

Meeting Date: July 9, 2014

Location: Reynolds Branch Library, 3595 Table Mesa Dr.

Start Time: 6:00 p.m.

1. Approval of agenda (p.1-2)
2. Public comment
3. Consent agenda
 - a. Approval of May 7, 2014 minutes (p.3-6)
 - b. Approval of May 14, 2014 joint Arts Commission and Library Commission meeting minutes (p.7-8)
Note: Arts commission approved the minutes at the May 21, 2014 Arts Commission meeting.
 - c. Motion to approve Warner Charitable Trust donation (p.9-12)
Suggested motion language included in the meeting packet.
4. Commission Priority Discussion and Input
 - a. Main Library renovation project update (p.10-12)
 - Construction schedule update
 - Café schedule update
 - RFID and Automated Materials Handling system project update
 - b. Discussion of commission priority goals with respect to a library district
5. Matters from the Commission
 - a. Review and update of Library Commission bylaws (p.13-16)
 - b. Preparation for July 26, 2014 Library Commission retreat (p.17)
 - c. Library Commission update (from memo) (p.18-19)
6. Matters from the Department
 - a. Library update (from memo) (p.20-23)
 - Update on 2014 budget adjustment to base budget process
 - Temporary public art projects and process
 - Review of City Council feedback from June 10, 2014 study session
 - “The Foundry” tech lab user agreement
 - Status of the proposed changes to library rules of conduct
 - Commission handbook updates
 - Update on library consortium
 - Update on Prospector
7. Future Items/Scheduling

8. Adjournment

2014 Library Commissioners

Anne Sawyer, Chair

Paul Sutter, Vice Chair

Donna O'Brien, Secretary+ BPL Foundation Director

Anna Lull

Joni Teter, BPL Foundation Director

**CITY OF BOULDER
BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING
MINUTES**

Name of Board/ Commission: Library Commission	
Date of Meeting: May 7, 2014 at the Municipal Building, 1777 West conference room	
Contact Information Preparing Summary: Leanne Slater, 303-441-3106	
Commission Members Present: Anne Sawyer, Donna O'Brien, Anna Lull, Paul Sutter, and Joni Teter Commission Members Absent: None	
<p>Library Staff Present: David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Matt Chasansky, Arts and Cultural Services Manager Mary Jane Holland, Youth Services Manager Leanne Slater, NoBo Corner Library Specialist Crystal Niedzwiadek, Teen Services Librarian Melanie Borski-Howard, Library Assistant II</p> <p>City Staff Present: Peggy Bunzli, Budget Officer Devin Billingsley, Senior Budget Analyst Jennifer Bray, Communication Specialist III Glenn Magee, Facilities Design and Construction Manager</p> <p>Public Present: Felicia Furman, Arts Commissioner</p>	
Type of Meeting: Regular	
Agenda Item 1: Call to Order and Approval of Agenda	[6:02 p.m., Audio 0:32 sec]
The meeting was called to order at 6:02 p.m. Agenda Item 3A Approval of April 2, 2014 Draft Minutes was moved to the end of the meeting's agenda.	
Agenda Item 2: Public Participation	[6:03 p.m., Audio 1:38 min]
Arts Commissioner Felicia Furman introduced herself to the Library Commission, mentioned that she was on the Public Art Selection Panel, and offered to answer any questions that the Library Commission may have.	
Agenda Item 3: Presentation: 2014 Summer Reading Program Overview	[6:04 p.m., Audio 2:36 min]
Niedzwiadek and Borski-Howard presented information about this year's Summer Reading Program called Fizz, Boom, Read! A video and more information can be found at http://bplnow.boulderlibrary.org/event/kids-family/summer-reading	
Agenda Item 4: Commission Priority Discussion and Input	[6:21 p.m., Audio 19:20 min]
<p>4A.: Main Library renovation project update (p. 9-11)</p> <ul style="list-style-type: none"> • Project timeline- construction update- Please see below. • Public art selection update and space preparation- Council passed a motion on May 6 in favor of deferring the contract, until a later date, for the public art selection. <p>Library Commission: Motion in favor of the minor renovations of the area outside of the glass windows of the Main Library, continue with the plan for clean-up and activation, presented by Sawyer and seconded by Sutter. Vote: 5-0, unanimous vote in favor, motion passes.</p> <p>Magee presented information regarding the construction update and a project budget update. (More information can be found at http://boulderlibrary.org/pdfs/commission/2014/handouts/14MayHandouts.pdf)</p>	

- **Update on café vendor selection-** Magee presented the café vendor panel’s recommendation as the Boulder County Farmer’s Market (BCFM).

