

DOUGLAS COUNTY LIBRARIES
Board of Trustees Regular Meeting
April 27, 2022
Highlands Ranch, Colorado

President Vaughn called the annual 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, Jessica Burt, Daniel Danser, Terry Nolan, Meghann Silverthorn, and Dawn Vaughn

Rick LaPointe was absent. The absence was excused.

A quorum was present.

STAFF: Bob Pasicznyuk, Dave Anderson, Julianne Griffin, Amy Long, and Patti Owen-Delay

GUESTS: Eide Bailly Auditors Janeen Hathcock and Kimberly Higgins

PUBLIC COMMENTS

None

CONSENT AGENDA: Consisting of the March 30, 2022, minutes.

MOTION 22-04-01: Silverthorn moved and the motion carried unanimously to approve the minutes of March 30, 2022, as presented. Burkholder seconded the motion.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Pasicznyuk updated the board on the Castle Rock project, sharing a supply chain issue with hardware to assemble the fencing and permitting status. The steel package is in early and could move some of the project forward. Groundbreaking is May 2, 2022, at 10 a.m.

Municipals are having issues filling seasonal jobs; we haven't experienced that with our hiring of our seasonal summer staff.

PRESENTATION

Materials Handling and Circulation. Amy Long, Materials Handling Manager

Long shared an overview of materials handling and circulation at the district, noting:

- Materials come in through customer return, and

- Courier from locations around the district (an outsourced, vendor service)
- Material handlers care for shelving, shifting collections as needed, and merchandising
- The automated sorter process
- A new organization for distribution of work
- Continuous Improvement of Work program

DISTRICT BUSINESS

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

Annual Audit Report. Eide Bailly Auditors Janeen Hathcock and Kimberly Higgins

Higgins reviewed the audit opinion, noting:

- The opinion is clean, the best that you can receive
- The format has changed for the Independent Auditor’s Report
- The opinion letter now has a statement requiring management to disclose the ability of the organization to continue as a going concern
- The letter to governance is a required communication to the board concluding the audit process, and summarizes what was found in the audit

Hathcock reviewed the rest of the audit, noting:

- Management’s Discussion is a great year-to-year comparison
- Revenues up by about \$1,000,000 (mostly property taxes)
- Expenses were up about \$750,000 (mostly due to salaries and benefits)
- Revenues greater than expenses with a net position of \$6,400,000
- Net position saw an increase with unrestricted increasing \$6,000,000 over 2020
- The library is in a strong financial position
- The Notes to Financial Statements as a tool to explain the financial reports
- In the letter to governance a new section is to note identified risks. There were no identified risks found
- Significant accounting estimates were found reasonable

Bylaws Project Team Update.

Silverthorn reported on the first meeting, with a second meeting coming to review suggested changes.

EXECUTIVE SESSION

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

MOTION 22-04-02: Burkholder moved and the motion carried unanimously to enter 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 annual performance feedback process. Silverthorn seconded the motion.

RETURN TO OPEN SESSION

The board returned to open meeting at 9:10 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 discussion to making the following motion:

MOTION 22-04-03: Silverthorn moved and the motion carried unanimously to accept the Executive Library Director goals, including the bullet point on succession as goal. Nolan seconded the motion. The goals are:

- G1: Lead and manage the construction phase of the Castle Rock facilities project as well as prepare for contents procurement to achieve project outcomes – a 60,000+ square foot public library and system-wide service center.
- G2: Execute on the Library 2022 work plan – supporting and holding directors and managers accountable for budgeted and brand-level services, offerings, infrastructure upgrades, and projects.
- G3: Devise, deliver and facilitate board training and discussions around mitigating library risk.
 - Succession: Board, Executive, Senior Leadership, and Management Teams
- G4: Identify and implement volunteer integration in every DCL division, to fundamentally leverage volunteers and their skills to significantly increase organizational capacity.

MOTION 22-04-04: Silverthorn moved and the motion carried unanimously for the Executive Library

