

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 16, 2017

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 February 16, 2017. 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), Deborah Deal and Kim Johnson.

Trustees not present: Charles Naumer

Guests: Owners Representative: Dan Killian, Senior Project Manager, NV5

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

APPROVAL OF AGENDA

MOTION: Julia Hill-Nichols moved that the Trustees approve the agenda as amended to include the Actualize Marketing Contract Authorization. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the January 12, 2017 Board Study Session. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the January 19, 2017 Board Meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No public comment.

Social Media Policy

The Trustees asked that the Social Media Policy be added to the agenda for the March 16, 2017 Board Meeting.

Host Report: Debbi Mikash, Manager of Wheat Ridge and Collection Services

Debbi Mikash, Manager of Wheat Ridge and Collection Services introduced the following staff to the Trustees: Franca Rosen Acquisitions and Interlibrary Loan Supervisor; Cynthia Wilson, Cataloging and Database Maintenance Supervisor; and Alison McCombe, Wheat Ridge Library Supervisor. Debbi and her team provided the host report. One of the trends in e-Content is to have one aggregate company instead of multiple companies to avoid duplicate content and platform fees. In the publishing industry eBooks are down and audio is going through the roof – 50% of what is checked out from Hoopla is audio books. The Acquisitions team has been purchasing to the new budget and planning for the opening day collection for the Columbine Library. The Columbine community will have some wonderful new materials to choose from. The Cataloging, Receiving and Processing teams are working to get materials out to the libraries as quickly as possible and focusing on database maintenance. Several major 2017 strategic initiatives (Access 360, Bibliocommons, and Collection HQ) all require good data in the background to make sure each of those projects work a peak performance. With the increase in hours and staff, the Wheat Ridge Library has increased services to Spanish speaking patrons. With the new Spanish speaking staff story times and intercambio programs are now offered weekly. Attendance for Spanish story times has increased from an average of 11 attendees to 52 attendees. Support from the new Special Populations Coordinator, Simone Groene-Nieto, has made a big difference to our patrons.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation received \$2500 from the Golden Civic Foundation to support the DIY makerspace. The Friends Annual meeting is March 17, 2017 at the Wheat Ridge Recreation Center. The Board received a copy of the Foundation's footnotes newsletter.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The County Attorney's office reviewed the proposed Edgewater Intergovernmental Agreement and Lease and provided comments to the City of Edgewater's attorney.

Trustee Hill-Nichols noted that the Library's Special Populations presentation at the Foundation Board meeting should be provided to the Library Board at some point.

Budget and Finance Department

Richard Sosa, Director of Budget and Finance reported on the activities of the Finance department. The Board was advised that the County is still working to close out 2016. The Trustees made the following requests and comments:

- It would be helpful on the monthly financials to have a separate set of cells that shows the current fund balance
- Show the minimum and maximum range for the fund balance and where the fund balance is each month so the Board can determine if they need to take action
- It would be helpful to have information ahead of the meetings so the Board has time to review that information. Example is the debt service presentation at the February Study Session.
- It would be helpful to add the month/date to each page of the financials so if the Trustees go back to look at them it is apparent what month the financials reflect

FF&E Services – Columbine Remodel Project

In response to a question, the Trustees were advised that the \$10,800 reflects a flat fee and not an hourly rate for the full furniture, fixtures and equipment (FF&E) services provided by Gulash Designs.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize a payment in the amount of \$10,800 to Humphries Poli for full FF&E services provided by Gulash Designs for the Columbine Remodel Project. Seconded by John Bodnar the motion passed by majority vote of all Trustees present with Deborah Deal voting against the motion and stating that she did so “just to shake things up”.

Additional Design, Engineering and Permitting Services – Columbine Remodel Project

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize a payment in the amount of \$20,565 to Humphries Poli for additional design engineering and permitting services for modification of the entry area and drive up book drop for the Columbine Remodel Project. Seconded by Kim Johnson the motion was delayed for further discussion.

In response to questions the Trustees were advised of the following:

- The design process was initiated in September 2016 and included options for moving the entry and having a drive up book. These options were two of the highest interest items received from the community input meeting.
- The final decision to include the entry relocation and drive up book drop was not made until October 2016 after the cost projections for these items were received and determined to be within the budget.
- The entry relocation and book drop were not included in the RFP or the related walkthrough so as not to influence the design.

- The fee for the exterior work and permitting is a reasonable request for additional funding because at time the Library was soliciting proposals from the architect (August 2016) it was not known if moving the entry and having a drive up book drop, as desired by the community, was possible with our budget. Therefore, that scope was not included in the architect RFP nor was it discussed in the walk through. The cost projections were provided to the Library on October 3, 2016 which is several weeks after Humphries Poli was brought on board (8-18-2016). It wasn't until the costs were developed that the Library determined it was actually \$33k less expensive to do the side entry option.
- The funds for the additional design engineering and permitting services will come from the preconstruction contingency.
- The Library anticipates providing detailed Columbine Remodel Project budget information at the April Board meeting.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize a payment in the amount of \$20,565 to Humphries Poli for additional design engineering and permitting services for modification of the entry area and drive up book drop for the Columbine Remodel Project. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Pine Library Gift

In response to a question, the Trustees were advised that the 2016 gift to the North Fork Library Association was \$1,000.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize a gift in the amount of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2017. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

Communications Department

Brand Initiative Contract

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Actualize Marketing to complete a brand codification project in a not-to-exceed amount of \$50,000. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Public Services – E-content Vendor Contract

