

DOUGLAS COUNTY LIBRARIES
Board of Trustees Regular Meeting
May 24, 2017
Castle Rock, CO

At 7:00 p.m. the Board toured the new carpeting and shelving at the Philip S. Miller Library.

Vice-President Brown called the regular meeting to order at 7:20 p.m.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, Sean Duffy, John Howe

Trustees Bob Morris and Janiece Murphy were absent. The absences were excused. A quorum was present.

STAFF: Bob Pasicznyuk, Tammy Clausen, Karen Gargan, Art Glover, Jaime Gotlieb, Annette Hanowski, Jeff Kapaun, Sheila Kerber, Rick O'Dell and Patti Owen-DeLay

GUESTS: Cheryl Wallace with Rubin Brown Auditors

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 17-05-01: Howe moved and the motion carried to approve the consent agenda consisting of the minutes of the meeting March 22, 2017, and the ratification of the email poll authorizing the expenditure of funds to fix the entry doors at Castle Pines and Parker libraries.

PRESENTATION

Cheryl Wallace with Rubin Brown reviewed the annual audit ViewPoints Report to Governance and Financial Statements, December 31, 2016.

- There was one implementation change in the financial reporting to comply with GASB 72 requiring an understanding of how investments are valued.
- Included in this report is a list of adjustments that were made during the audit process.
- There were no disagreements with management.
- Overall, the District received a "clean" opinion.
- Focus was on capital depreciation, pension and investments.
- There were no material weaknesses or significant deficiency.
- There was one comment about journal entries.

STRATEGIC UPDATE

Pasicznyuk shared conversation in preparation for the July board retreat focusing on vision.

DISTRICT BUSINESS

No conflicts of interest were declared.

Standing Committee Reports.

Executive Committee (Eleanor Brown)

- Gargan shared some minor changes to the financials, designating categories to better track capital maintenance from capital savings. The planned dip into reserves to fund operations this year seems unlikely, as revenues from auto sales are much higher than usual.

Bylaws and Policies Committee (Janiece Murphy)

No report.

Capital Planning Committee (John Beckwith)

- Capital project expenditure for punch items for the new buildings.
MOTION 17-05-02: Beckwith moved and the motion carried unanimously for the completion of punch list items associated with Castle Pines, Lone Tree and Parker libraries for the total amount of \$343,751 as recommended by the Capital Planning Committee.
- Closure of Roxborough Library for refresh.
- **MOTION 17-05-03 to RESCIND MOTION 17-03-06:** Beckwith moved and the motion carried unanimously to rescind motion 17-03-06, which approved the three-week Roxborough Library closure beginning on July 10, 2017 and reopening on July 29, 2017.
- Closure of Roxborough Library for refresh.
MOTION 17-05-04: Beckwith moved and the motion carried unanimously to approve the three-week Roxborough Library closure for purposes of an update and refresh remodel beginning on October 23, 2017 and reopening on November 11, 2017.

Human Resources Committee (Eleanor Brown)

- Title Change for Library Director.
MOTION 17-05-05: Brown moved and the motion carried unanimously to approve the change in title for the Library Director to Executive Library Director upon passage of this motion.
- Library Closure for Annual Staff Day.

MOTION 17-05-06: Brown moved and the motion carried unanimously to approve the closure of Douglas County Libraries on Friday, September 15, 2017 for the annual staff day.

FOUNDATION REPORT (John Howe)

Howe reported that the last Foundation meeting was held on April 3, 2017.

- The Foundation has agreed to set aside funds for grants to programs and events.
- The Foundation is working on goals and strategies that will support the District.
- A minor correction was noted for the 2016 Annual Foundation Report. The \$61,120 amount on page three should be \$84,076 as is reflected on page one.
- Howe asked that the trustees all participate in financially supporting the Foundation so that the Library Board can declare 100% participation.
- Fransen Pittman will be a Cheshire Cat entertainer sponsor for the Foundation Gala this year. The Title Sponsor at \$10,000 is still open, along with a number of other sponsorships for the October event.

REPRESENTATIVE REPORTS

Cole reported on the recent Partnership of Douglas County Governments sharing information on the Larkspur Book Library and DougCoData.

TRUSTEE COMMENTS

Duffy expressed the fun he and his son had at the recent Parker Astronaut School event.

UPCOMING BOARD MEETINGS

Please note added evening before session for the July retreat

1. **Board Meeting:** June 28, 2017, James H. LaRue Library, Shea Meeting Room, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting:** July 12, 2017, Parker Library, 2nd Floor Conference Room, 12:00 p.m. – 1:30 p.m.
3. **Capital Planning Committee Meeting:** June 15, 2017, Philip S. Miller Library, Castle Rock Bank East, 10:30 a.m. – 11:30 a.m.
4. **Board Study Session:** August 17, 2017, Lone Tree Library, The Studio, 11:30 a.m. – 1:00 p.m.
5. **Human Resources Committee Meeting:** No meeting scheduled
6. **Bylaws and Policies Committee Meeting:** No meeting scheduled

7. **Annual Board Retreat:**

- a. Friday, July 7, 2017, 6 p.m. Dinner and pre-session, Parker Library
- b. Saturday, July 8, 2017, 8 a.m. – 5 p.m. Retreat, Parker Library

OTHER BOARD CALENDAR ITEMS

- 1. **DCL Foundation Meeting:** July 10, 2017, Lone Tree Library, The Studio, Noon – 1:00 p.m.
- 2. **Partnership of Douglas County Governments Meeting:** July 19, 2017, Parker Library, 7:00 a.m. – 9:30 a.m.
- 3. **Douglas County Youth Initiative Meeting:** June 12, 2017, Douglas County Human Services Offices, 1st Floor Conference Room, 8:30 a.m. – 11:30 a.m.
- 4. **Colorado Association of Libraries Legislative Committee Meeting:** Starts back in September

Vice President Brown adjourned the meeting at 8:43 p.m.

Respectfully submitted,



Rondle L. Cole, Board Secretary

Minutes prepared by Patti Owen-Delay

