

Approved Minutes
For the Boulder Public Library Commission
January 3, 2011

COMMISSION MEMBERS PRESENT

Nadia Haddad
Sam Fuqua
Anne Sawyer
Annette Mitchell
Celeste Landry

LIBRARY STAFF PRESENT

Jennifer Miles, Acting Library & Arts Director
Tina Walker, Administrative Assistant
Kathleen Janosko, Finance Assistant

Eileen Gomez, Human Resource Director

COMMISSION MEMBERS ABSENT

None

PUBLIC PRESENT

None

CALL TO ORDER

The meeting was called to order at 5:30 p.m.

APPROVAL OF MINUTE

The minutes of November 22, 2010 were approved as amended.

PUBLIC PARTICIPATION

None

WELCOME TO CELESTE LANDRY

Celeste Landry was sworn for her 2010 – 2014 Term as Library Commissioner.

MATTERS FOR THE LIBRARY DIRECTOR HIRING PROCESS

Development of Commission recommended interview questions using Lominger competencies identified at the November Library Commission meeting

Eileen Gomez, Human Resource Director facilitated the discussion and development of the commission recommended interview questions using Lominger competencies identified at the November Library Commission meeting.

Select Commissioners to participate in Library Director Interviews

Sam Fuqua and Anne Sawyer were chosen to participate in the Library Director interviews.

MATTERS FROM THE DIRECTOR & STAFF

Follow-up information requested at the November 22 Library Commission Meeting

Jennifer Miles provided information (see attached) requested at the November 22, 2010 Library Commission meeting regarding the Library Director hiring process, budget process update, Library café project, Boulder Public Library logo and interim library leadership team members. The Commission was also provided information from the City Manager (see attached) regarding revised job description qualifications and the Commission's role in the job description.

Anne Sawyer inquired about the funding for the RFID project. Miles advised that the project is nearly funded and planned to begin in the 3rd quarter this year. The Commission inquired about the café project. Miles advised that she will be meeting with Facilities and Asset Management department to work out details and will update the Commission at the February meeting.

MATTERS FROM THE COMMISSION

Motion to approve 2011 Priorities for Council assistance

The Commission agreed on the three 2011 priorities for Council's assistance. The priorities/goals included: stable, long-term library funding, limited-service options for North Boulder, and capital improvements for the Main Library. Wording changes were suggested and will be made before submission. Celeste Landry suggested that the goals should actually be 2011 priorities for Council assistance. Commissioner Sawyer suggested that the Commission discuss their own goals/priorities at an upcoming meeting.)

Commissioner Landry mentioned a better definition of the role of the commission would be useful. The Commission agreed that defining the roles of the Commission should be resolved at some point.)

Commissioner Sawyer suggested caution be taken in the proposed opportunity to share planning and resources between the City's and the Library's efforts to update websites due to the differences in the two end products and technology needs.)

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Discussion about meeting scheduled with the City Manager to discuss library capital and operating needs and the .38 sales tax.

The Commission discussed the upcoming meeting between Commissioners Fuqua and Haddad, Jane Brautigam, City Manager, Paul Fetherston, Deputy City Manager, and Jennifer Miles, Acting Library Director to discuss library capital and operating needs, and the .38 sales tax. Commissioner Haddad asked the other Commissioners for input on what they would like discussed at the meeting with the City Manager and their recommendations for retaining a portion of the .38 sale tax revenue. Commissioner Fuqua recommended retaining the Library's current portion of the .38 sales tax revenue (10% of the .38 sale tax) to maintain library hours, close the operational funding gap at the Main Library, and fund services to North Boulder. Annette Mitchell suggested that the discussion and recommendations be presented as to how additional funding for the Library will help the Boulder community. Commissioner Sawyer recommended that they obtain a thorough understanding of the tax initiatives and ballot language. Commissioner Fuqua added that the Commission did not make a strong enough case at the September 14, 2010 Joint Study Session with Council about the decline of library services due to budget reductions. Commissioner Haddad suggested that the Commission base the discussion on Council goals, and Commissioner Sawyer suggested that it should focus on the sustainability goal. Commissioners Fuqua and Haddad will provide an update at the upcoming February Library Commission Meeting.

MISCELLANEOUS MATTERS

Commissioner Fuqua mentioned an email that the Commission received regarding security at the library. Commissioner Haddad will respond to the patron's concerns.

