Castle Pines Library, 8:00 a.m. – 9:00 a.m. (Danser and Vaughn)
2. **Board Executive Committee Meeting**: February 10, 2021, Lone Tree Library, 8:00 a.m. – 9:00 a.m. (Cole and Silverthorn)
3. **Personnel Committee Meeting**: February 19, 2021, Castle, 8:00 a.m. – 9:00 a.m. (Silverthorn, Burkholder and Cole)
4. **Board Study Session**: February 24, 2021, Remote Call-In, 5:00 p.m. – 6:30 p.m. (All)
5. **Board Regular Meeting**: February 24, 2021, Board - Castle Pines Library, 7:00 p.m. (All)

## ADJOURN



## Board of Trustees

Special Meeting  
Wednesday, January 27, 2021



**Board Action:** Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

#	Item	
1.	Minutes	Special Meeting December 28, 2020
2.	Board of County Commissioner Appointment Resolution	Resolution #021-004 Appointing Terry Nolan
3.	Budgeted Capital Expenditure*	PC Replacements – 2021
4.	Budgeted Capital Expenditure*	Security Cameras - 2021
5.	Budgeted Capital Expenditure*	Branch Servers - 2021

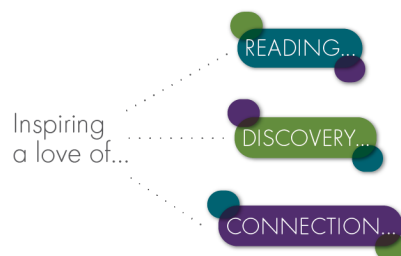
**MOTION:** I move to accept the Consent Agenda as presented.

\*These items are coming to you in support of our expenditure policy for budgeted capital expenditures of \$50,000 or more.

As such we are confirming:

1. Budgeted monies are still in place for this project.
2. The scope of the project is in line with the project budget
3. The project is in line with our current strategies or workplan.

We have finalized our scope costs through our normal bid and procurement processes.



DOUGLAS COUNTY LIBRARIES  
Board of Trustees Special Meeting  
December 28, 2020  
Remote Call-In

President Cole called the special meeting to order at 5:00 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, Dan Danser, Louise Wood, Meghann Silverthorn, and Dawn Vaughn.

A quorum was present. Trustee Duffy was absent. The absence was excused.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Michael King, and Patti Owen-DeLay

**PUBLIC:** Mike Slattery, The Fulcrum Development Group

**PUBLIC COMMENTS:** None

**APPROVAL OF CONSENT AGENDA**

**MOTION 20-12-01SP3:** Cole moved and the motion carried unanimously to approve the Consent Agenda of the December 21, 2020, special meeting board minutes as presented.

**DISTRICT BUSINESS**

No one declared a conflict of interest.

Capital Planning Committee

Discussion of The Fulcrum Group negotiations.

There was no need for The Fulcrum Group to present this evening. Pasicznyuk will review recent discussions with them in Executive Session.

**MOTION 20-12-02SP3:** Cole moved and the motion carried unanimously to enter into Executive Session as per Colorado Open Meeting Law for discussion of: 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).

**EXECUTIVE SESSION**

The board moved into Executive Session at 5:08 p.m.

## RETURN TO OPEN SESSION

The board returned to open meeting at 6:09 p.m. 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.

Hearing none,

## TRUSTEE COMMENTS

Wood expressed thanks to Bob and team for all their work on the Castle Rock project.

Silverthorn expressed readiness to meet at any time to work on the Castle Rock project.

