DOUGLAS COUNTY LIBRARIES
Board of Trustees Annual Meeting
January 27, 2016
Lone Tree Library
Lone Tree, CO

Murphy called annual meeting to order at 7:00 p.m.

For this meeting, Murphy is acting President, and Williams is acting Secretary.

The following were present:

TRUSTEES: John Beckwith, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All appointed trustees were present.

Murphy reported that Heath removed herself from reappointment earlier this month before the Douglas County Board of County Commissioners acted upon the recommendation to reappoint.

Murphy welcomed the two new trustees: Ron Cole and John Howe. Their appointment resolutions are part of the Consent Agenda.

STAFF: Bob Pasicznyuk, Ali Ayers, Susan Byrnes, Amber DeBerry, Sheila Kerber, Jeff Konishi, Elaine McCain, Sharon Nemechek, Linda O'Dell, Rick O'Dell, Patti Owen-DeLay, and Paula Standen

GUESTS: None.

RESOLUTION RECOGNIZING DEMETRIA HEATH

MOTION 16-01-01: Murphy moved and the motion carried unanimously to approve the resolution recognizing Heath and authorizing Murphy to sign it.

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-01-02: Morris moved and the motion carried unanimously to approve all items on the consent agenda.

STRATEGIC REPORT

Pasicznyuk discussed metrics through a series of questions.

Q. What value does the Board place on professional acclaim – awards and the like?

A. Some - when aligned with strategy and vision. They can have promotional value for recognition when recruiting, and keeping staff. Seeking them should be weighed against staff time and effort.

Q. Do you see value in peer comparisons? (i.e. Library Journal, Star Ratings Data)

A. Yes, as they align with what we are doing. If they speak to our strategy then they are of value. If not, then we don't worry about them. Trends can be more important than monthly data.

Q. Is there a value to have a Return on Investment component to the report?

A. Sounds more like an operational tool versus a governance issue.

DISTRICT BUSINESS

No conflicts of interest were declared.

Selection of Board Officers.

Murphy nominated Morris as President for 2016. No other nominations.

MOTION 16-01-03: Murphy moved and the motion passed unanimously with Morris abstaining to appoint Morris as President for 2016.

Morris nominated Murphy as Vice President for 2016. No other nominations.

MOTION 16-01-04: Morris moved and the motion carried unanimously with Murphy abstaining to appoint Murphy as Vice President for 2016.

Morris nominated Williams as Secretary. No other nominations.

MOTION 16-01-05: Morris moved and the motion carried unanimously with Williams abstaining to appoint Williams as Secretary for 2016.

Murphy nominated Morris as Treasurer. No other nominations.

MOTION 16-01-06: Murphy moved and the motion carried unanimously with Morris abstaining to appoint Morris as Treasurer for 2016.

Selection of Committee Chairs and Members.
Morris as President will be a de facto member of all committees.

Building & Grounds – Chair, Beckwith; Williams; Morris
Bylaws & Policies – Chair, Howe; Williams; Morris
Finance – Chair, Howe, Howe will be Treasurer-in-Training; Murphy; Morris
Government Relations – Chair, Beckwith; Cole; Morris
Human Resources – Chair, Murphy; Cole; Morris

Selection of Foundation Class I Directors.
Murphy and Cole will be Class I Directors for the Foundation.

Designation of Official Posting Location.

MOTION 16-01-07: Beckwith moved and the motion carried unanimously to designate Philip S. Miller Library, 100 S. Wilcox Street, Castle Rock as the official posting location for all public notices required by law for the Douglas County Libraries Board of Trustees.

Standing Committee Reports.

Buildings and Grounds Committee

Building Project Budget. Pasicznyuk reviewed the Building Project budget and the $35 million that was authorized by the board which includes the contingency amounts held both by the District and by the contractor. Those contingency items are being handled as money is available. Two areas are outside the $35 million: 1. Fundraising, 2. One- time costs that are operational. At this point, the project is within budget and there is contingency available for added amenities.

Building Project Update. Pasicznyuk reported that all three projects are on target for dates shared in the Building Project Report.

Bylaws and Policies Committee No report.

Finance Committee

Ford Audio Visual Contract.

MOTION 16-01-08: Morris moved and the motion carried unanimously to approve the two Ford AV Contracts ($37,066.28 for James H. LaRue Library; $27,868.89 for Philip S. Miller Library) and authorizing Murphy to sign both.

BiblioCommons Contract.

MOTION 16-01-09: Morris moved and the motion carried unanimously to approve the BiblioCommons Contract for $50,386.96 ($24,500 for implementation; $25,886.96 for annual subscription fee) and authorizing Murphy to sign the contract and the Schedule A Order Form. The Board is aware that the BiblioCommons product does protect the privacy and confidentiality of our patrons.

Government Relations No report.

Human Resources No report.

Foundation Report. Murphy reported on the annual meeting in early January. Richard Akeroyd is the new President of the Foundation. DeBerry reported that 2015 was a successful

fundraising year raising over $300,000. A second, annual Gala is planned for early October 2016. Staff is working on 2016 goals for the Foundation.

OTHER BUSINESS

Next Board meeting: 7:00 p.m. on Wednesday, February 24, 2016, Philip S. Miller Library, Castle Rock, CO, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: February 18, 2016, Thursday, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 10:30 a.m.

Board Study Session: February 18, 2016, Thursday, James H. LaRue Library, Quiet Reading Room, Highlands Ranch, CO, 11:30 a.m. (Lunch at 11:30 a.m.)

OTHER CALENDAR ITEMS

- February 15, 2016, All Libraries Closed – President's Day
- March 18, 2016, **Board Retreat Dinner**, 6:00 p.m. – 8:00 p.m., TBA
- March 19, 2016, **Board Retreat**, 8:00 a.m. – 5:00 p.m., Castle Pines Library, Castle Pines, CO
- March 25, 2016 **Parker Library Topping Off Party** – Noon time – Hosted by Fransen Pittman
- April 5-9, 2016, Public Library Association Conference, Denver, CO

Murphy, acting Board President, adjourned the meeting at 8:21 p.m.

Respectfully submitted,

David Williams, acting Board Secretary
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
February 24, 2016
Philip S. Miller Library
Castle Rock, CO

President Morris called annual meeting to order at 7:00 p.m.

The following were present:

TRUSTEES: John Beckwith, Ron Cole, John Howe, Bob Morris, and David Williams

A quorum was present. Janiece Murphy was absent. The absence was excused.

STAFF: Bob Pasicznyuk, Laura Baldassari-Hackstaff, Susan Burke, Susan Byrnes, Amy Cervene, Tammy Clausen, Cliff Davidson, Amber DeBerry, Karen Gargan, Art Glover, Sheila Kerber, Elaine McCain, Rick O'Dell, Laura Olson, Patti Owen-DeLay, Jayna Ramsey, Haley Somolinos and Adam Speirs

GUESTS: Richard Akeroyd, Douglas County Libraries Foundation Chair

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-02-01: Williams moved and the motion carried unanimously to approve the consent agenda as presented.