Month	Who	Activity	Need
18-Apr	Executive Committee	Receive ELD Goals	Board meeting discussion (ES) / action to adopt and/or revise and adopt
	Executive Committee	Receive ELD/HR suggestion on staff feedback for his review	Board meeting discussion (ES) / action to organize to move this forward for July or August implementation
		Receive sample of language to apply ELD goals to staff for Review Criteria	Board meeting discussion (ES) / action to direct staff to install in draft board evaluation tool
		Executive Session 1. Discuss ELD Goals - okay, revise, either 2. Discuss staff feedback tool/process - discuss how to organize to move forward 3. Discuss language for Review Criteria 4. Discuss if quarterly reviews should be done by Executive Committee or other 5. Discuss timeline - any changes?	In open session possible actions (motions): 1. Accept goals as is, or as revised 2. Organize to move the staff feedback forward with a May or June board meeting adoption deadline 3. Direct staff to create a draft of the evaluation tool for adoption at the May meeting 4. Take action to formalize who will do ELD quarterly reviews (review team) 5. Approve timeline for ELD annual performance feedback and review
	Executive Committee	Receive draft evaluation tool with 2022 goals	Board meeting discussion (ES) / action to adopt tool for annual evaluation
	Executive Committee	Receive draft plan for staff feedback	Board meeting discussion (ES) / action to adopt staff feedback plan
	Board * may move to June if not ready for May	Executive Session 1. Discuss evaluation tool with 2022 goals 2. Discuss staff feedback plan	In open session possible actions (motions): 1. Adopt evaluation tool for annual evaluation, noting that the goals will be updated each year by HR. 2. Adopt staff feedback plan
June by June 21	Review Team	2nd quarter ELD review conversation	1. Request feedback from all board for any discussion (praise or work on) items. 2. Hold conversation prior to June board meeting. 3. Report out results of the conversation to the board at the June meeting
		Receive overview of feedback from quarterly conversation	Need to determine if this can be a "confidential" written report, or an ES at the board meeting
July by August 23	Review Team	Have staff feedback conducted for August results	Coordinate with HR to meet 8/23 deadline
for Sept 1* by August 23	ELD	Self-evaluation and goal review due to Review Team	Review team to review and ask for any additional information by 8/23, and give all to EA for August board packet
31-Aug	Board	Executive Session: 1. Receive and discuss ELD self-evaluation tool 2. Review and discuss staff feedback 3. Discuss when evaluation tool will be due back and to whom	In open session possible actions (motions): 1. Motion to formalize due date for evaluation tool to be completed and sent to Review Team for compilation and discussion at the September board meeting
September by September 20	Review Team	3rd quarter ELD review conversation	1. Request feedback from all board for any discussion (praise or work on) items 2. Hold conversation prior to September board meeting 3. Report out results of the conversation to the board at the September meeting
28-Sep	Board	Executive Session: 1. Discuss completed results of evaluation tool	In open session Announce Criteria Category and Direct Review Team to have final review with ELD, send results to HR for any pay increase and film inclusion in October board packet
29-Oct	ELD	Submit 2022 goals to TBD	In open session possible actions (motions):
26-Oct	Board	Executive Session: Review ELD 2023 goals	Accept goals as is, or as revised
			1. Request feedback from all board for any discussion (praise or work on) items 2. Hold conversation prior to December board meeting 3. Report out results of the conversation to the board at the January meeting
December by January 16, 2023	Review Team	3rd quarter ELD review conversation	

Director to direct staff to create an evaluation tool for the Executive Library Director position that is in line with how staff is currently being evaluated. Burkholder seconded the motion.

MOTION 22-04-05: Silverthorn moved and the motion carried unanimously directing the Executive Committee to do quarterly reviews of the Executive Library Director and to check back in with the full board in three months. Burt seconded the motion.

MOTION 22-04-06: Vaughn moved and the motion carried unanimously to accept the timeline for the Executive Library Director's annual review process. Burkholder seconded the motion.

Partnership of Douglas County Governments (PDCG)
No report.

Douglas County Youth Initiative (DCYI)

Burkholder expressed appreciation of our funding and involvement with the DCYI and the Youth Awards.

Urban Libraries Council (ULC)

Silverthorn met April 8 - replacing Exec Director, advocating for free speech. Financial position of ULC is sound. Wants to ensure DCL is getting value.

FOUNDATION REPORT

Vaughn reported that the Foundation appointed two new directors, Ron Cole and Elaine McCain. Foundation is looking to fund a special project, staff will bring back two options at the July meeting. The Foundation has received \$235,000 in unrestricted gifts for the Castle Rock new build project. Gala and Family Fete have been announced, with a theme of Hansel and Gretel.

TRUSTEE COMMENTS

Danser inquired about the glass railing. It has been approved because of the strong financial position of the project.

UPCOMING BOARD MEETINGS

1. **Board Executive Committee Meeting:** May 9, 2022, Castle Pines Library, 8:00 a.m.
2. **Board Study Session:** May 25, 2022, Roxborough Library, 5:00 p.m.-6:00 p.m.
3. **Board Regular Meeting:** May 25, 2022, Roxborough Library, 7:00 p.m.
4. **Board Annual Retreat:** May 14, 2022, Highlands Ranch Library, 9:00 a.m.-2:00 p.m.

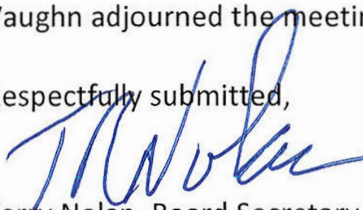
OTHER BOARD CALENDAR ITEMS

1. **New Castle Rock Library Groundbreaking:** May 2, 2022, Castle Rock Library, 10:00 a.m.
2. **Partnership of Douglas County Governments Meeting:** May 18, 2022, Douglas County Government, Douglas County Human Services, 7:00 a.m.-9:30 a.m.

ADJOURN

Vaughn adjourned the meeting at 12:00 p.m.

Respectfully submitted,



Terry Nolan, Board Secretary

Minutes prepared by Patti Owen-Delay