Commission discussion, questions and comments included:

- Is BCFM willing to do any marketing at their regular market events? Absolutely; they wish to start marketing immediately.
- Will there be signage within the library regarding featured farmer/products? Yes.
- Can you explain more about the Bridge House component? The BCFM asked the library to consider an idea to seek employees through the Bridge House. There are two programs: The first is the Ready to Work program, which entails employees doing temporary maintenance-type work; the second is graduates of the Ready to Work program that are ready to enter the workplace (employment includes drug and alcohol testing). At this point, this is just an idea that is being considered.
- Was there any discussion about how the vendor will handle transients who may want to hang out in the café all day? People want to be treated with dignity and BCFM had a positive approach in these discussions as did the other vendors that were interviewed.
- How much seating will be available for the public? There will be extensive seating available.
- A statement was made in favor of the BCFM approach and the fact that it is a local organization and provides a great connection to the market on the other end of the Civic Area.
- A statement was made in favor of the potential for programming in collaboration with the library.
- What will happen in the winter season? Farming occurs 365 days/year, even though there is currently not a farmer’s market in Boulder during the winter.
- A statement was made about the enthusiasm of working with BCFM as it parallels the library’s intent to “Reinvent the Place to Be.”
- A statement was made about the possibility of creating a new destination lunch spot in Boulder.

Motion in favor of endorsing staff’s recommendation to select the BCFM as the bridge café operator, presented by Sawyer, seconded by Sutter. Vote: 5-0, unanimous vote in favor, motion passes.

July is the targeted timeframe to have the café open. (Update: The targeted timeframe is now late August.)

(More information can be found at

<http://boulderlibrary.org/pdfs/commission/2014/handouts/14MayHandouts.pdf>)

- **Automated Materials Handling and RFID project update-** No questions were asked about this item.

Agenda Item 5: Matters from the Department

[7:01 p.m., Audio 58:45 min]

5A.: 2014 Library and Arts budget update / 2015 planning (p. 12-16)- Farnan introduced Senior Budget Analyst Devin Billingsley. Billingsley reviewed the information presented in the memo to the Library Commission. (More information can be found at

http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf)

Commission discussion, questions, and comments included:

- Are the budget decisions [in relation to salary savings] based on needs or opportunities? These are based on need and are prioritized; and there are other needs as well.
- Acknowledgment was given to staff about the strategic stewardship in prioritization of projects in conjunction with the renovation and for paying attention to the small things that also need replacing.
- Advice was given to not rely upon salary savings to fund improvements in lieu of maintaining full staffing levels. Staff replied that we have been holding back on filling positions. There has been a lot of turnover, and evaluating and filling vacancies takes time.
- A statement was made about that the percentage of the budget for the collection appears to be going down, what should the collection budget be for a public library of our size? Best practice is 16 percent of the total budget should be allocated for materials.
- The ‘other’ budget category [facility rentals, etc.] appears to have dropped; is there an opportunity to pick it up? This item varies year to year and conservatively low projections are made for budgeting purposes. The the than actual amount of revenue received for this line item has exceeded projections for the past few

years.

- Is there a priority for additional library hours? This possibility will be reviewed.

5B.: Review of draft plans for June 10 City Council Study Session (p. 18-19)- There were no comments or questions about this item.

5C.: Library update (from memo) (p. 20-21)

- **Boulder Library Foundation spring funding requests-** Miles shared the two new spring funding requests: puppets for the children’s library for use in various ways i.e. programming, and an outreach program to include recording oral histories of immigrants in Boulder and a published booklet of their interviews.
- **Update on proposed changes to rules of conduct-** This item was deferred until the next meeting.
- **“Reinventing the place to be” marketing campaign-** Samples of this campaign can be found at: http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf

Commission discussion, questions, and comments included:

- A suggestion was made to connect this campaign with milestones in the renovation project, i.e. ‘Reinventing the Place to Eat’ or ‘Reinventing the Place to Read.’
- Suggestion to put the slogan on library cards or bookmarks.
- **Update on principal librarian recruitment process-** There were no comments or questions about this item.
- **Outcome of World Book Night participation-** There were no comments or questions about this item.
- **Colorado Association of Libraries Conference-** Farnan invited the Library Commission to attend this event; Miles explained that the deadline provided in the memo was for early bird registration which is a discounted rate for the conference.

Agenda Item 6: Matters from the Commission

[8:13 p.m., 2 hr 11min]

6A.: Discussion of public comment on the “Yes!” public art project-

Commission discussion, questions, and comments included:

- Sutter sent an email to City Council in support of the public art program as he was concerned that the tone of the discussion about the “Yes!” project not set that precedent for public art. He urged council to speak courageously about the need for public art, be willing to spend money on it, and to be supportive of public art.
- A statement was made in support of the Library Commission making a motion in favor of public art.
- A statement was made that the money being spent was not the only argument from the public.
- A statement was made that this is less about getting ‘good’ art but more about creating a framework for handling conflicts when they arise.
- The Library Commission decided to consider a motion for the next meeting; Sutter will take the lead on wording this motion.