INTRODUCTION: The Board welcomed new Learning and Development Manager, Susan Burke. Burke comes to the District with a strong background in training and development.

PRESENTATIONS

Glover introduced the Leadership Journey group; Laura Baldassari-Hackstaff, Amy Cervene, Cliff Davidson, Laura Olson, Jayna Ramsey, Haley Somolinos and Adam Speirs

Leadership Journey group members shared overviews of the projects they completed as part of their Leadership Journey experience.

STRATEGIC REPORT

Pasicznyuk spoke with the trustees about services at the existing Lone Tree Library after the new library is open. The IGA with the City of Lone Tree giving the District land for the new library requires that the District provide "limited services, budget allowing" for a period of two years.

The District's goal is to transition patrons to the new library with its improved amenities while supporting our municipal partner.

Services agreed upon to-date:

- Cozy book nook – the District will stock a small collection of books for all ages that can be checked out
- A checkout station
- Holds pickup location

The City of Lone Tree is also requesting a book drop at this location. Pasicznyuk asked for direction from the board on this service, as providing it, in essence makes this a "small library" and having two locations a mile apart providing library service does not support the library in taking care of the larger whole of the District where there are service needs and growing services needs that cannot yet be met.

The Board recommends that the District provide the offered services, and this additional book drop off service with the following caveats:

- Include a 60-90 day clause with expectations on use of service needed to continue service
- Include signage that directs patrons to the new library
- Do what we can to make this work for the City of Lone Tree while being cognizant of the staffing and cost implications for the District

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

Building Project Update – O'Dell shared milestones on the three building projects.

Beckwith asked about Art Encounters, a county program the District partners with currently, and will continue to do so. In response, DeBerry reported on the District Art Committee formed to support looking at public art in the new buildings. Public Art will be considered by in house design and fabrication, purchase, donation, and partner-programs like Art Encounters, as the building art budget allows.

Bylaws and Policies Committee (John Howe)

Howe reported: The Bylaws and Policies Committee met jointly with the Human Resources Committee. That recommendation will be reported under the Human Resources Committee report.

Finance Committee (John Howe)

- Douglas County Youth Initiative (DCYI) – The DCYI annual IGA is up for consideration. This year the DCYI is asking that the municipalities enter a self-renewing agreement. The agreement allows the District to end the agreement at any time, so the self-renewing is just for administrative convenience.

  Motion 16-02-02: Beckwith moved and the motion carried unanimously to approve the Douglas County Youth Initiative IGA as presented.

- Farm to Table – The board was asked to approve the expenditure for the Farm to Table project at the James H. LaRue Library as it was not included in the 2016 budget.

MOTION 16-02-03: Howe moved and the motion carried unanimously to approve the Farm to Table $25, 012 expenditure with Condit.

- Ford AV – The board was asked to approve the expenditure for the Ford AV project at the Philip S. Miller Library and James H. LaRue Library, as it was not included in the 2016 budget.

  MOTION 16-02-04: Howe moved and the motion carried unanimously to approve the additional Ford AV expenditure of $30,043.

Citing the Farm to Table request, Morris expressed concern to Pasicznyuk that the board is being asked to approve items that have already been executed.

Government Relations (John Beckwith)

Williams asked about the issue at James H. LaRue around the petitioning policy Pasicznyuk reported that the out-of-state petitioner was asked to leave. They did. Pasicznyuk received a call from the employing company and explained the policy. All municipalities have given support for enforcing our policy if needed, with the exception of the Douglas County Sheriff's Office where we are still in conversation.

Human Resources (Ron Cole)

Employment of Relatives Policy - Cole presented the proposed Employment of Relatives policy. Due to lack of a full board, this was first reading of the policy. If passed, second reading would happen at the March meeting, and upon passing, this would become policy.

MOTION 16-02-05: Cole moved and the motion carried unanimously to approve the Employment of Relatives Policy as presented. The policy passed first reading.

Foundation Report.

Akeroyd thanked the Board for the opportunity to support the District as Foundation Chair through this newly structured Foundation.

Akeroyd shared updates on the Foundation:

- Fundraising continues to grow. Akeroyd cited appreciation for the Lone Tree Brewing Company support of the Foundation, encouraging District board and staff to express appreciation to Lone Tree Brewing Company. The recent antiquarian book sale revenue was over $3,000.
- Board member recruiting is ongoing.
- The Foundation is working on policies and budget, and will be reviewing them at their April meeting.
- In October the Foundation is hosting the second, annual Foundation Gala with an Arabian Nights theme.
- Kinder Morgan has given a $2,000 grant for the annual Page to Stage program.

TRUSTEE ANNOUNCEMENTS

Beckwith inquired as to whether staff could speak at Board meetings. Pasicznyuk reported that any public is welcome to come to a meeting and speak during the public comments section of the meeting, and staff could come and speak as a member of the public.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, March 30, 2016, Parker Library, Parker, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: March 24, 2016, Thursday, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 10:30 a.m.

Board Retreat Dinner: March 18, 2016 6:00 p.m. – 8:00 p.m., James H. LaRue Library, Shea Meeting Rooms

Board Retreat: March 19, 2016, 8:00 a.m. – 5:00 p.m., James H. LaRue Library, Quiet Reading Room

Human Resources Committee Meeting: March 30, 2016, Parker Library, 5:30 p.m., Branch Manager's Office

Due to the retreat, there will be no Study Session in March.

OTHER CALENDAR ITEMS

- March 25, 2016 **Parker Library Topping Off Party** – Noon time – Hosted by Fransen Pittman
- April 7-9, 2016, Public Library Association Conference, Denver, CO
- April 8, 2016, Goodbye Castle Pines Library, 3:00 p.m. – 5:00 p.m.
- April 19, 2016, Castle Pines Library VIP Gala
- April 21, 2016, Castle Pines Library Grand Opening
- October 7, 2016, Douglas County Libraries Foundation Gala

Morris adjourned the meeting at 8:21 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
March 30, 2016
Parker Library
Parker, CO

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

New Trustee, Eleanor Brown was welcomed.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, John Howe, Bob Morris, Janiece Murphy and David Williams

A quorum was present. Ron Cole was absent. The absence was excused.

STAFF: Bob Pasicznyuk, Susan Byrne, Amber DeBerry, Karen Gargan, Art Glover, Jaime Gotlieb, Sheila Kerber, Jeff Konishi, Mike Morrow, Sharon Nemechek, Rick O'Dell, Patti Owen-DeLay, Jesse Politi and Naioma Walberg

GUESTS: Demetria Heath, retired trustee

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-03-01: Williams moved and the motion carried unanimously to approve the consent agenda minutes as presented.

The official appointment of Eleanor Brown was noted as received.

