

Douglas County Libraries  
Wednesday, June 29, 2022  
7:00 P.M.  
Parker Library, Parker, CO

**CALL TO ORDER** Presiding: Dawn Vaughn, President

**NOTICE** *This meeting was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.*

**ATTENDANCE**

**GUESTS:** Douglas County Libraries Foundation Board

**PUBLIC COMMENTS**

**CONSENT AGENDA**

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*Board members may request to have any item(s) removed from the consent agenda for further conversation by making that request when asked by the chair and stating the item.*

**MOTION** to approve Consent Minutes

1. Minutes May 25, 2022
2. Executive Committee Record, June 20, 2022
3. Budgeted Capital Expenditure - Touchless Door Openers

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**EXECUTIVE LIBRARY DIRECTOR UPDATE**

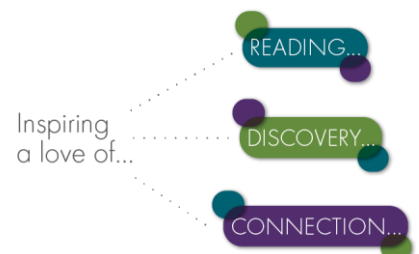
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**PRESENTATION** Care Model, Tammy Clausen and Sarah Schepman

**DISTRICT BUSINESS**

*Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.*

**Bylaws Taskforce Update**



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

## **Trustee Appointment Discussion**

## **REPORTS**

### **Partnership of Douglas County Governments**

### **Douglas County Youth Initiative**

### **Urban Libraries Council**

### **Foundation**

## **EXECUTIVE SESSION - Executive Committee Update**

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

## **TRUSTEE COMMENTS**

## **UPCOMING BOARD MEETINGS**

1. **Board Executive Committee Meeting**: July 18, 2022, Castle Pines Library, 8:00 a.m.
2. **Board Informal Breakfast**: July, 27, 2022, The Exchange in Castle Pines, 8:00 a.m.
3. **Board Executive Committee Meeting**: August 8, 2022, Castle Pines Library, 8:00 a.m.
4. **Board Study Session**: August 31, 2022, Parker Library, 5:00 p.m. – 6:30 p.m.
5. **Board Regular Meeting**: August 31, 2022, Parker Library, 7:00 p.m.

## **OTHER BOARD CALENDAR ITEMS**

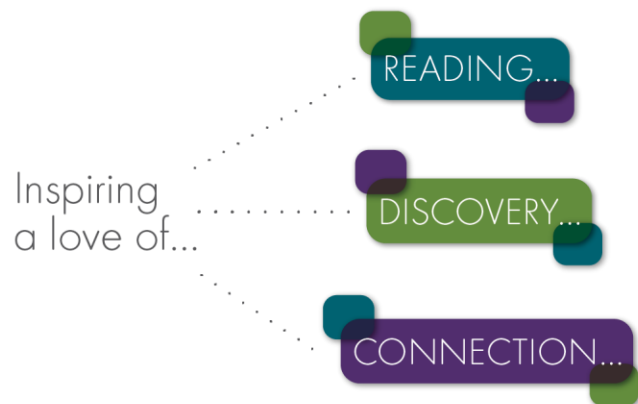
1. **Partnership of Douglas County Governments Meeting**: July 20, 2022, Town of Parker, PACE Center, 7:00 a.m. - 9:30 a.m.

## **ADJOURN**



Board of Trustees

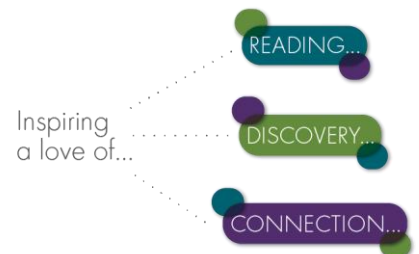
June 29, 2022



**Board Action:** Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

#	Item	
1.	Minutes	May 25, 2022 Board Regular Meeting
2.	Record	June 20, 2022 Board Executive Committee
3.	Budgeted Capital Expenditure	Touchless Door Openers – 2022

**MOTION:** I move to approve the Consent Agenda, consisting of May 25, 2022 Board Regular Meeting minutes, June 20, 2022 Board Executive Committee record, and the Request for Approval of \$58,314.98 budgeted expenditure for Touchless Door Openers.