6B.: Preparation for joint meeting, May 14 with the Arts Commission- The Library Commission will begin working on a list of suggested improvements in regards to the public art policy. The agenda also includes: presentation on the Civic Area plan, staff presentation which will later be given at the study session with City Council, and the Community Cultural Plan roundtable with the consultants.

6C.: Library Commission update (from memo) (p. 27-29)

- **Library Commission Upcoming Calendar-** The calendar can be found on p. 27 at http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf
- **Minority Opinion Letter on Public Art Process Motions from April meeting-** Information can be found

on p. 28 at http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf

- **Evaluation of City-Funded Arts and Cultural Program- responses to minority opinion-** Information can be found on p.28-29 at http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf

Agenda Item 7: Future Items and Scheduling

[8:33 p.m., Audio 2 hr 31 min]

- Update on the Main Library Renovation Project including an update on the Teen Technology Lab
- Update on the proposed rules of conduct
- Planning for the upcoming Library Commission retreat- Sharon Morris with the Colorado State Library was contacted to be the facilitator [on July 26].

Agenda Item 8: Approval of April 2, 2014 minutes

[8:36 p.m., Audio 2 hr 34 min]

Motion to approve the April 2 meeting minutes as amended, presented by Teter and seconded by Lull.

Vote: 5-0, unanimous vote in favor, motion passes.

Agenda Item 9: Adjournment

[8:38 p.m., Audio 2 hr 36 min]

There being no further business to come before the board at this time, the meeting was adjourned at 8:38 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be a special meeting along with the Arts Commission, and will be held at 6:00 p.m. on Wed., May 14, 2014, at the **Boulder Museum of Contemporary Art, community room on the upper floor**, 1750 13th St., Boulder, CO 80302.

Please note: The regular June Library Commission meeting has been cancelled. The next meeting of the Library Commission is on July 9, 2014, at the Reynolds Branch Library.

APPROVED BY:

ATTESTED:

Board Chair

Staff Secretary

Date

Date

An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>

DRAFT
Joint Meeting: City of Boulder Library Commission and Arts Commission
Wednesday, May 14, 2014
Boulder Museum of Contemporary Art

Library Commissioners Present Anne Sawyer, Donna O'Brien, Anna Lull, Paul Sutter, Joni Teter

Arts Commissioners Present Anna Salim, Linda Haertling, Richard Turbiak

Staff Present David Farnan, Jennifer Miles, Matt Chasansky, Greg Ravenwood, Sam Assefa, Paul Leef, Mary Haan, Juliette Bartsch, Aimee Schumm, Antonia Gaona

Others Present Judy Reed, Margot Brauchli, David Plettner-Saunders (remote), Martin Cohen (remote)

Call to Order

The meeting was called to order at 6:00 p.m.

Approval of Agenda

The agenda was accepted as presented.

Public Comment

There was no public comment.

Presentation of the City of Boulder Civic Area Plan

Senior City Planner Sam Assefa introduced the presentation of the Civic Area Plan, providing background on the evolution of the plan and reviewing key elements of the approved plan. He noted aspects of the plan that related to the library and arts department and to the main library building, such as proposed physical ties between the library north wing and the civic use pad at the St. Julian Hotel, activation of the north wing gardens as public spaces enhancing the library café, and intentions for additional visual art and performing arts programming.

Boulder Civic Area Redevelopment Project Manager Paul Leef screened a video, which had been created to kick off the implementation of work on the civic campus redevelopment. He noted the focal point of a "park as the core," of the campus plan, and reviewed plans to activate the park, such as food service, yoga and other physical activities, and art and educational opportunities. Leef went on to review the timeline of the project through 2015, detailing civic area activation, near term site development, and long-term capital investments.

Salim noted that most of the comparisons presented were between Boulder and other much larger municipalities, such as New York, Austin, Chicago, etc. She opined that she would like to see examination of successful programs from other mid-sized college towns.

Lull asked about plans to reduce the need for car traffic to access the civic campus. Assefa detailed a variety of plans for transportation enhancements. Teter noted that the buses of the Regional Transportation District should provide better access to the downtown core for community members from suburbs and outlying areas.

Salim noted that there were already a tremendous number of activities in the downtown core and cautioned against exhaustion of the community's interest with repetitive or redundant programming.

Teter asked about the civic use pad building envelope and enthused about the potential connections and programming opportunities the proposed development could afford the Library and Arts department.

Sawyer voiced that a representative from the two commissions would be beneficial to participate in planning meetings on the civic campus, with the opportunity to alert the two commissions when there was an opportunity for either or both to weigh in. Teter agreed to serve in this capacity.