Commissioner Landry mentioned that some consideration should be given to restricting smoking in front of the Main Library.

Commissioner Landry requested a budget report including details on personnel costs and the materials budget.

Commissioner Landry was asked what was being planned for the February Library Commission meeting. She recommended that the Commission discuss their priorities for 2011. Commissioner Sawyer agreed.

Commissioner Landry requested updates on the café, logo, and Library Director search and would like to meet the leadership team members. Miles stated that there would not be more information forthcoming about the library logo for a couple of months.

Commissioner Sawyer requested a motion to have more detailed Library Commission minutes. The motion was unanimously approved. The Commission stated that they would like a level of detail similar to those as in the November 3 and November 22, 2010 Library Commissioner meeting minutes.

Commissioner Haddad mentioned the LCD screens at the Main Library now have book shop information.

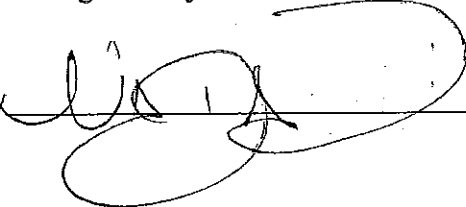
Commissioner Haddad reminded the Commission about the 2 minute rule. The rule was unanimously approved at the November 4, 2009 meeting. The rule limits Commissioners to a two minute time limit to discuss new discussion items that were brought by individual commissioners on the agenda. The time limit may be extended and further discussion may occur if a majority Commissioners agree.

Commissioner Sawyer advised the Commission that she attended the Boulder Teen Advisory Board meeting (BTAB) on December 20, 2010. Members of the BTAB asked questions about the director hiring process, and when they were going to get a new teen space.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

Approved by

A handwritten signature in black ink, appearing to be 'Lisa', written over a horizontal line.

Date

3/2/11

December 29, 2011

To: Boulder Public Library Commission

From: Jennifer Miles, Interim Library & Arts Director

Subject: Follow-up on Information Requested at the November 22nd Library Commission Meeting

This memo provides a summary of information requested at the Nov. 22, 2010 Library Commission meeting.

1. Library Director Hiring Process.

Commissioner Sawyer asked about the cost of using a professional recruiter to conduct the search and initial screening of applications for the Library Director position.

The cost of Peckham-McKenney's services will be \$6,500, to be paid from the Library budget.

2. Budget Process Update.

Commissioner Sawyer asked for an update on the budget process.

Not unlike the Library, the City's Budget Office is also in transition, as several of its staff members are eligible for retirement. Since Dec. 1, 2010, a Budget Transition Team comprised of City employees in finance and budget related positions has been in place to assist in the development of the 2012 City budget.

David Mallett, Finance and Class Systems Specialist for the Parks and Recreation department, has been assigned as the Library's Budget Transition Team Liaison. David will be dividing his time between Parks and Recreation and the Library. David, Kathy Janosko, the Library's Finance Assistant, and Jennifer Miles will be working together during the next six months on Library budget matters.

Commissioner Sawyer also requested information about potential salary savings in the 2010 Library budget.

One percent of the Library's budget (\$62,400) was remitted to the General Fund as part of a City-wide reduction to the 2010 budget. The remaining salary savings has been applied to the cost of employing temporary substitute staff and to pay current staff in acting roles.

In December, an additional \$50,000 from salary savings was allocated to the Facilities and Asset Management Equipment Replacement Fund for the replacement of the automated materials handling system at the Main Library and for implementing a Radio Frequency Identification system in all Library facilities.

4. Library Café Project.

Commissioner Sawyer asked for an update on the Library café project.

Recently, support was requested from the Facilities and Asset Management (FAM) department staff to help review the original plans for the café because the construction estimates came in significantly higher than what the Library and the café vendor had to contribute. FAMs input is likewise necessary because it was discovered part-way through the process that existing water/drainage lines could be modified to serve the future café. With FAMs assistance, a determination will be made as to whether the project can be scaled back to come within the budget, as well as to assess other available options for bringing café services to the Main Library. More information about this project is expected to be available later in January.

5. Boulder Public Library Logo.

Commissioner Sawyer also requested an update on the Library logo.

This project is important and will be given priority very soon. It's not so much a budget issue as it is an issue of available time to dedicate to it. Right now, much of the relevant staff are covering more than one position, and cannot spare the time to work on this. If estimates were solicited at this time, they would likely expire before any considered decisions could be made about them.

