

**Minutes of the Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

March 17, 2016

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on March 17, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:30 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis and Charles Naumer.

Trustees not present: Travis Blacketter

Guests: Deborah Deal, Cecelia LaFrance, Library-2-You Coordinator

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Gloria Overholt, Director of Finance; Rebecca Winning, Director of Communications; Julianne Rist, Assistant Director of Public Services; Steve Chestnut, Manager Facilities & Construction Projects; Danny Lagage, IT Operations Supervisor, and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair announced that Deborah Deal has been appointed to the Library Board of Trustees for the term April 1, 2016 to March 31, 2019. The Trustees and Library staff welcomed Ms. Deal to the Library Board.

The Chair recognized Donna Walker, Director of Public Services. Donna introduced Cecelia LaFrance, Library-2-You Coordinator and advised the Trustees that Cecelia has been recognized as one of Library Journal's 2016 Movers & Shakers. The selection recognizes emerging leaders in the library world who are innovative, creative and make a difference in their communities. The Trustees and Library staff extended their congratulations to Cecelia and expressed appreciation for her exceptional accomplishments.

**APPROVAL OF AGENDA**

**MOTION:** John Bodnar moved that the Trustees approve the agenda as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Charles Naumer moved approval of the minutes of the February 11, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

**MOTION:** John Bodnar moved approval of the minutes of the February 18, 2016 Board Meeting. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

## **PUBLIC COMMENT**

There was no public comment.

## **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation is in the process of hiring an office manager. The warehouse coordinator position was filled. Invitations to the Titanic Tea Party on April 15 have been sent. The Foundation has several book drives starting April 1, including NREL's book drive on Earth day. The Speakeasy series begins Sunday, April 24, at the Ironworks Brew House. There is more information on the event on the Foundation's website. The Whale book sale is coming up in June. The Foundation Board held an all-day strategic planning meeting last week followed by a board meeting.

## **HOST REPORT**

Cheryl Murphy, Digital Experience Manager and Patrick Farrell, Web Content Coordinator, provided the host report. The Digital Experience team develops, manages and maintains the Library's digital properties including [jeffcolibrary.org](http://jeffcolibrary.org). The Digital Experience team is working on a number of 2016 strategic priorities including an enhanced events calendar, refinement of Summer Reading Online, replacing the staff intranet and participating in FindIT Colorado. FindIT Colorado is a statewide app for Colorado library patrons. Each library has their own app within an app that provides mobile access JCPL's information and collection. The FindIT App is funded by the Institute of Museum and Library Services (IMLS) and support by the Colorado State Library. The App allows patrons to search, place holds, access their library account, find information on locations and events and download eBooks. The Library is participating to increase access to books, materials and services. The project is low-cost and low-risk, requires minimal staff time, is free for the first year, and has a continued low cost next year. The App will launch in April and the Digital Experience team will evaluate the benefits to patrons including user-testing data, usage statistics from the vendor, circulation data and feedback from both patrons and staff. In response to a question, the Trustees were advised that the App does not provide Prospector service at this time. It was noted that the estimated cost of the Library developing a similar App outside of this partnership would have been approximately \$35,000.

## **SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES**

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. The Trustees had no questions.

## **Finance Department**

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The Trustees were advised that the County is using a different process this year for posting revenues and the financial tables will be a little behind every month in property tax receipts compared to last year. It was noted that this early in the year it is difficult to predict what total revenues and expenditures will be for the year, however, it is anticipated that expenditures will be within budget and revenues will reach budgeted amounts.

## **E-Rate Contracts**

The Trustees were advised that E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding schools and libraries with regard to their telecommunications infrastructure. This program saves the Library approximately \$90,000 per year in telecommunication costs. In response to a question, Danny Lagage advised the Trustees that the IT department has received several bids for the items with differing levels of support. The three vendors that are being considered are: Century Link, Comcast and Sentinel Technologies. Each contract will be negotiated as a multi-year contract, with the total costs dependent on the level of service and the final number of pieces of equipment. The Library could potentially receive 50% of the cost back from the E-Rate program. The submittal to USAC is due by April 29th in order to be considered for the next cycle of reimbursements

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign separate contracts with Century Link, Comcast and Sentinel Technologies to provide Tier 1 and Tier 2 E-Rate reimbursable services to the Library. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

## **Fund Balance Policy**

Gloria Overholt presented the fund balance policy and advised the Trustees that the revisions requested at the April study session have been incorporated into the document.

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees adopt the revised Fund Balance Policy to include the maximum level of fund balance, and criteria for the use of those funds over the maximum. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

In response to a question, Gloria Overholt advised the Trustees that the fund balance policy will be included with the 2017 budget submittal to the County.

## **CONSENT AGENDA**

### **Trustees Elect Officers**

The Chair advised the Trustees of the nominations for Library Board officers: Brian DeLaet for Chair, Julia Hill-Nichols for Vice Chair; and John Bodnar for Secretary. The nominating committee members included Benjamin Davis and Julia Hill-Nichols.

**MOTION:** Ben Davis moved to approve the officers as recommended by the committee: Brian DeLaet for Chair; Julia Hill-Nichols for Vice Chair; and John Bodnar for Secretary for the term April, 2016 to March, 2017. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

### **Bylaws Committee Update**

Charles Naumer provided an update to the Board regarding the bylaws committee. The committee will hold a meeting after the Board meeting tonight to review and discuss the bylaws. The committee will provide more information after the meeting. It was noted that the bylaws can only be adopted at a regular board meeting, and any proposed revisions must be provided to the Board 14 days prior to adoption.

