

DOUGLAS COUNTY LIBRARIES
Board of Trustees Regular Meeting
October 27, 2021
Lone Tree, Colorado

Meghann Silverthorn, Vice-President, called the regular meeting to order at 7:11 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, Daniel Danser, Terry Nolan, Meghann Silverthorn, and Louise Wood

Ron Cole and Dawn Vaughn were absent. The absences were excused. A quorum was present.

STAFF: Bob Pasicznyuk, Dave Anderson, Patti Owen-DeLay, and Jesse Politi

PUBLIC: None

PUBLIC COMMENTS: None

CONSENT AGENDA

#	Item	Regarding	Page(s)
1.	Minutes	Regular Meeting September 29, 2021	Pages 5-7
2.	Study Session Record	Study Session September 29, 2021	Pages 8-9

MOTION 21-10-01: Burkholder moved and the motion carried unanimously to approve the Consent Agenda as presented, consisting of the September 29, 2021, Regular Board Meeting minutes and September 29, 2021, Study Session record.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Pasicznyuk expanded on the meeting packet report summary of where libraries are at this point in the pandemic.

DISTRICT BUSINESS

No trustees declared a conflict of interest with any matters coming before the board.

Capital Planning Committee Report (Danser)

- Castle Rock Rebuild - Danser shared that there are some alternates to the project. Pasicznyuk spoke about the possibility of funding these through a number of opportunities. The final schedule will be set once contracts are in place with subs.

Executive Committee Report (Silverthorn)

Discussed items with the budget.

- Quarterly Financial Report - Anderson reviewed the financials, highlighting the strong position the budget reflects with revenues slightly up and expenses slightly down. Some of this will balance out in the fourth quarter, though Anderson expects to end the year with a slight surplus over budget.

- Draft 2022 Budget - The board reviewed the draft budget at the study session. The board will host a special meeting in November for discussion of reserves and 2022 budget.

Partnership of Douglas County Governments (Danser)

Danser shared that there was no Elected-Officials meeting in October. The next meeting is the Elected Officials reception on November 18, 2021.

Douglas County Youth Initiative (DCYI) (Burkholder)

Burkholder reported that the Youth Congress occurred this month.

Urban Libraries Council (ULC) (Silverthorn)

ULC board will meet December 3 in Washington, D.C.

FOUNDATION REPORT (Vaughn)

In Vaughn's absence Owen-DeLay summarized the meeting, sharing:

- The Family Fete and annual Gala were by all counts a success and the two events will continue in 2022.
- The Foundation board will work on goal-setting in January 2022, focusing on:
 - Recruitment,
 - Fundraising and the endowment fund, and
 - Special project to support and enhance the library mission.
- Colorado Gives Day is December 7, 2021.
 - Donations can be scheduled any time after November 1, 2021.
 - All trustees are asked to donate.
 - Staff will share tools for helping spread the word and build donors.
- The Foundation approved its bylaws change allowing the Executive Director of the Foundation to be either the Executive Library Director or his Director designee.

Personnel Committee Report (Silverthorn)

- Executive Library Director's Annual Performance Review.

MOTION 21-10-02: Silverthorn moved and the motion carried unanimously to enter into Executive Session as per Colorado Open Meeting Law for discussion of: personnel matters C.R.S. §24-6-402(4)(f).

RETURN TO OPEN SESSION

The board returned to open meeting at 8:45 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.

Continuation of Personnel Committee Report

- Executive Library Director's Annual Performance Review.

Silverthorn shared on behalf of the board:

1. The board is incredibly happy with the Executive Library Director's performance.
2. The Personnel Committee will have a review conversation with the Executive Library Director.
3. The board will handle 2022 compensation at the December 1, 2021, board meeting.

4. Trustee Nolan will speak with legal counsel around the question of needing to do a motion in open meeting for compensation.
- Extending terms on two appointments.
Silverthorn spoke to Commissioner Thomas about updating library appointments for two positions to allow for a better staggering of terms. Commissioner Thomas was open to the conversation and it will be continued.

TRUSTEE COMMENTS

Burkholder expressed appreciation for all that is happening and that the district is giving to our community.

Nolan stated that he is “happy to be here.”

UPCOMING BOARD MEETINGS

1. **Board Capital Planning Committee Meeting:** November 4, 2021, Castle Pines Library, 8:00 a.m.–9:00 a.m. (Danser, Nolan and Vaughn) Note: This may be canceled. Pasiecznyuk will check with staff on any first quarter capital approvals.
2. **Board Executive Committee Meeting:** November 10, 2021, Lone Tree Library, 8:00 a.m.–9:00 a.m. (Cole, Burkholder and Silverthorn)
3. **Personnel Committee Meeting:** November 19, 2021, Castle Pines Library, 8:00 a.m.–9:00 a.m. (Silverthorn, Burkholder and Cole)
4. **Board Informal Breakfast:** November 24, 2021, the Exchange, Castle Pines, 8:00 a.m.–9:00 a.m.
5. **Board Study Session:** December 1, 2021, Castle Rock – Philip S. Miller Library, 5:30 p.m.–6:30 p.m.
6. **Board Regular Meeting:** December 1, 2021, Castle Rock – Philip S. Miller Library, 7:00 p.m.

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting Elected Officials Reception:** November 18, 2021, Highlands Ranch Mansion, 6:00 p.m.–8:00 p.m.

ADJOURN

MOTION: 21-10-03: Burkholder moved and the motion carried unanimously to adjourn the meeting at 8:58 p.m.

Respectfully submitted,



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