DOUGLAS COUNTY LIBRARIES  
Board of Trustees Regular Meeting  
May 25, 2022  
Roxborough, Colorado

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

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

Update to the agenda:

**MOTION 22-05-01:** Danser moved and the motion carried unanimously to add the approval of the Board 2022 goals and a conversation on trustee appointments to the meeting for discussion and any needed action. Nolan seconded the motion.

The following were present:

**TRUSTEES:** Suzanne Burkholder, Daniel Danser, Rick LaPointe, Terry Nolan, Meghann Silverthorn, and Dawn Vaughn

Suzanne Burkholder and Meghann Silverthorn attended by telephone.  
Jessica Burt was absent. The absence was excused.

A quorum was present.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Patti Owen-DeLay, and Lisanna Parkhurst

#### **PUBLIC COMMENTS**

**CONSENT AGENDA:** Consisting of the April 27, 2022, minutes and nomination of Patti Owen-DeLay to the Colorado Special Districts Insurance Pool Board.

**MOTION 22-05-02:** LaPointe moved and the motion carried unanimously to approve the consent agenda, consisting of the regular meeting minutes of April 27, 2022, and the nomination of Patti Owen-DeLay to the Colorado Special District Insurance Pool Board. Danser seconded the motion.

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

Pasicznyuk reported on the Castle Rock project:

- The foundation contractor is on-site and doing test borings for an early June boring of the foundation piers.
- Blacktop hasn't been ordered because of the petroleum prices. This is being watched.

In August the project will be far enough in that a financial report will show where project contingency dollars stand.

Pasicznyuk also reported:

- Summer Reading kicks off on June 4 as the biggest district program of the year.
- Several years ago, the library partnered with other libraries across the country to do unexpected events. Douglas County Libraries joined forces with craft breweries and coffee shops, doing a brew tour. The popularity was so high we are reprising the brew tour this summer.

Vaughn asked about the property tax legislation mentioned in the Executive Library Director's report. Pasicznyuk stated that if there is backfill of 90% as stated, the district is unlikely to lose much in property tax revenue. The caveat is if the state cannot fund the backfill due to a recession. Time will tell how our revenue will be impacted.

## **DISTRICT BUSINESS**

No trustees declared a conflict of interest with any items in front of the board for discussion or action.

### **Quarterly Reports**

- First Quarter Financials  
Anderson reviewed the first quarter financials.
- First Quarter Key Performance Indicators (KPI)  
The board requested KPI definitions so they can understand the meaning behind what they are seeing.
- First Quarter Strategic Plan  
Pasicznyuk reviewed the first quarter strategic plan report and shared information on the security audit with Douglas County Sheriff's Department.

### **Bylaws Review Task Force**

Silverthorn reported that the task forces will be meeting on Friday and will have a status report at the next meeting.

### **Board Goals**

**MOTION 22-05-03:** LaPointe moved and the motion carried unanimously to approve the 2022 Board Goals as presented. Nolan seconded the motion.

### Douglas County Libraries Trustee Board 2022 Goals

1. The Trustee Board will follow the approved timeline to complete the Executive Library Director's evaluation by October 26, 2022, as per contractual obligations.
2. An appointed task force will meet as needed to update the DCL Bylaws and present to the Trustee Board by August 2022.
3. The DCL policies will be reviewed by an ad hoc committee appointed by the Trustee Board to make recommendations for updates to the DCL Policy Manual and present to the DCL Trustee Board by June 2023.

**MOTION 22-05-04:** Vaughn moved and the motion carried unanimously to appoint Silverthorn, Nolan and Burkholder as the ad hoc Policy Review Committee. Danser seconded the motion.

### **Trustee Appointment Conversation**

The discussion on trustee appointment timing was tabled until June, awaiting results of Pasicznyuk's conversation with County Manager, Doug DeBord.

### **REPORTS**

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

Nolan reported that he, Burkholder and Vaughn attended. There was an impressive presentation on homelessness in Douglas County. Vaughn noted that 96% of homeless in Douglas County are not Douglas County residents. Burkholder shared that there seems to be a comprehensive and extensive list of solutions being offered and that Douglas County Libraries can be a partner in town halls.

#### Douglas County Youth Initiative (DCYI)

LaPointe reported on two highlights: 1. Commissioner Laydon is taking over as chair; 2. Councilman Rivera from Parker is looking for an increase in the budget to hire another staff member to deal with school truancy. It was noted that the DCYI has a surplus of funds larger than their annual expenditures.

#### Urban Libraries Council (ULC)

Silverthorn is involved with the search for a new ULC director.

