

DOUGLAS COUNTY LIBRARIES
Board of Trustees Budget Public Hearing and Business Meeting
April 30, 2025
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, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, and Amy Windju

Taylor Watson was absent. The absence was excused.

A quorum was present.

STAFF: Bob Pasicznyuk, Casie Cook, Jill Corrente, Michael Hale, Jesse Politi, and Patti Owen-DeLay

OFFICER: Officer Keiler, Town of Castle Rock

GUESTS:

- Janeen Hathcock, CPA, Eide Bailly LLP
- Chris Blackwood, Chandler Asset Management
- Town of Castle Rock: Mayor Jason Gray, Town Manager Dave Corliss, and Pete Mangers
- Jeff Pittman, Fransen Pittman

PUBLIC: Adelita Campbell, Susan Daut, Marie Knight, Susan Lloyd, Kathy Dannemiller, Janet Nelson, Kallie Russell, Tucker Bennett, Mike Hyman, Rick O'Dell, Becky Spilver, Alex McCall, and Leslie Mormile

PUBLIC COMMENTS

Adelita Campbell – Douglas County resident living in Highlands Ranch. Would like to see Pride month recognized so that all Douglas County citizens can be represented at the library, citing displays for Women's History and Black History as examples of groups recognized.

CONSENT AGENDA

1. Minutes March 26, 2025, Business Meeting
2. Minutes April 12, 2025, Special Meeting/Retreat
3. Castle Pines Lease Renewal

MOTION 25-04-01: Burkholder moved and the motion carried unanimously to approve the consent agenda, including the March 26, 2025, business meeting minutes, the April

12, 2025, special meeting minutes, and the Castle Pines Lease 3rd Amendment Renewal. Windju seconded the motion.

LIBRARY BUSINESS

No one declared a conflict of interest.

Town of Castle Rock Presentation on the Brickyard Urban Renewal Authority Project (Brickyard)

Pasicznyuk stated that the agreement includes a completion of the intergovernmental agreement once the revenue is received or at the end of 25 years.

Instead of allowing the library to exempt residential revenue growth, in order to offer a concession, the town has offered a use of the commercial event spaces for a certain number of times over the course of the agreement.

MOTION 25-04-02: Burkholder moved and the motion carried unanimously to approve the Intergovernmental Agreement with the Town of Castle Rock for the Castle Rock Brickyard Urban Renewal Authority as presented. McKinney seconded the motion.

Audit Presentation.

Cook introduced Janeen Hathcock, audit partner with Eide Bailly.

Hathcock reported that the audit is a clean, unmodified opinion.

She reviewed:

- The Independent Auditor's Report
- The Statement of Net Position
- The Statement of Activities
- Recommends reading Notes 1, 3, 4 and 5

Burkholder asked about improper capitalization mentioned in the letter. Hathcock identified it as a risk because of all the capital being undertaken by the library.

Windju asked about the risk of employee pension calculations. Hathcock replied that it is called out because it is an external party estimate.

Hathcock shared the final requirement of the Letter to Governance testifying that they complied with all standards, no corrections or misstatements were found.

The new Government Accounting Standards Board updates coming should be of minimal impact to the library.

The unassigned funds are reserves that are used for future projects, but are currently not earmarked.

BUDGET PUBLIC HEARING

Nolan opened the public hearing, stating: The Douglas County Libraries Board of Trustees is now convened for amendment of the 2025 Budget.

I now hereby open the Public Hearing for the 2025 Budget Amendment for Douglas County Libraries. In compliance with Colorado Statutes, and as legally noticed, a public hearing is being held on April 30, 2025, for the purpose of amending the 2025 Budget previously adopted on December 4, 2024.

The amended 2025 budget is in your packet and is made a part of this resolution.

No adjustments are being proposed at this time.

No public comments were made on the amendments to the 2025 budget.

