

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Regular Meeting**  
**September 30, 2020**  
**Castle Rock – Philip S. Miller Library, Castle Rock, CO**

President Cole called the regular meeting to order at 7:00 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 IN PERSON:** Suzanne Burkholder, Ron Cole, Dan Danser, Sean Duffy, Meghann Silverthorn, and Dawn Vaughn

Louise Wood was absent. The absence was excused. A quorum was present.

**STAFF IN PERSON:** Bob Pasicznyuk and Patti Owen-DeLay

The following were present remotely:

**STAFF:** Michael King

**STAFF ATTENDING AS PUBLIC:** Andrea Wyant

**PUBLIC:** None

**PUBLIC COMMENT:** None

**APPROVAL OF CONSENT AGENDA**

**MOTION 20-09-01:** Vaughn moved and the motion carried unanimously to approve the Consent Agenda as presented, including the meeting minutes of August 26, 2020; special minutes of September 2, 2020; 2021 District Holiday Closure Schedule; 2021 Storybook Holiday Closure; and the 2021 Board of Trustees Meeting Schedule.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Reorganization Update

Pasicznyuk reported that job description review around the reorganization and upcoming state and federal changes is completed. This work will continue until the end of 2020 with remaining job descriptions. Pasicznyuk shared process for interviewing and placement.

Silverthorn asked about measures of success for the reorganization.

Pasicznyuk will send out the report on the timeline, communication plan, and outcomes before the next meeting.

### Quarantine Update

Pasicznyuk shared investigation and issues with the quarantine of materials. Staff are considering ending the practice.

### **DISTRICT BUSINESS**

No one declared a conflict of interest.

- Appoint Foundation Class I Director for 2021  
**MOTION 20-09-02:** Vaughn moved and the motion carried unanimously for her to be the Foundation Class I Director for 2021.
- Appoint Trustee to sit on Trustee Selection Committee  
**MOTION 20-09-03:** Silverthorn moved and the motion carried unanimously for her to represent the library on the Board of County Commissioners panel for trustee selection recommendation.

### Capital Planning Committee (Danser)

Pasicznyuk anticipates having a formal proposal to present to the board for analysis of the proposals sometime in the next couple of weeks. This will allow the board to review and define criteria for proposed developer partnerships in the Castle Rock and Sterling Ranch communities.

### Executive Committee (Cole)

Cole shared that the committee reviewed:

- Developer proposals and the need for a consistent criteria of evaluation.
- COVID-19 effects on library services and practices.
- Volunteer Connect issues due to COVID-19, where not all partners are able to fund their share of this Partnership of Douglas County Governments program.

### Personnel Committee (Silverthorn)

- Executive Library Director's Annual Review  
**MOTION 20-09-04:** Silverthorn moved and the motion carried unanimously to enter into Executive Session as allowed by Colorado Law for discussion of personnel matters, C.R.S. §24-6-402(4)(f).

### **EXECUTIVE SESSION**

#### **RETURN TO OPEN MEETING**

The board returned to open meeting at 8:10 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.

Seeing none, Silverthorn requested extending the deadline for the board to do the Director's evaluation in order for the three new trustees to complete their orientation meetings with senior library staff.

**MOTION 20-09-05:** After receiving Pasicznyuk's approval, Silverthorn moved and the motion carried unanimously to amend the 2020 Executive Library Director's contract to extend the date for the Director's evaluation to the December board meeting of December 2, 2020.

#### **FOUNDATION**

Cole invited Vaughn to the October 26, 2020, Foundation meeting for an introduction. Cole reported that Tera Radloff and Rochelle Logan are term-limited and the October meeting will be their final meeting as their terms end December 31, 2020.

**TRUSTEE COMMENTS:** None

#### **UPCOMING BOARD MEETINGS**

##### **Currently Scheduled:**

1. **Board Meeting:** October 28, 2020, Douglas County Libraries in Castle Rock, Event Hall East, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session:** October 28, 2020, Douglas County Libraries in Castle Rock, Event Hall East, 5:00 p.m.
3. **Board Executive Committee** (Trustees Cole, Silverthorn, Duffy): October 14, 2020, Douglas County Libraries in Lone Tree, The Studio, 8:00 a.m.

##### **Other Board Calendar Items:**

1. **Partnership of Douglas County Governments Elected Officials Reception:** November 19, 2020, Highlands Ranch Mansion, 6:00-8:00 p.m. (Danser is spokesperson)

##### **Additional Board Meetings Scheduled for October:**

1. **Trustee Orientation Meetings** (Burkholder, Danser, Vaughn): Orientation meetings with Senior Leadership have been set in October for the three new trustees, along with a districtwide library tour between Pasicznyuk and Vaughn.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Rondle L. Cole, Board President

Minutes prepared by Patti Owen-DeLa