### **FOUNDATION REPORT**

Vaughn highlighted aspects of the annual report required from the Foundation to the library board.

Board members are asked to donate a bottle of wine to the 2022 Foundation Gala, in addition to attending the Gala or 2022 Family Fete.

### **TRUSTEE COMMENTS**

Nolan asked about the next step for the Policy Committee. Owen-DeLay will schedule a planning meeting prior to the June board meeting.

LaPointe congratulated Owen-DeLay on the appointment to the Colorado Special Districts Insurance Pool Board.

### **UPCOMING BOARD MEETINGS**

1. **Board Executive Committee Meeting:** June 6, 2022, Zoom, 8:00 a.m.
2. **Board Executive Committee Meeting:** June 20, 2022, Castle Pines Library, 8:00 a.m.
3. **Board / Foundation Dinner:** June 29, 2022, Parker Library, 6:00 p.m.-7:00 p.m.
4. **Board Regular Meeting:** June 29, 2022, Parker Library, 7:00 p.m.

**OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Meeting**: July 20, 2022, Town of Parker, PACE Center, 7:00 a.m.-9:30 a.m.

**ADJOURN**

Vaughn adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Terry Nolan, Board Secretary  
Minutes prepared by Patti Owen-DeLay

DRAFT



<b>TO BE HELD / HELD</b>	<b>Date:</b> Monday, June 20, 2022
	<b>Time:</b> 8:00 a.m. - 9:00 a.m. The meeting was called to order at 8:00 a.m.
	<b>Location:</b> ZOOM: <a href="https://us02web.zoom.us/j/87859276414?pwd=WVVFejhleIR2bWV2b0p3QjVTeU1OQT09">https://us02web.zoom.us/j/87859276414?pwd=WVVFejhleIR2bWV2b0p3QjVTeU1OQT09</a>
<b>NOTICE</b>	<i>This meeting was held as scheduled and in accordance with applicable statutes of the State of Colorado, with the following members present:</i>
<b>ATTENDANCE</b>	<b>Committee Members:</b> Board President Dawn Vaughn (Chair), Board Vice-President Suzanne Burkholder, Board Treasurer Rick LaPointe
	<b>Staff:</b> Executive Library Director, Bob Pasicznyuk, and Administrative Assistant, Lisanna Parkhurst
	<b>Public:</b> None
	<b>Guests:</b> None

**DISCUSSION ITEMS:**

<b>EXECUTIVE SESSION:</b> Executive Library Director's Review Conversation	Per Colorado Open Meeting Law 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 annual performance feedback process.
	<p>Burkholder moved per Colorado Open Meeting Law Pursuant to C.R.S., Section 24-6-402(4)(b) and Section 24-6-402(4)(e) and Section 24-6-402(4)(f), C.R.S., for the purposes of receiving legal advice on specific legal questions, determining positions relative to matters that may be subject to negotiations, and discussing personnel matters related to the Executive Library Director's contract to enter into executive session. The motion carried unanimously. LaPointe seconded.</p> <p><b>Return to Open Meeting</b> 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.</p>
Monthly regular board meeting - agenda review	No changes to the agenda.

<b>ADJOURNMENT</b>	The meeting was adjourned at: 9:13 a.m.
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This item is coming to you in support of our expenditure policy for budgeted capital expenditures of \$50,000 or more.

As such we are confirming:

1. Budgeted monies are still in place for this project.
2. The scope of this project is in line with the project budget.
3. This project is in line with our current strategies and work plans.
4. We have finalized our costs for the scope of this project through our normal bid and procurement processes.

**DATE:** Jun 29, 2022

**AGENDA ITEM:** Budgeted Capital Expenditure over \$50,000 for automatic touchless restroom doors at Parker, Lone Tree and Castle Pines, and automatic touchless sorter room doors at Lone Tree, Castle Pines and Parker.

**DISCUSSION:**

In order to comply with our facility best practices, make our restrooms more accessible, and promote the health and hygiene of our customers and staff, we are planning to install automatic touchless door openers on all restroom and sorter room doors at Parker, Lone Tree and Castle Pines.

- The current bid for the restroom doors is \$45,510.83.
- The current bid for the sorter doors is \$12,804.15.
- The total for all doors is \$58,314.98.
- To date, \$13,917 has been spent on the electrical portion of this project due to efficiencies in scheduling the electrical contractor.

