

# City Council

## Special Meeting Agenda

**Tuesday, February 27, 2024**  
**Library Meeting Room**  
**951 Spruce Street**  
**6:00 PM**

*Members of the public are welcome to attend remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.*

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#876 9127 0986**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/council](http://www.louisvilleco.gov/council)

### **1. CALL TO ORDER**

### **2. CULTURAL SERVICES ADVISORY BOARD UPDATES AND 2024 WORK PLANS**

#### **a. HISTORICAL MUSEUM ADVISORY BOARD**

#### **b. LIBRARY BOARD OF TRUSTEES**

#### **c. ARTS AND CULTURE ADVISORY BOARD**

- Presentation
- Public Comments (Please limit to three minutes each)
- Council Discussion
- Action

### **3. ADJOURN**

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov). A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov).

## MEMORANDUM

**TO:** City Council  
**FROM:** City Manager Jeff Durbin  
**DATE:** February 27, 2024  
**SUBJECT:** City Council Joint Meeting with Cultural Services Boards

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*Please note the information highlighted on the next page that is specific to the February 27 meeting.*

### Introduction

In 2023, City Council evaluated the roles and procedures of the various appointed Boards and Commissions. Council implemented a series of changes including things like changing the names of some bodies to clarify their advisory role and adopting Board and Commission Rules and Procedures. In order to establish alignment in Council goals, Council also established an expectation that Council would approve and/or define work plans for each of the advisory bodies during an annual meeting between City Council and each body. The February 13, 2024 joint meeting with the Open Space Advisory Board and the Parks and Public Landscape Board is the first such meeting.

Included in your meeting packet are draft work plans and related materials for your review and consideration. Additionally, staff is providing some additional information for your consideration via this communication.

Since this is the first joint meeting between City Council and Boards and Commissions, it is worthy to highlight some common themes that Council may see arise during these visits:

- Advisory boards may sometimes understand their roles to include providing feedback to staff on various items. While advisory boards were established to serve an advisory role to City Council, there may be occasion for them to be very effective in providing expert feedback and recommendation to staff on various staff projects and/or initiatives. However, as Council is aware, Board and Commission communication to staff can often be interpreted as, or even be intended as “direction.” Staff direction should be coming from supervisors, while organizational direction should originate from City Council.
- Some advisory boards include capital projects within their proposed work plans. Capital projects should be considered by Council during the budget development process. Advisory boards are free to make budget recommendations/suggestions to

Council. These recommendations should be forwarded, via their liaisons, to the City Manager and Finance Director during the second quarter (early in the budget process).

- Council should consider the Board and Commission proposed work plans in light of the Council Work Plan, the Budget, and Council's organizational direction. Boards and Commissions are not authorized to set policy or provide direction, especially if contrary to that of City Council or departmental work plans. Staff effectiveness and moral can be negatively impacted by even the perception of role conflict in this regard.

When there is a difference of opinion between City Council and a Board or Commission, it is certainly worth understanding where the differences arise. However, it is important to remember that policy decisions are the sole discretion of City Council. Staff believes it would be appropriate to remind the members of Boards and Commissions that they are advisory and how they can best advise staff and the City Council on their areas of interest. Further, Council should provide guidance to ensure work plans are aligned with their advisory role.

It would also be appropriate to remind Board and Commissions that operational and administrative matters are the responsibility of the City Manager under the oversight of City Council.

#### **Information Specific to February 27 Meeting:**

The Historical Museum Advisory Board, the Library Board of Trustees, and the Arts and Culture Advisory Board have each provided a Council Communication for this meeting as well as presentation that covers all of the boards.

#### **Next Steps**

City Council should review the enclosed materials and provide discussion and direction for staff and all three boards.

City Council should take action (vote) to approve a final 2024 work plan for each board.

City Council will be meeting with all the other advisory Boards and Commissions in the coming months and should consider this meeting as a framework for those additional visits.



# Cultural Services

Historical Museum Advisory Board

Library Board of Trustees

Arts & Culture Advisory Board



# Welcome

Director of Cultural Services, Sharon Nemechek



## Focus Questions

- Do these work plans align with your vision and expectations?
- What are you not seeing that you would like to see?

## Historical Museum Advisory Board

Work Plan 2024

## **Role of Historical Museum Advisory Board**

- **Advisors**
  - We act as a sounding board to the Museum Supervisor and her staff on policy and strategy issues
- **Advocates**
  - We act as advocates for the Museum – promoting Louisville History Month
  - We build awareness in the community and with City Council of Museum activities and needs
  - We recognize community leaders through the annual Pioneer Award
- **Volunteers**
  - We volunteer at Museum events around the community



## **Museum Mission**

**Be a Part of the Story!**

**Connect and share in the heart of Louisville**



# Museum Strategic Plan

## **Engaging Audiences:**

Increase visitations and program participation for all ages.

## **Enhance the Visitor Experience:**

Become a cultural destination in Louisville.

## **Activate Collections:**

Make community objects and stories more visible.

## **Community Commitment:**

Build and foster relationships across the community.

## **Professional Presence:**

Recognized as a resource for historical education.



# City Council Priorities

2M - Equity, Diversity and Inclusion

5H - Economic Vitality



# Historical Museum Advisory Board Work Plan

## 2M - Equity, Diversity and Inclusion

- HMAB will receive training in EDI principles and practices in order to meaningfully support this initiative.
- HMAB will work with Museum staff on regular review of policies and practices to identify those that no longer align with EDI ideals.
- Members of the HMAB will attend, volunteer at, or assist with Museum programming that supports the aims of the City's EDI initiatives.
- Members of the HMAB will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

# Historical Museum Advisory Board Work Plan

## 5H - Economic Vitality

- HMAB will support the Museum's role as a community resource, as stewards of local history, and as tourist destination.
- HMAB will promote engaging programming of interest to our diverse community that will bring community members and tourists to the Historic Downtown area, supporting the City's vision of creating a great small-town feel.
- HMAB members will volunteer at Museum events, such as First Fridays, to draw community members downtown.
- HMAB will promote the Museum Campus as a welcoming space and build awareness for an expansion of the Museum or Museum Campus to include collections storage, programming space, and other amenities.



# Library Board of Trustees

Work Plan 2024



## Role of Board of Trustees

- Advisors
  - We act as a sounding board to the Director and her staff on policy and strategy issues
- Advocates
  - We act as advocates for the library - spreading the word about library services and events
- Volunteers
  - We volunteer at library events around the community
- Supports
  - We maintain little libraries around Louisville and Superior and celebrate the library staff with holiday gifts and occasional luncheons



## Library Mission

A welcoming place to connect, discover, and grow.



## Library Strategic Plan

**Welcoming Space:** Design and maintain an inviting, comfortable, accessible space with responsive, helpful, and friendly staff who embrace the diversity of our community and create a sense of belonging.

**Connecting Community:** Create a variety of opportunities for our community to gather, celebrate and build relationships. Cultivate empowering moments where patrons can connect to each other, to library resources, and to local experts.



## Library Strategic Plan

**Reading for Life and Lifelong Learning:** Offer a robust collection that entertains, inspires, sparks imagination, and satisfies curiosity. Nurture a passionate love of books and reading among patrons of all ages.

**Creativity:** Provide a wide range of resources and programs that encourage exploration, creativity, and self-discovery.

**Staff Empowerment:** Hire, train, and retain a team of employees who feel seen, valued, engaged and motivated. Encourage employee growth and development. Create opportunities for meaningful learning and professional development.



## City Council Priorities

2M - Equity, Diversity and Inclusion

3M - Sustainability Programs

5H - Economic Vitality



# Library Board of Trustees Work Plan

## 2M - Equity, Diversity and Inclusion

- The LBoT will receive training in EDI principles and practices in order to meaningfully support this initiative.
- The Library Board of Trustees will work with Library staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.
- The members of the LBoT will attend, volunteer at, or assist with Library programming that supports the aims of the City's EDI initiatives.
- The LBoT will advocate for the removal of all Library fines as a way to close an equity gap. (Critical Success Factor – Quality Programs and Amenities.)
- The members of the Library Board of Trustees will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.



# Library Board of Trustees Work Plan

## 3M - Sustainability Programs

- Library Trustees will support and volunteer at events such as Ecotober Fest to promote community sustainability efforts.
- Trustees will support the library's priority to be a Community Hub and will support the acquisition of materials promoting sustainable practices.
- The Library Trustees will support and advocate for the e-materials budget.
- Trustees will promote and volunteer at the annual book recycling event.



# Library Board of Trustees Work Plan

## 5H - Economic Vitality

- The Library Trustees will support welcoming spaces that invite patrons from Louisville and beyond to work, study, read and play.
- Library Trustees will promote engaging programming of interest to our diverse community and bring them to the Historic Downtown area, supporting the City's vision of creating a great small-town feel.
- Library Trustees will advocate for a program to connect small business owners with experienced mentors.
- The Library Trustees will volunteer at library events, such as First Fridays, to draw community members downtown.
- The Trustees will support the library's strong business collection including databases as resources for our local business community.