Matters from the Department

Farnan introduced the review of the June 10 City Council study session presentation materials, giving an overview of the Library & Arts department’s offerings, and calling out notable services such as the citizenship classes and adult literacy programs. Gaona detailed library services, noting many of the newer electronic services being offered in addition to the traditional physical collection. Chasansky reviewed the cultural programs facilitated by the arts branch of the department. Miles gave a brief update on the renovation project of the main library, detailing aspects of the new design/layout and noteworthy upgrades to materials handling, security and other systems and services. Gaona reviewed the new customer service philosophy developed by staff over the last half year, and provided highlights of the recent opening of the NoBo Corner Library. Farnan provided final comments on goals for the future of the library system.

Through an onscreen electronic meeting, Chasansky introduced consultants hired to develop the Community Cultural Plan, Cultural Planning Group’s Martin Cohen and David Plettner-Saunders. Cohen and Plettner-Saunders gave an overview of their planned work, and the floor was opened for questions from the commissioners.

Chasansky led the commissioners through an exercise to provide input for the cultural plan. Teter asked for a definition of “cultural services” and what it encapsulated. Chasansky clarified that the inner circle was the creative community (performers, makers, crafters) and the next level included the economic sector (designers, engineers). Sawyer noted the overlap of arts and culture as being produced through several City departments (Parks, Public Works, Human Services) and asked staff to examine how the Library’s arts branch would relate to those moving forward. Chasansky asked for feedback on the proposed three-year phase/nine-year cultural plan. There was general consensus that the time frame and the three-year checkpoints were acceptable. The commissioners also voiced support for a wide variety of outreach/research to the arts and non-arts community and to all City departments for buy-in and feedback.

Matters from the Commissions

The commissioners discussed the recent attempt to implement the proposed “YES!” public art selection at the main library, noting the need to revise and strengthen the City’s interim public art policy. The library commissioners presented notes and suggestions to the Arts commission for inclusion in a revised public art policy.

Adjournment

The meeting was adjourned at 9:31 p.m.

Signature

Date

To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
Jennifer Miles, Deputy Library Director

Date: July 3, 2014

Subject: Resolution Concerning the Acceptance of Revenue from the Warner Charitable Trust

**Boulder Public Library Commission
July 9, 2014
A Resolution Concerning the Acceptance of Revenue
From the Warner Charitable Trust**

Whereas, the Warner Charitable Trust (hereinafter, “ the trust”) has designated the Library Commission for the City of Boulder (hereinafter, “the Commission”) as the recipient of income in its trust agreement dated August 16th, 1965, and;

Whereas, according to the terms of the trust agreement, payments to recipients commenced in December 2005, and;

Whereas, the trust agreement specifies that said income payments are to be expended in equal parts for acquisition of books in the Children’s Section and the Adult Section of the Boulder Public Library, and;

Whereas, the Boulder Public Library has received a payment on behalf of the Commission in the amount of \$6,300.32 in May of 2014.

Now, therefore, the Commission authorizes the Boulder Public Library Director to accept the income on behalf of the Commission and to expend said income for the purposes designated in the trust agreement.

To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
 Jennifer Miles, Deputy Library Director
 Jennifer Bray, Library and Arts Communication Specialist
 Joe Castro, Facilities and Fleet Manager
 Glenn Magee, Facilities Design and Construction Manager

Date: July 3, 2014

Subject: Main Library Renovation Project Update

Background:

Background information on the Main Library renovation project may be found online on the project webpage (<http://news.boulderlibrary.org>) and in the September 2012 – May 2014 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive>.

Project timeline – construction update:

Table 1 shows key project dates and the construction schedule. Specific dates and sequence are subject to change as the project progresses.

Table 1. Overview of key project dates and construction schedule

KEY PROJECT DATES	
May - July 2014	Café vendor selection and contract negotiation
June 26, 2014	Grand opening celebration of the new Teen Space
July 9, 2014	Library Commission meeting: General project update
August 6, 2014	Library Commission meeting: General project update
August 7, 2014	Grand opening celebration of the Tech Lab
September 3, 2014	Library Commission meeting: General project update
October 1, 2014	Library Commission meeting: General project update
November 5, 2014	Library Commission meeting: General project update
CONSTRUCTION SCHEDULE (dates and sequence subject to change)	
PHASE 2	2nd FLOOR REFERENCE / ADMINISTRATION
May 30, 2014	Phase 2 expected start
July 28, 2014	Phase 2 expected completion
PHASE 3	1st FLOOR NEW CHILDREN’S AREA
August 2014	Phase 3 expected start
September 2014	Phase 3 expected completion
PHASE 3B	1st FLOOR BRIDGE / CAFÉ
TBD	Construction begins
TBD	Phase 3B expected completion
PHASE 4	1st FLOOR ENTRY / NEW AREA for FICTION and MEDIA
September 2014	Phase 4 expected start

Nov. 17, 2014	Phase 4 ends, expected completion of entire renovation project
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Public information about the renovation:

The construction company cut two peek holes in the partition between the phase one and two areas so that patrons can see the progress of the construction. Staff created a web page with information for patrons on the availability of specific services, spaces, and collections during the renovation <http://news.boulderlibrary.org/librarycis/services-spaces-currently-affected/>. This page will be updated as new information becomes available. Physical signage about the renovation will be consolidated and posted on large white boards at each entrance and will include the information provided at the link above.

