

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

March 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 March 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, Kim Johnson and Charles Naumer

Trustees not present: All Trustees were present.

Guests: Owners Representative: Sara Lara, Project Director, NV5; Trevor Khoury, Project Manager, Fransen Pittman General Contractors.

**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; Padma Polepeddi, Manager of Lakewood, Edgewater and Library-2-You; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Deborah Deal moved that the Trustees approve the agenda as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Kim Johnson moved approval of the minutes of the February 9, 2017 Board Study Session. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

**MOTION:** Deborah Deal moved approval of the minutes of the February 16, 2017 Board Meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

No public comment.

### **Host Report: Lakewood Library, Edgewater Library and Library-2-You**

Padma Polepeddi, Manager of Lakewood Library, Edgewater Library and Library-2-You provided highlights of some of the activity at the Edgewater Library. Circulation of Spanish language materials increased over last year especially in children's materials. Adult programs were introduced in January and for the size of the Edgewater Library attendance has been impressive with 11 attendees in January and 18 attendees in February. Cecelia LaFrance, Coordinator for Library-2-You provided information on home services. Recently, one of the most dedicated bookmobile users became unable to come to the bookmobile. Staff signed the patron up for homebound services so she could continue to stay connected to library services. This patron reads close to one book per day and was the winner of the Bookmobile 2015 Summer Reading Prize. Homebound services are provided to more than 200 patrons by one patron experience associate and 28 volunteers. Most of the homebound service users became connected to the program by word of mouth and the thoughtful observations of JCPL's frontline staff. Staff notice holds not being picked up or other people coming in to pick up holds on behalf of the patron. Staff reaches out to these patrons to see if they qualify for homebound services. Kamie Fallert, Lakewood Operations Supervisor updated the Board on developments with the autistic volunteer and his family. The family had written to the Library expressing their appreciation for the Library's role in improving their autistic son's quality of life through the volunteer program. Recently, the Library was advised that the family was moving to Arapahoe County. Kamie contacted the Arapahoe Library and was able to get the volunteer into their library volunteer program. The family reports that their son continues to show improvement in social skills. When he began volunteering at JCPL he would not acknowledge or engage with people. Now, he readily walks up and introduces himself to staff. Kelly Duran, Lakewood Patron Experience Supervisor, provided information on the successful collaboration with the Foothills Genealogical Society. One of the adult outreach librarians advised the Foothills Genealogical Society that he had created an online genealogy course. The course teaches patrons how to use the databases JCPL provides. Registration for the course fills up every time it's offered. Through the outreach efforts and resulting partnership with Foothills Genealogical Society, two classes have been held with over 40 attendees at each class.

The Trustees noted that the type of information provided by staff in the host report would be a good addition to an agenda for one of the quarterly meetings of the Library Board and Board of County Commissioners.

### **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation is reexamining its organizational structure, finances and taking thoughtful consideration on how it is serving the Library and fulfilling its mission. The Foundation will keep the Library updated as it moves forward with this process. There

are several activities coming up including the Friends Annual Breakfast on March 17, at the Wheat Ridge Recreation Center; the Speakeasy event, A Different Drummer, on March 30, at the Ship Rock Grille, Red Rocks Amphitheater. The Foundation is hoping to draw a younger demographic to the Speakeasy event by featuring musicians from The Fray, Big Head Todd and the Monsters and Mary Chapin Carpenter. The event begins at 6:00 pm. The Annual Volunteer Appreciation Luncheon is scheduled for April 29, 11:30 to 1:30, in the Rock Room at Red Rocks Amphitheatre.

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

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. The Library found out today that one of the programs to be eliminated in the President's proposed budget is the Institute of Museum and Library Services which would mean that the grants to libraries will end. The proposed budget cuts will impact broadband access, teaching technology and, most directly in Colorado, cut funding to the State Library. It is anticipated that this will be a topic discussed at National Library Legislative Day (NLLD). Board advocacy may be needed.

### **Budget and Finance Department**

Richard Sosa, Director of Budget and Finance reported on the activities of the Finance department. In order to get the financial report out to the Board without waiting for the County to close the month, the Finance department selected a date and closed the Library books. The financial report was run and provided to the Trustees before the Board Meeting and a report addressing any changes since that selected close date was provided at the Board meeting. Finance would like to move that selected close date to the 25<sup>th</sup> of the month. During this test period, data from the County JDE system has been downloaded to an excel spreadsheet. There are some bugs that are being worked on and Finance believes that they have been fixed. For example, in the report the numbers for supplies have been switched with the numbers for library materials. The charts have been removed from the report as they were not really conveying useful information on a monthly basis. Finance will adjust the financial table so that the last column will reflect a percentage of actual to current budget instead of comparing the current year budget to last year's budget.

In response to question and requests, the Trustees were advised that:

- The County enters the adjustment regarding the amount for urban renewal. The amount is based on an allocation table and calculation. The adjustment is entered at the end of the year.
- The Library builds vacancy savings into the budget and tracks it throughout the year. The negative number is not posted in the financials every month. The vacancy savings will be reported to the Trustees on a quarterly basis.

- The Finance department will add the column headings to the second table under Table2A.
- The County has not yet closed the month of December, 2016

## **Information Technology Department**

### Security Camera Contract Authorization

Pat Klein, Director of Information Technology, presented background information on the Security Camera Project. In response to questions and recommendations, the Trustees were advised that:

- Maintenance is included in the contract.
- The Library will look at the project in the 4<sup>th</sup> quarter to see if it is feasible to complete the entire security camera project this year and request a supplemental appropriation from the Board of County Commissioners to use the Library's fund balance for this purpose.

