

DOUGLAS COUNTY LIBRARIES  
Board of Trustees Annual Meeting  
January 25, 2023  
Castle Rock, CO

Interim 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, Casie Cook, Jill Corrente, Susie DeSersa, Julianne Griffin, Ryan Lammers, and Patti Owen-DeLay

**PUBLIC:** Nicole Bolger, DCL staff member, and James Young, customer

**ADDITIONS TO THE AGENDA:**

**MOTION 23-01-01:** Nolan moved and the motion passed unanimously to add discussion and possible action of 2023 Holiday Closures and the unbudgeted expense for the Gallup Survey to tonight's meeting. LaPointe seconded the motion.

**PUBLIC COMMENTS:** Nicole Bolger spoke in support of keeping paid holidays as passed in the October 2022 board business meeting.

James Young spoke against the move to electronic newspapers.

**CONSENT AGENDA**

Silverthorn requested that item six, The Park Street Storage Lease, be removed from the consent agenda.

**MOTION 23-01-02:** Kallweit moved and the motion carried unanimously to approve the consent agenda, including the December 7, 2022, minutes, the December Email Poll regarding Castle Rock project easements, Board of County Commissioner Resolution 022-124, 2023 Library Appointments, annual designation of posting place for Board Public Notices, and the audit Planning Letter to Governance. Silverthorn seconded the motion.

## EXECUTIVE LIBRARY DIRECTOR'S REPORT

Pasicznyuk asked if there were any questions about why the mill levy is certified at a number that is not exactly what the voter approved amount is.

Pasicznyuk spoke about:

- Recent media concerns with meth in the air in libraries. Testing costs a few thousand dollars per location. If the library were to experience an incident where someone was using meth in the library, staff could then have the library tested. At this time the library hasn't had any incidents involving meth use.
- DCL's new Director of Finance, Casie Cook, welcoming her
- Castle Rock project's progress – on track with a fall opening

## DISTRICT BUSINESS

Items removed from the consent agenda

**Park Street Storage Lease.** Silverthorn wanted to understand the benefits of this expansion of the Park Street Storage and how the opportunity came about.

Pasicznyuk shared the consolidation benefits and that this was opportune in that the space just became available and was offered to the district.

**MOTION 23-01-03:** Nolan moved and the motion carried unanimously to approve the lease for 1543 North Park Street, Suites A and B. Silverthorn seconded the motion.

This motion supersedes Motion 22-10-05 as it combines both suites into one lease.

Items Added to the Agenda

### **2023 Holiday Closures.**

Nolan stated a desire to revisit the 2022 motion in order to allow the library to be open more for customers, allowing for additional floater days for staff, and then rotating which holiday to close per year.

**MOTION 23-01-04:** Nolan moved and the motion carried four to three to have nine federal-closure holidays, giving staff two additional floating days. Staff will bring back a recommendation on the nine closure holidays and the remaining two open federal holidays. LaPointe seconded the motion.

This motion supersedes Motion 22-10-03.

### **Unbudgeted Expenditure for Gallup Survey.**

Pasicznyuk shared that staff is looking to do a Gallup Engagement Survey as part of the internal KPI. The cost is more than staff has budgeted. There is a board policy that says "anything that is over \$10,000 ... and is data collection services" needs board approval.

**MOTION 23-01-05:** Nolan moved and the motion carried unanimously to authorize the unbudgeted expenditure of \$17,650 for the Gallup Engagement Survey. Kallweit seconded the motion.

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 23-01-06:** Kallweit moved and the motion passed unanimously that the voting for the 2023 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, amending the process to include candidates sharing their qualifications and reasons for wanting to serve. McKinney seconded the motion.

Confirmation of Ballot Slate

**MOTION 23-01-07:** McKinney moved and the motion passed unanimously to accept the 2023 ballot slate as presented. LaPointe seconded the motion.

Slate:

President: Suzanne Burkholder  
Vice-President: Terry Nolan  
Secretary: Meghann Silverthorn

Candidates Burkholder, Nolan and Silverthorn shared their reasons for wanting the positions and their qualifications.

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

President: Suzanne Burkholder  
Vice-President: Terry Nolan  
Secretary: Meghann Silverthorn

**Appointment of Executive Library Director Succession Committee.**

Pasicznyuk reviewed the desire for the board to be ready for action if the case should arise that the board needs to seek and hire an Executive Library Director.

