

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Regular Meeting  
September 28, 2022  
Castle Pines, Colorado

President Vaughn called the regular meeting to order at 7:01 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, Dan Danser, Jessica Kallweit, Rick LaPointe, Terry Nolan, Meghann Silverthorn, and Dawn Vaughn

A quorum was present.

**STAFF:** Bob Pasicznyuk, Jill Corrente, Julianne Griffin, and Patti Owen-DeLay

**PUBLIC:** Nicole Bolger

**PUBLIC COMMENTS:** Douglas County resident and DCL staff member Nicole Bolger spoke to the board advocating for making Juneteenth a library-closed holiday, citing it as an easy and low-cost value in appreciation of staff.

**CONSENT AGENDA:** Silverthorn asked that 2023 Holiday Closures and 2023 Board Meeting Schedule be removed from the consent agenda.

**MOTION 22-09-01:** Danser moved and the motion carried unanimously to approve the remaining consent agenda consisting of the August 31, 2022, Board Regular Meeting minutes, the Executive Committee Record of September 21, 2022, and the RTD Intergovernmental Agreement. LaPointe seconded the motion.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk spoke about the status of the Castle Rock new build project. The project is on track and there is about \$1 million remaining in contingencies.

**DISTRICT BUSINESS**

No conflicts of interest were declared.

**Items Removed from the Consent Agenda**

- 2023 Holiday Closures

**MOTION 22-09-02:** Silverthorn moved and the motion carried unanimously to accept the 2023 Holiday Closure Schedule as presented and to request Pasicznyuk bring back the

financial aspect, overall benefit, community impact, and what other municipal and library bodies are offering as to Juneteenth and the number of holiday closures. LaPointe seconded the motion.

- 2023 Board Meeting Schedule

**MOTION 22-09-03:** Nolan moved and the motion carried six in favor, one against to accept the 2023 Board Meeting Schedule, amended to include an informal breakfast as part of the annual retreat, and revisiting the schedule three months into 2023 to determine if the board would like to amend the early board meeting start time. LaPointe seconded the motion.

### **Executive Committee**

- Employee Benefits Package

**MOTION 22-09-04:** LaPointe moved and the motion carried unanimously to authorize staff to accept and transition DCL's staff benefits offering as presented. Kaiser - Health, Ameritas - Dental and Vision, Mutual of Omaha - Basic Life/AD&D. Burkholder seconded the motion.

- Facilities Master Plan

Pasicznyuk reviewed the premises and philosophy of the updated Facilities Master Plan.

**MOTION 22-09-05:** Silverthorn moved and the motion carried unanimously to accept the updated 2030 Facilities Master Plan as presented. Burkholder seconded the motion.

- Annual Audit Engagement Letter

**MOTION 22-09-06:** Burkholder moved and the motion carried unanimously to approve the proposal from Eide Bailly to audit the annual 2022-2024 financial statements of Douglas County Libraries, and to authorize the Executive Library Director to sign the engagement letters and, at the end of this term, to negotiate a competitive process in seeking bids. Nolan seconded the motion.

- Support Douglas County School District Mill Levy Override and Bond

Nolan shared that the Douglas County School District would like the library board to do a resolution in support of their upcoming mill levy override and bond. The matter died for lack of a motion.

- Draft 2023 Budget

The board previewed the draft 2023 budget in study session.

### **Bylaws Review Task Force Update**

The Task Force has finished its work, and a final draft was presented and approved by unanimous vote in August. However, since a full board was not present, the matter is back for second reading as required by the Bylaws.

**MOTION 22-09-07:** Kallweit moved and the motion carried unanimously to approve the Board Bylaws as presented with an amendment to maintain the role of treasurer until the term ends,

and to leave Article VI, Meetings, Section 7 Quorum as currently stated. LaPointe seconded the motion.

**Ad Hoc Policy Review Committee Update**

The committee has been meeting and is on track.

**PARTNER REPORTS**

Partnership of Douglas County Governments (PDCG)

Nolan reported on the September 21 meeting and highlighted information on the new health board.

Douglas County Youth Initiative (DCYI)

LaPointe reported that there was no September meeting and the Youth Congress is coming up at the State Capitol. Burkholder and Kallweit will attend the Youth Congress.

Urban Libraries Council (ULC)

ULC has not met since the last report. There will be a 50th ULC anniversary celebration in Washington, D.C. The next meeting is in-person in December.

Douglas County Libraries Foundation (DCLF)

Vaughn report:

- The Family Fete was a success.
- The next meeting is in October.
- Vaughn has been on the Foundation board for two years as the library representative and is looking to transition off.

**MOTION 22-09-08:** Vaughn moved and the motion carried unanimously to appoint Jessica Kallweit as the Class I Director of the Foundation for 2023. Danser seconded the motion.

Exploratory Committee to Memorialize Kendrick Castillo

Silverthorn updated the board, sharing that Highlands Ranch Metro District has approved a memorial in Civic Green Park, and an official re-naming of Lucent Boulevard in Kendrick Castillo’s honor is under consideration, with fundraising efforts being discussed to cover the costs.

**EXECUTIVE SESSION**

Vaughn stated the reasons and statute citations for moving into Executive Session.

Pasicznyuk waived his right for the meeting to be in open session.

**MOTION 22-09-09:** Vaughn moved and the motion carried unanimously that the board retire into Executive Session, pursuant to C.R.S., Section 24-6-402(4)(f), C.R.S., for the purposes of discussing personnel matters related to the Executive Library Director’s goals and performance feedback. The motion was seconded by Burkholder.

**RETURN TO OPEN SESSION**

The board returned to open meeting at 9:06 p.m.

Vaughn stated: 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.

Hearing none, the board proceeded with the meeting.

**MOTION 22-09-10:** Silverthorn moved and the motion carried unanimously authorizing the Executive Committee to share the review information discussed in Executive Session with the Executive Library Director. Danser seconded the motion.

**TRUSTEE COMMENTS**

LaPointe recommended Burkholder and Vaughn as continuing trustees to Nolan, the library representative on the Board of County Commissioners library board interview committee.

**UPCOMING BOARD MEETINGS**

1. **Board Executive Committee:** October 5, 2022, Remote Call-In, 8:00 a.m.
2. **Board Ad Hoc Policy Committee Meeting:** October 26, 2022, Highlands Ranch Library, 4:00 p.m.-5:00 p.m.
3. **Board Study Session:** October 26, 2022, Highlands Ranch Library, 5:00 p.m.-6:30 p.m.
4. **Board Regular Meeting:** October 26, 2022, Highlands Ranch Library, 7:00 p.m.

**OTHER BOARD CALENDAR ITEMS**

1. **Annual Foundation Gala:** October 14, 2022, Highlands Ranch Mansion, 6:00 p.m.
2. **Partnership of Douglas County Governments Elected Officials Reception:** November 10, 2022, The Mill House, 6:00 p.m.

**ADJOURN**

Vaughn adjourned the meeting at 9:24 p.m.

Respectfully submitted,

TR Nolan, Board Secretary

Minutes prepared by Patti Owen Delaney