PRESENTATIONS

Collections Update: Nemechek shared highlights from the Collection Update Report.

Study Room Technology: Konishi spoke about the new technology for study room reservations and introduced Morrow, the developer overseeing the project. Morrow overviewed the project and demonstrated the new software for study room use.

RECOGNITION OF PAST TRUSTEE HEATH

The Board recognized Heath on her past service as a trustee. Morris read the resolution approved in January 2016 and presented her with a gift and a plaque.

STRATEGIC REPORT

Pasicznyuk shared the expanse of the opportunity in having the Public Library Association Conference in Denver this coming week. The District has 80 staff attending and four trustees.

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

- Building Project Update: Pasicznyuk reported that Castle Pines Library is now ours. There is still a punch list, but furniture is in place, shelving is in, and we will be finishing IT and adding the collection. O'Dell continued the report on the new library building projects.

- Sale of Parker Library Update: Pasicznyuk reported that the library will be getting a new appraisal, and getting a new broker to list the property through this year. Beckwith reported that he supports looking at selling this property versus using it as an administrative building.

- Roxborough Renovations: As part of the ten-year anniversary of Roxborough there is a renovation planned with some updates to shelving layout and upkeep. In the first quarter of 2017 Roxborough will get the same fit and finish as the new libraries.

- Castle Pines Lease: Pasicznyuk executed a three month lease with the City of Castle Pines while final language of a longer term lease is being finalized. The City is moving in to their space in the new Castle Pines Library

- Lone Tree Streetlight Easement

  MOTION 16-03-02: Beckwith moved and the motion carried unanimously to approve the Lone Tree Streetlight Easement.

- Howe asked about book drop services at the current Lone Tree Library – services won't start until Lone Tree City has renovated the space.

Bylaws and Policies Committee (John Howe)
No report.

Finance Committee (John Howe)
No report.

Government Relations (John Beckwith)

Beckwith reported that he spoke with Laura Thomas at the County Assembly about the change in the petitioning policy. Thomas shared that she disagreed with the policy, but understood the reasoning.

Human Resources (Janiece Murphy)

- Employment of Relatives Policy – The proposed policy passed first reading in February. However, due to lack of a full board, a second reading is required, where the motion will carry by majority vote making the policy officially adopted.

MOTION 16-03-03: Murphy moved and the motion carried unanimously to approve the Employment of Relatives Policy as presented. The policy passed second reading, and now becomes adopted policy.

- Director's interim evaluation will be handled later in the meeting in Executive Session.

Foundation Report.

DeBerry stated that the next Foundation meeting will be held next Monday. Denise Denslow is being nominated as a new Class II Director.

Today is the Whole Foods five percent shopping give-back day to benefit the Douglas County Libraries Foundation.

EXECUTIVE SESSION

MOTION 16-03-04: As per Colorado Open meeting Law Morris moved that we enter into Executive Session for discussion of Personnel Matters regarding Bob Pasicznyuk as authorized by C.R.S. §24-6-402(4)(f).

The board went into executive session at 8:10 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:55 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 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.

No concerns were noted.

TRUSTEE ANNOUNCEMENTS

Howe shared that John Diak told him of a Qwest program on Internet Essentials Services that they would like to partner with the library on. Howe will have Qwest contact Pasicznyuk regarding this.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, April 27, 2016, James H. LaRue Library, Highlands Ranch, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: TBD, Thursday, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 10:30 a.m. POLL FOR DATES

Board Study Session Lunch: TBD, 2016, Thursday, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 11:30 a.m.

OTHER CALENDAR ITEMS

- April 5-9, 2016, Public Library Association Conference, Denver, CO

- April 8, 2016, Goodbye Castle Pines Library, 3:00 p.m. – 5:00 p.m.
- April 19, 2016, Castle Pines Library VIP Gala
- April 21, 2016, Castle Pines Library Grand Opening
- April 24, 2016, Annual Staff Recognition, 6-8 p.m., Lone Tree Arts Center (Please RSVP)
- October 7, 2016, Douglas County Libraries Foundation Gala

Morris adjourned the meeting at 9:04 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
April 27, 2016
Lone Tree Library
Lone Tree, CO

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

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

STAFF: Bob Pasicznyuk, Susan Byrne, Tammy Clausen, Tiffany Curtin, Amber DeBerry, Karen Gargan, Jaime Gotlieb, Jeff Konishi, Teresa LeFevre, Sharon Nemechek, Rick O'Dell, Patti Owen-DeLay, and Aspen Walker

GUESTS: Marsha Alston, Douglas County Youth Initiative

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-04-01: Murphy moved and the motion carried unanimously to approve the consent agenda as presented.

PRESENTATIONS

Douglas County Youth Initiative: Alston presented a history and overview of the Douglas County Youth Initiative since its 2004 inception. Douglas County Libraries is one of the governmental founding partners. This collaborative program is overseen by the founding member advisory board. Key programs are the WrapAround Program, Youth Congress, Outstanding Youth Awards, Rapid Family Response and coordination with the Juvenile Justice System.

STRATEGIC REPORT

Pasicznyuk talked about how library technology has evolved from helping to speed up tasks, or free-up staff, to public computing, and now as integrated in all we do. Our new libraries have greater integration of technology. There is an elegance to it. Life-long learning is something we are actively doing often giving people exposure to new things and new technologies. We are making a new commitment to technology as part of the integrated experience. It is not the show, it is a support structure for the show.

DISTRICT BUSINESS

No conflicts of interest were declared.

Formation of Executive Committee
A Board goal for the year is to be more engaged with the Strategic Plan. The officers of the Board would be the Executive Committee, meeting with the Library Director to discuss strategic direction.

MOTION 16-04-02: Howe moved and the motion carried unanimously to form the Executive Committee.

Buildings and Grounds Committee (John Beckwith)

- Building Project Update: The new Castle Pines Library has opened. O'Dell updated the projects. Castle Pines Landscaping is coming. Lone Tree has a Certificate of Occupancy date of May 19, 2016. Parker is moving along on schedule, even though there is still exterior building work. The Certificate of Occupancy date is currently scheduled for June 27, 2016.
- Parker Sale: This will be handled in executive session at the end of the meeting.

Bylaws and Policies Committee (John Howe)
No report.

Finance Committee (John Howe)

- **Server Storage Replacement:** This is a budgeted replacement item that is coming to the board because of expenditure threshold.

MOTION 16-04-03: Howe moved and the motion carried unanimously to approve the expense to Nimble Storage for $218,195.28 and GTRI for $99,303.74 for a total expense of $317,499.02

- **Quarterly Financials and Investments Report:** Gargan reviewed the quarterly financials and investments.

Government Relations (John Beckwith)
Beckwith mentioned that with this being an election year we will likely get requests for petitioning and will need to enact our no petitioning policy uniformly.

Human Resources (Janiece Murphy)
No report.