**MOTION 23-01-08:** Silverthorn moved and the motion passed unanimously to appoint Meghann Silverthorn as chair, Jessica Kallweit as a member, and newly elected Board President Suzanne Burkholder to the Executive Library Director Succession Committee in order to develop an Executive Library Director Succession Plan and bring that plan back to the full board for adoption. Nolan seconded the motion.

**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 23-01-09:** Nolan moved and the motion carried unanimously to appoint Vail as the 2023 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 2023 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.

#### Executive Committee Report

Nolan reported that the committee met on the 12<sup>th</sup> and reviewed the monthly meeting agendas, the Executive Library Director's goals, and conversation for the City of Castle Pines to vacate their lease early.

#### Policy Committee Report

Nolan reported that the committee met earlier tonight and reviewed Gift/Contribution, Volunteer Policies, and Open Records. The committee has now reviewed all external policies. The attorney reviewed the Access, Collections and Appeals Policies with no recommended changes. We expect the external policies to come to the board for consideration in March.

#### **PARTNER REPORTS**

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

Nolan reported that Colorado Counties Inc. and Colorado Municipal League reported on upcoming legislation. There will be some action by the legislature on property taxes, land use, affordable housing, and open records requests.

The library report for the partnership meeting is in the board packet as Board Talking Points.

##### Douglas County Youth Initiative (DCYI)

LaPointe shared:

- Teen Court in Parker is up and running
- Working on countywide Teen Court
- Standing up a countywide youth council
- Outstanding Youth Awards will be in April

##### Urban Libraries Council (ULC)

Silverthorn shared that they worked on strategic planning at the last meeting and are now working with a firm to move that process forward. Silverthorn also gave an overview of the

organization and what the focus is, and how Douglas County's voice on this board can help us in the national conversations for libraries. Trustees are welcome to share suggestions concerning the strategic planning.

#### Douglas County Libraries Foundation

Kallweit reported that the board met this past Monday, approved the 2023 budget, moved some investment dollars to the endowment fund, appointed officers, appointed former library board members Vaughn and Wood to the Foundation board, and elected benefits around Forest of Stories in support of their undesignated \$125,000 donation to the library.

#### Exploratory Committee to Memorialize Kendrick Castillo

The committee met on January 18. Progress has been made on renaming Lucent Boulevard. There will be a physical memorial in Civic Green Park. The Community Foundation would be used as a vehicle to raise funds. If there are remaining funds, other ideas offered could be funded.

### **EXECUTIVE SESSION**

Pasicznyuk waived the right to hold this discussion in open meeting.

**MOTION 23-01-10:** Burkholder moved and the motion carried unanimously that the board move into Executive Session, pursuant to C.R.S., Section 24-6-402(4)(f), C.R.S., for the purpose of discussing personnel matters related to the Executive Library Director's annual goals and performance. LaPointe seconded the motion.

The board moved into Executive Session at 6:55 p.m.

### **RETURN TO OPEN SESSION**

The board returned to open meeting at 7:19 p.m.

Burkholder 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 trustee comments.

### **TRUSTEE COMMENTS**

LaPointe asked that the board clarify that the board should not interact with public or staff at the meeting, outside the Executive Library Director.

Burkholder asked if the board can get information on what is happening with the decision on moving to electronic newspapers made during public comment by Mr. Young.

LaPointe asked if the public is limited in time with their comments. Owen-DeLay responded, yes, the public gets three minutes.

Vail and McKinney both shared appreciation for the board and staff.

#### UPCOMING BOARD MEETINGS

1. **Board Executive Committee:** February 9, 2023, Castle Pines Library, 8:00 a.m.
2. **Board Policy Committee:** February 22, 2023, Lone Tree Library, 3:00 p.m.
3. **Board Study Session:** February 22, 2023, Lone Tree Library, 4:00 p.m.  
(Dinner at 5:00 p.m.)
4. **Board Meeting:** February 22, 2023, Lone Tree Library, 5:30 p.m.

#### OTHER BOARD CALENDAR ITEMS

1. **Fransen Pittman Castle Rock Project Topping Off Lunch:** February 15, 2023, new Castle Rock Library, 11:30 a.m.
2. **Partnership of Douglas County Governments Meeting:** March 15, 2023, Parker Library, Event Hall, 7:00 a.m.-9:30 a.m. (Breakfast at 7:00 a.m., meeting begins at 7:30 a.m.)

#### ADJOURN

Burkholder adjourned the meeting at 7:29 p.m.

Respectfully submitted,



Terry Nolan, Board Secretary

Minutes prepared by Patti Owen-DeLay.

