

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

August 18, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 18, 2016. Library Board of Trustees Vice-Chair, Julia Hill-Nichols called the meeting to order at 5:33 p.m. Other Trustees present: John Bodnar (Secretary), Ben Davis, Charles Naumer and Deborah Deal.

Trustees not present: Brian DeLaet

Guests: Sarah Washburn, City of Arvada; Peg Hooper, Manager, Standley Lake Library & Adult Services and Jana Kelly, Adult Services Coordinator.

Staff present: Pam Nissler, Executive Director; Sandie Coutts, Director of Employee Relations and Development; Pat Klein, Director of Information Technology; Richard Sosa, Director of Budget & Finance; Julianne Rist, Assistant Director of Public Services; Steve Chestnut, Director of Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: John Bodnar moved that the Library Board of Trustees approve the agenda with the addition of a presentation by John Bodnar under item 15, Information. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Charles Naumer moved approval of the minutes of the July 14, 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 July 21, 2016 Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No Public comment.

GREENWAY TRAIL PRESENTATION

Sarah Washburn, Senior Landscape Architect, with the City of Arvada presented information on the Standley Lake Trailhead project. The Rocky Mountain Greenway Trail

project is a result of the America's Great Outdoors Initiative to improve access to public lands, raise environmental awareness and promote active living. The vision is to connect the three metro-area National Wildlife Refuges with a continuous multi-modal trail and eventually expand to Rocky Mountain National Park. The focus is on improving regional connections by closing gaps with strategic projects and link communities together through a sequence of public lands and use existing trails as possible. The project team consists of the Office of the President of the United States, the U.S. Department of the Interior, the State of Colorado, the U.S. Department of Transportation Federal Highway Administration, U.S. Fish and Wildlife Service, the cities of Arvada, Broomfield and Westminster, Jefferson County Public Library (JCPL), Farmers Reservoir and Irrigation Company (FRICO), and the Farmers Highline Canal and Reservoir Company. The project began in 2012 with the project vision inception followed by a feasibility study in 2013. In 2014 the schematic design, federal grant funding and water authority approval was initiated. In 2015 the construction design, JCPL Board presentation, GOCO (Great Outdoors Colorado) Grant Application, and Water Authority approval process were completed. Funding was not received for the project; however, the team is ready to move forward again and is pursuing another GOCO grant. On June 4, 2016 there was a Dedication Ceremony for the proposed trailhead site. The proposed trailhead physical improvements include addressing the trail access, shared parking, public conveniences, education and interpretation (cross-promotional opportunities, Library and programming promotion) and accommodating possible future Library parking expansion. Information on the Standley Lake Library parking lot use assessment, anticipated initial construction costs and anticipated annual operation costs was presented. Next steps were outlined and included formalizing intergovernmental agreements, obtaining letters of commitment and support, and submitting the Grant by November 3, 2016. In the spring of 2017 it is anticipated that grant awards will be announced in April 2017, at which time the team would solicit final design services proposals. The summer of 2017 through the summer of 2018 would include final design, construction bidding, construction and grand opening.

In response to a question from a Trustee, Sarah advised the Board that details on what might be placed at the trailhead have not been determined; however, the presentation included pictures of possible trailhead structures and the Board was provided with hard copies. In response to a question from a Trustee, Steve Chestnut advised the Board that the Library would not irrigate property beyond what is currently being done at Standley Lake Library. In response to a question from a Trustee, Sarah Washburn advised the Board that it was not expected that the Library would provide lighting for any distance along the trail and that any lighting at only the trailhead had not been determined. The Trustees expressed their appreciation and confirmed consensus on their continued support of the project. Sarah Washburn will work with Amber Fisher on a draft letter of support for Board review. It is anticipated that a draft intergovernmental agreement will be presented to the Board in September and is currently being reviewed by the County Attorney's office.

FOUNDATION REPORT

Jo Schantz reported on the activities of the Foundation. The Foundation held a book sale in the atrium at the County building on August 4 and 5. The sale did not make big money but it was a good public relations vehicle. The Foundation will hold a book drive at the Federal Center on September 15 and 15. A pilot program at the Arvada Library started with Leaf Books, a book recycling company that picks up and recycles books with a portion of the money going to the Foundation. In response to a question from a Trustee, Jo advised the Board that the Whale Sale is scheduled to begin on October 20.