TRUSTEE ANNOUNCEMENTS

- **Foundation.** Murphy reported that Richard Akeroyd resigned from the Douglas County Libraries Foundation. The Foundation is actively recruiting.

EXECUTIVE SESSION

MOTION 16-04-04: As per Colorado Open Meeting Law Morris moved that we enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 8:07 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:35 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 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.

No concerns were noted.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, May 25, 2016, Roxborough Library, Roxborough, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: Thursday, May 19, 2016, Castle Pines Library, 1st Floor Conference Room, Castle Pines, CO, 10:30 a.m.

Board Study Session Lunch: TBD, Castle Pines Library, 1st Floor Conference Room, Castle Pines, CO, 11:30 a.m.

OTHER CALENDAR ITEMS

- June 17, 2016, Lone Tree Goodbye Celebration, 4 PM
- July 7, 2016, Lone Tree GALA (private event)
- July 9, 2016, Lone Tree Grand Opening, 10 AM
- October 7, 2016, Douglas County Libraries Foundation Gala (private event)

Morris adjourned the meeting at 8:37 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
May 25, 2016
Roxborough Library
Roxborough, CO

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

The following were present:

TRUSTEES: John Beckwith, John Howe, Bob Morris and David Williams

A quorum was present. Eleanor Brown, Ron Cole and Janiece Murphy were absent. The absences were excused.

STAFF: Bob Pasicznyuk, Tammy Clausen, Karen Gargan, Art Glover, Rick O'Dell, and Patti Owen-DeLay

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-05-01: Williams moved and the motion carried unanimously to approve the consent agenda as presented.

STRATEGIC REPORT

Pasicznyuk shared that this concept of Integrated Family Space will take years to hone and perfect. We aspire to engage cross generational in our spaces and we will continue to evaluate and adapt. Libraries are good at segregated spaces, the District is experimenting with a different approach and may have something to share with the larger library world as we go through the journey.

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

- Building Project Report: O'Dell and Pasicznyuk shared updates on the status of the three library projects.
- Future of Philip S. Miller Library: This will be handled in executive session at the end of this meeting.
- Parker Sale Contract and Broker Contract: This will be handled in executive session at the end of the meeting.

Bylaws and Policies Committee (John Howe)
No report.

Finance Committee (John Howe)

- Annual Audit: The annual audit is complete. The auditor will attend an upcoming meeting to review the audit with the Board and offer any recommendations. Trustees received a copy at the meeting for review prior to the auditor review. Gargan reviewed the audit requirements, process and financial statements.
  1. Gargan recommended that Trustees review the Management's Discussion and Analysis pages (i-ix) as they refer to changes and offer comparison.
  2. Gargan explained Government Accounting Standards Board (GASB) 68, a requirement to show the District's portion of pension as a liability when under a benefit program like Public Employees Retirement Association (PERA). This liability would only come in to play as a cost for the District if the District chose to leave PERA.
  3. Trustees have a fiduciary responsibility to designate fund balance. The definition for fund balances referred to on page iv can be found on page 11.

Government Relations (John Beckwith)

- Beckwith shared that the Partnership of Douglas County Governments met at the Castle Pines Library this month. An upcoming meeting will be at the new Lone Tree Library.

Human Resources (Janiece Murphy)
No report.

FOUNDATION REPORT

- District and Foundation staff met with Morningstar in Lone Tree
- Denise Denslow is a new Foundation Director
- The Foundation Annual Report is included as a requirement of the Foundation Bylaws

EXECUTIVE SESSION

MOTION 16-05-02: As per Colorado Open Meeting Law Morris moved that we enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 7:58 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:28 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 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.

No concerns were noted.

MOTION 16-05-03: Beckwith moved and the motion carried unanimously to approve the contract to sell the existing Parker Library and authorize Bob Pasicznyuk to negotiate such remedies and or concessions that may [illegible] necessary as a result of ET Investment's inspection of the property.

MOTION 16-05-04: Beckwith moved and the motion carried unanimously to approve the listing contract with Newmark Grubb Knight Frank for the sale of the existing Parker Library for the period of May 25, 2016 to May 24, 2017.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, June 29, 2016, Castle Pines Library, Castle Pines, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: Thursday, June 23, 2016, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 10:30 a.m.

Board Study Session Lunch: Thursday, June 23, 2016, James H. LaRue Library, Saunders Study Room, Highlands Ranch, CO, 11:30 a.m.

OTHER CALENDAR ITEMS

- June 17, 2016 Lone Tree Closing Event
- July 7, 2016, Lone Tree VIP GALA (private event)
- July 9, 2016, Lone Tree Grand Opening, 10 AM
- October 7, 2016, Douglas County Libraries Foundation Gala, 6 PM (private event)

Morris adjourned the meeting at 8:31 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
June 29, 2016
Castle Pines Library
Castle Pines, CO

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

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

STAFF: Bob Pasicznyuk, Amber DeBerry, Karen Gargan, Jaime Gotlieb, Rick O'Dell, and Patti Owen-DeLay

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-06-01: Williams moved and the motion carried unanimously to approve the consent agenda as presented.

STRATEGIC REPORT

Pasicznyuk talked about the budget and strategic plan process. The Leadership Forum group engaged with the Dream exercise that the board has been invited to do. Discussion ensued about board involvement in the process.

Pasicznyuk also reported that the new Lone Tree Library will open on July 9th.

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

- Building Project Report: Lone Tree is being completed for grand opening next week. Parker parking is in and concrete work is being finished. Carpeting is being laid. Punch starts next week. July 15th is still the anticipated Certificate of Occupancy (CO) date.
- Parker Sale Update: The sale contract is moving forward. The broker has indicated that they have a back-up offer.
- Right-to-Buy Broker Agreement: This will be handled in executive session at the end of the meeting.

Bylaws and Policies Committee (John Howe)
No report.

Finance Committee (John Howe)
No report.

Government Relations (John Beckwith)
Castle Pines has a new mayor. New County Commissioner is Lara Thomas. Roger Partridge was re-elected.

Human Resources (Janiece Murphy)
Director's Interim Review report: This will be handled in executive session at the end of the meeting.

FOUNDATION REPORT

DeBerry reported that staff met to review goals, capital campaign, board recruitment and options for building new relationships with the upcoming Foundation Gala.

EXECUTIVE SESSION

MOTION 16-06-02: As per Colorado Open Meeting Law Morris moved that we enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a), and personnel matters C.R.S. §24-6-402(4)(f).

The board went into executive session at 7:30 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:44 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 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.

No concerns were noted.

MOTION 16-06-03: Williams moved and the motion carried six to one to enter into a right-to-buy listing contract with Newmark Grubb Knight Frank for the period July 1, 2016 to June 30, 2017. John Beckwith voted no.

