

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Regular Meeting  
August 31, 2022  
Castle Pines, 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.

The following were present:

**TRUSTEES:** Suzanne Burkholder, Jessica Kallweit, Rick LaPointe, Terry Nolan, Meghann Silverthorn, and Dawn Vaughn

Dan Danser was absent and the absence was excused.

A quorum was present.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Jill Corrente, and Patti Owen-DeLay

**PUBLIC:** Douglas County Libraries staff: Shelbi Staub and Alex McCall

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:** Consisting of the June 29, 2022, Board Regular Meeting minutes, the July 27, 2022, Board Special Meeting minutes, and the Executive Committee Record of August 8, 2022.

**MOTION 22-08-01:** Silverthorn moved and the motion carried unanimously to approve the consent agenda, consisting of the June 29, 2022, Board Regular Meeting minutes, the July 27, 2022, Board Special Meeting minutes, and the Executive Committee Record of August 8, 2022. LaPointe seconded the motion.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk shared updates:

- The Castle Rock library project is in a positive position in regards to risk at this point.
- The Parker library just received a new valve for the elevator, and it is hopeful that this will solve the faulting issues associated with new safety settings.
- Furniture, fixtures and equipment for the Castle Rock library project are items for consideration later in the agenda.
- The Strategic Response on library safety is working through recommendations from Douglas County Sheriffs' audit of Douglas County Libraries' spaces.

## **DISTRICT BUSINESS**

No conflicts of interest were declared.

### **PUBLIC HEARING – FAMLI Medical Leave Insurance Program**

Pasicznyuk stated that recommendation of staff is to opt out. Risks that are covered by the program would be honored by the library, and staff are not required to participate.

Vaughn convened the public hearing for staff/public input on the FAMLI program.

Staff member Alex McCall spoke about three concerns she had in not participating in the FAMLI program:

- Less than 12 months
- Less than 24 months
- Four additional weeks to FMLA leave

**MOTION 22-08-02:** Nolan moved and the motion carried unanimously for Douglas County Libraries to opt out of participation in the FAMLI Medical Leave Insurance Program. Burkholder seconded the motion.

Silverthorn requested the board move to require that the Executive Library Director update procedure as discussed.

**MOTION 22-08-03:** Silverthorn moved that the Executive Library Director present the board with an updated procedure that describes the additional safeguards for employees and that the updated procedure come back within two months. LaPointe seconded the motion.

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

The Task Force has finished its work and is presenting a final draft for consideration.

**MOTION 22-08-04:** 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. LaPointe seconded the motion. Due to lack of a full board, the Bylaws are not approved until a majority favorable vote at a second reading.

### **Castle Rock New Build**

- Furniture, Fixtures and Equipment Capital Expenditure

**MOTION 22-08-05:** Nolan moved and the motion carried unanimously to approve the budget of \$2,696,484 for furniture, fixtures and equipment for the new Castle Rock library and districtwide support facility. Kallweit seconded the motion.

- Sale of 102 Wilcox Street Property

**MOTION 22-08-06:** Burkholder moved and the motion carried unanimously to offer the Douglas County Libraries property at 102 S. Wilcox Street for sale via a public process (public advertisement of the intent to sell, offer deadline, and terms of sale) and to authorize the Executive Library Director to establish such a process, using a broker if needed, and to bring forth offers to the board. Nolan seconded the motion.

## Partnership of Douglas County Governments

Douglas County Economic Development Council Memorandum of Understanding

**MOTION 22-08-07:** Kallweit moved and the motion carried four to two to adopt and support the County Economic Development Collaborative Memorandum of Understanding as presented. Burkholder seconded the motion.

### Quarterly Reports

- Second Quarter Financials  
Anderson highlighted the financials for the board.
- Key Performance Indicators  
Pasicznyuk will bring a proposed internal metric to the board in fourth quarter. Discussion revolved around getting numbers back to 2019 levels since 2020 and 2021 are low due to COVID disruptions.
- Strategic Plan  
Pasicznyuk stated that to manage workload, staff are looking at which strategic responses to prioritize over others in 2023.

### Executive Committee

- 2023 Board Openings  
Trustees seeking reappointment
- Trustee representative for Board of County Commissioners interview panel  
**MOTION 22-08-08:** Vaughn moved and the motion carried unanimously to appoint Nolan as the library representative for the Board of County Commissioners' library trustee appointment committee, with Silverthorn as a backup. LaPointe seconded the motion.
- Annual Audit Engagement Letter  
**MOTION 22-08-09:** Silverthorn moved and the motion carried unanimously to approve the proposal from Eide Bailly to audit the annual report for only the 2022 financial statements of Douglas County Libraries, instructing the Executive Library Director to negotiate a more advantageous price for subsequent years. LaPointe seconded the motion.

### Ad Hoc Policy Review Committee Update

The committee has been meeting and is on track.

### REPORTS

#### Douglas County Youth Initiative (DCYI)

LaPointe shared updates from the DCYI meeting minutes, including a possible request for increased funding.

#### Urban Libraries Council (ULC)

Silverthorn reported that the Council met and is concerned with current events happening in large, urban systems that aren't what we consider the role of libraries.

#### Douglas County Libraries Foundation (DCLF)

Vaughn shared that the Foundation met July 25, 2022, and discussed the Family Fête that happened this last weekend (August 27). October 14, 2022, is the Foundation Gala at the Highlands Ranch Mansion, and please provide a \$40 bottle of wine for the wine pull. The Foundation is looking to recruit a couple more directors.

Exploratory Committee to Memorialize Kendrick Castillo

Silverthorn shared a comprehensive email on options. The committee has not met since, nor has Silverthorn spoken with the Castillos.

Partnership of Douglas County Governments (PDCG)

No report

**TRUSTEE COMMENTS**

**UPCOMING BOARD MEETINGS**

1. **Board Executive Committee:** September 21, 2022, Castle Pines Library, 4:00 p.m.
2. **Board Ad Hoc Policy Committee Meeting:** September 28, 2022, Lone Tree Library, 4:00 p.m.-5:00 p.m.
3. **Board Study Session:** September 28, 2022, Lone Tree Library, 5:00 p.m.-6:30 p.m.
4. **Board Regular Meeting:** September 28, 2022, Lone Tree Library, 7:00 p.m.

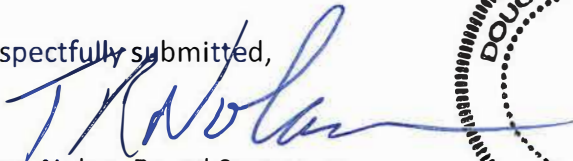
**OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Meeting:** September 21, 2022, Lone Tree, 7:00 a.m.-9:30 a.m.
2. **Annual Foundation Gala:** October 14, 2022, Highlands Ranch Mansion, 6:00 p.m.
3. **Partnership of Douglas County Governments Elected Officials Reception:** November 10, 2022, The Millhouse, Philip S. Miller Park, Castle Rock, 6:00 p.m.-8:00 p.m.

**ADJOURN**

Vaughn adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Terry Nolan, Board Secretary

Minutes prepared by Patti Owen-DeLay

