

DOUGLAS COUNTY LIBRARIES  
Special Board of Trustees Meeting  
April 9, 2020  
ZOOM

President Cole called the regular meeting to order at 4:00 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, Sean Duffy, Meghann Silverthorn, Dawn Vaughn and Louise Wood

All trustees were present. A quorum was present.

**STAFF:** Bob Pasicznyuk, Dave Anderson and Patti Owen-Delay

**PUBLIC:** John Gilbert

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES**

**MOTION 20-04-01SP:** Duffy moved and the motion carried unanimously to approve the minutes of March 26, 2020, as presented.

**DISTRICT BUSINESS**

No one declared a conflict of interest.

- Executive Session for Personnel Matters during COVID-19  
**MOTION 20-04-02SP:** Cole moved and the motion carried unanimously to enter into Executive Session for the discussion of: Personnel Matters C.R.S. §24-6-402(4)(f)

The board moved into Executive Session.

**RETURN TO OPEN MEETING**

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. Seeing none, the next agenda item is:

- Personnel Meetings with Director

- The board approved having Board President Cole and Personnel Committee Chair Silverthorn as the trustees who will meet with the Director for these check-in meetings every other month.
- Castle Rock – Philip S. Miller Library Renovation
  - Director’s Report - Project Scope & Forecast  
Pasicznyuk reviewed and discussed his report with the board.
  - Financial Forecast  
Anderson reviewed revenue forecasts with the board.
- COVID-19 Reports – For reporting only.

**TRUSTEE COMMENTS:** None

#### **UPCOMING BOARD MEETINGS**

- **Suggested Meeting Updates:**
  - Cancel Board Retreat on May 2, 2020 - approved
  - Change April 16 meeting to Personnel Committee meeting - approved
  - Add April 23 COVID-19 Board Meeting – approved

#### **Currently Scheduled:**

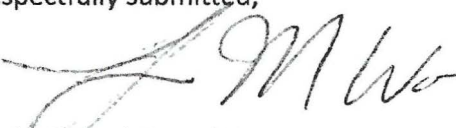
1. **Special COVID-19 Meeting:** Weekly, April 16, 2020, 4 p.m. via Zoom
2. **Board Meeting:** May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 7 p.m. (Dinner at 6:30 p.m.)
3. **Board Study Session:** May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 5 p.m. - 6:30 p.m.
4. **Board Annual Retreat:** May 2, 2020, Douglas County Libraries in Highlands Ranch, Event Hall A, 9 a.m. - 4 p.m.

#### **OTHER BOARD CALENDAR ITEMS**

**Partnership of Douglas County Governments Meeting:** May 20, 2020, Douglas County Government, Douglas County Events Center, 7:00 a.m. - 9:30 a.m. **Reported to be canceled.**

The meeting was adjourned at 5:36 p.m.

Respectfully submitted,

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

