

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Meeting  
June 26, 2019  
Castle Pines, CO

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

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

**MOTION 19-06-01:** Morris moved and the motion carried unanimously to approve the agenda as presented.

The following were present:

**TRUSTEES:** John Beckwith, Ron Cole, Sean Duffy, Lawrence Falter, Bob Morris, and Louise Wood

Meghann Silverthorn was absent. The absence was excused.

**STAFF:** Bob Pasicznyuk, Michael King, Kim McClintock, and Patti Owen-DeLay

**GUEST:** Eden (Edie) Cingrani

**PUBLIC:** Elisa George, Michelle Cingrani, Chris Cingrani, Laureen Boll, Linda Boyle and Tera Radloff

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES**

**MOTION 19-06-02:** Morris moved and the motion carried unanimously to approve the regular board meeting minutes of May 29, 2019, as presented.

**PRESENTATION: Teen Volunteers**

Kim McClintock gave an overview of the teen volunteer opportunities and impact at Douglas County Libraries.

Edie Cingrani shared her experience as a teen volunteer.

Michael King shared information about Volunteer Connect — the portal for volunteering in Douglas County, which is a project of the Partnership of Douglas County Governments that is managed by the library. In addition to the benefit of providing school service-hour requirements, King shared other benefits for teen volunteers.

**EXECUTIVE LIBRARY DIRECTOR'S UPDATE**

Pasicznyuk reviewed the evolution of thinking around the Castle Rock – Philip S. Miller library renovation and efforts toward finding a “shop” for district staff, enabling the renovation in

Castle Rock to have less “new construction.”

Pasicznyuk shared a Focus 3 video as an example of the culture work that leadership is working on. Brian Kight of Focus 3 declared that an organization is a human system first and an operational system second. The strength and health of the human system drives the operational system.

## **DISTRICT BUSINESS**

No conflict of interest items were declared.

### **Bylaws and Policy – Proposed Housekeeping Updates**

Every few years, library staff review the entire bylaws and policies to ensure compliance with current law, citations and practice. The proposed updates to the bylaws and policies are due to changes in law, citation, or previously discussed and approved district practice. (Table of proposed changes at end of these minutes.)

Duffy requested the three items listed under “3. Access, C. Free Access to Libraries for Minors” be removed for further discussion.

**MOTION 19-06-03:** Falter moved and the motion carried unanimously to approve the bylaws and policy changes as presented and listed in the table above, except the three items listed under “3. Access, C. Free Access to Libraries for Minors.”

**MOTION 19-06-04:** Duffy moved and the motion carried unanimously to table any updates to the access policy concerning access to libraries for minors, and for trustees Duffy and Cole to work with staff in developing or revising this policy.

## **FOUNDATION REPORT**

Cole shared an update on the planned giving aspect of the Foundation’s planning process.

Duffy reminded trustees to attend the annual Foundation Gala September 27, 2019.

## **TRUSTEE COMMENTS**

Beckwith asked for a report on disposal of books and computers and other district items, such as furniture. Pasicznyuk will include this report with the August board packet.

Falter requested legal counsel review the policy changes being drafted prior to review for adoption by the library board.

## **UPCOMING BOARD MEETINGS**


1. **Board Meeting**: No July meetings. August 28, 2019, Roxborough library, Lockheed Martin Community Meeting Room, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session**: No July meetings. August 28, 2019, Roxborough library, Lockheed Martin Community Meeting Room, 5:00-6:30 p.m.
3. **Board Development Session**: August 8, 2019, Highlands Ranch – James H. LaRue library, Event Hall A, 3:00-5:00 p.m. (Note new time.)

## OTHER BOARD CALENDAR ITEMS

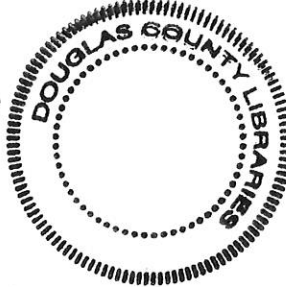
1. **Partnership of Douglas County Governments Meeting:** July 17, 2019, Town of Castle Rock, Millhouse, Philip S. Miller Park, 7:00-9:30 a.m.

