

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Annual Meeting**  
**January 31, 2024**  
**Castle Rock, CO**

President Burkholder called the annual meeting to order at 5:30 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, Jessica Kallweit, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

All trustees were present. A quorum was present.

**STAFF:** Bob Pasicznyuk and Patti Owen-DeLay

**GUEST:** Sharon Morris, Colorado State Library Public Library Leadership Principal Consultant, and Officer Cantando, Castle Rock Police Department

**PUBLIC:** Ruth Moline

**PUBLIC COMMENTS:** None

**CONSENT AGENDA**

1. Minutes January 9, 2024, Special Meeting Budget Hearing
2. Annual Designation of Board Public Notice Posting
3. Ratification of Emergency Action – Ransomware Incident
4. Ratification of Emergency Action – Water Line Break
5. Removal of Trustee Volunteer Agreement and Removal of Trustee Manual
6. Bylaws Change – Removal of District “Seal”

Items 3, 4, and 6 were removed (Ratification of Emergency Action – Ransomware Incident; Ratification of Emergency Action – Water Line Break; Bylaws Change – Removal of District “Seal”).

**MOTION 24-01-01:** Silverthorn moved and the motion carried unanimously to approve the consent agenda, including the January 9, 2024, Special Meeting minutes, the annual designation of posting place for Board Public Notices, and de-sanctioning of the Trustee Volunteer Agreement and the Trustee Manual as board-adopted documents. LaPointe seconded the motion.

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

### Discussion of Executive Performance Management led by guest Sharon Morris

Pasicznyuk introduced Morris as a consultant to support the board in their work evaluating his performance management.

Morris asked trustees to review what worked in this past year's process and what didn't.

#### **Worked:**

- Have a process with steps timeline, completed
- Communication – everyone was vocal, robust conversation

#### **Could Use Improvement:**

- Schedule a dedicated session for the discussion.
- Form may need revision with alignment to goals.
- Need consistent standards of evaluation (examples of meets/exceeds might help).
- Priorities should be weighted higher.
- Commentary.
- Fewer, more focused goals – course correct when new things come up.
- Broader measures of success – measurements that match the role and that matter.
- Know what Pasicznyuk is doing – Morris commented it is more about “how the library is doing as evidence of how Pasicznyuk is doing.” Take a broader approach versus get into the detail.
- Needed a checklist to remind the trustees of what to include – Morris suggested to jot them down as they come up.
- Does it still make sense for the board to put Pasicznyuk in the process of staff? – Pasicznyuk shared that he sees it as a triangle: one being the overall organizational health, second being specific development goals for him, third whether division goals are being met. Morris confirmed that it makes sense due to the higher-level responsibility that the evaluation would be more robust.

Morris confirmed that this list, if fulfilled, would be a process that works.

### Executive Library Director's Report

Pasicznyuk covered items removed from the consent agenda: items 3, 4, and 6 (Ratification of Emergency Action – Ransomware Incident; Ratification of Emergency Action – Water Line Break; Bylaws Change – Removal of District “Seal”).

- Item #6 – Bylaws Change, Removal of District Seal  
LaPointe wanted to ensure that the requirement of five days' notice for a bylaws change was met. Owen-DeLay confirmed that it was.

**MOTION 24-01-02:** LaPointe moved and the motion carried unanimously to approve removal of Article XII. Seal from the board bylaws. Silverthorn seconded the motion.

- Item #4 – Ratification of Emergency Action – Water Line Break  
Pasicznyuk updated the board on the extent of the damage, moisture mitigation, and remaining work post opening this past Saturday, along with an update on the insurance coverage and deductibles that are likely. Pasicznyuk shared that some books were damaged, but it was a very low number.

**MOTION 24-01-03:** Nolan moved and the motion carried unanimously to ratify the emergency actions of the Executive Library Director in this water line break incident at the Highlands Ranch library and to grant authority to act until the matter is resolved, while keeping the board informed of those actions. LaPointe seconded the motion.

- Item #3 – Ratification of Emergency Action – Ransomware Incident  
Pasicznyuk was circumspect in sharing information as the matter is still in negotiation. Pasicznyuk shared how the library is still operational. Outages should be expected over the next month or so.

**MOTION 24-01-04:** Kallweit moved and the motion carried unanimously to ratify the emergency actions of the Executive Library Director in this ransomware incident and to grant authority to act until the matter is resolved, while keeping the board informed of those actions. McKinney seconded the motion.