6. Interim Library Leadership Team Members.

Commissioner Sawyer asked when the Commission could meet with the Interim Library Leadership Team.

The managers serving on the Interim Library Leadership Team will be asked to make themselves available to meet the Library Commissioners at the Feb. 2, 2011 meeting.

DRAFT

January 5, 2011

To: Jane Brautigam, City Manager
Boulder City Council

From: Boulder Public Library Commission

Subject: Library Commission Goals 2011

On Monday, January 3, 2011, at the Library Commission meeting, the Commissioners agreed by vote on three goals that the City Council could best support us in achieving. These goals are as follows:

Stable, Long-Term Library Funding. The Commission will continue working to obtain stable, long-term library funding, based on budgetary needs, through a request to the City Manager and/or Council, desiring that the library retain all or part of the library bond portion of the .38 city sales tax. This goal may also include working in cooperation with library staff to research and evaluate other funding options, if needed, upon which the Commission may make a recommendation.

Limited-Service Options for North Boulder. In response to a request by Council at the joint study session on September 14, 2010 the Library Commission has decided to work in cooperation with library staff to obtain information on the full operating and capital costs for implementing limited library services in North Boulder, and based upon this information, to allocate or pursue funding for implementation.

Capital Improvements for the Main Library. The Commission will work in cooperation with library staff to further refine the program plan and cost of capital improvements recommended for the Main Library in the 2007 Library Facilities Sustainability Study, and based upon this information, allocate or pursue funding for implementation.

Sincerely,

Nadia Haddad
Chair, Boulder Public Library Commission

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Miles, Jennifer

From: Brautigam, Jane
Sent: Monday, January 03, 2011 12:08 PM
To: Haddad, Nadia; Fuqua, Sam; Mitchell, Annette; 'chlandry@earthlink.net'; Sawyer, Anne
Cc: Fetherston, Paul; Miles, Jennifer
Subject: Library Director

Dear Library Commission members,

It is my understanding that at the last meeting of the Library Commission, a request was made for a response from the City Manager's Office regarding the (1) the qualifications in the revised job description for the Library Director; and (2) the commission's role in the development of a revised job description. As there is a special meeting of the commission this evening, I want to respond to your inquiry with the following information.

Revised Job Description Qualifications

The recruitment and job description for the position of Library Director are important components in hiring the right person. The revised job description is focused on seeking a professional who has managerial experience in a complex organization; is good under pressure; works well with others; is a strategic thinker; is willing to put the necessary time in with the community; and has experience in developing a visionary and skilled staff, along with a variety of many other important qualities and competencies.

As I understand the concerns expressed, some would have preferred that the educational qualifications listed as "Desired Qualifications" should have been included under "Required Qualifications." While I understand the concerns, the distinction between "required" and "desired" qualifications is small indeed, especially given the comprehensive nature of the description. On behalf of the library and the community, we are looking for the best Library Director Boulder can possibly get - and I strongly believe the revised job description and process is designed to do just that.

As the process continues, there will be time to make absolutely certain that the candidates' skills in the substantive areas of library and information sciences are top notch. At the initial stage of the process in writing the job description, however, best practices demand that the city cast a wide net and attract candidates who have courage, strategic agility and development capabilities.

Everyone agrees that the City of Boulder deserves a Library Director who matches the energy and passion of Boulder. While there were many samples of generic job descriptions the city could have copied for this position, I am not certain that such an effort would necessarily secure the best and most appropriate candidates. Boulder prides itself on being progressive and as such should think outside the box and tailor its job descriptions to each individual situation. That is what occurred here. As I said in the update I provided earlier today, the city has received very strong applications, and I am confident that we have a solid and exciting group of semi-finalists from which to choose.

Commission's Role in Job Description

The question of the role of the commission in developing a job description is essentially a legal question requiring a review of the city's charter. In an effort to address this question, the City Attorney's Office was consulted. It is my understanding that the City Attorney's Office has addressed similar questions in the past, and I encourage the commission to contact the City Attorney's Office if there are remaining questions or concerns after I provide this explanation.

The role of the City Manager is defined in Section 63 of the City Charter. In Section 63(b), the City Charter specifically provides that the City Manager shall have responsibility for the hiring and termination of employees, including

