DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
September 30, 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, Amy Windju, and Ted Vail

A quorum was present. Newly appointed trustee Kim Ransom was absent. The absence was excused.

STAFF: Bob Pasicznyuk, Casie Cook, Crystal Bustillos, and Patti Owen-DeLay

STAFF PRESENT NOT PARTICIPATING IN THE MEETING: Jill Corrente, Amber DeBerry, Amy Fischer, Laura Kennedy, Chris Morelli, Brandon Forman, Sterling Sylvester, Becky Spilver, Robin Warnke

LONE TREE POLICE OFFICER: Sergeant James Nunn

GUESTS: Kyle Perry with Chandler Asset Management, Inc.

PUBLIC: Rebecca Connet, Alan Craig Mason, Kathy Dannemiller

PUBLIC COMMENT
Rebecca Connet – Douglas County resident. Connet presented postcards from the community to keep the Louviers library open. Owen-DeLay will scan them for the board.

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

CONSENT AGENDA
1. Minutes of September 16, 2026, Special Meeting
2. 2027 Holiday Schedule
3. Ransom Appointment Email for District I Open Seat

Windju requested that the September 16, 2026, minutes be removed from the Consent Agenda for discussion. They were removed.

MOTION 26-09-01: McKinney moved and the motion carried unanimously to approve the 2027 Holiday Schedule and Appointment Email for new District 1 trustee Kim Ransom. Hampton seconded the motion.

September 16, 2026, Minutes – Windju would like to have the minutes reflect a roll call vote to show how all trustees voted, since her name was shown as opposing.

MOTION 26-09-02: Windju moved and the motion carried unanimously to amend the minutes to reflect a roll call vote, naming all trustees and their votes, not just Windju's. Hampton seconded the motion.

PRESENTATION: Library Investments, Kyle Perry, Chandler Asset Management

Perry prefaced the investment market by talking about the state of different markets, employment, energy, inflation, consumer spending, geo-politics, the Federal Reserve, etc.

The Sterling Ranch project and investment plan were reviewed, so projected extra income from investing these monies can make money prior to need.

Perry also reviewed the Reserves Portfolio, current holdings, and Statement of Compliance.

ACTION AND DISCUSSION ITEMS

Resolution 26-09-01 Recognizing the Service of Taylor Watson

Nolan read the resolution and asked for a motion.

MOTION 26-09-03: Vail moved and the motion carried unanimously to approve Resolution 26-09-01 recognizing the service of Taylor Watson. McKinney seconded the motion.

2027 Budget Review
The board reviewed the budget narrative and schedule. Bustillos did a quick overview of the 2027 highlights for the board to ask questions and direct staff in the drafting of the final budget in October.

- In 2027, the library will claim the full mill levy.
- Compensation will increase 7% over 2026; this is both merit/bonus and new staffing with Sterling Ranch Library.
- Benefits will raise 26%.
- Library Content will increase by 5% due to Sterling Ranch.
- Facilities – Will increase 22% due to Sterling Ranch and to cover rate volatility.
- Technology will increase due to a new catalog system.
- Capital will increase due to maintenance, legal compliance, and safety and security.
- Includes Sterling Ranch timing changes, but the total spent is consistent with what the board approved.

Nolan shared that now is the time to ask questions.

Windju asked about safety and security as opposed to legal in the capital projects. Bustillos responded that both are in the same safety and security budget but in different buckets.

Library Content increase: Windju asked what the increase in digital is for. Pasicznyuk shared that we are trying to bolster the budget to meet more of the request need.

McKinney asked why the budget presented doesn't add up. Bustillos responded that they are just seeing highlights of the main changes, not the entire budget.

A detailed budget presentation will be given in October.

Bylaws Governance Updates
Pasicznyuk prefaced the discussion stating that this was work brought forward by the board members asking for great distinctions, legal counsel, and staff. The changes seek to identify clarity in governance versus operations in many areas; manage being eligible for grant funding by having foundation donations from all board members; and there is added clarity on public comment and board attendance obligations.

