

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Regular Meeting  
October 26, 2022  
Highlands Ranch, 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, Terry Nolan, and Dawn Vaughn

A quorum was present.

Kallweit attended via phone. Silverthorn and LaPointe were absent. The absences were excused.

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

**PUBLIC:** Nicole Bolger (staff), Susan Robinson (staff), David Robinson (staff)

**GUEST:** Jeff Pittman with Fransen Pittman Construction

**PUBLIC COMMENTS:** None

**ADDITION TO THE AGENDA:  
2023 Holiday Closure Calendar**

Vaughn shared that staff has asked that the 2023 Holiday Closures be added to the agenda for discussion.

**MOTION 22-10-01:** Vaughn moved and the motion carried unanimously to approve adding action on the 2023 Holiday Closures to tonight's District Business. Burkholder seconded the motion.

**CONSENT AGENDA:**

Nothing was removed from the consent agenda.  
There was no discussion.

**MOTION 22-10-02:** Danser moved and the motion carried unanimously to approve the remaining consent agenda consisting of the September 28, 2022, Board Regular Meeting minutes and the Executive Committee Record of October 5, 2022. Burkholder seconded the motion.

## **EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk shared updates on the Castle Rock project, stating that all is on track and on budget, including all alternatives due to donations.

## **DISTRICT BUSINESS**

No conflicts of interest were declared.

### **Added Agenda Item**

#### **2023 Holiday Closures**

Pasicznyuk spoke about staff's recommendation to just move to following federal holidays as the norm for Douglas County Libraries.

The board discussed merits of following federal holidays versus giving staff additional floating holidays. The proposed motion would remove Easter as a holiday, and add all eleven of the federal holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

**MOTION 22-10-03:** Danser moved and the motion carried four to one to modify the 2023 Holiday Closures to align with federal holidays as presented. The motion was seconded.

Early closures for Thanksgiving Eve, Christmas Eve, and New Year's Eve remain unchanged.

### **Executive Committee**

#### Douglas County Community Foundation (DCCF) Intergovernmental Agreement

Mike Waid, Director of the DCCF, presented to the board in study session covering:

- History of the foundation
- His role
- Recent success
- Future plans
- How the foundation supports nonprofits in the county

**MOTION 22-10-04:** Burkholder moved to approve the Intergovernmental Agreement concerning the Douglas County Community Foundation as presented.

The motion died for lack of a second. The board will add this to its December agenda for a second consideration and discussion.

#### Park Street Shop Lease

Pasicznyuk overviewed this leased facility proposal.

There was no discussion.

**MOTION 22-10-05:** Danser moved and the motion carried unanimously to approve the Beverly Building Company lease for the facility at 1543-A Park Street, Castle Rock, Colorado, as presented. Nolan seconded the motion.

### Castle Rock Project Easements

Pasicznyuk shared how easements are normal to any construction project and allow the entities to connect, maintain and provide services necessary and required for the library to open and operate the new building. The seven easements for consideration of approval are with the Town of Castle Rock, Castle Rock Water, CORE, Black Hills, and Comcast.

The board asked Jeff Pittman (Fransen Pittman Construction) if these were normal easements. He replied that they are, though one is a public sidewalk-access easement versus the other utility easements.

**MOTION 22-10-06:** Nolan moved and the motion carried unanimously to approve the easements as presented. Danser seconded the motion.

### Records Retention Resolution

Owen-DeLay reviewed the request.

There was no discussion.

**MOTION 22-10-07:** Burkholder moved and the motion carried unanimously to adopt Resolution 22-10-01, formally adopting the State Archivist Records Retention Manual for Special Districts. Nolan seconded the motion.

### Draft 2023 Budget

The board previewed the noticed, draft 2023 budget in study session. Changes between the draft and final version will be highlighted with the board in December as part of the study session and budget public hearing.

### **Ad Hoc Policy Review Committee Update**

Nolan reported that the committee continues to work on policies and will ultimately bring the policies to the board.

### **PARTNER REPORTS**

#### Partnership of Douglas County Governments (PDCG)

Nolan reported that there was no meeting this month. Nolan instead reported on the Appointment Committee for the three open library trustee positions.

#### Douglas County Youth Initiative (DCYI)

Kallweit reported on the Youth Congress on October 7, reporting that the event was a great success with a presentation on the status of mental health in the county. Youth shared positions on topics in small groups with the event attendees prior to presenting.

#### Urban Libraries Council (ULC)

Pasicznyuk will be meeting with the new ULC Executive Director, Brooks Rainwater. The board discussed the value of the ULC membership versus ALA.

### Douglas County Libraries Foundation (DCLF)

Vaughn reported that there is an assets value of \$1.3 million in the Foundation and the Foundation is working on building an endowment by becoming advocates of legacy giving.

The gala was a success. The 2023 gala will be on September 29 with a Snow Queen theme. The Family Fête will be discontinued.

The Foundation is looking for ways to support the library while highlighting the Foundation, such as sponsoring DCL camps or Forest of Stories.

### Exploratory Committee to Memorialize Kendrick Castillo

No report.

### **2023 EXECUTIVE DIRECTOR GOALS**

Pasicznyuk and the board opted to hold this conversation in public instead of Executive Session.

Pasicznyuk reviewed his proposed 2023 goals, developed with feedback from the trustees. Pasicznyuk will add:

- Leveraging the new Castle Rock library project as an opportunity to bring community together.
- Pasicznyuk will craft a goal around communication including two-way feedback with his senior leadership team and intentional communication tested to see if it worked, both included as part of goal two.

The board will revisit Pasicznyuk's 2023 goals for approval at the December board meeting.

### **TRUSTEE COMMENTS**

No comments.

### **UPCOMING BOARD MEETINGS**

1. **Board Executive Committee**: November 21, 2022, Castle Pines Library, 8:00 a.m.
2. **Board Informal Breakfast**: November 30, 2022, TBA, 8:00 a.m.
3. **Board Ad Hoc Policy Committee Meeting**: December 7, 2022, Castle Rock Library, 4:00 p.m.-5:00 p.m.
4. **Board Study Session**: December 7, 2022, Castle Rock Library, 5:00 p.m.-6:30 p.m.
5. **Board Regular Meeting**: December 7, 2022, Castle Rock Library, 7:00 p.m.

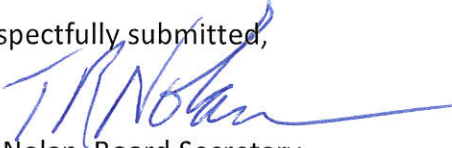
### **OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Elected Officials Reception**: November 10, 2022, The Mill House, 6:00 p.m. RSVP required.

### **ADJOURN**

Vaughn adjourned the meeting at 8:17 p.m.

Respectfully submitted,



TR Nolan, Board Secretary

Minutes prepared by Patti Owen-DeLay