UPCOMING MEETINGS

Board meeting: 6:00 p.m. on Wednesday, July 27, 2016, Lone Tree Library, Lone Tree, CO, 6:30 p.m. dinner.

Executive Committee Meeting: Wednesday, July 6, 2016, Parker Library, Conference Room, Parker, CO, 8:00 a.m.

Building & Grounds Committee Meeting: Thursday, July 21, 2016, Lone Tree Library, The Studio, Lone Tree, CO, 10:30 a.m.

Board Study Session Lunch: Thursday, July 21, 2016, Lone Tree Library, Event Hall, Lone Tree, CO, 11:30 a.m.

Bylaws and Policies Committee Meeting: Wednesday, July 27, 2016, Lone Tree Library, Lone Tree, CO, 5:00 p.m.

OTHER CALENDAR ITEMS

- July 7, 2016, Lone Tree VIP Gala (private event), 6:00 p.m.
- July 9, 2016, Lone Tree Grand Opening, 9:00 a.m.
- July 11, 2016, Foundation Quarterly Meeting, 12:00 p.m., James H. LaRue Library, Kuni Lexus Study Room (private meeting)
- July 29, Volunteer Appreciation, 5:30 p.m., Lone Tree Library (private event)
- October 7, 2016, Douglas County Libraries Foundation Gala, 6:00 p.m. (private event)

Morris adjourned the meeting at 8:19 p.m.

Respectfully submitted,

David Williams

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
July 27, 2016
Lone Tree Library
Lone Tree, CO

President Morris called the meeting to order at 6:00 p.m.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, John Howe, Bob Morris, Janiece Murphy and David Williams

Ron Cole was absent. The absence was excused. A quorum was present.

STAFF: Bob Pasicznyuk, Susan Byrne, Amber DeBerry, Karen Gargan, Art Glover, Annette Hanowski, Anne Ledford, Rick O'Dell, Patti Owen-DeLay, and Sharon Nemechek

EXECUTIVE SESSION

MOTION 16-07-01: As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 6:01 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 6:44 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 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.

No concerns were noted.

BREAK FOR DINNER: At 6:45 p.m. Morris paused the meeting for a dinner break.

RETURN TO MEETING: At 7:15 p.m. Morris resumed the meeting.

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-07-02: Howe moved and the motion carried unanimously to approve the consent agenda with the correction as noted.

Correction: Under **Government Relations** report – County Commissioners were not elected. The results mentioned were primary results.

PRESENTATION

Cheryl Wallace with Rubin Brown reviewed the annual audit ViewPoints Report to Governance and Financial Statements, December 31, 2015.

- There was one implementation change in the financial reporting of pension showing a liability for the proportionate share of pension
- There were two Management Judgments: 1. Depreciation on capital, 2. Pension
- There was a new disclosure this year due to taking on debt
- Recommendation to modify method handling non-standard journal entries to adhere to best practices
- Two additional GASB requirements are coming in 2016 end of year and 2018

STRATEGIC REPORT

Pasicznyuk mentioned three items that will come up over and over in the budget process creating a tension requiring balance:
1. Operations, 2. Competitive salaries, 3. Capital needs, including upkeep maintenance and capital projects

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

- Building Project Report: O'Dell reported that Parker Library is close to turn-over to the District. Shelving will go in next week. Certificate of Occupancy is still anticipated for mid-August.

  Pasicznyuk requested three days of closure for the Parker Library in addition to the three weeks previously approved.

  MOTION 16-07-03: Beckwith moved and the motion carried unanimously to approve three additional closure days for the Parker Library, with a closure on August 31, 2016 at 5 p.m., and a Grand Opening at 11 a.m. on September 24, 2016.

- Parker Sale Update: The sale contract is moving forward. The inspection resolution deadline is this Friday.

Bylaws and Policies Committee (John Howe)
Howe reported on a proposed change to the Petitions and Free Speech Activities Policy.

MOTION 16-07-04: Howe moved and the motion carried unanimously to approve the Petitions and Free Speech Activities Policy as presented.

Because a full board was not present, the policy change must have a second reading at the next board meeting, where it can pass with a simple majority vote.

Finance Committee (John Howe)
Gargan presented the Quarterly Financial and Investment Review.

Government Relations (John Beckwith)
The Partnership of Douglas County Libraries July meeting was held at the new Lone Tree Library.

Human Resources (Janiece Murphy)

FOUNDATION REPORT

DeBerry reported that The Foundation Gala individual tickets will be presented for purchase soon.

The Foundation is organized as a 501(c)(9) entity under IRS rules. The Colorado Foundation has informed us that we are not a qualifying agency under this title. Colorado Foundation runs Colorado Gives Day and is our online giving mechanism. Staff is investigating if the Foundation can be listed as a 501(c)(1) organization. If not, we would take over management of our online fundraising.

UPCOMING MEETINGS

Board meeting: 6:00 p.m. on Wednesday, September 28, 2016, Louviers Library, Louviers, CO, 5:30 p.m. dinner.

> **MOTION 16-07-05:** Morris moved and the motion carried unanimously to cancel the August Board meeting.

Human Resources Committee Meeting: Will be rescheduled for a time in August.

Building & Grounds Committee Meeting: Thursday, August 25, 2016, Lone Tree Library, The Studio, Lone Tree, CO, 10:30 a.m.

Board Study Session Lunch: August 25, 2016, Lone Tree Library, Event Hall, Lone Tree, CO, 11:30 a.m.

OTHER CALENDAR ITEMS

- July 29, Volunteer Appreciation, 5:30 p.m., Lone Tree Library (private event)
- August 31, 2016, Parker Library Goodbye Event, 4:00 p.m.
- September 22, 2016, Parker Library VIP Gala, 6:00 p.m. (private event)
- September 24, 2016, Parker Library Grand Opening 9:00 a.m.
- October 7, 2016, Douglas County Libraries Foundation Gala, 6:00 p.m. (private event)

Morris adjourned the meeting at 8:20 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
September 28, 2016
Louviers Library
Louviers, CO

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

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

STAFF: Bob Pasicznyuk, Amber DeBerry, Jaime Gotlieb, Annette Hanowski, Sheila Kerber, Rick O'Dell, and Patti Owen-DeLay

GUESTS: Nicole Nageli, Teen Author, and her mother, Joyce Sunitha. Louviers residents Gretchen Farrell, Scott Tibbetts, Diana Anderson, Janet Beane and Ron Beane

PUBLIC COMMENT:

Gretchen Farrell, Scott Tibbetts and Diana Anderson, residents of Louviers all shared their thanks and appreciation to the Board for the Louviers Library. They are excited for the proposed upgrades.

CONSENT AGENDA

MOTION 16-09-01: Howe moved and the motion carried unanimously to approve the consent agenda as presented.

PRESENTATION

Nicole Nageli, Teen Author. Nicole wrote and illustrated a graphic novel, *Kate the Cat*. Nicole shared the process and experience of writing and self-publishing her graphic novel with the Board. She is now working on her second book.

