

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Meeting  
April 29, 2020  
Remote Virtual

President Cole called the regular meeting to order at 5:00 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, Michael King and Patti Owen-DeLay

**PUBLIC:** (Staff Attending as Public) Kelly Allen, Angie Brown, Lisa Casper, Melissa Della Penna, Jessica Fredrickson, Lynn Jankura, Sue Klinke, May Lee, Ellen Mackey, Vanessa Mule, Allison Senne, Rachel Talpers and Cindy Williams

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES**

**MOTION 20-04-01:** Duffy moved and the motion carried unanimously to approve the special meeting minutes of April 9, 2020, as presented.

**DISTRICT BUSINESS**

No one declared a conflict of interest.

Personnel Committee

- Disruptive Patron Policy

This policy is under review for update to allow for the library district to have a “Code of Conduct” for patron behavior.

**MOTION 20-04-02:** Cole moved and the motion carried unanimously by roll call vote to adopt the Disruptive Patron Policy as presented.

- Problem Resolution Policy

This policy is under review for update including a renaming from “Problem Resolution Policy” to “Issue Resolution Policy” and to allow for dealing with issues when they involve senior leadership members and/or board members.

**MOTION 20-04-03:** Cole moved and the motion carried unanimously by roll call vote to adopt the Issue Resolution Policy as presented.

**MOTION 20-04-04:** Cole moved and the motion carried unanimously by roll call vote to adopt the Board Issue Resolution Procedure as presented.

#### Quarterly Investment Report

Anderson shared that all funds are at ColoTrust and that rates at ColoTrust continue to be higher, even though all rates have recently plummeted.

#### First Quarter Financials

Anderson reviewed the balance sheet citing no known concerns at this point with getting property tax revenue. Income statement is showing about \$300,000 under budget for the quarter. Property taxes are the reason for the variance. It is just a seasonal, timing issue.

An additional report on board packet page 22 shows a tracking of property taxes. We are right on track with where we should be with property tax.

Continuing to track lost revenue against expenses for events like camps and author events.

COVID-related expenses are being tracked and are shown on board packet page 23. Personal Protective Equipment isn't yet reflected on this report.

#### COVID-19 Report

- Executive Session for Personnel Matters During COVID-19  
**MOTION 20-04-05:** 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:

#### COVID-19 Report, continued

The board considered staff requests and Executive Library Director recommendation to open for curbside service on May 11, 2020.

- **MOTION 20-04-06:** Cole moved and the motion carried unanimously to allow the Executive Library Director to reopen Douglas County Libraries for curbside services on or before May 11, 2020. The Executive Library Director shall work toward a phased reopening of all library services subject to state and local guidelines and board approval. It is understood that such reopening will be subject to necessary safety protocols, including sourcing needed for protective or sanitary equipment, building access restrictions, or social limitations.

Pasicznyuk reviewed possible added curbside services or delivered services that staff is considering for implementation while we wait for public orders to allow public in the building.

#### TRUSTEE COMMENTS:

Vaughn shared appreciation for the outreach to the public for the services we are offering virtually.

Duffy echoed appreciation for the outreach to the public and how to be as creative as possible and for mirroring retail services.

Cole concurred.

Burkholder shared appreciation for all the services and staff work.

The board invited staff to introduce themselves.


#### UPCOMING BOARD MEETINGS

##### Currently Scheduled:

1. **Board Meeting:** May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session:** May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 5:00 p.m. - 6:30 p.m.

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,

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