Pasicznyuk shared that the authorization to move forward with Sterling Ranch this year and moving of funds to organizational risk require the amendment to the budget.

MOTION 25-04-03: McKinney moved and the motion carried unanimously to adopt **Resolution 2025-04-01** to amend the 2025 budget, re-appropriating funds for the new Sterling Ranch Library first-year expenses, and reallocation of \$142,000 from Access Control Refresh to Organizational Resilience Program. Hampton seconded the motion.

The 2025 budget amendments passed unanimously as presented.

Nolan closed the Public Hearing.

Return to Other Business.

Resolution for Investment Firm Selection

Cook introduced Chris Blackwood with Chandler Asset Management.

Blackwood shared his background and then spoke about being an investment advisor for the district.

Investments would be made with a goal of, first, safety of investments; second, liquidity of investments; and, third, yield. These are standard best practices with the Government Officers Finance Association.

MOTION 25-04-04: Vail moved and the motion carried unanimously to adopt **Resolution 2025-04-02** to approve of Chandler Asset Management as the district's investment firm, and to approve all actions needed to open a custodial account at UMB Bank. Burkholder seconded the motion.

Fransen Pittman Contract for Sterling Ranch Library

Pasicznyuk shared that the board approved the project and today before the board is the contract with Fransen Pittman to build the Sterling Ranch Library. It is a standard contract reviewed by legal counsel.

MOTION 25-04-05: Burkholder moved and the motion carried unanimously to approve the contract with Fransen Pittman to build a new Sterling Ranch Library as presented. Hampton seconded the motion.

Cybersecurity Report

To be handled in Executive Session following Partner Reports.

May Partnership of Douglas County Governments Meeting

Pasicznyuk invited all trustees to attend as the library will be doing a presentation and activities to get feedback about the library's future.

Executive Library Director Update

Pasicznyuk mentioned that we often focus on one aspect of the business over another. In March, over 800 groups used the library for some meeting, over 1,400 reservations. These numbers do not include study room use. These are nontraditional users.

PARTNER REPORTS

Partnership of Douglas County Governments

No report.

Douglas County Youth Initiative (DCYI)

Annual awards for youth took place on Monday, recognizing youth who overcome many hardships to succeed.

Douglas County Libraries Foundation

- There is a fundraiser for the Foundation this weekend.
- Forest of Stories will be funded by the Foundation again this year.
- All trustees are encouraged to attend the 10th Annual Foundation Gala in September.

EXECUTIVE SESSION

MOTION 25-04-06: Burkholder moved and the motion carried unanimously to move into executive session pursuant to C.R.S. Section 24-6-402(4)(d), for the purposes of discussing specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and specifically around library cybersecurity. McKinney seconded the motion.

The board moved into executive session at 7:08 p.m.

The board returned to open session at 7:25 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.

Nolan called for a motion.

MOTION 25-04-07: Nolan moved and the motion carried unanimously to affirm that the board met the requirements to maintain current cybersecurity insurance sublimit coverage by discussion during executive session:

- The district's current exposure to Personally Identifiable Information,
- Progress made to any recommendations or findings identified in the initial NetDiligence Quiet Audit cyber assessment, and
- Next steps to be taken over the next 12 months regarding the district's cybersecurity.

Windju seconded the motion.

TRUSTEE COMMENTS

None

UPCOMING BOARD MEETINGS

- May 15, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- May 28, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

OTHER MEETINGS

- May 21, 2025, Partnership of Douglas County Governments, Philip & Jerry Miller Library, Castle Rock, 7:30 a.m. (breakfast at 7:00 a.m.). The Library is host.
- September 19, 2025, 10th Annual Douglas County Libraries Foundation Gala, Beauty and the Beast, Highlands Ranch Mansion.

ADJOURN

Nolan adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Ted W. Vail, Board Secretary

Minutes prepared by Patti Owen-DeLay

Approved MOTION 25-05-01, Date: May 28, 2025