Goodnight Library Books. Howe shared the Goodnight Library books that Community Relations created for the closure of the three Castle Pines, Lone Tree and Parker libraries.

STRATEGIC REPORT

Pasicznyuk spoke about the goals and themes for the 2017 tactical plan shared in his Board report, highlighting some key budget and focus items.

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)

- Building Project Report: Three projects successfully complete.
- Philip S. Miller Library Upgrade: Will be discussed in Executive Session at the end of the meeting.

Bylaws and Policies Committee (John Howe)

- Howe presented the Petitions and Free Speech Activities Policy for second reading.

MOTION 16-09-02: Howe moved and the motion carried unanimously to approve the Petitions and Free Speech Activities Policy as presented. Being second reading, the policy change passes as adopted.

- Howe presented the Alcohol Policy for adoption.

MOTION 16-09-03: Howe moved and the motion carried unanimously to approve the Alcohol Policy as presented. Since the motion carried unanimously and because a full board was present, the policy change passes as adopted.

Finance Committee (John Howe)
No report. Beckwith added that the sale of both Lone Tree Library and Parker Library are complete. Pasicznyuk stated that we are tracking at the end of 2016 to have a $24,000,000 balance. Staff is investigating how this money will be invested.

Government Relations (John Beckwith)
Beckwith reported that the Partnership of Douglas County Libraries September meeting was held at the Parker Library.

Brown attended the Douglas County Youth Congress.

Human Resources (Janiece Murphy)

- Reappointment Recommendations for John Beckwith, Bob Morris and Janiece Murphy (Eleanor Brown)

MOTION 16-09-04: Brown moved and the motion carried unanimously to recommend Bob Morris for reappointment to another term.

MOTION 16-09-05: Brown moved and the motion carried unanimously to recommend Janiece Murphy for reappointment to another term.

MOTION 16-09-06: Brown moved and the motion carried unanimously to recommend John Beckwith for reappointment to another term.

Brown might have a conflict of interest with sitting on the interview committee, if so, Cole or Williams will take her place.

- 2017 Holiday Closures

MOTION 16-09-07: Murphy moved and the motion carried unanimously to accept the standard 2017 Holiday Closure schedule and adding a January 2, 2017 closure.

FOUNDATION REPORT

Murphy reported that the Foundation Gala will take place on October 7, 2016. With sponsors, auction items and table sales we expect a positive revenue for the event.

The next Foundation meeting is October 3, 2016. We will have a potential Foundation Director attending the meeting.

There were several conversations at the Parker Gala regarding Foundation recruitment.

Murphy shared a Foundation bylaws change that modifies the Director II give or get from a requirement to a work toward a give or get of $10,000 over the two years instead of the previously required $10,000 per year.

The Foundation officially changed its IRS designation from 509(a)(3) to 509(a)(1) as the (a)(3) was not accepted by Colorado Community First Foundation. This change allows Douglas County Library to continue to participate in Colorado Gives Day. Colorado Gives Day supports both library donations and expands the awareness of giving in Douglas County.

EXECUTIVE SESSION

MOTION 16-09-08: As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 7:48 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:02 p.m. stating 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 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.

No concerns were noted.

2017 BOARD MEETINGS

Cole presented a proposal to modify the 2017 Board meeting structure. Trustees will share thoughts with Cole and the item will be discussed again in October.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, October 26, 2016, Roxborough Library, Roxborough, CO, 6:30 p.m. dinner.

Human Resources Committee Meeting: Wednesday, October 26, 2016 Roxborough Library, DazBog Study Room, 5:00 p.m.

Building & Grounds Committee Meeting: Thursday, October 20, 2016, Lone Tree Library, The Studio, Lone Tree, CO, 10:30 a.m.

Board Study Session Lunch: Thursday, October 20, 2016, Lone Tree Library, Event Hall, Lone Tree, CO, 11:30 a.m.

OTHER CALENDAR ITEMS

- October 3, 2016 Douglas County Libraries Foundation Quarterly Meeting, 12:00 p.m., Lone Tree Library, The Studio
- October 7, 2016, Douglas County Libraries Foundation Gala, 6:00 p.m. Highlands Ranch Mansion (private event)
- November 9, 2016, Partnership of Douglas County Governments Caucus Dinner, 6:00-8:00 p.m., Lone Tree Arts Center (RSVP required)

Morris adjourned the meeting at 8:26 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-Delay

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
October 26, 2016
Roxborough Library
Roxborough, CO

President Morris called the meeting to order at 7:05 p.m.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

STAFF: Bob Pasicznyuk, Susan Byrne, Tammy Clausen, Art Glover, Annette Hanowski, Jeff Konishi, Sharon Nemechek, Rick O'Dell and Patti Owen-DeLay

GUESTS: Frank Griffin, Newmark Grub Knight Frank

PUBLIC COMMENT: None

CONSENT AGENDA

Williams asked that the Email Poll be removed from the Consent Agenda.

MOTION 16-10-01: Howe moved and the motion carried unanimously to approve the consent agenda minutes only.

Email Poll. Williams asked for clarification about what happened to cause the loss of data and why the cost is so high. Konishi shared additional background about how our backups were housed and explained that the cost is due to expertise in being able to recover the data. Konishi also clarified that if all data isn't recovered, we don't pay.

MOTION 16-10-02: Williams moved to ratify the email poll and the motion carried unanimously.

DISTRICT BUSINESS

No conflicts of interest were declared.

Finance Committee (John Howe)

- Quarterly Financial Report – Howe shared that revenue input for sale of buildings is reflected on the quarterly financials, distorting them for this review as it was an unbudgeted addition in revenue.
- Draft 2015 Budget – Pasicznyuk reviewed the draft 2017 budget looking at both 2017 and 2018.
- Insurance Deductible Recommendation – Howe reported that adjusting deductibles would save the District a large amount of money each year, leveling out potential liability against deductible over the course of one to two years. Howe sought board consensus to continue to pursue this line of cost

savings. Pasicznyuk clarified that money is available to designate as liability deductible and would be additional reserve monies.

Buildings and Grounds Committee (John Beckwith)
PSM Renovation – to be handled in Executive Session

EXECUTIVE SESSION

MOTION 16-10-03: As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of purchase, sale of property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 7:26 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:12 p.m. stating 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 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.

Bylaws and Policies Committee (John Howe)
Bylaws change affecting regular and annual meeting were presented. The two changes being sought are 1. To change from a "minimum of 10 meetings per year" to "8", and changing the annual meeting from "January of each year" to "the first meeting of the year."

MOTION 16-10-04: Howe moved and the motion carried unanimously to change the bylaws Article IV. Meetings Section 2 and Section 6 as presented.

Approval of 2017 Regular Board Meetings (Ron Cole)
MOTION 16-10-05: Cole moved and the motion carried unanimously to accept the 2017 Regular Board meeting schedule as presented.