Phase 1 update:

Work on the roof-top chiller unit that began in phase 1 has extended into phase 2. Carpet installation and painting will be completed in the study rooms, over which the chiller unit was installed, by the end of phase 2.

Teen Space and Tech Lab

The grand opening celebration for the new Teen Space was Thursday afternoon, June 26, 2014. The festive event was a success, with more than 80 patrons in attendance.

The tech lab/ makerspace was officially named “The Foundry.” The grand opening of The Foundry is scheduled from 8:30 to 10 a.m., on Thursday, August 7, 2014.

Phase 2 update:

Re-carpeting and wiring in the administration area is complete. In the reference area, the raised flooring system installation is underway and walls around the perimeter have been constructed.

A selection of popular teen materials was relocated to the second floor outside the new teen space. A dynamic collection of teen materials will remain in that location on an ongoing basis.

Phase 3 update:

In preparation for phase 3, due dates have been extended for graphic novels and adult fiction (including all genres) until mid-October. Staff will encourage patrons to stock up on fiction prior to the beginning of phase 3. The new fiction collection will be available during all of phase 3. If space permits during phase 3, staff will make a small browsing collection available of the graphic novels and fiction materials. As always, staff members are happy to assist patrons with accessing fiction from the branch libraries and Prospector.

Update on café vendor lease negotiations:

Negotiation of the lease agreement is expected to conclude in July. Glenn Magee is working with the vendor to finalize the design of the café service area. The construction will be scheduled during phase 3, with a specific timeframe to be determined.

Automated Materials Handling System (AMH) and RFID project update:

Installation and construction drawings for the new AMH have been finalized. Modifications will be made to the current exterior book drop intake and to Main Library's south entry vestibule to accommodate the new interior book drop intake which was a highly requested feature during the public engagement/design portion of the renovation project. The current AMH system will be removed and installation of the new system will follow. The installation and building modifications are being coordinated with the renovation work by Interlock Construction. Installation of the new AMH is expected to begin in October during phase 4.

The RFID vendor contract negotiations will be completed in early July. E-Services staff is working with the vendor, Bibliotheca, on a project timeline. RFID tagging of the materials is expected to begin later this summer. The new self checkout stations, complete with eCommerce functionality, will be available in November.

Question for the commission:

Does the Library Commission have any questions or feedback about this information?

To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
Jennifer Miles, Deputy Library Director

Date: July 3, 2014

Subject: Review and update of Library Commission bylaws

The Library Commission requested advice from the City Attorney's Office about updating the Library Commission bylaws to reflect the change to the requirement for board and commission appointees approved by the voters during the 2013 election. The change approved by voters allows non-U.S. citizens who are Boulder residents to serve on the advisory boards and commissions. Sandra Llanes, senior assistant city attorney, advised changing "electors" to "city residents" in Article II, section 1, on page 1 of the bylaws (**Attachment A**). Also, please take note of the notice requirements in Article VII in the bylaws.

Attachment A

BY-LAWS

OF THE

BOULDER PUBLIC LIBRARY COMMISSION

Article I

General Provisions

Section 1. The name of this commission shall be the Boulder Public Library Commission.

Section 2. The principal office of the said Library Commission shall be located at the Main Branch of the Boulder, Colorado, Public Library.

Section 3. The said Library Commission shall have such powers, duties and responsibilities as are now set forth in the Charter (Article IX, sections 132-136) and Ordinances of the City of Boulder, Colorado, or as may be hereafter provided by an amendment to said Charter.

Article II

Membership

Section 1. The membership of the said Library Commission shall be as is now provided in the Charter of the City of Boulder, Colorado, or as may be hereafter provided by amendment to said Charter. At the present time, said Charter provides that the Library Commission will be composed of five electors, appointed by the Council, not all of one sex, well known for their ability, probity, public spirit, and particular fitness to serve on such Commission.

Section 2. The terms of the members of said Library Commission, removal of members from the said Commission and the filling of vacancies on said Commission shall be as is now provided by the Charter of the City of Boulder, Colorado, or as may be hereafter provided by amendments to said Charter. The Charter of said city presently provides for a term of five years for each member of the Commission, one new member being appointed by the Council in March of each year. The Charter also presently provides that the City council shall have the power to remove any commissioner for non-attendance to duties or for cause, and that vacancies shall be filled by the Council.

Article III

Meetings

Section 1. The said Library Commission shall hold regular monthly meetings at such times and places as may be agreed upon by the Commission.