## **EMERGING ISSUES**

The Trustees discussed the County's request that the Library pay for the audit. The amount for the audit is \$16,000. The Trustees discussed various options including having each involved entity (Jefferson County, Jefferson County Public Library and the Jefferson County Library Foundation) pay a portion of the cost of the audit. It was noted that the Foundation may have a hard time paying a portion because their operating budget is limited. In response to a question from the Trustees, Gloria Overholt advised the Board that typically the auditor will submit a management letter, usually in draft form, and the client may respond with clarifications or questions relative to the findings in the management letter. Because the audit was commissioned by the Board of County Commissioners (BCC), the management letter would be submitted to the BCC. After some discussion the Board reached a general agreement that if the Library paid for half of the audit, it would be reasonable to request that the Library receive, review, and have the opportunity to respond to the findings in the management letter or other report format that the auditor would submit. The Executive Director noted that auditors will sometimes schedule a meeting to present their findings and if that was the auditor's method the Board may want to request a joint meeting with the BCC to hear the findings of the audit. The Board asked the Library to draft a letter to the BCC offering to pay half of the cost of the audit, request that the Library participate in the process to have an opportunity to review and respond to the auditor's

findings to ensure accuracy and clarity. The Board asked that Gloria Overholt draft the letter and send the Library Board a copy of the letter for review.

### **Arvada Ground Lease**

The Trustees discussed the proposed meeting with the mayor of Arvada, Pam Nissler, John Bodnar and Brian DeLaet. The Executive Director advised the Board that she received some information that it would be appropriate to invite the City Manager, Mark Deven, to attend the meeting. The Trustees reached consensus to include the City Manager. The Chair, Brian DeLaet will send an email to the mayor and the city manager requesting a meeting.

In response to a question, the Trustees were advised that the current Arvada Library property was donated to the Library by the City of Arvada. At the March 10, Special Meeting the Library Board requested information on the former site of the Arvada Library. Amber Fisher advised the Trustees that the former site of the Arvada Library (8555 W. 57<sup>th</sup> Avenue) was owned by the City of Arvada and leased to the Library for \$1.00 per year.

### **Fehringher Ranch Property**

The Trustees asked the Library to provide a summary report on the Fehringher Ranch property including ownership, history and any other information related to the property that would be important for the Trustees to have available. The Trustees asked that this information be provided at the April 14, Library Board Study Session.

### **Policy Governance Training**

The Executive Director advised the Trustees that as part of the preparation process for the policy governance training on April 16, Bill Charney has asked that the Trustees provide by email, any areas of particular interest or concern. The Executive Director will provide the Trustees with Mr. Charney's email. The responses are due by March 27, 2016.

### **BOARD SCHEDULE – NEXT MEETINGS**

- April 5-9 – Public Library Association (PLA) Conference, Denver Convention Center
- April 14 – Study Session – 5:30 pm – Administration Conference Room
  - Topics: Carpet Cleaning Contract Discussion; Fehringher Ranch Property
- April 16 – Policy Governance Training – 9:00-2:00, Columbine Library Meeting Room, 7706 West Bowles Avenue
- April 21 – Board Meeting – 5:30 pm – Arvada Library Meeting Room, 7525 West 57<sup>th</sup> Avenue
- May 2-5 – National Library Legislative Day (NLLD), Washington, DC
- May 12 – Study Session – 5:30 pm – Administration Conference Room
- May 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room, 7706 West Bowles Avenue

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

It was noted that it would be helpful to have a document that articulates the governance related to the library and the difference between the library/component unit and a county department. The Trustees discussed that the library law is a factor in the differences and that component unit is an auditing term. The Library is governed separately by a board; once funds have been appropriated the Library Board of Trustees makes spending decisions with the understanding that the Board will submit a budget sufficient to run the library and convert that amount into the mil levy that is needed to run the Library. It was noted, for example, that the County determined that there would be a merit increase and that the County funds that increase through the general fund but the Library has to fund that increase from within its budget. The Executive Director advised the Trustees that the Library can work on a document that could be an evolving document as there will be more questions that come forward.

It was noted that during the March 16 quarterly meeting with the BCC, there seemed to be some confusion with regard to the Library's 2016 mil levy. It was noted that this may have been related to the Library's mill levy request of 4.121 instead of the full 4.5, ballot language requirements and public misperception of the process. Rebecca Winning advised the Trustees that the corporate documents, budget cover letter and blog that will provide a link to these documents will be going up soon that provides clarification. A Trustee noted that in a recent Your Hub, there was an article about the Foothills Parks and Recreation District not moving forward with a mil levy increase and referencing the Library mil levy and a 20% increase in taxes and that the Library needs to respond to these misrepresentations. Trustee Hill-Nichols will send the article to Rebecca Winning.

Brian DeLaet noted that the Library Board wants to continue to work with the BCC and is willing to take on the responsibility of responding to the public. In the Board's interactions with the commissioners it needs to be stated that if the BCC hears from the community, or hears any complaints about the Library they should be sent to the Library Board.

## **ADJOURNMENT**

The Board meeting was adjourned at 6:48 p.m.

A handwritten signature in black ink, appearing to read 'John Bodnar', written in a cursive style.

John Bodnar, Secretary