It was clarified that the only adoption of meeting dates are the Regular Board Meeting dates. Other Board meeting dates are presented for calendaring, but do not require board adoption.

Government Relations (John Beckwith)
Beckwith reminded trustees of the upcoming Partnership of Douglas County Caucus. Trustees can RSVP to Patti.

Human Resources (Janiece Murphy)
Director's evaluation will be handled in Executive Session.

STRATEGIC REPORT

No Report.

FOUNDATION REPORT

Murphy reported:

1. Two new Foundation Directors were voted in on October 6, 2016; Jarrod Lassen, President, First Bank Douglas County and Tera Radloff, Castle Pines City Council and Mayor Pro Tem
2. The Annual Gala was held on October 7, 2016 at the Highlands Ranch Mansion and exceeded the gross revenue goal of $40,600 with gross revenues of $60,050. The 2017 Foundation Gala will be held on October 6, 2017
3. Colorado Gives Day is December 6, 2016. Please consider making a Foundation donation this day.

Selection of 2017 Class I Director. John Howe was selected as the Class I Director.

EXECUTIVE SESSION

MOTION 16-10-07: As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of Personnel Matters as authorized by C.R.S. §24-6-402(4)(f).

The board went into executive session at 8:23 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:40 p.m. stating 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 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.

No concerns were noted.

UPCOMING MEETINGS

Board meeting: 7:00 p.m. on Wednesday, November 16, 2016, James H. LaRue Library, Highlands Ranch, CO, 6:30 p.m. dinner.

Building & Grounds Committee Meeting: Thursday, November 10, 2016, Lone Tree Library, Study Room 106, Lone Tree, CO, 10:30 a.m.

Board Study Session Lunch: Thursday, November 10, 2016, Lone Tree Library, The Studio, Lone Tree, CO, 11:30 a.m.

Human Resources Committee Meeting: Wednesday, November 16, 2016 James H. LaRue Library, Saunders Study Room, 5:00 p.m.

OTHER CALENDAR ITEMS

- November 9, 2016, Partnership of Douglas County Governments, Caucus Dinner, 6:00-8:00 p.m., Lone Trees Arts Center (RSVP required)
- November 11, 2016, Douglas County Libraries Staff Day 8:30 – 11:00 a.m., PACE Center / 11:00 a.m. – 3:00 p.m., Parker Library

- November 14, 2016, Volunteer Appreciations, Philip S. Miller Library, Castle Rock Bank Meeting Room East, 10:00 -11:30 a.m.

Morris adjourned the meeting at 8:50 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
November 16, 2016
James H. LaRue Library
Highlands Ranch, CO

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

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, John Howe, Bob Morris, Janiece Murphy and David Williams

Ron Cole was absent. The absence was excused. A quorum was present.

STAFF: Bob Pasicznyuk, Tammy Clausen, Amber DeBerry, Art Glover, Sheila Kerber, Amy Long, Sharon Nemechek, Rick O'Dell, Patti Owen-DeLay and Adam Speirs

GUESTS: Pam Ridler, Castle Rock Chamber of Commerce

PUBLIC COMMENT: None

CONSENT AGENDA

MOTION 16-11-01: Beckwith moved and the motion carried unanimously to approve the consent agenda.

PRESENTATIONS

Artfest Thank You: Pam Ridler, Castle Rock Chamber of Commerce presented a 27th Annual Castle Rock Artfest at Castle Rock print to the Board of Trustees.

Douglas County History Research Center Digitization: Sharon Nemechek introduced Adam Speirs, Archivist with Douglas County History Research Center (DCHRC). Speirs shared the evolution of digital preservation and the plans for digital preservation within the research center.

Library Bike (Bikebrary): Tammy Clausen and Amy Long shared the history and use of the Library Bike, or as they refer to it, the "bikebrary".

STRATEGIC REPORT

Pasicznyuk shared information on the journey of play the District is embarking on stating that the District wants to imbibe play to both model it and share it as a tool of learning.

DISTRICT BUSINESS

No conflicts of interest were declared.

Bylaws and Policies Committee (John Howe)
Howe presented a revised Reserves Policy to address the decision to mitigate insurance premium costs with higher deductibles for some policies.

MOTION 16-11-02: Howe moved and the motion carried unanimously on first reading to approve the revised Reserve Policy.

Due to lack of a full board, the Reserve Policy will go to second reading at the December meeting.

Buildings and Grounds Committee (John Beckwith)
The Building and Grounds Committee discussion will be handled in Executive Session.

Finance Committee (John Howe)
Glover reported on updates to personnel and benefit costs included in the 2017 budget, highlighting salary adjustments both for market and new legal pay threshold requirements for exempt employees.

Government Relations (John Beckwith)
Beckwith reported that the Board had a strong presence at the recent Partnership of Douglas County Governments Caucus night.

Beckwith inquired about art that has been featured at the libraries through the Art Encounter Program. DeBerry responded that Art Encounter programs are handled by individual municipalities and art displayed is displayed for sale and artist exposure. DeBerry additionally shared that the District has an art committee that has been the review and recommending body for art in the libraries.

Human Resources (Janiece Murphy)
Murphy asked for a motion to enter into the director's contract, discussion and review of which happened at the October Board meeting.

MOTION 16-11-03: Murphy moved and the motion carried unanimously to enter into a one-year contract with Library Director, Pasicznyuk in 2017.

Murphy explained that the 2017 Holiday and Closure Schedule the Board approved by motion in October had an error. Veteran's Day is not a library closure date. The corrected, revised 2017 Holiday and Closure Schedule is presented for adoption.

MOTION 16-11-04: Murphy moved and the motion carried unanimously to accept the revised 2017 Holiday and Closure Schedule.

FOUNDATION REPORT

Colorado Gives Days is December 6, 2016. Murphy encouraged Trustees to donate on behalf of the Douglas County Libraries Foundation. Donations are advantaged when made in conjunction with Colorado Gives Day.

EXECUTIVE SESSION

MOTION 16-11-05: As per Colorado Open Meeting Law Morris moved to enter into Executive Session for discussion of Purchase, sale, lease of any real or personal property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 8:04 p.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 8:24 p.m. stating 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 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.

No concerns were noted.

UPCOMING MEETINGS

Board Meeting: 7:00 p.m. on Wednesday, December 14, 2016, Philip S. Miller Library, Castle Rock Bank Meeting Room, Castle Rock, CO, 6:30 p.m. dinner.

Executive Committee Meeting: Noon on Wednesday, January 11, 2017, Parker Library, 2nd Floor Conference Room, Parker, CO

OTHER CALENDAR ITEMS

Foundation Annual Meeting: Noon on Monday, January 9, 2017, Castle Pines Library, 1st Floor Conference Room, Castle Pines, CO

Morris adjourned the meeting at 8:27 p.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Special Meeting
November 28, 2016
Via Telephone

President Morris called the special meeting to order at 9:03 a.m.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams

All trustees were present.

