

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

December 8, 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 December 8, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:29 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis, Deborah Deal, Kim Johnson and Charles Naumer.

Trustees not present: All Trustees were present.

**Guests:** Owners Representative: Katie Welfare, Project Manager NV5.

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Assistant Director of Public Services; Sandie Coutts, Director of Employee Relations and Development; Rebecca Winning, Director of Communications; Pat Klein, Director of Information Technology; Cheryl Murphy, Digital Experience Manager; Patrick Farrell, Web Content Coordinator; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Deborah Deal moved that the Library Board of 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:** Ben Davis moved approval of the minutes of the November 10, 2016 Regular Board Meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

No Public comment.

**FOUNDATION REPORT**

Jo Schantz reported on the activities of the Foundation. The Rare and Novel event on November 17, raised \$21,000 gross. Recent donations and grants include the City of Wheat Ridge voting to approve \$1,300 for the Wheat Ridge Library (for the purchase of hand

puppets and supplies); a \$500 contribution received from the Frederick G. Fish Foundation; and a \$10,000 gift for the Standley Lake Library.

## **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 a summary of staff construction experience is included in the information provided. The summary includes the experience of Julianne Rist; Steve Chestnut and the Executive Director related to library construction and remodeling projects.

### **Public Services Department**

#### Bibliocommons - Digital Engagement

Donna Walker introduced the topic and advised the Board that at the November Board meeting, the Trustees discussed the Digital Engagement project and asked for more information including the RFP and a demonstration at the December Board meeting. The RFP was included in the board reports and Cheryl Murphy, Digital Experience Manager, is present to provide a demonstration of the Bibliocommons product. The project goals were to enhance the discovery, engagement and presentation of library resources and services and to improve the consistency of brand, identify and functionality between JCPL's digital properties. The Library wants to create an online experience that is similar to browsing shelves at a library. The project involves changing out three major systems; the Event Calendar, the Discovery layer; and the Website. The BiblioCommons model encourages discovery and will be dual purposed; easy for users to perform transactional tasks such as searching the catalog, accessing their account, managing their holds; and spark discoverability of JCPL's collection, programs and services. JCPL is changing how it presents content on the website. JCPL expects the build and implementation to occur the first quarter of 2017 with a launch date in May 2017. This will be a big change but the end result will be a website that gives patrons easy access to what they want as well as a better understanding of what JCPL has to offer. In response to a comment from a Trustee that they are glad the Library is moving in this direction because the current website is dated and finding library events can take a long time, Donna Walker advised the Board that the current website was launched in 2013 and is due for an update. In response to a question about training, Cheryl Murphy advised the Board that BiblioCommons will provide free training and take care of the technical issues so Library staff can focus on content management.

### **Finance Department**

#### Monthly Financial Report

Richard Sosa, Director of Budget and Finance provided information on the activities of the Budget and Finance Department. The Trustees were provided with the November financial report and asked to contact Richard with any questions. The normal Board meeting

schedule will resume in January at which time the Trustees will begin receiving the monthly financial reports in advance of the meeting.

#### STAT Courier Renewal Contract

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to exercise the Library's third STAT Courier contract renewal option for the period October 15, 2016 through and including October 14, 2017, in the amount of \$278,566. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

#### BiblioCommons (Digital Discovery and Engagement) Contract

A motion and second was made regarding the Bibliocommons contract. In response to questions from a Trustee regarding termination fees and the length of the contract (whether or not a multiyear contract would be cheaper); the Board was advised that the Library is negotiating the details of the contract; however, it will not exceed the amount authorized by the Board. The not to exceed amount of \$203,113.15 includes an annual subscription (\$117,053) and a one-time implementation cost (\$86,059.17). The Vice-Chair noted that the Library Board can only approve one-year contract terms. The Trustees were advised that implementation of this project in 2017, replaces costs that were budgeted and would have occurred without this subscription in the amount of \$90,451.13, consequently, a budget savings of this amount is recognized in 2017. The contract amount is covered by 2017 budgeted funds.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to contract with BiblioCommons in an amount not to exceed \$203,114. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### **Budget Carry Forward Items**

##### Wheat Ridge HVAC RTU Project

This project was budgeted and scheduled for the equipment change out in the fall when outside temperatures would be mild and there would be minimal impact on patron comfort. After the project assessment began it was discovered that the unit would be a special order product which extended the project timeline significantly. An RFP could not be completed, along with the related work at the site, in time for the replacement of the unit to occur when the weather would be reasonable to do so. This project and budget will be a carryforward to 2017. On October 18, 2016 an RFP was posted for the Wheat Ridge HVAC RTU Replacement. Vendors had until October 27, 2016 to submit questions and their final RFPs were due on November 4. Vendor evaluations are underway with a formal award scheduled for December 8, 2016 and actual work to complete the project will occur in 2017.