HOST REPORT

Peg Hooper, Standley Lake Library & Adult Services Manager, and Jana Kelly, Adult Services Coordinator, provided the host report. Adult Outreach Book a Librarian services fulfilled 554 appointments since the beginning of the year which represents a 50% increase from the same time frame last year. Technology appointments saw a 67% increase. Although technology questions continue to dominate, other questions include helping authors' research, resume and online application help, showing business customers how to build mailing lists or a list of potential power partners and genealogy help. A patron's comment about the service was shared: "I booked a librarian and she trained me and my staff how to use the system and Reference USA in only hours. I have taken that list and created new customers, referral partners and community friends." The Adult Services team has been actively increasing visibility in the community and developing relationships with community leaders. Some of the events the team attended include Ed Perlmutter's Boomer Job Fair, the Mountain Area Job Fair, Bike to Work Day, Sustain Arvada, Eaton Senior Communities, Chamber Events, Rocky Mountain College of Art & Design (RMCAD), Colorado Christian University (CCU) and the Colorado School of Mines. Overall the Standley Lake Library has seen a 15% increase in visits, circulation is up 10% and new card holders are up 22%; demonstrating increases in key success indicators. The number of programs offered is up 52%, program attendance is up 80%, the number of story times is up 85% and story time attendance is up 68%. In response to a question from a Trustee, Janna Kelly advised the Board that the increase in appointments for the Book a Librarian service is most likely related to increased awareness of the service. The increase may also reflect the need for technology education for older adults. The Trustees thanked Peg and Jana and expressed appreciation for their work.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Board that an updated 2017 budget PowerPoint presentation is included in the meeting materials. The Senior Management Team is working on a request from the Board of County Commissioners (BCC) to tie the Library's 2017 business cases to the BCC's new vision, values and goals. That document will be provided to the Board in advance of the 2017 budget presentation to the BCC scheduled for August 29.

Finance Department

Monthly Financial Report

Richard Sosa, Director of Budget and Finance provided information on the activities of the Budget and Finance Department. Richard advised the Board that the County closed its books for the month of July yesterday (August 17). The Board was provided with updated information (Table 3) identifying the variances that occurred. Every month the Finance Department will be looking at payroll adjustments and the fleet transactions. Fleet transactions include maintenance, lease and fuel charges. In response to a question from a Trustee, Richard advised the Board that the fund balance reflects the difference between revenues and expenses. The Library has collected more revenue at this point in time than there are expenses at this point in time. This will even out as the year moves along and expenses are incurred and recorded.

Audio Visual Materials Contract

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Midwest Tape, for Audio Visual Materials and related services in an amount not to exceed two million dollars. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Evergreen Library Condensing Unit

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Building Technology Systems for replacement of the Evergreen Library Condensing Unit in an amount not to exceed \$86,052. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

Columbine Remodel Architect

MOTION: Ben Davis moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Humphries Poli Architects for architectural and design services for the Columbine Library renovation and remodel project in an amount not to exceed \$290,775. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

The Trustees reviewed the proposed 2017 Board Study Session & Board Meeting Schedule. The Vice-Chair confirmed consensus that the Board reviewed and accepted the proposed 2017 Board Study Session and Meeting Schedule as presented.

EMERGING ISSUES

Update from Policy Governance Committee

Trustees Naumer and Hill-Nichols, members of the Policy Governance Committee, advised the Board that they met and discussed some of the things that came up during the policy

governance training session. The committee will be meeting with Pam Nissler to discuss and clarify objectives.

Vice-Chair Calls for Special Meeting – September 8, and Cancellation of Study Session

The Vice-Chair advised the Board that the September 8, 2016 Study Session would be cancelled and a Special Board meeting would be called for that date. It is anticipated that the Board will go into Executive Session to consult legal counsel regarding the Arvada Library site. Official notice of the meeting will be issued.

Governing Policies: Management Limitations (Monitoring Reports)

Policy 2.5: Financial Planning, Budgeting

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.5: Financial Planning, Budgeting as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.6: Compensation and Benefits

MOTION: Ben Davis moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.6: Compensation and Benefits as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.7: Emergency Executive Director Succession as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.8: Board Awareness and Support

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.8: Board Awareness and Support as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

Policy 2.9: Materials Selection

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.9: Materials Selection as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- August 29 – Library Budget Presentation – 1:15-2:15 – BCC Board Room
- September 1 – BCC & BOT Quarterly Meeting – 10:00-11:00 – 5th Floor

- September 8 – Study Session – CANCELLED
- September 8 – Special Board Meeting – 5:30 pm - Belmar Library Meeting Room
- September 15 – Board Meeting – 5:30 pm – Belmar Library Meeting Room, 555 S. Allison Parkway, Lakewood
- October 13 – Study Session – 5:30 pm – Administration Conference Room
- October 20 – Lakewood Library Meeting Room:
 - Joint Library Board, Foundation Board & Friends Council Meeting, 4:45-5:30 pm
 - Regular Library Board Meeting, 5:45 pm - Lakewood Library Meeting Room
- November 10 – Board Meeting – 5:30 pm – Administration Conference Room
- December 8 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

On behalf of the Board, Julia Hill-Nichols expressed condolences to Pam Nissler on the recent loss of her brother and mother.

Trustee Bodnar presented the Library with the official silver shovel for winning the City of Arvada's Sand and the City sand sculpture competition. As the winning team, the Library gets to keep the shovel until next year's event. The Library's reading fantasy sculpture reflected outstanding design elements and was one of the tallest sculptures ever presented at the event. The Board expressed appreciation to the staff and volunteers for representing and promoting the Library.

ADJOURNMENT

The Board meeting was adjourned at 6:55 p.m.

A handwritten signature in black ink, appearing to read 'J. Bodnar', with a large, sweeping flourish at the end.

John Bodnar, Secretary