**MOTION 19-06-05:** Morris moved and the motion carried unanimously to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

  
Louise M. Wood, Board Secretary

Minutes prepared by Patti Owen-DeLay



POLICY	CITATION	TYPE	WHY	POLICY READS
Terms Final Approved	Library Director	Housekeeping Change	To update Title	Library Director - needs to be Executive Library Director in the text, but Library Director in the Terms (Note - Library Director is appropriate everywhere else with this one change.)
Organization	Strategic Plan	Housekeeping Change	To update having only a vision, not a mission	Delete Mission
Bylaws	ARTICLE VI. MEETINGS	Housekeeping Change	Change in Colorado Open Meeting Law	<b>Section 5. Notice.</b> All meeting notices shall be publicly posted <del>three (3) days before the meeting at a conspicuous place within the District that is determined and approved annually by the Board;</del> in accordance with the Colorado Open Meetings Law ("COML"), Sections 24-6-401, et seq., C.R.S. <b>Notice will also appear on the District website.</b>
Bylaws	Update Signature Lines	Housekeeping Change	Updated in 2018	Just update signature lines with current President and Secretary
Access	3. Access, A. Library Bill of Rights	Housekeeping Change	Update Citation	...as adopted by the American Library Association Council June 19, 1939, amended October 14, 1944; June 18, 1948; <del>amended</del> February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996 and reprinted below:
Access	3. Access, B. Freedom to Read	Housekeeping Change	Update Citation	The Board subscribes to the "Freedom to Read" statement by the American Library Association and the Association of American Publishers, <del>originally issued in May, 1953. Adopted June 25, 1953, revised January 28, 1972, January 16, 1991; July 12, 2000; and June 30, 2004 by the ALA Council and AAP Freedom to Read Committee and as reprinted below.</del> This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972, January 16, 1991; July 12, 2000; June 30, 2004.
Access	3. Access, C. Free Access to Libraries of Minors	Housekeeping Change	Update Title	Access to Library Resources and Services for Minors (Updated by ALA July 1, 2014)
Access	3. Access, C. Free Access to Libraries of Minors	Housekeeping Change	Update Citation	The Board also adopts as a part of its policies, the following "Free Access to Libraries for Minors, An Interpretation of the Library Bill of Rights", as originally adopted in June 30, 1972; and amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008 under previous name "Free Access to Libraries for Minors; and July 1, 2014 by the American Library Association Council:
Access	3. Access, C. Free Access to Libraries of Minors	Housekeeping Change	Updated based on legal precedent	See document: "3. Access - C Minors Proposed"
Access	3. Access, D. Freedom to View	Housekeeping Change	Update Citation	The Board also adopts as a part of its policies, the following "Freedom to View," as endorsed by the ALA (American Library Association) Council <del>January 10, 1990</del> June 28, 1979; and June 24, 1989.
Accepting Gifts	6. Code of Ethics, C. Accepting Gifts	Housekeeping Change	Update to law	Update \$53 to the current \$59
Financial	11. Administration, D. Financial Policies	Housekeeping Change	Update to follow best practice	The Board is responsible for review and oversight of the District's <del>monthly</del> financial statements. The Library Director will provide financials statements to the Board at least quarterly for the first three quarters of each year, and with the audit for the final quarter of the year.
Closures	11. Administration, E. Closures	Housekeeping Change	Board change in practice	add Easter to the closure list.
Disposal of Patron Records	11. Administration, I. Disposal of Personal Information	Housekeeping Change	Update to comply with law	See document "11. Administration, I Disposal of Personal Info Proposed"
Anti-Violence	12. Human Resources, B. Personnel Policy, 11. Anti-Violence	Housekeeping Change	Routine update to comply with changes in the law.	The District strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, bullying, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons other than those allowed with a current conceal carry license on District property, or any other act, which, in the Director's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated. Employees and volunteers are expected to make a timely complaint of observed violent behavior to enable the District to promptly investigate and correct any behavior that may be in violation of this policy.