

DOUGLAS COUNTY LIBRARIES
Board of Trustees Special Meeting
November 17, 2021
Lone Tree, Colorado

Ron Cole, President, called the special meeting to order at 5:05 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws. The Executive Session was not properly noticed so the Executive Session is removed from the agenda.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

Silverthorn arrived at 5:09 p.m.

Danser arrived at 5:18 p.m.

STAFF: Bob Pasicznyuk, Dave Anderson, Jill Corrente, and Patti Owen-DeLay

PUBLIC: None

PUBLIC COMMENTS: None

DISTRICT BUSINESS

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

Capital Planning Committee Report (Danser)

- Update on the Castle Rock Rebuild Project - Pasicznyuk shared that at 25% Construction Documents with sub-bidding complete, the project is showing a delta between budget and actuals of \$30,000 over budget, leaving a large portion of the contingency to cover this intact for possible contingency items.

Personnel Committee Report (Silverthorn)

- Silverthorn reported that given the issue with the notice of Executive Session she is recommending tabling the Executive Library Director's annual evaluation and contract updates to December 1, 2021. The board concurred.
- The instrument was designed to be self-executing. There was discussion to modify it; Silverthorn would like legal advice as to how to do that and maintain the self-executing nature of the document and process.

MOTION 21-11-01: Silverthorn moved and the motion carried unanimously (with Danser absent) to table the discussion of the Executive Library Director's annual evaluation and compensation to December 1, 2021, during Executive Session.

Executive Committee Report (Cole)

- 2022 Budget Review from draft to proposed final
Anderson went through the budget specifying changes from the October draft.
 - Revenues did not change except for an upward adjustment to interest income.

- Revenues and expenses normally show a 1:1 increase/decrease. This budget does not have the 1:1 relationship.
- Two capital projects changed:
 - PC replacement went down \$50,000 due to timing.
 - Server replacement went up \$250,000.
- There is 6% budgeted to put in the investment account.
- Compensation figure dollars changed, but no change to the percentage.
- The draft included a report of additional information on the market compensation philosophy and objectives.
- Concerns about reserves are resolved with this final proposed budget, keeping reserves at \$5 million.

TRUSTEE COMMENTS

Vaughn commented that the Storybook Halloween was wonderful and that every library event she and her family attend is outstanding.

Wood wondered what offerings and events we have for teens.

UPCOMING BOARD MEETINGS

1. Board Budget Public Hearing and Meeting: December 1, 2021, Castle Rock – Philip S. Miller Library, Event Hall, 7:00 p.m. (Dinner at 5:30 p.m.)
2. Board Study Session: December 1, 2021, Castle Rock – Philip S. Miller Library, Event Hall, 6:00 p.m. This meeting will be held as a special meeting for Executive Session regarding the Executive Library Director's contract and annual evaluation.
3. Personnel Committee Meeting: November 19, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn). This meeting is canceled.
4. Board Informal Breakfast: November 24, 2021, The Exchange, Castle Pines, 8:00 a.m.-9:00 a.m.

OTHER BOARD CALENDAR ITEMS

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

ADJOURN

The meeting was adjourned at 5:58 p.m.

Respectfully submitted,



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