Section 2. Special meetings may be called at any time at the request of at least three members of the Commission. Written notice stating the time and place of any special meeting and the purpose for which called, unless said notice is waived, shall be given to each member of the Commission at least two days in advance of such meeting and no business other than that stated in said notice shall be transacted at the special meeting.

Section 3. Each year at its April meeting the Commission shall elect officers and shall make such other organizational arrangements as may be required for the year.

Article IV

Officers

Section 1. The Library Commission shall elect a chair, a vice-chair and a secretary. There may also be co-chairs instead of a chair and vice-chair.

Section 2. The chair of the Library Commission shall preside at the meetings of the Commission and shall sign, execute, acknowledge and deliver for the Commission all contracts and writings of any kind required or authorized to be signed or delivered by the Commission. The signature of the chair shall be attested by the secretary.

Section 3. The secretary (or staff designee) shall record the proceedings of each meeting and present the same for approval at the next meeting of the Commission. There shall be kept a permanent file of the minutes of said meetings and of all reports made to the City Council.

Article V

Committees

Section 1. The chair shall have the right to appoint special committees. Said committees shall be advisory to the Commission and shall not have the authority to act for and on behalf of the Commission.

Article VI

Quorum

Three members constitute a quorum and the affirmative votes of at least three members shall be necessary to authorize any action by the Commission.

Article VII

Amendments

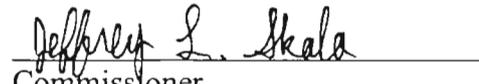
These *By-Laws* may be amended at any regular or special meeting of the Library Commission, provided that notice of the proposed amendment has been given to the members of the Commission at the regular meeting preceding the time at which action is taken thereon or providing that said notice of the proposed amendment has been mailed to the members of the

Commission at least two weeks prior to the meeting at which action is to be taken upon said amendments.

The above and foregoing *By-Laws* for the Boulder Public Library Commission were read and unanimously adopted by the said Library Commission at its meeting of February 3, 1999.


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner

Revised: February 3, 1999

**Boulder Public Library
Commission Retreat
July 26, 2014**

Chautauqua Meeting House, Meadows Room, 900 Baseline Road

Outcomes

By the end of the day-long retreat, commission members will:

- develop a strong culture based on common values and working relationships
- have a clear understanding of the distinct role of the library commission members and the director's responsibilities
- draft a prioritized list of objectives and strategies for 2014-2016 (prior to completion of next master plan)

Roles

- Facilitators: Sharon Morris and Jacqueline Murphy, State Library
- Participants: Commission members and Director
- Recorder: Jennifer Miles
- Public: attend

Agenda

- 9:00 – 9:10 Introductions, Agenda, Agreements for the day
- 9:10 – 10:00 Core Values & Library Assets
Commission member values, library assets
- 10:00 – 10:15 Break
- 10:15 – 12:00 Strategies Discussion
Define core business, review possible directions, and identify issues and opportunities
- 12:00 – 1:00 Lunch & Walk
- 1:00 – 2:30 Commission Responsibilities (City Charter)
Review & Recommend Changes & Plan for city council, ballot, election strategies
- 2:30 – 2:45 Break
- 2:45 – 3:45 Commission Review Discussion
Tools, processes, and improvements
- 3:45 – 4:00 Wrap up, +/-delta, next steps

Meeting Date: July 9, 2014

1. Library Commission Upcoming Calendar

	Agenda Items	Visitors
February - November 2014 - CONSTRUCTION phase of Main Library Renovation		
July 9 GRB	<ol style="list-style-type: none"> 1. Approve Warner Charitable Trust donation 2. Main Library Renovation update: construction schedule, cafe, RFID and AMH 3. Review / Update Library Commission Bylaws 4. Update on 2014 budget adjustment to base 3. Status of updates to Library Rules of Conduct 5. Review feedback from CC Study Session 6. Review Teen Space Tech Lab usage agreement 7. Update on Library Consortium 8. Preparation for Library Commission retreat 	
July 26, 2014 - Library Commission retreat, Chautauqua Community House Meadows Room		
August 6 Arapahoe Room	<ol style="list-style-type: none"> 1. Main Library Renovation update 2. Update on City addressing Civic Center Area behaviors (or July) 3. Update on the City Manager's Recommended City Budget 	Teen Services - Tech Lab Plans
August 15 - Deadline to notify Jennifer Miles if you'd like to attend CALCON October 16-18 - particularly keynote by Mark Frauenfelder, founder and editor of MAKE magazine.		
Sept 3 Arapahoe Room	<ol style="list-style-type: none"> 1. Main Library Renovation update 2. Virtual Branch Discussion 3. Review Draft Meeting Room Usage policy 	
SEPT - Construction Phase 3 expected completion: New Children's Area		
October 1 Arapahoe Room	<ol style="list-style-type: none"> 1. Main Library Renovation 2. 2015 Library Budget 3. Virtual Branch Discussion 4. Review Foundation funding proposal requests 	
Oct 16-18 - CALCON Conference - Embassy Suites, Loveland, CO		