## UPCOMING BOARD MEETINGS

### Currently Scheduled:

1. **Board Special Meeting**: January 4, 2021, Remote Call-In, 5:00 p.m.
2. **Board Capital Planning Committee Meeting**: January 7, 2021, Remote Call-In, 8:00 a.m.–9:00 a.m. (Danser and Vaughn)
3. **Board Executive Committee Meeting**: January 13, 2021, Remote Call-In, 8:00 a.m.–9:00 a.m. (Cole and Silverthorn)
4. **Personnel Committee Meeting**: January 15, 2021, Remote Call-In, 8:00 a.m.–9:00 a.m. (Silverthorn, Burkholder and Cole)
5. **Board Informal Breakfast**: January 27, 2021, Location to be announced, 8:00 a.m.–9:00 a.m.
6. **Board Study Session**: January 27, 2021, Remote Call-In, 5:00 p.m.–6:00 p.m.

## OTHER BOARD CALENDAR ITEMS

**Partnership of Douglas County Governments Elected Officials Meeting**: January 20, 2021, Remote Call-In, 7:30 a.m.–9:00 a.m.

## ADJOURN

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Louise M. Wood, Board Secretary  
Minutes prepared by Patti Owen-DeLay

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**Resolution No. R-021- 004**

**THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO**

**RESOLUTION MAKING AN APPOINTMENT TO THE DOUGLAS COUNTY  
LIBRARIES BOARD OF TRUSTEES.**

**WHEREAS**, Resolution No. R-990-149, established the Douglas Public Library District, now known as Douglas County Libraries, specified the terms of office for the members of the library district's board of trustees and established a procedure for filling vacancies on the library district's board of trustees ("Establishment Resolution"); and

**WHEREAS**, Resolution No. R-001-041 reduced the term office of members of the Board of Trustees of the Douglas Public Library District from five years to three years.

**WHEREAS**, Resolution No. R-013-37 revised the process regarding recommendations for Appointment of Trustees to serve on the Douglas County Libraries Board of Trustees and was amended in 2018 to further detail the process.

**WHEREAS**, Trustees to the Douglas County Libraries are appointed by the Douglas County Board of County Commissioners; and

**BE IT RESOLVED**, that the following individual is appointed to the Douglas County Libraries Board of Trustees for the term specified:

Terry Nolan

Term Expires January 2024

**PASSED AND ADOPTED** this 12<sup>th</sup> day of January 2021, in Castle Rock, Douglas County, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO**

**BY:**

DocuSigned by:

*Lora L. Thomas*

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**LORA L. THOMAS, Chair**

**ATTEST:**

DocuSigned by:

*Kristin Randlett*

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**KRISTIN RANDLETT, Clerk to the Board**

DocuSigned by:



**DATE:** January 27, 2021

**AGENDA ITEM:** Budgeted Capital Expenditure over \$50,000 for laptops, and related equipment. This is the first purchase for roughly 25% of the overall \$200,000 approved budget.

**DISCUSSION:** Each year, DCL replaces technology devices at or about a 4-year life cycle. The replacement cycle is set to ensure premium product and service delivery for the public and staff. The 2020 budget includes budget for this annual work. We are requesting board authorization now so that our IT Team has the flexibility to achieve these replacements month-by-month throughout the year.

- We purchase equipment through a competitive process – multiple quotes.
- We retire equipment through a certified recycler – state and federal law.
- The pricing examples listing in the request may vary during the year due to market fluctuations. If unit pricing rises, the library will vary purchase quantities to stay within the board's authorization or request board approval for a new authorization.

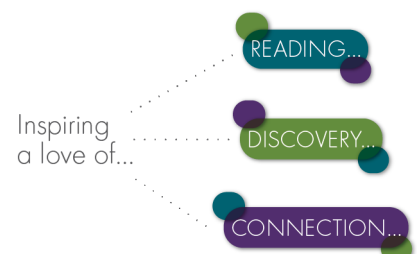
**BUDGET IMPACT:** \$45,433.25/200,000

Item	Cost	Budgeted Amount
Laptop replacements DCL Staff	\$45,433.25	\$200,000.00
Contingency Amount	0.00	
Total	\$45,433.25	