MOTION 26-09-04: Hampton moved and the motion carried unanimously to take no action on the updates to the Bylaws tonight. Windju seconded the motion.

Windju felt that the board was not given enough time to review the changes and understand why they were coming to the board, and why they were staff changes when these are the board policies [Bylaws]. Windju also felt that this shouldn't be discussed without all members present. Though law requires a quorum for board action, not a full board, and the Bylaws require a second reading if amendments aren't made with a full board and a unanimous vote.

This request was in line with the Bylaws requirements for any updates.

The Bylaws will be presented again at the October board meeting for first reading. This gives board members the opportunity to get answers to their questions during October.

Financial Policies Updates: Authorization of Expenditure Policy and Purchasing Policy

Cook prefaced this request to update the Authorization of Expenditure Policy and Purchasing Policy, highlighting what these changes are. Staff is also recommending that the library follow state capital statute for bidding with these projects, in the Purchasing Policy.

MOTION 26-09-05: Windju moved and the motion carried unanimously to take no action on all the policy changes presented tonight. Kennedy seconded the motion.

Again, Windju felt that the board did not have enough time to review and understand the proposed changes to policy, and that a full board should be present. Though law requires a quorum for board action, not a full board, and the Bylaws require a second reading if policy amendments aren't made with a full board and a unanimous vote.

This request was in line with the Bylaws requirements for any policy updates.

The board moved to table all discussion until the October meeting and to have trustees send any questions to Pasicznyuk, who will answer them and share the answers with all board members.

Risk Management Policy – Tabled until October.

Access Policy - Customer Privacy – Tabled until October.

Library Facilities and Spaces Policy - Petitions and Free Speech Activities – Tabled until October.

Access Policy Correction – No action, just a notice of correction. This is complete and will not be revisited in October since no board action is needed.

Annual Risk Report
Nolan asked for questions about the annual Risk Report. Pasicznyuk clarified for Windju that the report gives policy limits, not policy costs.

Water/Sewer Tap Agreement for Sterling Ranch Project
Pasicznyuk shared that this is a normal part of capital build projects. First estimates for the tap fees used a larger library model. This revised proposal now comes in under budget. Dominion Water and Sanitation will provide water.

MOTION 26-09-06: Vail moved and the motion carried unanimously to approve the Water and Sewer Tap Agreement as presented. McKinney seconded the motion.

Note: The timing of payment for Section 3.2 was finalized as 21 days after execution of the agreement and no later than October 21, 2026. Also, the landscape exhibit was included with copy to be executed by Board President Nolan.

Community Association Board (CAB) Utility Easement for Sterling Ranch Project
Pasicznyuk stated that we also have easements with construction projects. This is another normal request of the board in order to get utility service; they need an access easement.

MOTION 26-09-07: McKinney moved and the motion carried unanimously to approve the CAB Utility Easement as presented. Hampton seconded the motion.

No discussion.

Executive Library Director Update
Pasicznyuk shared information about the Castle Pines library waterline break. Abatement is in progress, with drying happening in the affected areas. Level of damage will be assessed sometime tomorrow. Until damage assessment is complete, we don’t know how long the closure will be. Pasicznyuk shared staff actions to let customers and

partners know about the event and closure. Pasicznyuk will give the board updates as available.

The Sterling Ranch project continues with earthwork. The project is about halfway through the riskiest part of the project: the first 100 days when unforeseen conditions, if any, are likely to be found.

Pasicznyuk provided information about the Louviers and Roxborough facilities that might be impacted with the opening of the new Sterling Ranch library. It is the premise of the Facilities Master Plan to consolidate service when a new library comes online. The board will consider any action around the Louviers and Roxborough libraries at the October business meeting.

Windju would like to understand the negative impact for the Louviers community. The library would not renew the lease with the county which owns the building. Other possibilities were listed in Pasicznyuk's report.

