

DOUGLAS COUNTY LIBRARIES
Board of Trustees and Business Meeting
August 27, 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, Terry Nolan, Ted Vail, and Taylor Watson

A quorum was present. Amy Windju and Zach McKinney were absent. The absences were excused.

STAFF: Bob Pasicznyuk, Crystal Bustillos, Casie Cook, Jill Corrente, Jack Caudle, Amy Fischer, Michael Hale, Sarah Huber, Robb Luinstra, Patti Owen-DeLay, Becky Spilver, and Sylvester Sterling

GUESTS: Chris Blackwood, Chandler Asset Management

OFFICER: Castle Rock Police Officer Keiler

PUBLIC: Kathy Dannemiller, Nancy Student, Nancee Sprigg, Adelita Campbell

PUBLIC COMMENTS

Nancy Student: Douglas County resident. Would like the board to make the meetings more accessible by having online options and having the meetings rotate around the various locations.

Adelita Campbell: Douglas County resident. Campbell seconds the idea of rotating locations and a virtual option. Concern about how trustees are appointed. Disappointed that the board did not question the process at the recent annual meeting with the Board of County Commissioners.

PRESENTATIONS

Chandler Asset Management, Chris Blackwood

Cook welcomed and introduced Blackwood.

Blackwood gave an update and review of Douglas County Libraries reserves investment portfolio management. He shared information on liquidity and timing of funds earmarked for the new Sterling Ranch library, as well as the current and anticipated investment landscape based on Federal Reserve action.

Materials Handling, Sarah Huber

Huber shared information about the Materials Handling Department, which also manages the district courier services.

Some highlights:

- Courier trucks advertise district events with vehicle wraps in a great example of cross-departmental partnership.
- Couriers distribute books and holiday collections, ALH display materials, materials for Community Engagement events (e.g., tents, swag), and birthday party Storytime supplies.
- Materials Handling has automatic sorters at all locations.
- An example of volume for one location over one month was 69,000 items handled.
- Workflow boards are used for managing daily work and priorities.
- In 2024, 95 volunteers provided 4,219 hours of service to the Materials Handling department in another great cross-departmental partnership.

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

CONSENT AGENDA

1. Minutes June 25, 2025, Business Meeting
2. Email Poll Ratification – Castle Rock library sewer issue
3. Phone System Upgrade – budgeted capital expense
4. 2026 Board Meeting Cadence/Calendar

MOTION 25-08-01: Watson moved, and the motion carried unanimously to approve the consent agenda of the June 25, 2025, business meeting minutes, the Castle Rock library sewer poll ratification, the budgeted capital expense for the phone system upgrade, and the 2026 meeting calendar. Vail seconded the motion.

LIBRARY BUSINESS

2026 Budget Boundaries and Business Focus

Cook outlined the budget boundaries.

Burkholder and Nolan shared that the board manages funds by first providing premium library service, saving capital, and then refunding tax dollars, citing the \$5 million in rebates for both 2024 and 2025.

The new Sterling Ranch library will be paid for by library capital reserves.

MOTION 25-08-02: Burkholder moved, and the motion carried unanimously to approve the proposed budget boundaries for fiscal year 2026, as presented. These boundaries include estimated revenue of \$44,840,031, a 2025 revenue rebate of \$5 million, expenses totaling \$52,452,163, and reserves of (\$12,612,132). The budget framework

supports the strategic priorities of maintaining collections, saving for the Sterling Ranch site, investing in our people, and enhancing safety and security. Vail seconded the motion.

Audit Firm Selection

Cook shared that the board goes to bid for auditors every three years with an option to extend two additional years, which was done with the current auditor. Cook reviewed the audit selection process and recommended audit firm.

Burkholder asked if there would be differences in the audit based on the firm having more library experience. Cook responded that auditing standards are set, so this is not likely.

MOTION 25-08-03: Burkholder moved, and the motion carried unanimously to approve the selection of McMahan and Associates as the external auditor for the 2025 fiscal year. McKinney seconded the motion.

Formation of Strategic Planning Committee

Watson appreciated all the input and requests to make items more concise and straightforward. Watson and Pasicznyuk drafted a memo to extend the task force to have more time to do an abbreviated situational analysis and come back in December, resulting in a decision to approve a committee charter.

Pasicznyuk spoke about the memo that outlines the authorization that the board is giving to the task force.

The board discussed the updated proposal as outlined in the memo, showing support for the concept.

MOTION 25-08-04: Hampton moved, and the motion carried unanimously to approve the extension of the task force as identified in the presented memo. Vail seconded the motion. See the memo attached to these minutes.

Roxborough Library Space Lease, 5th Amendment

Pasicznyuk talked about the lease extension that should bridge continuing library service space in the current Roxborough library until the new Sterling Ranch library is built.

MOTION 25-08-05: Burkholder moved, and the motion carried unanimously to approve the 5th Amendment to the Roxborough lease agreement as presented. Watson seconded the motion.

