

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**October 23, 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, and Meghann Silverthorn

Ted Vail was absent. The absence was excused. A quorum was present.

Rick LaPointe attended via conference phone.

**STAFF:** Bob Pasicznyuk, Casie Cook, Amber DeBerry, Terrell Brown, Rheann Brekke, Robb Luinstra, Dave Meyer, Jesse Politi, Kate Prestwood, and Patti Owen-DeLay

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

**PUBLIC:** Jeff Pittman, Fransen Pittman, and Calvin McKinney

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

1. Minutes September 25, 2024, Board Business Meeting
2. Budgeted Capital Expenditure – Highlands Ranch Library Entryway

**MOTION 24-10-01:** Burkholder moved and the motion carried unanimously to approve the minutes of September 25, 2024, and the Budgeted Capital Expenditure for Highlands Ranch library entryway as presented. McKinney seconded the motion.

**LIBRARY BUSINESS**

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

Douglas County Youth Initiative Intergovernmental Agreement Increase in Funding  
McKinney reviewed the request, sharing that it is an increase from \$18,000 to \$25,000. He highlighted a number of the initiative's programs.

**MOTION 24-10-02:** McKinney moved to accept the Intergovernmental Agreement for the Douglas County Youth Initiative with a \$25,000 increase in funding as presented. Burkholder seconded the motion. Silverthorn proposed a motion amendment.

Silverthorn proposed a revised motion requiring a five-year term limit and a revisit to the Intergovernmental Agreement where the board could then discuss the expenditure and its continued value versus allowing it to be a self-renewing commitment.

Nolan recommended not accepting the proposed amendment because we have a representative on their board, and we can end it by not funding it and by providing notice to the partners. It would also require all the partners agreeing to this amendment.

**MOTION 24-10-03:** Silverthorn moved and the motion failed four to two to amend, as stated above, the Intergovernmental Agreement for the Douglas County Youth Initiative with a \$25,000 increase. McKinney seconded the motion.

Upon failure of the amended motion, the board returned to the original motion (Motion 24-10-02, now Motion 24-10-04).

**MOTION 24-10-04:** McKinney moved and the motion carried five to one to accept the Intergovernmental Agreement for the Douglas County Youth Initiative with a \$25,000 increase in funding as presented. Burkholder seconded the motion.

**MOTION 24-10-05:** Silverthorn moved and the motion carried unanimously that the Intergovernmental Agreement for the Douglas County Youth Initiative specifically be brought forth during the annual budget discussions. Burkholder seconded the motion.

#### 2025 Draft Budget

Pasicznyuk walked through the personnel increase of 6%, sharing:

- 3.5% is proposed staff merit increase
- 1.5% is for market adjustments
- 1% is for technology risk management (including a new position and some staff restructuring)

Burkholder asked to also have the financial statements titled “income and balance statements” when looking at the budget.

Silverthorn asked whether staff knew of any changes coming to our PERA contributions or the plan’s stability. Cook stated that the actuary report in the last audit didn’t predict any changes.

Budget next steps:

- Staff will be fine-tuning the budget for revenue and some expenses.
- The board will meet in early December to review those changes and pass the budget.

#### Executive Library Director Report

- Pasicznyuk shared that the recent Gallup survey results are shown in the packet.

There was some slight loss in participation, though still high. The engagement mean improved over last year.

Each division is looking at their data sets to develop goals for 2025 for growth and improvement.

Silverthorn asked about the cadence of supervisory check-ins with staff. Pasicznyuk shared that it is by department, except for the two planned reviews each year, and can be amended if needed if that is an area that needs work based on the team's Gallup results.

- **2025 Executive Library Director (ELD) Goals**  
Pasicznyuk went through his proposed 2025 goals.

Kallweit asked that contact with the Board of County Commissioners happen more than once a year. Due to complexity with scheduling ELD will look for opportunities at events that are already in place, such as the Partnership of Douglas County Governments meetings.

Burkholder asked that there be some level of donor outreach.

McKinney asked whether the library has plans to host events on Artificial Intelligence. Pasicznyuk responded that the weightier topics often don't draw the same audiences. The Board supports the ELD's goal for SLT. Staff findings from those AI goals may lead to other initiatives such as McKinney shared.

LaPointe asked about the explicit benefits of the relationship building and how the board can know that they are achieved.

LaPointe, too, is happy to see the Artificial Intelligence goal, in a positive view, and shared how he uses it to value.

**MOTION 24-10-06:** Burkholder moved and the motion carried unanimously to approve the Executive Library Director goals, adding some consideration of connecting with the Board of County Commissioners more than once a year, donor outreach, and a look at Artificial Intelligence as a topic for library events. LaPointe seconded the motion.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

No report.

### Douglas County Youth Initiative (DCYI)

McKinney reported on the successful October 7 Youth Congress at the Legacy Campus, focusing on civic engagement.

### Urban Libraries Council (ULC)

Silverthorn has a call with CEO Brooks Rainwater. Next board meeting will be December 6 with a January retreat. In the event that Silverthorn is not reappointed, she asked if she can continue as a representative of Douglas County Libraries.

#### Douglas County Libraries Foundation

Kallweit reported that the annual gala occurred and the next Foundation meeting is next Monday. Burkholder shared the impact of the gala. DeBerry said that it exceeded all revenue goals. Pasicznyuk and DeBerry are doing major donor connections and a donor survey is going out later this month as another check-in.

#### **EXECUTIVE SESSION**

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

**MOTION 24-10-07:** Kallweit 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 annual review and compensation. McKinney seconded the motion.

The board moved into executive session at 6:34 p.m.

The board returned to open session at 6:47 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**

Silverthorn asked that Pasicznyuk craft a goal around early childhood literacy that does not rely on the school district's participation.

#### **UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** November 21, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** December 4, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Budget Public Hearing and Business Meeting:** December 4, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m. – Note the Board and Foundation Board dinner for 12/4 has been cancelled as staff look at other alternatives in 2025.)
- **Board Executive Committee:** December 12, 2024, Castle Pines Library, 8:00 a.m.

#### **OTHER MEETINGS**

- **Board Informal Breakfast:** November 20, 2024, location to be determined, 8:00 a.m.
- **Partnership of Douglas County Governments:** November 21, 2024, Elected Officials Reception, Black Bear Golf Club, Parker, 6:00-8:00 p.m.

**ADJOURN**

Nolan adjourned the meeting at 6:53 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION: 24-12-01 Date 12/04/24