

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**May 29, 2024**  
**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, Jessica Kallweit, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

Burkholder attended virtually. A quorum was present.

Vail left the meeting at 6:27 p.m. A quorum was still present.

**STAFF:** Bob Pasicznyuk, Casie Cook, Dave Meyer, Jesse Politi, and Patti Owen-DeLay

**SECURITY:** Officer Cantando, Castle Rock Police

**GUEST:** Janeen Hathcock, Eide Bailly

**PUBLIC:** None

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

1. Minutes April 23, 2024, Board Business Meeting

The minutes were not removed from the consent agenda.

**MOTION 24-05-01:** Vail moved, and the motion carried unanimously, to approve the minutes of April 23, 2024. LaPointe seconded the motion.

**LIBRARY BUSINESS**

No trustee declared any conflict of interest for any business before the board during this meeting.

Annual Audit

Hathcock said the cyber event did not affect the audit and will be noted in next year's 2024 audit.

Hathcock reviewed:

- How opinion is derived:
  - All opinions are unmodified – the best opinion you can receive.
  - New GASB (Governmental Accounting Standards Board) 96 was implemented in 2023.
  - Audit is done under professional standards, and with an understanding of internal controls.
  - Supplementary information is either GASB or for understanding.
- Auditor’s Report – Clean.
- Overview of Financials – Healthy.
- The Letter to Governance – Controls in place.

There were no findings of any concern. It was a clean audit.

Cook shared that the Transmittal Letter is a good executive summary of the district.

### Executive Committee

Nolan shared:

- Board self-evaluation was completed last month, the report is in the board packet. No action is needed.
- Report on the May committee meeting:
  - Pasicznyuk is looking at possibilities about County Archives and Douglas County Libraries Archives co-sponsoring a combined exhibition.
  - Moved Executive Committee meeting to no more than two weeks prior to board meetings.
  - Worked on meeting agendas.
  - Received an update on cyber and flood incidents as they go through insurance review and resolution. Will present the board with a final accounting once all is resolved.
  - Reviewed retreat plan.

### **EXECUTIVE LIBRARY DIRECTOR’S REPORT**

Pasicznyuk reported that he spoke to Douglas County Manager Doug DeBord and that the County Archives and DCL Archives will work on budget for a combined exhibit.

Pasicznyuk reported that:

- Summer starts the Library’s biggest season.
- Budget season is launching.
- State-passed legislation on property tax will be reviewed in June.

Pasicznyuk continued the Study Session conversation on buildings in preparation for the June retreat, highlighting:

- Within the District, Roxborough is the library not meeting standards, allowing that Louviers is an outlier.
- In the next five years we have financials that can handle both a new Sterling Ranch (Roxborough area) library to transition to a new, owned, larger library for the community and paying off Certificates of Participation.

### **PARTNER REPORTS**

### Partnership of Douglas County Governments

Burkholder shared that the partnership is a fitting example of working together. The May topic was law enforcement. Discussed challenges and issues such as mental health and how Douglas County is well-staffed and trained in comparison to neighboring counties. Fentanyl is still an issue globally, including locally, affecting police response and requiring more resources than in the past. Douglas County will have its own judicial district in 2025.

### Douglas County Youth Initiative (DCYI)

McKinney shared that DCYI received grants for kids to attend summer school. Celebrating Youth Commission success, and a coming grant of \$50,000 for their food bank program.

### Urban Libraries Council (ULC)

Silverthorn reported that ULC met virtually in April to discuss strategic direction, including conversations about the expansion of librarian duties beyond the work they trained for.

### Douglas County Libraries Foundation

Kallweit had no report. The Foundation Annual Report to the Library Board is in the packet.

## **EXECUTIVE SESSION**

The board moved into Executive Session at 6:27 p.m.

**MOTION 24-05-02:** Nolan moved, and the motion carried unanimously, to move into executive session pursuant to C.R.S., Section 24-6-402(4)(f), for the purpose of discussing personnel matters related to the Executive Library Director's mid-year review. Silverthorn seconded the motion.

The board returned to open session at 6:40 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, I ask that you state your concerns for the record.

Hearing no one, the meeting continued.

## **TRUSTEE COMMENTS**

No comments.

## **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** June 17, 2024, Castle Pines Library, 8:00 a.m.
- **Annual Board Retreat:** June 18, 2024, Parker Library, 5:00 p.m.

- **Board Study Session:** June 26, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** June 26, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)
- **Note Added: Board Special Meeting:** Executive Session for Executive Library Director Review, Wednesday, October 23, 2024, at 5:30 p.m. at the Philip & Jerry Miller Library in Castle Rock.

#### **OTHER MEETINGS**

- **Partnership of Douglas County Governments:** July 17, 2024, Highlands Ranch Mansion, Highlands Ranch, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting.

#### **ADJOURN**

Nolan adjourned the meeting at 6:42 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay