

**Approved Minutes
For the Boulder Public Library Commission
October 5, 2011**

COMMISSION MEMBERS PRESENT

Sam Fuqua
Annette Mitchell
Anne Sawyer
Celeste Landry
Donna O'Brien

LIBRARY STAFF MEMBERS PRESENT

Valerie Maginnis, Library & Arts Director
Jennifer Miles, Acting Assistant Library & Arts Director
Kathleen Janosko, Administrative Specialist II (Finance)
Melinda Mattingly, Reference & Collections Manager
Leanne Rizzo, Administrative Specialist II
Gwen Holton, Branch Library Specialist

CITY STAFF MEMBERS PRESENT

David Mallett, Budget Transition Team Member

COMMISSION MEMBERS ABSENT

None

PUBLIC PRESENT

Peter Richards

CALL TO ORDER

The meeting was called to order at 6:45 p.m.

APPROVAL OF MINUTES

The minutes of September 7, 2011 were unanimously approved as amended.

PUBLIC PARTICIPATION

None

COMMISSION PRIORITY DISCUSSION

- **Stabilization of Library Funding:** Guest Speaker, Mary Atchison, Library Trustee, Poudre River Public Library District, spoke about the process of creating a library district in Ft. Collins, Colorado in 2007. Both the city of Fort Collins and the library district have been happy with the result. A few million dollars of Fort Collins' city budget has been freed for other needs while the library has doubled its revenue. Trustee Atchison cited good consultants as one of the reasons for their success. The district also hired attorneys to be present at all of the meetings in order to ensure compliance with legal regulations. She also mentioned that this campaign showed how very important the Library is to the Poudre River community.
- **Round II- Capital Investment Strategy (CIS) discussion:** The Library Commission agreed to tentatively schedule a special meeting Thursday, Oct. 13th 2011 at 7:15 p.m. at the Main Library in order to have more time to review Library's proposed draft 2012 CIS project

descriptions and to formulate their recommendations on the relevance and priority ranking of these projects. The results of this prioritization and their recommendations and comments will be summarized in the presentation at the Round II- CIS Stakeholders' committee meeting on November 7, 2011 in the Municipal Building Lobby. (See attached Memo from Library Director: 9-29-11, Carnegie Branch Masonry Rehabilitation information, and CIS Round 2 proposed projects.) The Commissioners were not informed prior to this meeting that they would be asked to rank projects so there will be a special meeting held in the near future to discuss possible rankings of library projects. The Commission was also notified, at the meeting, of a Carnegie Library masonry project that FAM wants to submit. Some Commissioners questioned the composition of the Main Library Renovation project. (Formerly, it was presented as several projects but they were later grouped together.) Director Maginnis encouraged the Commission to "Think big." Commissioner Sawyer said "Yes; but I also want to provide value for taxpayer dollars." Commissioner Landry seconded that. Director Maginnis informed the Commission that her direction from CIS work staff was to get the Commissioners to rank the projects, not to discuss the merits of individual projects making up a composite project. Commissioner Landry questioned whether this limitation is fair since the CIS process is a public process, and discussions in the Library Commission are the first public step for library projects. Director Maginnis noted that comments from the Commission as a whole and/or from individual Commissioners are to be included as a supplement to the packet that the CISC receives. Those comments will be available for review and approval by the Commission or individual Commissioners, as the case may be, before they are presented to the CISC.