# Arts & Culture Advisory Board

Work Plan 2024



## Role of the Board

- Advisors
  - We provide leadership and support in the areas of community events and public art.
- Advocates
  - We advocate for cultural services and amenities.
  - We build awareness around the arts and culture in our community.
- Volunteers
  - We plan the Summer Concerts in the Park concert series, and work at every event.
  - We plan and volunteer at a wide variety of events around the community



## Cultural Arts Master Plan Vision 2017

- The City of Louisville promotes the public and private advancement of the arts and culture. We integrate the arts, culture and humanities with community design, economic development, education and other development initiatives to strengthen the quality of life and small town character of Louisville.



## City Council Priorities

- 1H – Comprehensive Plan Update 10-Year Update
- 5H – Economic Vitality
- 2M – Equity, Diversity, and Inclusion
- 4M – Parks, Recreation, and Open Space  
Departmental Master Plan
- 5M – Music Events in Parks
- 4L – Completion of Old Town Overlay update



## Arts and Culture Advisory Board Work Plan

### 1H - Comprehensive Plan Update 10-Year Update

- A modern Center for the Arts.
  - The current Center for Arts is a great space, however, there are multiple groups sharing the facility and the dates available for the Arts Advisory Board are quite limited.
  - A center that prioritizes equity, accessibility, and wide diversity of expression.



# Arts and Culture Advisory Board Work Plan

## 5H - Economic Vitality

- Retention and Expansion of Existing Businesses
  - Creating partnership opportunity for Art & Culture Board Events
- Attraction of new businesses
  - Having events in locations throughout the city
- New Mural at Steinbaugh Pavillion
  - Create a mural that will become an attraction for citizens and visitors. An installation that people will want to photograph and be photographed with.



# Arts and Culture Advisory Board Work Plan

## 2M - Equity, Diversity, and Inclusion

- Creating or reviewing selection criteria for grant applications
- Ensuring a diverse pool of vendors, art talent, cultural experiences prior to selection
- Comprehensively review programming to ensure the inclusion of members of community (inclusive of: age, physical ability, financial resources and accessibility)
- Increase multi-cultural arts activities and opportunities for the community.





## **Arts and Culture Advisory Board Work Plan**

### **4M - Parks, Recreation, and Open Space**

#### **Departmental Master Plan**

- Arts & Culture Board will provide recommendations for the Master Plan regarding event space use

## **Arts and Culture Advisory Board Work Plan**

### **5M - Parks, Recreation, and Open Space**

#### **Departmental Master Plan**

- Music Events in Parks
  - Utilize parks for events. Concerts in Cottonwood, Annette Brand, Arboretum, etc

# Arts and Culture Advisory Board Work Plan

## 4L - Completion of Old Town Overlay update

- Rotating Public Art on permanent pedestals

# Questions?

**SUBJECT: HISTORICAL MUSEUM ADVISORY BOARD  
ANNUAL REPORT & 2024 WORK PLAN**

**DATE: FEBRUARY 27, 2024**

**PRESENTED BY: JOHN HONAN, CHAIR**

**1. HIGHLIGHTS AND SUCCESSES OF THE PAST YEAR FOR THE BOARD:**

- Presented Pioneer Award for 2022 and 2023 to Janet Russell for her work on Louisville Arts District/ First Friday and Debbie Krueger for her work with the Farmers Market
- Participated in Louisville History Month – Vintage Base Ball game which brought in 360 community members to watch the game at Miners Field

**2. 2024 BOARD WORK PLAN:**

The Louisville Historical Museum Advisory Board’s primary role is to serve as an advisory body to the City Council on all issues pertaining to the operation of the Museum. In addition to this role, the Library Board of Trustees’ 2024 Work Plan will include the following priorities:

**Equity, Diversity and Inclusion**

In line with City Council’s work plan item 2m “Equity, Diversity and Inclusion”:

- The HMAB will receive training in EDI principles and practices in order to meaningfully support this initiative.
- The HMAB members will work with Museum staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.
- The members of the HMAB will attend, volunteer at, or assist with Museum programming that supports the aims of the City’s EDI initiatives. Historical Museum Advisory Board will work to attract a diverse pool of candidates for selection by Council to serve on the Board.

**Economic Vitality**

The HMAB members will support the Museum’s role as a community resource and tourist destination, creating welcoming spaces and engaging programming that will bring community members into the Historic Downtown area, supporting the City’s vision of creating a great small-town feel.

**Advocacy**

- Louisville History Month – HMAB members will actively participate in Louisville History Month activities, and will “get the word out” about History month topics and activities.
- HMAB members will start building awareness in the community and with City Council for an expansion of the Museum and/or Museum campus to include archival collections storage, programming space, and other amenities.

