

DOUGLAS COUNTY LIBRARIES
Board of Trustees and Business Meeting
September 24, 2025
Castle Rock, CO

President Nolan called the business meeting to order at 5:31 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, and Amy Windju

A quorum was present. Taylor Watson was absent. The absence was excused.

Nolan congratulated McKinney and Vail on their reappointments to the library board beginning January 1, 2026.

STAFF: Bob Pasicznyuk, Crystal Bustillos, Jack Caudle, Jill Corrente, Amy Fischer, and Patti Owen-DeLay

OFFICER: Castle Rock Police Officer Young

PUBLIC: George Jackson, Nancy Student, Todd Warnke, and Robin Warnke (DCL Staff)

PUBLIC COMMENTS

George Jackson, speaking on behalf of Adelita Campbell. Taking issue with troubling pattern with Board of County Commissioners appointing people to boards without an open process. Wants library board to take a stand to encourage a process to have a board that is representative of the community and not political appointees.

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

CONSENT AGENDA

1. Minutes August 27, 2025, Business Meeting
2. Budgeted Capital Expenditure – Branch Servers

MOTION 25-09-01: McKinney moved and the motion carried unanimously to approve the consent agenda of August 27, 2025, business meeting minutes, and the budgeted capital expense for branch server upgrades. Hampton seconded the motion.

LIBRARY BUSINESS

2026 Draft Budget

Pasicznyuk invited the board to comment on the budget narrative and parameters to ensure that the October 15 mandated draft reflects board direction.

Property tax is going down in 2026 due to legislative changes to the residential assessment rate from 6.7% to 6.25% and the \$5,000,000 in taxes that won't be collected as part of the board's 2025 return of tax revenue to citizens.

Burkholder noted that there is revenue from Community Engagement programs that helps offset costs for premium experiences.

The 4% library mill levy was voted on by taxpayers in 1996.

Board Meeting Location and Accessibility

Pasicznyuk shared a proposal to move Library Board meetings to Lone Tree in 2026 to have a more central location.

Discussion ensued about rotating meetings versus one centralized location and later considering virtual attendance. For the past few years state legislation has been presented but not made law to legislate virtual meetings for special districts of which the library is a type of governmental entity. The purpose of centralizing the location is to increase the public's ability to participate.

MOTION 25-09-02: Burkholder moved and the motion carried unanimously to change the location of board meetings in 2026 to the Lone Tree library. McKinney seconded the motion.

Letter Concerning Upcoming Board Appointments

Nolan prefaced his request that Pasicznyuk draft a letter to outline attributes for an independent library board.

Discussion ensued about how commissioners are required to be appointed by a two-thirds vote. What is in question is not the appointment authority, which rests with the commissioners, but rather the process. The library is an independent governing body that is appointed by the commissioners. The library board is not elected; it remains nonpartisan and encourages community participation in being a trustee.

Burkholder shared support for the letter to ensure a positive process. Windju is concerned with managing partnership relationships.

MOTION 25-09-03: Burkholder moved and the motion carried unanimously to approve sending the letter concerning board appointments to the county. Windju seconded the motion.

Annual Risk Report

Board policy requires an annual risk report. Pasicznyuk shared an update on staff work with consultants Risk Resiliency to develop Crisis Management processes and drills. The board will receive a report on this work at a future meeting.

Executive Library Director Update

Pasicznyuk reported on projects:

- Highlands Ranch Library parking lot has been resurfaced.
- Philip & Jerry Miller Library in Castle Rock has new east doors coming.
- Philip & Jerry Miller Library in Castle Rock sewer project is waiting on parts and will result in some inconvenience to the book drop and parking lot access on the south side. There will be a period when water will be turned off.
- Sterling Ranch land agreement is moving toward a final document.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail shared that the partnership met last week. There was an interesting presentation on the history of Centennial Airport.

Douglas County Youth Initiative (DCYI)

No report.

Douglas County Libraries Foundation

Burkholder reported that several board and staff attended the 10th gala at the Highlands Ranch Mansion, where 258 guests attended the sold-out event. Ticket sales were \$17,000 with a net revenue of over \$73,000 for the Foundation. Many partners attended and it was a wonderful community gathering event.

EXECUTIVE SESSION

Pasicznyuk waived his right to have the discussion in open meeting.

MOTION 25-09-04: Nolan moved to enter Executive Session per Colorado Open Meeting Law 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 review and goals. Burkholder seconded the motion.

No discussion.

The board entered Executive Session at 6:23 p.m.

The board returned to open meeting at 6:38 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.

TRUSTEE COMMENTS

McKinney submitted a book for purchase and quickly heard that it was available.

Nolan shared that two Fridays ago, the library hosted the annual staff day that brought all the staff together for training and community.

Burkholder has a few months left as a board member. She shared a quote from “The Library Book,” speaking about the importance of the library in community and that we are here in representation to all our customers.

Windju asked about how the agenda is set and how to give input into adding to the agenda.

UPCOMING BOARD MEETINGS

- October 16, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- October 29, 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

- November 12, 2025, Partnership of Douglas County Governments – Elected Officials Reception, The Golf Club at Bear Dance, Larkspur, Colorado, 6:00 p.m.-8:00 p.m.

ADJOURN

Nolan adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Ted W. Vail, Board Secretary

Minutes prepared by Patti Owen-DeLay

Approved MOTION: 25-10-01, Date: October 29, 2025