MATTERS FROM THE DIRECTOR & STAFF

- **Information regarding Education Excise Tax:** Valerie Maginnis, Library & Arts Director, reviewed a memo to the Commission and explained the background of this tax. David Mallett, of the Budget Transition Team, originally provided this information. (See attached Memo from Library Director, 9-29-11.)
- **Update on Wilderness Place:** From the attached memo, Director Maginnis shared that "The Boulder Public Library has been invited, as a potential collaborator to provide a basic level of outreach (i.e. storytime) at the proposed site." (See attached Memo from Library Director, 9-29-11.)
- **Update on the eNewsletter:** A print mock-up of the concept for the BPL eNewsletter (including incorporating the word "Public" with the City of Boulder Flatirons emblem) was shared and discussed. Commissioner Sawyer suggested that the logo be made more creative and uniquely Boulder. Both Director Maginnis and Acting Assistant Director Miles agreed and explained that this version of the logo for the newsletter is a work-in-progress and that the main intent was to incorporate the word public into the masthead. Commissioner O'Brien expressed that "It was good to see the eNewsletter coming to fruition." Commissioner Landry agreed. Commissioner O'Brien suggested having a logo design contest. (See attached mock-up version of e-Newsletter.) Also, Commissioner Landry suggested incorporating a Webmaster contact link on BPL's website.
- **Update on Library Staffing:** From Director Maginnis' memo: "Assistant Library Director Recruitment- The [Library] Department has been given preliminary approval to recruit for this position. The City's HR Department will be facilitating this." The Digital Branch Library & Technology Manager position is currently vacant and is expected to be re-advertised within the next few months. (See attached Memo from Library Director, 9-29-11.)

MATTERS FROM THE COMMISSION

- **2011 Ballot Issue 2A: Bonding for Capital Improvement Program- Communication:** The Library Commission discussed what the City Attorney's office advised regarding the sharing of information about the Library project included on the ballot. Director Maginnis explained that there are two links regarding this on the BPL website. (Note: The links contain information about both the 2011 General Election and 2011 Ballot Issue 2A.)

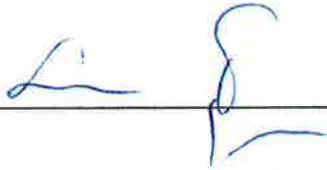
Other:

- At the Special Meeting tentatively scheduled for October 13, 2011, the Library Commission will decide who will serve as their representative at the Round II-CIS Stakeholders' Committee meeting. Both Commissioner Sawyer and Commissioner Mitchell expressed interest in serving as this representative.

Adjournment – The meeting was adjourned at 9:04 p.m.

Please note: The next monthly meeting will be held on Wednesday, November 2nd, at 6:45 p.m. at the Main Library, 1001 Arapahoe Ave. There is also a tentative special meeting scheduled on Thursday, October 13, 2011 at 7:15 p.m. at the Main Library, 1001 Arapahoe Avenue.

Approved By _____



Date _____

12/7/11

September 29, 2011

TO: Boulder Public Library Commission

Chair – Sam Fuqua; Vice Chair – Annette Mitchell; Secretary – Anne Sawyer; Member – Celeste Landry; Member – Donna O'Brien

FROM: Valerie Maginnis, Director Library and Arts

SUBJECT: October 5, 2011, Library Commission Meeting Information

Dear Library Commissioners: I have prepared this memo of information for you on matters that will be discussed at the upcoming Library Commission meeting on October 5, 2011. I will be prepared to speak to these items at that meeting, as well as answer any questions you may have.

Commission Priority Discussion:

Guest Speaker:

Mary Atchison, Trustee of the Poudre River Public Library District (Ft. Collins), will be attending the October 5, 2011, Library Commission meeting. Ms. Atchison will be speaking about the steps taken in the formulation of the Poudre River Public Library District.

Round II Capital Investment Strategy (CIS) Discussion:

Commissioner input was received at the September 7, 2011, Library Commission meeting. Direction has been received from the City's CIS Round II staff regarding how Commissions (City-wide) may rank proposed projects. At the October 5, 2011, Library Commission meeting, we will have, for you, this ranking information and the criteria:

Does the project, in the spirit of making "Boulder Bolder":

- Further Boulder's unique role and sense of place;
- Further the City's economic, environmental, and social sustainability goals;
- Reflect community values and benefit a broad cross-section of the community;
- Have been identified in or will carry out goals in an adopted plan;
- Avoid higher cost investments later;
- Have known costs and in an identified site option;

- Address any existing unfunded significant deficiencies.

