

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**April 29, 2026**  
**Lone Tree Library, Lone Tree, 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 (DCL) Bylaws.

The following were present:

**TRUSTEES:** Pam Hampton, John Kennedy, Terry Nolan, Zach McKinney, Taylor Watson, Amy Windju, and Ted Vail

**STAFF:** Bob Pasicznyuk, Casie Cook, Jill Corrente, Michael Hale, Robb Luinstra, Patti Owen-DeLay, Jesse Politi, and Amber Thompson

**GUESTS:** Matthew Miller, McMahan CPA

**PUBLIC:** Pam Schrader, Kathy Dannemiller, Nancy Student, Kristin Hayek

**PUBLIC COMMENTS:**

**Pam Schrader** - Douglas County resident. A little concerned with fire danger in Douglas County. Schrader encourages Douglas County Libraries to contact Douglas County Fire Mitigation about their program.

**ADD TO AGENDA**

Windju was unclear that there was an annual report to the Board of County Commissioners. Nolan shared that this will be discussed under the Executive Director's report and can be discussed then.

**CONSENT AGENDA**

1. Minutes March 25, 2026, Business Meeting

**MOTION 26-04-01:** Hampton moved and the motion carried unanimously to approve March 25, 2026, minutes. McKinney seconded the motion.

**PRESENTATION:**

- Annual Audit Report, Matthew Miller, McMahan CPA

Cook introduced Matthew Miller, Managing Partner with McMahan CPA, the Library's new auditors.

The Library received an unmodified opinion.

Miller spent time reviewing what they did with the audit around internal controls, against accounting standards, and ensuring internal policies are followed. Then the auditors looked at risk assessments by analyzing transactions, bank

statements versus accounting records, payroll records, any debt, and the annual report.

Highlights:

- Received an unmodified opinion
- General fund – healthy reserves
- Footnotes – serve two purposes: explains your policies, and gives details on what you actually have
- Budget to actuals were under budget
- Revenues are up over a five-year period, and expenditures are up, but not at the same level of revenue increase

## **LIBRARY BUSINESS**

No one declared a conflict of interest on any of the action matters below.

### **Action Items**

- **LED Light Replacements**

Pasicznyuk shared that typically this item would be under consent, but the bids came in over budget.

**MOTION 26-04-02:** Vail moved and the motion carried unanimously to approve the capital expenditure of \$597,652 to retrofit fluorescent lighting with high-efficiency LED fixtures at the Highlands Ranch, Castle Pines, and Lone Tree libraries to comply with Colorado HB23-1161 (Clean Lighting Act). Watson seconded the motion.

- **Strategic Planning Follow-up from Annual Retreat**

Vail reported on phases of the task force's work and that they have completed what they set out to do; now the work will come to the whole board.

Nolan shared that the board held an annual retreat to work on Strategic Planning.

**MOTION 26-04-03:** Watson moved and the motion carried unanimously to disband the Task Force, bringing all strategic planning work to the full board. McKinney seconded the motion.

- **Security Update**

To be done later in Executive Session.

### **Executive Library Director Update**

Pasicznyuk thanked the board for allowing the staff to gather in mass once a year for an annual staff day. This year's event concentrated on finding your why as a motivator for what you do.

Colorado Library Law requires annual reporting to the Board of County Commissioners as part of our becoming a library district. This meeting is at their invitation. Pasicznyuk reported that library materials were brought for show and tell, and work on local history, and our partnership with them, was shared along with an update on the Sterling Ranch project and the history of becoming a district. The commissioners expressed praise for the library.

There is a draft design for virtual board meetings. The board had no concerns with the virtual layout.

## **PARTNER REPORTS**

### Douglas County Youth Initiative (DCYI)

Windju reported that the meeting this month was spent picking youth award winners. These will be presented on May 7, 2026.

### Partnership of Douglas County Governments

No report.

### Douglas County Libraries Foundation

- The Foundation has just under \$3M in total funds, with just under \$1.2M in the endowment, building money and reputation for the library's future.
- The Foundation formed an ad hoc finance committee to look at investment allocations and policy for the liquid operating account, less liquid investment accounts, and the endowment account.
- The 2026 Foundation Annual Fete des Fables will celebrate the story of Snow White at the Highlands Ranch Mansion on Friday, September 25. All trustees are encouraged to attend.
- The Foundation said goodbye to former library trustee, Castle Pines Councilman, and Foundation Director Ron Cole. He was unable to renew his Foundation term.
- The Foundation welcomed Emy Koontz as a new Director.

## **EXECUTIVE SESSION – Security Details**

Pursuant to Colorado Revised Statutes 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 library cybersecurity.

**MOTION 26-04-04:** Nolan 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. Watson seconded the motion.

The board moved into executive session at 6:18 p.m.

The board returned to open session at 6:34 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 26-04-05:** McKinney moved and the motion carried unanimously to affirm that we have met the requirements to maintain the current cybersecurity insurance sublimit coverage by discussing 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 twelve (12) months regarding the district's cybersecurity.

Watson seconded the motion.

#### **TRUSTEE COMMENTS AND QUESTIONS**

McKinney recognized that four board members contributed 100 hours each during 2025. Nolan, Vail, Windju, and retired trustee Suzanne Burkholder.

#### **UPCOMING BOARD MEETINGS**

- May 14, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- May 27, 2026, Lone Tree Library, Lone Tree
  - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
  - Board Business Meeting, 5:30 p.m.
- July 29, 2026, Board Informal Breakfast Meeting at Louviers Village Club Library, 8:00 a.m.-9:30 a.m.

Windju might not be able to attend the May 27 meetings.

#### **ADJOURN**

Nolan adjourned the meeting at 6:39 p.m.

Respectfully submitted,

Ted Vail, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION 26-05-01, May 27, 2026