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to enter into a three year contract with Avant Datacomm Solutions, Inc. for the upgrade and expansion of the Library Security Camera systems to include servers, data storage, Video Management System (VMS) and cameras as required to meet safety and security requirements at each of the Library locations in a not to exceed amount of \$250,000. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

## **Public Services**

### Edgewater Library Project Update: Owner's Representative Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that the Edgewater Project Team is recommending Wember, Inc. to provide Owner's Representative Services for the project. Wember, Inc. will assist JCPL in RFP development, design team selection, project management and assuring that the project meets timelines and budget constraints. The contract is for an amount not to exceed \$117,803 over a two year period, 2017-2018. Wember, Inc. will represent JCPL through the design phase and the construction phase of the project.

In response to questions, the Board was advised that:

- The Library anticipates receiving the space with primary electrical and sewer having been brought into the building.
- The Library anticipates tenant finish on the project to include the construction of walls, doorways, plumbing for bathrooms, electrical work as well as carpet, paint, lighting, furnishings, etc.

- In many respects, managing the Edgewater project is more complex than the Columbine project because the Library does not have the advantage of owning the building/project. The Library does not have the staffing to assign to the project to provide owner's representative services.
- The Owner's Representative will ensure that the Library's Building Program is preserved during the construction phase as well as representing the Library's interests in the number of parking spaces, HVAC systems and humidity controls, and making sure they are allowing for the requirements the Library will need within its space in the building.
- The Owner's Representative Services required of Wember, Inc. contains the exact same requirements that were outlined in the RFP for Owner's Representative Services from NV5 and the Columbine project. That contract amount with NV5 was \$107,785.
- The contract includes a termination clause which states: The Library reserves the right to terminate this Contract, in whole or in part, with or without cause by written notice to the Consultant. In the event of termination, the Consultant shall incur no additional expenses and shall perform no further Services for the Library under this Contract after the date of receipt of the notice of termination, unless otherwise specified by the Library. The Library shall pay the Consultant for all Services satisfactorily performed prior to receipt of the notice of termination and for other services required by the Library to be completed prior to termination and satisfactorily performed.

The Trustees discussed the benefits of having an Owner's Representative for the Edgewater Project, including making sure the project stays on time and on budget.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Wember, Inc. for Owner's Representative Services for tenant finish of the Edgewater Library for both the design phases and construction phases of the project in a not to exceed amount of \$117,803 over a two year period, 2017-2018. Seconded by Deborah Deal the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

### **Columbine Library Remodel**

Sara Lara, Project Director, NV5; and Trevor Khoury, Project Manager, Fransen Pittman General Contractors, provided an update on the Columbine Library Remodel project. Sara introduced Trevor Khoury and advised the Trustees that Trevor Khoury will be involved in the project from this point forward until the end of the project. Trevor has experience working on construction projects involving libraries. Permit drawings at 100% are expected from the architect on Monday (March 20). With those drawings, Fransen Pittman will get final pricing and with that pricing the NV5 will enter into the second phase of the contract. Final Guaranteed Maximum Price (GMP) is anticipated by April 1. NV5 has

that GMP price set at \$2.8 million and Fransen Pittman is targeting \$2.75 million. There is a planning commission hearing on March 29, 6:15 pm in hearing room one at the County Building. The 3.5% contingency for the project is still available. Pricing is expected on April 4, and the GMP will be presented at the April Board meeting. Proposals for move management (moving and storage of items) are due March 17. The temporary lease space for alternative Library services is coming along, with shelving and furniture in place. The lease space opens on April 10. JCPL, Fransen Pittman and NV5 met with the Foothills Recreation District today to discuss logistics of the park amenity renovations occurring at the same time as the library renovation. NV5 is meeting with an audio visual firm next week and will hold another meeting at the end of this month to kick off the bid documents and pricing out the furniture.

## **CONSENT AGENDA**

### **Trustees Elect Board Officers**

The Chair advised the Board that he would like the Trustees to consider developing a more transparent process and procedures for the work of the Nominating Committee. After some discussion, it was determined that such processes would be included in the Board's Bylaws. It was suggested that the Bylaws Committee work with Amber Fisher on potential processes or procedures for Board Committee work. The Chair advised the Board that he was withdrawing his name from the slate of officers considered for the election and called for a vote on the slate as brought forward by the Nominating Committee.

The Trustees expressed their appreciation to the Chair for his leadership and service to the Board over the last 15 months.

**MOTION:** Deborah Deal moved that the Library Board of Trustees vote to approve the slate of officers as presented by the Nominating Committee and vote to elect those officers as follows: Julia Hill-Nichols as Chair for the term April 2017 to March 2019; Charles Naumer as Vice-Chair for the term April 2017 to March 2018; and Kim Johnson as Secretary for the term April 2017 to March 2018. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

### **Emerging Issues**

Trustee Naumer inquired as to whether or not the Board wanted to engage in any discussion regarding the copy of a letter the Board received from a citizen to the Board of County Commissioners. Trustee Hill-Nichols noted that the Board received and approved of the staff's response. The Trustees agreed that it was not up the Board to respond to the letter.

## **BOARD SCHEDULE – NEXT MEETINGS**

- 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 – Belmar Library Meeting Room
- June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5<sup>th</sup> Floor Conference Room
- June 8 – Study Session – 5:30 pm – Administration Conference Room
- June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

### **ADJOURNMENT**

The Board meeting was adjourned at 6:47 p.m.

A handwritten signature in black ink, appearing to read 'John Bodnar', with a large, stylized initial 'J' and 'B'.

John Bodnar, Secretary