

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees and Business Meeting**  
**June 25, 2025**  
**Castle Rock, CO**

President Nolan called the business 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, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, Taylor Watson, and Amy Windju

A quorum was present and all trustees were present.

**STAFF:** Bob Pasicznyuk, Sylvester Sterling, and Patti Owen-DeLay

**OFFICER:** Castle Rock Police Officer Munde

**PUBLIC:** Alex McCall, Adelita Campbell, Leslie Mormile, Katie Holm

Windju asked for a modification to the agenda.

**MOTION 25-06-01:** Windju moved and the motion carried unanimously to move the item of Bylaws Update – Public Participation in Meetings to after the Executive Library Director's report.

**PUBLIC COMMENTS**

**Alex McCallie** (staff speaking as public). Douglas County resident. Questioned the Strategic Planning Committee Charter, questioning focus on non-user who pay the library mill levy.

**Adelita Campbell.** Douglas County resident. Deeply concerned by removal of Pride Month displays and library not standing firm in broad representation of users.

**CONFLICT OF INTEREST.** No trustees declared a conflict of interest.

**CONSENT AGENDA**

1. Minutes May 28, 2025, Business Meeting

**MOTION 25-06-02:** Vail moved and the motion carried unanimously to approve the consent agenda of the May 28, 2025, business meeting minutes. Burkholder seconded the motion.

**LIBRARY BUSINESS**

#### Bylaws Update – Parliamentary Procedure Source

Owen-DeLay stated that the current bylaws list a specific version of the board's chosen parliamentary source and is asking that this be amended to the current in keeping with latest parliamentary thought and best practices.

**MOTION 25-06-03:** Burkholder moved and the motion carried unanimously to approve the update to the Board Bylaws, Article VII. Parliamentary Authority as presented, updating the edition from “4th” to “current” and clarifying that the change in edition will be made annually by announcement via board memo included in the annual board meeting packet. Watson seconded the motion.

#### Policy Update – Colorado Open Meeting Law (CORA)

Owen-DeLay shared that when crafting our current Colorado Open Meeting Law Request Policy, we used language to “require” a deposit while statute says that we “may require” a deposit. Staff would like to amend the policy to align with statute and to mitigate unnecessary staff cost in seeking a deposit on small fee requests.

**MOTION 25-06-04:** Burkholder moved and the motion carried unanimously to approve the update to the Colorado Open Meeting Law Policy, amending the CORA Request Costs and Deposit section by changing verbiage that the Library “requires” a deposit to the Library “may require” a deposit. McKinney seconded the motion.

#### Formation of Strategic Planning Committee

Watson shared a presentation highlighting reasons and opportunity for creating a Strategic Planning Committee.

Pasicznyuk talked about the areas boards focus on, and how those choices can shape the library both positively and negatively. Pasicznyuk suggested that the budget request be an annual request within the budget process, and that the Executive Library Director be more centric to the committee.

The board discussed the proposal, showing support for the concept.

Windju supports the idea but would like the direction fine-tuned, and suggests starting with a SWAT analysis.

Vail asked for clarification about Situational Analysis and how Watson saw that playing out.

Watson responded that he is looking for more information about where Douglas County is heading and how that information can then inform the board in directing the Executive Library Director, building on and maintaining the strength of the library while looking out for risks.

McKinney would like to work through this more and put the budget into the budget process, define metrics, and use experts for information as needed.

Burkholder agrees in contemplating the future, framework, and succession. In the interest of checks and balances, add to the charter: “Consistent with the Fiduciary

obligations as a Trustee, Strategic Planning Committee members will operate with professional objectivity, independent from political or personal influence, in all aspects of their role on the committee.” Burkholder suggested an ad hoc committee versus a standing committee.

Hampton suggested that there be a spending level not needing a second board approval, and that taxpayers be changed to residents.

Vail said that first you gather data to understand the situation, then you reflect on the facts, and then decide what to do.

Windju liked it being a special committee versus a standing committee and having a meeting to craft the charter and timeline.

**MOTION 25-06-05:** Watson moved and the motion carried unanimously to form a task force to revise the Strategic Planning Committee charter and outline a preliminary situational analysis or SWAT, bringing those documents back at the August 2025 business meeting of the full board for approval and next steps. Hampton seconded the motion. Watson, Windju, and Vail will comprise the task force.

#### Executive Library Director Update

Pasicznyuk shared information about the sewage issue at the Philip and Jerry Miller Library in Castle Rock and the pending solution. There will be an email poll once Pasicznyuk has a firm bid amount for the work needed.

Pasicznyuk shared as a follow-up conversation around safety and security that having an officer at each location for 8 hours a day would run about \$150,000 a year. Or there can be security any other hourly combination at cost of around \$72/hour per officer. A second way to attend to this safety and security aspect is to increase building surveillance.

Windju asked, how do we know the threat level so that we can understand the risk level? This might be part of the task force review under the dome of risk assessment.

#### Bylaws Update – Public Participation in Meetings

Nolan prefaced this change as a longstanding practice that should be part of the bylaws.

**MOTION 25-06-06:** McKinney moved and the motion carried unanimously to approve the update to the Board Bylaws, Article VI. Meetings, Section 4. Public Participation in Meetings as presented, updating the section to include expectations for board members during public comment as listed:

Expectations for Board Members During Public Comment:

- The President as meeting chair will oversee public comment, welcoming speakers, sharing public speaking expectations and handling any issues with conduct.
- Board members will not engage in conversation with speakers.

- Board members will listen quietly and respectfully, acting in mind of the Library brand and values.
- If board members feel there is an issue with conduct that the chair is not addressing, they will request a “Point of Order” discussion with the chair.

Watson seconded the motion.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

Vail had no report.

### Douglas County Youth Initiative (DCYI)

Windju had no report.

### Douglas County Libraries Foundation

Burkholder noted the 28 camp scholarships supported by the Foundation reported in the Executive Library Director’s monthly report. Secondly, trustees were encouraged to participate in the September 19, 2025, 10th annual Douglas County Libraries Foundation gala.

## **TRUSTEE COMMENTS**

McKinney shared appreciation for the review showing a comparison of libraries in communities over 100,000 and the percentage of their budget devoted to staff expenses.

Burkholder shared that she attended the Douglas County Libraries C.J. Box author event with 500 people in attendance, which included a community partnership with Books Are Awesome out of Parker who sold Box’s book at the event.

## **UPCOMING BOARD MEETINGS**

- July 10, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- August 27, 2025, Philip & Jerry Miller Library, Castle Rock
  - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
  - Board Business Meeting, 5:30 p.m.

## **OTHER MEETINGS**

- July 16, 2025, Partnership of Douglas County Governments, Highlands Ranch Senior Center, 7:30 a.m.-9:30 a.m. (Breakfast at 7:00 a.m.)
- July 30, 2025, Board Informal Breakfast, location to be announced, 8:00 a.m.-10:00 a.m.
- September 19, 2025, 10th Annual Douglas County Libraries Foundation Gala, Beauty and the Beast, Highlands Ranch Mansion.

## **ADJOURN**

Nolan adjourned the meeting at 7:20 p.m.

Respectfully submitted,  
Ted W. Vail, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION 25-08-01, Date 08/27/2025