November 5 Arapahoe Room	<ol style="list-style-type: none"> 1. Main Library Renovation (grand reopening?) 2. Update on Approved 2015 Library and Arts Department Budget 3. Prepare questions for patron survey 4. Begin annual letter to City Council and report for CMO per Charter 5. Review commission candidate application questions 6. Receive report on Foundation grants 	
December 3 North Meeting Room	<ol style="list-style-type: none"> 1. Update on second round of 2014 adjustments to base budget 2. Send annual letter to City Council about Commission Priorities and Goals 3. Approve final Library Commission application questions 	

2. Emails sent to Library Commission - submitted by Anne Sawyer

The Library Commission received one email from Susan Herbert on 6/12/14 with a request for the commission to consider establishing a library branch in Gunbarrel - particularly with the quantity of residential growth, number of seniors relocating to the area, and numerous public/private schools.

I responded to the email citing the 2009 Sustainability Study that confirmed her statement of the need for library services in that area. I explained the NoBo Corner Library model - and our need to learn from this first attempt at a very small library to see whether others like it in under-served areas of our community would be appropriate. I also passed along the information that a couple City Council members (during the recent study session) had indicated initial interest in having more branches like NoBo in Boulder to allow more residents the ability to walk to their neighborhood library.

TO: Boulder Public Library Commission

FROM: David Farnan, Library and Arts Director
Jennifer Miles, Deputy Library Director

DATE: July 3, 2014

SUBJECT: July 9, 2014 Library Commission Meeting – Update from the Director

This memo contains updates from the department and general information for the Library Commission.

I. Update on 2014 budget adjustment to base budget process

On June 3, 2014, upon second reading, the City Council passed Ordinance No. 7972 approving the first round of adjustments to the 2014 base budget. Citywide adjustments totaled approximately \$127.5 million and were comprised of: \$25.1 million of encumbrance carryover; \$73.1 million of capital carryover, \$3.5 million of grant carryover, \$12.5 million of operating carryover, \$1.3 million of additional revenue, and \$12.0 million of budget supplemental. The Library and Arts Department's \$2.2 million in adjustments were included in these amounts and most notably included: \$125,000 budget supplemental for the Community Cultural Plan; \$182,116 operating carryover for public art; \$1,330,000 capital carryover for the Automated Materials Handling system (AMH) and Radio Frequency Identification (RFID) project; and \$414,077 operating carryover/budget supplemental for the Main Library renovation. These amounts have been incorporated into the 2014 fiscal year Library and Arts Department budgets.

II. Temporary public art projects

At the May 14, 2014 joint Library Commission and Arts Commission meeting, staff presented a plan to activate the Civic Area (including spaces adjacent to the Main Library) as well as other neighborhoods around the city through the installation of temporary, interactive public arts that will appeal to a diverse range of tastes. An emphasis will be placed on arts that generate community interest and conversations. Staff's goal is to execute this plan in the course of the next 12 to 16 months, with some of the installations being used to leverage a greater amount of public feedback on the Community Cultural Plan, as well as piloting different forms of interactive arts in neighborhoods throughout the city.

For the past two years, a lot of time, energy and thought went into planning for a permanent piece of public art to be constructed along with the Main Library renovation. No matter what anyone's personal opinions were about the canceled "YES!" sculpture's merits as art, clearly the overall idea of funding and placement was inadequately vetted with the community. As a direct result of not engaging the public more fully, a significant portion of the community misunderstood the source of the funding and thought that it could be spent on books or other improvements to the library. Many rejected a permanent piece that, in their opinion, negatively impacted the views from within the Main Library.

It is important to clarify that the funds were never designated for any other uses than for public art. It is also important to note that the funds were not originally designed for exclusive use by the library. The original source of the money was unexpended Boulder Arts Commission (BAC) grant funds and savings from the delay in filling the arts manager position. The initial budgetary designation from the City of Boulder is as follows,

“2012 grant funding that was not awarded by the BAC to be allocated to the emerging public art program and applied to the cost of new public art to be located city-wide”

It is staff’s intent to engage the public in a broader discussion about public art and to listen to their thoughts on how it might positively improve the quality of life, generate revenue for the city in cultural tourism, and to have a positive impact on place making in parks and neighborhoods. With that goal in mind, staff plans to implement a series of temporary public art installations.

To this end, staff intends to select and contract with a series of temporary arts projects to include resident and non-resident artists to bring temporary interactive arts to Boulder. A portion of the funds will be spent to “set the stage” for public art by bringing in public speakers, and having workshops and public panels to discuss the role of public art in our community. A small portion of the funds will also be spent on marketing and advertising collateral to ensure that a broad portion of the community is aware of the arts, and what is happening in and around Boulder with regard to public art. Our hope is to have some fun with public arts, generate public discussion and inspire people to ask – can we do more of this?