Executive Library Director Update

Pasicznyuk shared a rendering of the 16,000-square-foot location, located near Titan Road in Sterling Ranch.

Highlights:

- You go in and come out at the same grade.
- A very transparent building given the great mountain view.
- Working on foundation systems right now.

Pasicznyuk spoke to why the Information Technology systems are included in his report, stating that the information system used for book lending has been around since inception of use for such a system at the library. The system is both a customer repository and a materials repository, interacting with other customer systems. The library is very vendor dependent, with little influence on development changes; and while that does give us economies of cost, it limits customized features. Staff believe that in 2026 we should be looking at another system/provider or confirm staying with the current provider/system. You will see this investigation in the budget presented in October.

Pasicznyuk clarified that questions about impacts to the State Library from both state and federal action have no or minor impact on Douglas County Libraries as the library receives little federal funding.

Burkholder asked about Pasicznyuk's road-trip meeting with local, municipal elected officials. Pasicznyuk shared that with just two visits complete, the request of the library is how we are planning for more growth when we are refunding money to taxpayers.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail reported that the July meeting was at the new Highlands Ranch Senior Center. Douglas County School District presented, sharing the challenge of fewer students in the county resulting in needing to reduce the number of schools.

Douglas County Youth Initiative (DCYI)

Owen-DeLay shared the report on behalf of Windju:

- Dounad is a community event to clean up parks. DCSD students receive volunteer hours. It is tentatively scheduled for October 25, 2025.
- The County Opioid Council is working to develop a youth campaign, "One Pill Can Kill," around substance abuse disorder.
- August marked the 20th anniversary of the Douglas County Youth Initiative.
- The annual Youth Congress is tentatively scheduled for October 7, 2025.

Douglas County Libraries Foundation

Burkholder noted that the Douglas County Libraries Foundation:

- Is hosting its 10th annual gala in September and it is sold out.
- Funded 21 camp scholarships this summer.
- Will again be funding Forest of Stories.
- Has strong financials and is working on legacy giving.
- Has a donor survey going out.

EXECUTIVE SESSION

MOTION 25-08-06: Nolan moved to enter Executive Session per Colorado Open Meeting Law pursuant to C.R.S. Section 24-6-402(e) for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and discussing matters related to the Executive Library Director's contract renewal and terms. Burkholder seconded the motion.

No discussion.

The board entered Executive Session at 6:44 p.m.

The board returned to open meeting at 6:58 p.m.

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, Nolan asked that they state their concerns for the record.

Hearing none, the meeting continued.

MOTION 25-08-07: Nolan moved, and the motion carried unanimously to approve the three-year contract with Pasicznyuk as presented, except for the modification to section 13, item c, where the phrase "upon execution of a mutually agreeable release" be replaced with the original language of "provided that Pasicznyuk first executes a standard form of release of claims." Hampton seconded the motion.

TRUSTEE COMMENTS

Burkholder commended DeBerry's team with all they have accomplished over the summer.

Nolan is proud of the board and library staff's work.

UPCOMING BOARD MEETINGS

- September 11, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- September 24, 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

- September 17, 2025, Partnership of Douglas County Governments, The Spur, Larkspur, 7:30 a.m.-9:30 a.m. (Breakfast at 7:00 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 7:01 p.m.

Respectfully submitted,

Ted W. Vail, Board Secretary

Minutes prepared by Patti Owen-DeLay

Approved MOTION: 25-09-01, Date: 09/24/25

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 2025
From:	Bob Pasicznyuk
Subject:	Strategic Planning Task Force – Business Analysis

PROBLEM STATEMENT

The library Board and Executive has and will continue to forge business strategy. Strategy is key in maintaining discipline, identifying opportunities, and avoiding risks.

RECOMMENDATION

This is a request of the Board to authorize a Strategic Planning Task Force. The Task force will conduct an analysis of the library's business and community needs as preparation to further business/strategy development and planning.

Task Force Members: Taylor Watson, Ted Vail, Amy Windju, and Bob Pasicznyuk.

Time: The Task Force will meet monthly or twice monthly between now (August 2025) and the end of the year. At the December Board meeting, the Task Force will present its findings, to date, to the Board. The Task Force will prioritize its inquiries to accomplish meaningful work between now and the end of the year.

Fiscal Impact: The Task Force will request resources from the Board should there be any cost necessary to complete its planning.

Limits on Powers and Disclosures: The Executive Director will brief the Board on Task Force accomplishments and resources used in each 2025 Board report. Board members or the Executive may ask the Board for redress or redirection of the Task Force if they believe that Task Force needs or directives are impractical or operationally inappropriate.

Motion: To approve a Strategic Planning Task Force [members: Taylor Watson, Ted Vail, Amy Windju, and Bob Pasicznyuk] to conduct the work described in this memo and within the boundaries and disclosures also described in this memo.

Figure 1 Strategic Planning Task Force Memo