We are using preferred vendors that have been previously vetted. If approved, the work will be completed in September 2022. Although some cost increases may result in the next few months, the total cost of these improvements will stay within the board's original approved amount of \$90,000.

**RECOMMENDATION:**

We recommend that the Board approve the \$58,314.98 budgeted capital expenditure for the automatic touchless door opener project at Parker, Lone Tree and Castle Pines.

**BUDGET IMPACT:** \$58,314.98

**PERSON(S) RESPONSIBLE:** Jill Corrente, Director of Infrastructure Services

## EXECUTIVE LIBRARY DIRECTOR'S REPORT

**Bob Pasicznyuk**

**June 2022**

### **Community Context**

Douglas County Schools is considering requesting a mill levy override and bond request for capital needs at this year's November election. Mill levy overrides and bond requests are the only practical mechanisms in Colorado to increase school funding. Otherwise, as property values increase along with local funding, the state merely withdraws support in kind leaving DCSD with no net increase. DCSD teacher salaries are now about \$20,000 less than nearby school districts putting the district in a competitive disadvantage for school talent.

### **County schedule change for Board recruitment**

The County is considering an alternative trustee recruitment schedule starting in August and announcing selections in early November. Conversations have been positive and I will keep you aware of progress or hold-ups.

### **Business Plan, Operations, and Strategy**

**Safety Audit.** Sheriff site reviews are complete. The Library will use the report to prioritize action as for the 2023 budget season.

**DCL Youth Sponsorships toward Library Visibility.** The 2022 budget allocated \$50,000 toward sponsoring youth events and opportunities so that "our citizens encounter DCL everywhere." To date, we've spent 80% of budget setting aside 17% for fall school bus advertisements and 3% for fall opportunistic ventures.

Partnership advertising placement is divided among mainstream sports (football, baseball/softball, soccer), alternative sports (ice sports, BMX), visual arts, performing arts, and opportunities that reach a broader community audience (school bus ads, DC Fair & Rodeo, rec centers, malls, 5K races, trailside dog waste stations).

The Library has allocated resources across 10 community partners.

- Arapahoe Youth League/Warriors Youth Sports
- Douglas County Fair & Rodeo
- **Douglas County School District (DCSD)\***
- Highlands Ranch Metro District
- i9 Sports
- Park Meadows Mall

- **Parker Parks & Rec\***
- Real Colorado Soccer Club
- **South Suburban Parks & Rec (SSPRD)\***
- Town of Castle Rock

The Library is gauging success by social media impressions – the number of times people display our content in their devices (phones, computers, tablets).

Our Jan-June impressions from this project are 22,228,327 at an average cost per impression of \$0.042.

\*These partners represent multiple sponsorship opportunities:

- Fourteen separate DCSD sponsorships run the gamut from school bus and stadium scoreboards, to individual event sponsorships (marching band, district art show, high school theater productions, sports programs, Girls & Women in Sports Luncheon).
- Parker Parks & Rec and SSPRD sponsorships include multiple venues, leagues and race series.

### Facility Planning: DCL's Next Decade

**Board Retreat Follow-up:** I am meeting with developers across target locations – North West (Sterling Ranch/Roxborough), North Central (Ridgegate), and Central (Castle Pines/Canyons) for continued discussions around land donations and other partnerships. Fransen Pittman is providing cost modeling that we can compare with capital reserve projections. I will set agendas following the Board break in July to continue our discussions and priorities for DCL's future.

### Castle Rock Library Project.



Access Earthcam provides real-time and time-lapse views of our construction site at <https://share.earthcam.net/PSMLibrary>. Foundation testing is complete and the work is within engineering tolerances. Foundation subcontractors plan to complete their work the week of June 20. To date foundation costs have exceeded budget by about \$60,000 – well within project contingencies.

Fransen Pittman will begin building perimeter walls for the facility by the last week of June. That work will continue until August when the steel structure will go vertical for about 50 days into late summer.

## Library Legal Guardrails and Key Cases

At a past study session, trustees simulated our citizen appeal process. At that time, trustees asked for a summary of key court cases, laws, and rulings with implications to library practice. I'll provide sources and summaries in the next several Board reports.

### Colorado Library Law's Privacy Requirement

Colorado Library law mandates privacy boundaries for library use. A presumption of this mandate is citizen freedom to use library resources.

"...a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library." **Colorado Library Law, CRS 24-90-101.** Anyone requesting records on library use (camera footage, lending transactions, event attendance, or computer logins) must produce a subpoena to comply with statute before the Library honors the request. Law enforcement requests about documentation of library use are rare – 2 in the past eight years.