STAFF: Bob Pasicznyuk, Karen Gargan, and Patti Owen-DeLay

GUESTS: Frank Griffin, Newmark Grubb Knight Frank

PUBLIC COMMENTS: None

DISTRICT BUSINESS

No conflicts of interest were declared.

Buildings and Grounds Committee (John Beckwith)
The Building and Grounds Committee discussion will be handled in Executive Session.

EXECUTIVE SESSION

MOTION 16-11-01(2): As per Colorado Open Meeting Law Beckwith moved to enter into Executive Session for discussion of Purchase, sale, lease of any real or personal property as authorized by C.R.S. §24-6-402(4)(a).

The board went into executive session at 9:05 a.m.

RETURN TO OPEN MEETING

Morris returned the Board to open meeting at 9:13 a.m. stating 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 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.

No concerns were noted.

Purchase of land adjacent to the current Philip S. Miller Library in Castle Rock:

MOTION 16-11-02(2): Beckwith moved and the motion carried unanimously to approve the contract as presented for the purchase of property Lot 2 Castle Plaza South 1st Amendment, Douglas County and to include information on comparable property values as part of the open record.

Beckwith stated that he wants to ensure our broker and DCL staff are on top of all the due diligence requirements. Gargan responded that section 3 of the contract outlines all deadlines and working with our broker we will work our end to ensure compliance.

UPCOMING MEETINGS

Board Meeting: 7:00 p.m. on Wednesday, December 14, 2016, Philip S. Miller Library, Castle Rock Bank Meeting Room, Castle Rock, CO, 6:30 p.m. dinner.

Executive Committee Meeting: Noon on Wednesday, January 11, 2017, Parker Library, 2nd Floor Conference

Morris adjourned the meeting at 9:18 a.m.

Respectfully submitted,

David Williams, Secretary, Board of Trustees
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
December 14, 2016
Castle Rock, CO

President Morris called the meeting to order at 7:00 pm.

The following were present:

TRUSTEES: John Beckwith, Eleanor Brown, Ron Cole, John Howe, Bob Morris, Janiece Murphy and David Williams. All trustees were present.

STAFF: Bob Pasicznyuk, Susan Byrne, Karen Gargan (attended by phone), Jaime Gotlieb, Annette Hanowski, Sharon Nemechek, Rick O'Dell, Patti Owen-DeLay

PUBLIC COMMENT: None.

CONSENT AGENDA

MOTION 16-12-01: Murphy moved and the motion carried unanimously to approve the consent agenda.

RECOGNITION OF RETIRING TRUSTEES:
Retiring Board member David Williams was acknowledged for his service as a Library Trustee through a resolution outlining his contributions.

MOTION 16-12-02: Murphy moved and the motion carried unanimously to approve **RESOLUTION 16-12 -01:** recognizing the service of David Williams.

STRATEGIC UPDATE
Pasicznyuk shared that the Parker Library involvement with Parker Carriage Rides brought in over a 1000 people and then on Sunday over a 1000 people came in to study for finals. Stating it behooves the District to define success, but in the meantime, we should take heart that when we build libraries that are relevant to our community they use them with enthusiasm.

Murphy asked how the Board can support this idea defining relevance. Pasicznyuk responded that we could for instance look at library touches versus library checkouts. And engaging with the Board in defining what success looks like in Douglas County would be a worthy pursuit in 2017.

DISTRICT BUSINESS

Standing Committee Reports. No conflicts of interest were declared.

Building and Grounds Committee.

Purchase of property in Castle Rock. Pasicznyuk reported that the review period has been extended to ensure that we have a review of any existing conditions that might add cost to demolition, and we are looking to remove the property from the common area association agreement.

Carpet at Philip S. Miller Library. Beckwith wonders why we are having water issues in the library. O'Dell reported that we have ground water saturation that is affecting the carpet. Right now staff is investigating cause and solutions. Pasicznyuk reported that we can replace the carpet for around a $100,000 and we estimate that with solutions the carpet manufacturer has found, we should get a good percentage of reuse once we do a further remodel.

Bylaws and Policies Committee.

Second Reading for Reserve Policy
MOTION 16-12-03: Howe moved and the motion carried unanimously to adopt the updated Reserve Policy as presented.

Designate Funds for Operating and Reserves
MOTION 16-12-04: Howe moved and the motion carried unanimously to designate funds for operating and contingency reserves updating the Reserve Fund Policy as presented.

Finance Committee.

PUBLIC HEARING

Howe confirmed that the required Notice of Public Hearing for 2017 Budget was posted.

Morris opened the Public Hearing for 2017 Budget Adoption.

2017 Budget Resolutions. No public comments on 2017 Budget.

MOTION 16-12-05: Murphy moved and the motion carried unanimously to approve **RESOLUTION 16-12-02** Budget Adoption; **RESOLUTION 16-12-03** Set Mill Levies; **RESOLUTION 16-12-04** Appropriate Funds.

Government Relations Committee. Beckwith shared information on date and time for next week's Partnership of Douglas County Governments meeting.

Human Resources Committee. No report.

Foundation Report.

Colorado Gives Day. Murphy reported that a record 248 online donations were given for a total of $22,162. Then, in addition, there were checks and cash donations for Dec. 6th totaling $3,034, resulting in a grand total for the campaign of $25,196.

Some comparison facts....in 2015 we had $8,880 in online donations, so donations this year were 2 ½ times greater.

Staff surpassed the staff goal of $1,000. Staff contributions totaled $2900.

The next meeting will be in January 9,2017. At that meeting the board will vote on adding up to 4 more members and discuss adopting policies. Janiece will attend with John Howe to facilitate the transition in District Board representation on the Foundation Board.

TRUSTEE ANNOUNCEMENTS

Williams expressed his gratitude to staff and the Board citing that this short period of time has been an exciting time to be on the Board with so much accomplished.

UPCOMING BOARD MEETINGS

1. **Board Annual Meeting**: January 25, 2017, Parker Library, Event Hall, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Executive Committee Meeting**: January 11, 2017, Parker Library, 2nd Floor Conference Room, Noon – 1:30 p.m.
3. **Capital Planning Committee Meeting**: January 19, 2017, Castle Pines Library, Study Room, 10:30 a.m. – 11:30 a.m.
4. **Board Study Session**: January 19, 2017, Castle Pines Library, Castle Pines Master Association Event Hall, 11:30 a.m. – 1:00 p.m.

OTHER BOARD CALENDAR ITEMS

Foundation Meeting: January 9, 2017.

President Morris adjourned the meeting at 7:43 pm.

DOUGLAS COUNTY LIBRARIES

Respectfully submitted,

P. Janiece Murphy

P. Janiece Murphy, Board Vice President
Minutes prepared by Patti Owen-DeLay