**3. ARE THERE AREAS IN WHICH THE BOARD WOULD LIKE CITY COUNCIL INPUT/FEEDBACK?**

- Are there other city council priorities that the HMAB could address









**4. WHAT QUESTIONS DO YOU HAVE FOR THE CITY COUNCIL?**

- What is the best way for HMAB to work with City Council as advocates for the Museum and in support of Council priorities?

**RECOMMENDATION:**

Discussion and approval of annual work plan.

**STRATEGIC PLAN IMPACT:**

<input type="checkbox"/>	 <b>Financial Stewardship &amp; Asset Management</b>	<input type="checkbox"/>	 <b>Reliable Core Services</b>
<input checked="" type="checkbox"/>	 <b>Vibrant Economic Climate</b>	<input checked="" type="checkbox"/>	 <b>Quality Programs &amp; Amenities</b>
<input checked="" type="checkbox"/>	 <b>Engaged Community</b>	<input type="checkbox"/>	 <b>Healthy Workforce</b>
<input type="checkbox"/>	 <b>Supportive Technology</b>	<input type="checkbox"/>	 <b>Collaborative Regional Partner</b>

**SUBJECT: LOUISVILLE LIBRARY BOARD OF TRUSTEES  
ANNUAL REPORT & 2024 WORK PLAN**

**DATE: FEBRUARY 27, 2024**

**PRESENTED BY: CARRIE CORTIGLIO, BOARD MEMBER**

**1. HIGHLIGHTS AND SUCCESSES OF THE PAST YEAR FOR THE BOARD:**

The Board worked with staff to create a new mission statement and a new strategic plan to guide the work of staff.

**2. 2024 BOARD WORK PLAN:**

**a. 2M - Equity, Diversity and Inclusion**

- i. The LBoT will receive training in EDI principles and practices in order to meaningfully support this initiative.
- ii. The Library Board of Trustees will work with Library staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.
- iii. The members of the LBoT will attend, volunteer at, or assist with Library programming that supports the aims of the City's EDI initiatives.
- iv. The LBoT will advocate for the removal of all Library fines as a way to close an equity gap. (Critical Success Factor – Quality Programs and Amenities.)
- v. The members of the Library Board of Trustees will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

**b. 3M - Sustainability Programs**

- i. Library Trustees will support and volunteer at events such as Ecotober Fest to promote community sustainability efforts.
- ii. Trustees will support the library's priority to be a Community Hub and will support the acquisition of materials promoting sustainable practices.
- iii. The Library Trustees will support and advocate for the e-materials budget.
- iv. Trustees will promote and volunteer at the annual book recycling event.

**c. 5H - Economic Vitality**

- i. The Library Trustees will support welcoming spaces that invite patrons from Louisville and beyond to work, study, read and play.
- ii. Library Trustees will promote engaging programming of interest to our diverse community and bring them to the Historic Downtown area, supporting the City's vision of creating a great small-town feel.

- iii. Library Trustees will advocate for a program to connect small business owners with experienced mentors.
- iv. The Library Trustees will volunteer at library events, such as First Fridays, to draw community members downtown.
- v. Trustees will support the library’s strong business collection including databases as resources for our local business community.

**3. ARE THERE AREAS IN WHICH THE BOARD WOULD LIKE CITY COUNCIL INPUT/FEEDBACK?**

None









**4. WHAT QUESTIONS DO YOU HAVE FOR THE CITY COUNCIL?**

Are there other areas where you think the Library Trustees could impact the Council’s work plan?

**RECOMMENDATION:**

Discussion and approval of annual work plan.

**STRATEGIC PLAN IMPACT:**

<input type="checkbox"/>	 <b>Financial Stewardship &amp; Asset Management</b>	<input checked="" type="checkbox"/>	 <b>Reliable Core Services</b>
<input type="checkbox"/>	 <b>Vibrant Economic Climate</b>	<input checked="" type="checkbox"/>	 <b>Quality Programs &amp; Amenities</b>
<input checked="" type="checkbox"/>	 <b>Engaged Community</b>	<input type="checkbox"/>	 <b>Healthy Workforce</b>
<input type="checkbox"/>	 <b>Supportive Technology</b>	<input type="checkbox"/>	 <b>Collaborative Regional Partner</b>

**SUBJECT: LOUISVILLE ARTS AND CULTURE ADVISORY BOARD  
ANNUAL REPORT & 2024 WORK PLAN**

**DATE: FEBRUARY 27, 2024**

**PRESENTED BY: JR KETELSEN, CHAIR**

**1. HIGHLIGHTS AND SUCCESSES OF THE PAST YEAR FOR THE BOARD:**

The Board dealt with some serious interpersonal issues at the beginning of 2023. As a result we were a small, but mighty group of three members planning and managing all of our events. We executed 5 Summer Concerts in the Park and many other smaller events at the Arts Center and Library.