**Mandates, Impacts, and Business Risks.** The legislature has adjourned for the year.

**Professional Trends and Analysis.** In response to Intellectual Freedom challenges across North America, the Colorado Association of Libraries has issued a position and advocacy paper on the right to read - <https://cal-webs.org/announcements.php>.

### New President – ULC

The Urban Libraries Council Executive Board announced Mr. Brooks Rainwater as the next President and CEO of the Urban Libraries Council. Brooks is currently the Senior Executive of the National League of Cities and the Director of the Center for City Solutions. He is a champion for urban spaces and recognizes the value and importance of the urban public library.

### Board Talking Points

**Elevating the Brand** – Douglas County Libraries elevates our community by inspiring a love of reading, discovery, and connection. With nearly 2 million visitors to seven branches each year, visitors are met with beautiful spaces, curated collections, personalized services, and a variety of events that offer a premium experience for all.

**Summer Reading** – Summer Reading kicked off on June 4. As of last week, just two weeks in, Summer Reading is going great and we've passed the 10,000 mark for guests registered. We are also approaching 1 million minutes read. Summer Reading is also a partnership with Douglas

County School District where elementary, middle, and high schools with the most kids registered for Summer Reading (as a percentage of 2021-2022 enrollment) will receive \$500 from the Douglas County Libraries Foundation.

#### **Castle Rock Library New Build -**

- A new Castle Rock Library is part of a decade-long commitment to upgrade all DCL facilities.
- The new library will be on par with libraries in Parker and Highlands Ranch.
- Castle Rock growth and the library's age made it a priority for improvement.
- The Library is funding the facility through annual cash, capital savings.
- The existing library will be open until the new facility is complete.

#### **DIVISION REPORTS**

##### **Community Engagement Report**

**Amber DeBerry**

**June 2022**

##### **AARP Tax Support Partnership**

In 2022, we partnered with AARP to offer tax support services to our customers.

These services were offered at 3 DCL locations – HI, PA, and PSM. The total number of returns prepared was 619.

##### **Staff (Ayn) story:**

One of the taxpayers that visited us this year was in her late 80's. It was evident that she was struggling. Her tax documentation revealed that she had lost her 60 year old son during the year as his assets had been transferred to her. She explained that he had been doing her taxes for years. This was not only the first time she was on her own for taxes, but a day that will always trigger grief for her. It was wonderful to be able to hold her hand and shed a tear with her. Any number of people could have run the numbers for her, but the heart of a volunteer made a real difference.

##### **Customer Experience Division Report**

**Julianne Griffin**

**June 2022**

##### **Operations & Staffing**

This month we welcomed two new supervisors to our team! Alex Dunne joins DCL as the Branch Services Supervisor at CAP/ROX, and Juli Brant was promoted from a librarian position to the Materials Handling Supervisor, also at CAP/ROX. We are excited to have them join DCL Library Leadership!

## Library Services

We've gone back outside for storytime in the park. Although our first day was rained out (bummer!), subsequent outings have had big groups of customers enjoying picture-perfect weather. For the first week our attendance has been high, e.g., 119 in Highlands Ranch, 79 at Castle Pines, 62 at Lone Tree, 160 in Parker.



We've wrapped up the spring sessions of Reading Buddies and have started a compressed six-week session at HI. The other branches will resume in the fall. We're exploring options to make this successful program less labor-intensive for staff, including possibly asking teen volunteers to take on more peer training, rather than relying on librarians to do all of the teen training.

## Creative Action, Responsive Engagement (CARE)

We are excited to present CARE to the trustees at this meeting! Here is a timeline of how we are rolling out this new service model to DCL employees:

- Currently, all new employees are introduced to CARE at orientation
- In September a CARE Training video will be ready for all staff to review. This video will address CARE with customers and coworkers
- In the 4<sup>th</sup> quarter of this year we'll be developing CARE for the environment, and follow that up with another training video to be available in Q1 2023

## Customer Stories

Cindy Johanson, a new CX Librarian at Lone Tree, took her first Tech Tutoring appointment by diving in with dedication and the growth mindset of a pro, and spent time investigating the customer's needs. She then continued to work closely over time with the customer to reflect a level of CARE that clearly reflected a sense of shared experience and the delivery of the unexpected. The below verbiage shows just how meaningful Tech Tutoring can be for our customers and how much we can offer at times. This customer was thrilled!