III. Review of City Council feedback from June 10, 2014 study session

Staff is working on the summary for the June 10, 2014 study session. The draft will be submitted to the city clerk on July 2, 2014 for distribution to the City Council. The final summary is due to the city clerk July 9, 2014, for approval at the July 22, 2014 City Council meeting. The purpose of the study session was to provide City Council with a brief overview of the programs and services currently offered by the Library and Arts Department, to review projects currently underway in 2014 and to discuss the scope of the Community Cultural Plan.

With regard to the overview of Library and Arts programs and services and the review of current projects, City Council members asked questions of staff about the following:

- Making the Main Library more welcoming and safe feeling.
- The number and size of community meeting spaces available at the Main Library after the renovation.
- Plan to address the need for meeting space in north Boulder.
- The library’s role in offering arts programming and use of the performance space, like the Canyon Theater.
- Budgetary pressure of the current e-book lending model and logistics of placing holds on e-books.
- The impact of RFID technology on staffing.
- More information about the new discovery layer for the online catalog.

City Council members provided input and asked questions on the plan and scope of the Community Cultural Plan on the following topics:

- The concept of culture needs to be better defined.
- Language is also an expression of culture.
- Consider working with other communities to develop complementary arts programs.
- Gardening is an aspect of culture and a way for a community to develop a sense of itself.
- History is a part of our culture.
- Outreach to the various neighborhoods was encouraged.
- History may be too broad.
- Add engineers, CU students and professors, and the music industry to the stakeholders.
- Develop a better understanding of what Boulder contributes to the arts as compared to other communities, while keeping in mind that Boulder has placed a higher priority on open space and human services.
- Consider how zoning codes may be stifling the arts and creativity.

IV. “The Foundry” tech lab user agreement

After much discussion and evaluation of other library user agreements for the makerspace, staff decided to start simply and adopt the statement developed for the Teen Space by the Boulder Teen Advisory Board: “Be respectful, be responsible. It’s your space, but not only your space.” Scheduling of The Foundry will be guided by the library’s Meeting Room Use Policy, which will be updated later this year.

V. Status on the proposed changes to the rules of conduct

The rules of conduct are under review by the City Attorney’s Office. A draft of the proposed changes will be included in the August 2014 Library Commission meeting packet for the commission’s review and input.

VI. Commission Handbook updates

The following is a list of updates that have been made to the Library Commission Handbook:

- Guideline Principles for Interaction Among Council, Boards, Commissions, and City Staff is included as an attachment rather than a link (it could no longer be found online)
- Link to the Library Commission’s city webpage for the meeting schedule rather than a hard copy file (for better efficiency and accuracy)
- Included information related to the annual Warner Trust (per commission request)
- Included overview of the Boulder Library Foundation (per commission request)
- Fixed broken links in Part Two
- Included a link to Colorado Library Law in Part One (per commission request)

The electronic version of the handbook is posted here:

<http://boulderlibrary.org/about/commission.html> .

VII. Update on library consortium

The Flatirons Library Consortium was formed in the late 1990s to manage the combined Integrated Library System (ILS), shared patron database and catalog, for Boulder, Broomfield and Louisville public libraries. The consortium currently operates on two separate, annual intergovernmental agreements between Boulder and each of the other municipal partners. Broomfield and Louisville are billed for services based upon a formula that includes circulation, number of catalog records, software licenses, etc. Each library pays a share of the fees for running the ILS, plus some infrastructural costs (servers), and some staff time for the systems librarian (ILS administrator), who is employed by Boulder Public Library.

The directors of the Flatirons Library Consortium are in the process of researching the process for becoming a legal entity and possibly opening the consortium to new members. A number of area libraries have expressed an interest in joining a newly configured consortium. The greatest benefit of becoming a legal entity and expanding would be increased buying power for databases and other collection items. There are also potential efficiencies to be gained in cataloging and maintenance of catalog records that may be explored.

The projected timeline for becoming a legal entity is 8-12 months. The consortium will open for expanded membership after legal status is established. Staff estimates that it will be approximately 3-6 months to bring new entities into the consortium. Two libraries have expressed serious interest and may decide to come on as soon as possible. Three other libraries are interested and will closely follow the progress.

VIII. Update on Prospector

Earlier in 2014, Prospector signed an agreement with Missouri's statewide library consortium MOBIUS to enable library users in Colorado and Missouri to borrow materials from both systems. The new agreement will launch in August 2014. The partnership is expected to expand patron access to twice as many materials and has potential cost savings of reducing traditional interlibrary loan requests. More information about MOBIUS is available at <http://mobiusconsortium.org/general> .