The proposed CIS Round II projects are to be ranked: high; medium, low. Commissioner comments will be reflected in the November 7, 2011, presentation that the Library and Arts Department will make to the CIS Stakeholder Committee.

Matters from the Director and Staff:

Information on the Education Excise Tax (EET):

As a follow-up from David Mallett to the September 7, 2011, Library Commission meeting, the Education Excise Tax comes from tax on new residential development per square foot of habitable floor area or potential floor area. This tax was in place from April 4, 1995, through October 27, 2009.

Update on Status of Coffee Vending Machine:

The sole vendor of the Seattle's Best coffee vending machine has provided the pricing, including coin/debit card vending component. We are scheduling a plumber to connect the water line. We have located a local vending company that will supply and maintain the machine. Library staff will collect the money.

Arapahoe Parking Lot Update:

The six Senior Center-designate parking spaces in the Arapahoe parking lot will be re-signed to permit general parking. New signage will indicate "Senior Center Parking, Mondays – Fridays, 9:30 am to 3:30 pm".

Wilderness Place Collaborative Project:

The proposed EET (Educational Excise Tax) Wilderness Place project will be discussed by the City Council at the October 4, 2011, City Council meeting. The Boulder Public Library has been invited, as a potential collaborator, to provide a basic level of outreach (i.e. storytime) at the proposed site. I will be attending the October 4, 2011, City Council meeting and can provide additional information to the Commission from that session.

At the October 4, 2011, City Council meeting, Council unanimously voted to authorize the City Manager to disburse \$960,292 of the city's Education Excise Tax to support the purchase of a property for the Wilderness Place project, a center to provide comprehensive services related to early childhood and, in connection thereto, to enter into a shared appreciation loan agreement to secure the city's investment in this project. The Acorn School, the lead agency in this collaborative is scheduled to close on the property in December 2011. Capital improvements and renovations will occur in the coming months. The Boulder Public Library will participate in this project as a partner in providing basic library outreach

programming, specifically storytimes, using current staff. This outreach service will not compromise or diminish existing or future library programs and services.

Update on Library Staffing:

Assistant Library Director Recruitment: The Department has been given preliminary approval to recruitment for this position. The City's Human Resources Department will be facilitating this for us.

Library Information and Technology Manager: This position is currently vacant and we will be revisiting a re-advertisement within the next few months.

Update on eNewsletter:

A print mock-up of the Boulder Public Library eNewsletter will be distributed at the October 5, 2011, Library Commission meeting for your information. The mock-up includes a proposed interim logo incorporating the word, "Public", with the City of Boulder Flatirons emblem.

Matters from the Commission:

2011 Ballot Issue 2A – Bonding for Capital Improvement Projects - Communication

With direction from the City Attorney's Office, the Library and Arts Department web site provides links to the City's web site for:

- Information about the City of Boulder 2011 General Election – including the Ballot Issue 2A language (actual ballot language)
- 2011 Ballot Issue 2A Bonding for Capital Improvement Program (Capital Investment Strategy web pages – this is all the information received by the Stakeholder group)

BPL

Boulder Public Library

Highlighting our community through free access to ideas, information and cultural experiences



African musical storytelling with
Madziva Mana

7 p.m. Tuesday,
October 4
Canyon Theater



[Read More...](#)

American Muslims & Citizenship with
Professor Abdullahi An-Na'im

7 p.m. Thursday,
October 27
Canyon Theater



[Read More...](#)

Body and Soul

An Exploration of the Hispanic Condition
Paintings and Sculpture by

Emilio Lobato
and Bill Starke

October 15 -
November 20
Canyon Gallery



[Read More...](#)

Local Author Series!
Autumn Romance:
Stories and Portraits of
Love After 50 with
Carol Denker

3 p.m. Sunday, October 23
Boulder Creek
Meeting Room



[Read More...](#)

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