There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

#### Security Cameras Upgrade

On September 16, 2016 an RFP was completed for the Security Camera Project, with proposals due by October 5th, 2016. This project would upgrade the existing Security Camera system, by seeking an industry-standard, fully operational and turn-key integrated video surveillance system for Library facilities. Upon internal review of the proposals and scope of work timelines, the time table to complete the project in the fourth quarter is in conflict with other prioritized Network Project upgrades that are being completed currently. The actual work on this project will be completed in 2017. There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

#### Self-Check Stations

In August 2016, JCPL submitted an RFP and subsequently conducted the procurement process to replace Self Check Stations in all the Libraries to upgrade and to meet Payment Card Industry (PCI) compliance, which is required by Jefferson County. On September 14, 2016, Bibliotheca, Inc. was selected as the vendor to replace legacy technology with self-check machines, training and support that would update the Library system-wide with new self-check machines. The machines are scheduled to arrive in December and Library IT will inspect and prepare them but a number of them will not be located in all the Libraries by the end of the year. A significant portion of the annual payment will be made in 2016 but it is anticipated that a remaining balance, yet to be determined, will still be due on this project. In order that the budget established for 2017 is not adversely impacted by any funding needed to close this project, a project carry forward for 2017 is requested for the Self-Check Stations project, in the amount of any balance remaining from the 2016 budget total. There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

#### 2017 Budget Adoption

A motion and second was made regarding adoption of the 2017 budget. In response to a question from a Trustee, Amber Fisher clarified the budget approval process. In July, 2017 the Trustees authorized the Executive Director to submit the 2017 budget to the Board of County Commissioners (BCC). The BCC approved the Library's 2017 budget on December 6, 2017. The motion currently before the Board is to adopt the 2017 budget and authorize the Executive Director to implement the spending plan.

MOTION: Deborah Deal moved that the Library Board of Trustees adopt the 2017 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

In response to a question from a Trustee, the Board was advised that Richard Sosa will give a presentation on the Library's long term debt in January.

## **Public Service Department**

### Columbine Library Remodel

Katie Welfare, Project Manager NV5, provided an update to the Board on the status of the Columbine Library Remodel project. The big picture schematic design has been completed by Humphries Poli Architects (HPA); next they will go into the detail design plan drawings. The Design Development drawings will build off the schematic design and begin to incorporate more detail. Two community meetings were held and facilitated by Humphries Poli where the schematic design was reviewed and general input was received from the community. They also held a focus group meeting with the Teen Advisory group to review design progress and get input into what they might like to have in their space. Fransen Pittman, HPA, NV5 and JCPL participated in a Cost Modeling Exercise. This was led by Fransen Pittman and was an interactive work session that HPA and their sub-consultants/engineers provided project information to Fransen Pittman to clarify pricing assumptions and develop options. The pricing developed from this exercise will be modified as we move forward and will make subsequent pricing exercises much more efficient. There were no budget concerns raised. The project team is working on the construction schedule including obtaining options and prices that will allow Columbine to provide services during the construction phase of the project. Options being discussed include how the library services will continue if Columbine is completely shut down during construction; or how the construction schedule is affected if the library keeps small portions of the library open through the duration of construction. Costs associated with these options are being developed to help with the decision. The team plans to have design development drawings for the Board in January 2017. In response to a question from a Trustee, Katie Welfare advised the Board that the team is looking at ground breaking in March/April 2017. The team is looking at permitting for the site work which can take some time because there are a lot of different entities for permitting. In response to a question from a Trustee, Pam Nissler advised the Board that a decision on closing and the construction time frame will be made very soon. The Library is looking at the 5 month construction schedule and the lease cost of a space to provide services. Most leases are 6 months and consideration is being given to the costs involved. At this point, the team has pretty much ruled out the 11 month schedule. Every consideration is being made to ensure that as much of the funds as possible go into the actual building. The Library expects to have their recommendation in January. In response to a question from a Trustee, the Executive Director advised the Board that if Columbine is closed, impacted staff can be deployed to other locations and/or has the option of taking vacation. When the Golden Library was closed during the remodel last year, the Library worked with staff so that they were not negatively impacted.

## **CONSENT AGENDA**

### **Adopt 2017 Governance Process Calendar**

**MOTION:** Ben Davis moved that the Trustees adopt the 2017 Governance Process Calendar as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

## **ANNOUNCEMENTS**

National Library Legislative Day (NLLD) is coming up in May 2017. Registration for the conference is open and Trustees are encouraged to let Amber Fisher know if they want to attend. The Trustees governance budget provides for five national conferences. Trustees Johnson, Deal and Hill-Nichols indicated interest in attending the conference. More detailed information will be provided as quickly as possible.

## **BOARD SCHEDULE – NEXT MEETINGS**

- January 12, 2017 – Study Session – 5:30 pm – Administration Conference Room
- January 19, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 9, 2017 – Study Session – 5:30 pm – Administration Conference Room
- February 16, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

## **ADJOURNMENT**

The Board meeting was adjourned at 6:43 p.m.

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

John Bodnar, Secretary