**2. 2024 BOARD WORK PLAN:**

**a. 1H Community Design-Comp Plan Update 10-Year Update**

- i. A modern Center for the Arts.
- ii. The current Center for Arts is a great space, however, there are multiple groups sharing the facility and the dates available for the Arts Advisory Board are quite limited.
- iii. A center that prioritizes equity, accessibility, and wide diversity of expression

**b. 5H Community Development-Economic Vitality**

- i. Retention and Expansion of Existing Businesses
- ii. Creating partnership opportunity for Art & Culture Board Events
- iii. Attraction of new businesses
- iv. Having events in locations throughout the city
- v. New Mural at Steinbaugh Pavillion
- vi. Create a mural that will become an attraction for citizens and visitors. An installation that people will want to photograph and be photographed with.

**c. 2M Administration & Services-Equity, Diversity, and Inclusion**

- i. Creating or reviewing selection criteria for grant applications
- ii. Ensuring a diverse pool of vendors, art talent, cultural experiences prior to selection
- iii. Comprehensively review programming to ensure the inclusion of members of community (inclusive of: age, physical ability, financial resources and accessibility)
- iv. Increase multi-cultural arts activities and opportunities for the community.

**d. 4M Parks, Recreation, & Open Space-PROS Dept. Master Plan**

- i. Arts & Culture Board will provide recommendations for the Master Plan regarding event space use

- e. 5M Parks, Recreation, & Open Space**
  - i. Music Events in Parks
  - ii. Utilize parks for events. Concerts in Cottonwood, Annette Brand, Arboretum, etc
  
- f. 4L Community Design-Completion of Old Town Overlay update**
  - i. Rotating Public Art on permanent pedestals
  - ii. 1 H Public Art Advise Staff on Steinbaugh Art Mural
  
- g. 2 H Event Planning**
  - i. Plan Events for 2024
  - ii. Center for the Arts
  - iii. Parks
  - iv. Steinbaugh
  - v. Music
  - vi. Readings
  - vii. Poetry
  - viii. Education
  
- h. 3 H Summer Concerts in the Park 2024**
  - i. Openers for 2024
  - ii. Food Trucks
  - iii. Volunteers
  
- i. 4 H Art Grant Process**
  - i. Update Art Grant on-line application
  - ii. No Public Art proposals
  - iii. Make budget upload work
  - iv. Save in progress
  - v. Review Requirements 2024
  
- j. 1 M Public Art**
  - i. Assist development of comprehensive long-term public art plan for Louisville
  - ii. This ties into updating the Art Grant requirements
  
- k. 2 M Summer Concerts in the Park 2025**
  - i. 5 Bands
  - ii. Promote local band competition?
  - iii. Diversity - Types of Music
  - iv. Collaboration with other organizations
  - v. 2025 Budget?
  - vi. Sound



**I. 3 M Collaboration with Other Organizations**

- i. Foster collaborations with strategic partners to co-host cultural events
- ii. Partner with DBA for events
- iii. First Friday
- iv. Open Mics
- v. Others?

**m. 1 L Investigate Future Events for Louisville**

- i. Festivals
- ii. Music festival with multiple stages/genres of music
- iii. Fiddle Competition (Collab with Scherer)
- iv. Others Ongoing

**3. ARE THERE AREAS IN WHICH THE BOARD WOULD LIKE CITY COUNCIL INPUT/FEEDBACK?**

What are the opportunities for building a new arts facility/theater in Louisville in the next 10 years?









**4. WHAT QUESTIONS DO YOU HAVE FOR THE CITY COUNCIL?**

What have we missed?

**RECOMMENDATION:**

Discussion and approval of annual work plan.

**STRATEGIC PLAN IMPACT:**

<input type="checkbox"/>	 <b>Financial Stewardship &amp; Asset Management</b>	<input type="checkbox"/>	 <b>Reliable Core Services</b>
<input type="checkbox"/>	 <b>Vibrant Economic Climate</b>	<input checked="" type="checkbox"/>	 <b>Quality Programs &amp; Amenities</b>
<input checked="" type="checkbox"/>	 <b>Engaged Community</b>	<input type="checkbox"/>	 <b>Healthy Workforce</b>
<input type="checkbox"/>	 <b>Supportive Technology</b>	<input type="checkbox"/>	 <b>Collaborative Regional Partner</b>