## **LIBRARY BUSINESS**

### Annual Meeting Elections and Appointments

#### **Election of Officers.**

#### Approval of Ballot Process

The board voted to handle elections by ballot for board officers, as allowed by Colorado Open Meeting Law.

**MOTION 24-01-05:** Nolan moved and the motion passed unanimously that the voting for the 2024 annual elections of officers be done by ballot, using the ballot derived from the informal poll of interest done prior to the start of the meeting, and including the addition to process item number 6 “and asking those on the ballot to share their qualifications and reason for wanting to serve.” LaPointe seconded the motion.

#### Confirmation of Ballot Names

Owen-DeLay shared the names up for appointment for each position.

**MOTION 24-01-06:** LaPointe moved and the motion passed unanimously to accept the 2024 ballot as presented. McKinney seconded the motion.

Those offering to serve:

President: Terry Nolan and Meghann Silverthorn

Vice-President: Jessica Kallweit and Ted Vail

Secretary: Suzanne Burkholder

Candidates shared their qualifications and reasons for wanting to serve.

The board completed its anonymous ballots. Owen-DeLay read the results into the record.

President: Terry Nolan

Vice-President: Jessica Kallweit

Secretary: Suzanne Burkholder

### **Appointment of Representative Opportunities.**

Current representatives shared information about what the opportunity entails.

#### Partnership of Douglas County Governments

Douglas County Libraries is a partner organization of the Partnership of Douglas County Governments, formed to collaborate on countywide initiatives.

#### Douglas County Youth Initiative

The Douglas County Youth Initiative, a program of the Partnership of Douglas County Governments, supports early intervention and collaboration of youth services in the county.

**MOTION 24-01-07:** Nolan moved and the motion carried unanimously to appoint Vail as the 2024 board representative for the Partnership of Douglas County Governments, and McKinney as the board representative for the Douglas County Youth Initiative. LaPointe seconded the motion.

Kallweit is the 2024 Board Class I Director for Douglas County Libraries Foundation.

Burkholder mentioned that Silverthorn represents the library on a national level as a board member of the Urban Libraries Council.

### **PARTNER REPORTS**

#### Partnership of Douglas County Governments

Vail acknowledged staff for handling the meeting in the midst of the broken water line. Vail shared that groups working with state legislators are representing our interests.

#### Douglas County Youth Initiative (DCYI)

McKinney shared that DCYI was proud to announce receiving a \$1,500 grant from the Douglas County Community Foundation for the Outstanding Youth Awards.

On February 20, 2024, DCYI's newest staff member, Logan O'Brien, will start working in court for truancy.

#### Urban Libraries Council (ULC)

Silverthorn shared that the ULC board held their first retreat. The board weighed in on what libraries have been good at, what they are good at, and what might be evolving. The board meets again in July.

### Douglas County Libraries Foundation

Owen-DeLay reported that the Foundation held their annual meeting. Elaine McCain will continue as Chair, and Linda Boyle as Vice-Chair. Megan Boespflug was welcomed as a new Class II Director. The Foundation is looking at allocation of funds to maximize earnings.

### **Annual Conflict of Interest Forms.**

Owen-DeLay shared that the forms will be sent out to trustees for completion.

### Executive Committee Report

Nolan shared items discussed at the Executive Committee meeting, most of which were items on this agenda. One item not on the agenda was a request to have monthly information on financials. The Executive Committee does not recommend this since the board gets financials quarterly.

### **Approval of Special District Representative for the Lone Tree Urban Renewal Authority .**

The Executive Committee recommends allowing South Metro Fire Rescue's Board of Directors as the Special District Commission representative.

**MOTION 24-01-08:** Nolan moved and the motion carried unanimously to approve South Metro Fire Rescue's Board of Directors as the Special District Commission representative for the Lone Tree Urban Renewal Authority on behalf of Douglas County Libraries. Silverthorn seconded the motion.

### **TRUSTEE COMMENTS**

Nolan thanked the trustees for their support and emphasized that he works for the board. He asked that trustees share with him their expectations of him as their president.

LaPointe thanked Burkholder for her leadership in 2023.

### **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** February 8, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** February 28, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** February 28, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

### **ADJOURN**

Burkholder adjourned the meeting at 7:23 p.m.

Respectfully submitted,  
Meghann Silverthorn, Board Secretary  
Minutes prepared by Patti Owen-DeLay