As for Roxborough, Windju asked if the budget accounts for the Roxborough staff to stay at Roxborough. The draft budget does not, as the norm is to consolidate service when a new location comes online. Windju wants to know how many people visit the library, and how many staff there are. Windju is concerned about the psychological and emotional impact on the communities.

Nolan stated that this item will be on the October agenda and Pasicznyuk will augment the report to include the items discussed.

PARTNER REPORTS

Douglas County Youth Initiative (DCYI)
Owen-DeLay reported that the DCYI board met last week.

The annual Youth Congress will take place at the capital on October 8, 2026, with teens offering their perspective on items such as E-Bikes and Community Safety, Online Bullying and Digital Wellness, and Physical School Security.

This year's DOUGNAD event will take place on October 24. They are seeking volunteers as well as older adults (60+) in need of assistance with yard work.

Partnership of Douglas County Governments
Vail reported that at the last meeting, the Town of Parker, Castle Rock, and Highlands Ranch Metro District presented on the state of water in their communities and the collaboration of county water agencies and local partners to ensure water into the future.

Douglas County Libraries Foundation
Kennedy reported on last Friday's annual Foundation Gala, stating that there were 250 attendees, and net proceeds look to be about $104,000, with a gross of around $163,000. Next year's theme will be the Frog Prince with a New Orleans feel. It will also be held at the Highlands Ranch Mansion in late August or early September.

Colorado Gives Day, the biggest individual donor fundraising effort for the Foundation, begins in early November and goes through mid-December.

EXECUTIVE SESSION - Executive Director's Annual Review
Pursuant to Colorado Revised Statute Section 24-6-402(4)(f) for the purpose of discussing personnel matters related to the Executive Library Director's annual review and goals.

As per statutes for personnel matters, Nolan asked if Pasicznyuk waived his right to have this discussion in an open meeting. Pasicznyuk did not. Therefore, the board did not go into Executive Session but rather stayed in open meeting.

Nolan shared that the purpose of the meeting was to discuss Pasicznyuk's performance and any possible pay raise.

Goal 1 – 4.16 Premium Performance
Goal 2 – 4.0 Premium Performance
Goal 3 – 3.83 Keep Up the Good Work
Goal 4 – 4.16 Premium Performance
All Essential Duties – 4.33 Premium Performance

Based on the review survey, the board agreed that Pasicznyuk's performance rating overall was Premium Performance.

Pasicznyuk's salary is in the 60th percentage of the range. This is above market in range. If the increase of Premium Performance is given, the increase would be 3.5%.

Last year the board chose not to do a bonus because Pasicznyuk received a market increase. The board discussed why they approved a market update in 2026. Windju wants to know the sources for the market analysis.

MOTION 26-09-08: Nolan moved and the motion carried unanimously to approve Pasicznyuk's annual review at the premium performance range, giving him a 3.5% salary increase.

Windju stated that Pasicznyuk's compensation is higher than Erin Kane at the Douglas County School District, where she manages a larger number of employees and locations. Hampton stated that the school district budget is also much larger than the Library's budget.

TRUSTEE COMMENTS AND QUESTIONS

McKinney asked about the Highlands Ranch elevator project. Pasicznyuk said that an inspection failed due to a voltage spike. It will be reinspected after being adjusted. Staff are hopeful that we are near the end of the project.

Windju supports board Bylaws around public comment, but when the public brings questions up, Windju would like the opportunity to speak on those things. Nolan

responded that that could happen in the Trustee Comments and Questions section of the board meeting.

UPCOMING BOARD MEETINGS

- October 15, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, CO, 8:00 a.m.
- October 28, 2026, Lone Tree Library, Lone Tree, CO
    - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
    - Board Business Meeting, 5:30 p.m.
- November 9, 2026, Partnership of Douglas County Governments, Elected Officials Reception, Castle Rock - Philip & Jerry Miller Library, Castle Rock, CO, 6:00 p.m.

ADJOURN

Nolan adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Ted Vail, Board Secretary
Minutes prepared by Patti Owen-DeLay
Approved MOTION: 26-10-01, October 28, 2026