Donna Walker, Director of Public Services provided information on the E-content vendor contract. The Trustees were advised that the cost of moving e-content is approximately 25% of the original purchase price for each item. The Library will review all e-content prior to

moving that content to make sure there is a return on the investment and the items are high interest.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Baker and Taylor for provision of e-content in a not-to-exceed amount of \$1.5 million. The four year contact terms consists of one year (2017) plus three renewal years. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

Columbine Library Remodel

Dan Killian, Senior Project Manager with NV5 provided an update on the Columbine Library remodel project. The project progress and status report was provided to the Trustees. Pricing review on the Design Development drawings is in line with the budget. The Construction drawings are about 50% complete and on target to be completed March 9. The project will then move to the permitting phase which will take about four weeks. Construction is scheduled to begin in mid-April. The project team is holding bi-weekly meetings. Landscape and furniture design is underway. The lease for the temporary space has been signed with an anticipated moving date of April 10. The team is considering the location of the trash enclosure.

In response to questions, the Trustees were advised of the following:

- Detention pond is the correct term as opposed to a retention pond. The plan is to detain the water for a while, not to retain the water.
- The Library's Facilities Staff is responsible for moving into and setting up the temporary leased space.
- The Library just received the results from the asbestos testing. Samples were taken from several areas of the building and all samples came back negative for asbestos.

CONSENT AGENDA

Nominating Committee report to the Board

Trustees Deborah Deal and John Bodnar, members of the nominating committee, advised the Trustees that the nominations for Board Officers are: Julia Hill-Nichols for Chair, Charles Naumer for Vice-Chair, and Kim Johnson for Secretary. There was discussion on the decision process including the committee's intent to move people through the officer positions and share the responsibilities. The Chair expressed objection to the nominations. The Board did not continue the discussion to acceptance of the nominations.

Bylaws Committee Appointments

The Chair announced the appointment of Kim Johnson as the replacement committee member to review the Board Bylaws (4.4.2D). Trustee Johnson replaces Ben Davis who resigned from the Board in January.

Informational Only: Adopted Sunshine Resolution

The Trustees were provided with a copy of the adopted Sunshine Resolution.

Emerging Issues

Board Recruitment

The Trustees were advised that one recommendation from staff was submitted regarding a potential Library Board candidate. Additionally, the notice sent out to members of the Citizens Advisory Committee regarding the State of the Library meeting included a note about the vacancy on the Library Board. The Library is not aware of any Library Board applications that may have been received by the Board of County Commissioners.

GOVERNING POLICIES

Management Limitations (Monitoring Reports)

Policy 2.0: General Management Constraints

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.1: Treatment of Patrons

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by John Bodnar the motion was delayed for further discussion.

The Chair expressed concern related to the process by which the Library obtains patron consent citing an example of consent related to reading history and only asking the patron once for consent. The Library will review the process and policy and respond.

WITHDRAW MOTION: Julia Hill-Nichols moved to withdraw the motion until further information is received regarding Policy 2.1: Treatment of Patrons. Seconded by John Bodnar the motion to withdraw was accepted by majority vote of all Trustees present.

Policy 2.2: Treatment of Staff

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.3: Financial Condition and Activities

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by Julia Hill Nichols the motion passed by unanimous vote of all Trustees present.

Policy 2.4: Asset Protection

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by Jon Bodnar the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- March 9 – Library Board & BCC Quarterly Meeting – 11:30-12:30 – BCC Board Room
- March 9 – Study Session – 5:30 pm – Administration Conference Room
- March 16 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 13 – Study Session – 5:30 pm – Administration Conference Room
- April 20 – Board Meeting – 5:30 pm – Arvada Library Meeting Room
- May 11 – Study Session – 5:30 pm – Administration Conference Room
- May 18 – Board Meeting – 5:30 pm – Columbine Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Data Provided To the Board

Trustee Bodnar introduced the topic and noted that it would be helpful to the Board if information was provided in advance of the meeting. Specifically, there are a number of PowerPoint presentations where the Board does not receive the information contained in those presentations in advance. The data contained in those presentations would be better received by the Board if Trustees had time to review the data before the presentation. After some discussion the Board reached consensus that they would like to receive a copy of the PowerPoint presentations in advance of the meeting; or at least receive a copy at the meeting.

STEM Competition at the Golden Library

Trustee Deal invited the Board to attend the Girls in STEM competition on February 22, at the Golden Library, between 5:30 and 7:30 pm.

West Chamber Award

The Chair advised the Board that the Library received an award for 25 years of membership in the West Chamber at the Chairman's Gala last Friday night.

Library Board & BCC Quarterly Meeting

The Trustees were reminded of the quarterly meeting with the Board of County Commissioners, March 9, 11:30-12:30. The Chair will contact the Commissioners to see if they have any items for the agenda.

CALL FOR EXECUTIVE SESSION

Trustees review Executive Director's Performance and Compensation (Policy Governance 4.3.6).

MOTION: Julia Hill-Nichols moved to adjourn the regular meeting of the Library Board of Trustees at 6:51 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 6:57 p.m. with the following Trustees present: John Bodnar, Julia Hill-Nichols, Kim Johnson and Deborah Deal. Also present: Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 7:30 p.m., at the request of the Trustees, Pam Nissler, Executive Director joined the Trustees in Executive Session.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:38 p.m. Deborah Deal moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters to review the Executive Director's performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

MOTION: Julia Hill-Nichols moved that due to the outstanding work Pam Nissler receive an increase to the annual salary level of \$152,250 effective January 1, 2017; and receive a \$5,000 one-time bonus. Seconded by Deborah Deal the motion passed by unanimous decision of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 7:43 p.m.

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

John Bodnar, Secretary