**RECOMMENDATION:** We recommend that the Board approve this expenditure as presented through the following motion.

**MOTION:** I move to approve the budgeted capital expenditure of \$45,433.25 for the upgrade and refresh of laptops.

**PERSON(S) RESPONSIBLE:** Jesse Politi





Item	QTY	CDW	Amazon
HP Elietbook 840 g7	25	\$ 31,949.25	\$ 31,916.00*
HP Hardware support	25	\$ 5,954.25	\$ 7,431.75
Dell 24" monitor	25	\$ 6,029.75	\$ 5,874.75
<b>Total</b>		<b>\$ 43,933.25</b>	<b>\$ 45,222.50</b>
<b>Additional Costs</b>			
Metec recycling and disposal	<b>Total</b>	\$ 1,500.00	
	<b>Grand Total</b>	<b>\$45,433.25</b>	

- Only 17 currently available from Amazon

**DATE:** January 27, 2021

**AGENDA ITEM:** Budgeted Capital Expenditure over \$50,000 for security camera storage. Previously approved budget for security camera storage is \$50,000.

**DISCUSSION:** Each year, DCL replaces technology devices at or about a 4-year life cycle. The replacement cycle is set to ensure premium product and service delivery for the public and staff. The 2020 budget includes budget for this annual work. We are requesting board authorization now so that our IT Team can make the purchase.

- We purchase equipment through a competitive process – multiple quotes.
- We retire equipment through a certified recycler – state and federal law.

**BUDGET IMPACT:** \$57,393.00/\$50,000

Item	Cost	Budgeted Amount
Security Camera Storage replacements	\$57,393.00	\$50,000

Contingency Amount: 0

Total: \$57,393.00

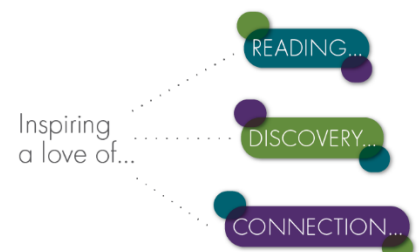
**RECOMMENDATION:** We recommend that the Board approve this expenditure as presented through the following motion.

**MOTION:** I move to approve the budgeted capital expenditure of \$57,393.00 for the upgrade and refresh of security camera storage.

**PERSON(S) RESPONSIBLE:** Jesse Politi

Item	QTY	Unit Price	Total
NVR-R-2-224TB-V2	2	\$ 28,696.50	\$ 57,393.00
<b>Total</b>			<b>\$ 57,393.00</b>

- Single source from All Campus Security



**DATE:** January 27, 2021

**AGENDA ITEM:** Budgeted Capital Expenditure over \$50,000 for branch servers, and related equipment. Previously approved budget for branch server is \$70,000.

**DISCUSSION:** Each year, DCL replaces technology devices at or about a 4-year life cycle. The replacement cycle is set to ensure premium product and service delivery for the public and staff. The 2020 budget includes budget for this annual work. We are requesting board authorization now so that our IT Team can make the purchase.

- We purchase equipment through a competitive process – multiple quotes.
- We retire equipment through a certified recycler – state and federal law.

**BUDGET IMPACT:** \$59,304.35 / \$70,000

Item	Cost	Budgeted Amount
Branch server replacements for HI, PSM, PA, CAP, ROX	\$59,304.35	\$70,000
Contingency Amount: 0		
Total: \$59,304.35		

**RECOMMENDATION:** We recommend that the Board approve this expenditure as presented through the following motion.

**MOTION:** I move to approve the budgeted capital expenditure of \$59,304.35 for the upgrade and refresh of branch servers recommended by the Capital Planning Committee.

**PERSON(S) RESPONSIBLE:** Jesse Politi

Item	QTY	Unit Price	CDWG
HPE ProLiant DL360 Gen10 Servers	5	\$ 11,860.87	\$ 59,304.35
<b>Total</b>			<b>\$ 59,304.35</b>

