

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

May 18, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on May 18, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: None

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Rebecca Winning, Director of Communications; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the April 13, 2017 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the April 20, 2017 Board meeting. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Anita Springsteen of Lakewood, Colorado addressed the Board and requested that the Jefferson County Public Library (JCPL) eliminate fines and fees on children and young adult materials and to reduce the replacement costs. Ms. Springsteen noted that these charges

disproportionately affects children, especially low income families and curtails their use of the library. She further noted that JCPL has discussed this topic over the last couple of years; and that it is her understanding that this is proposed in the draft 2018 JCPL budget and encouraged the Board to approve that item in the budget. Ms. Springsteen noted research that indicates the administrative costs for collecting fines and fees are often equal to or exceed the revenue from fines and fees. Ms. Springsteen stated that JCPL should be known as a friendly place that invites children back rather than shames them or augments or sustains its budget on five year olds. In summary Ms. Springsteen asked that the Board consider changing the policy to be more in line with many other libraries in Colorado and across the nation. The Chair thanked Ms. Springsteen for attending the meeting and sharing her thoughts with the Board.

FOUNDATION REPORT

Julia Hill-Nichols provided an update on the activities of the Foundation. The Foundation has been working on grant writing and getting more grants for specific needs of the Library which is a good focus and direction for the Foundation. As reported before, Charles Naumer, Deborah Deal and Pam Nissler are volunteering their time to work on various teams that were established to take a solid look at the Foundation. The work teams hope to have some proposals to the Foundation Board by the end of June that will strengthen the organization and the direction it is going. The Foundation applied with the City of Lakewood for a grant to fund A/V equipment in some of the community meeting rooms. Part of the process includes a presentation to the Lakewood City Council. The meeting is Monday, May 22, and Board members were encouraged to attend and show their support of this effort. The Chair will have Jo Schantz send an email to the Library Board with more information.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Library is working hard on the 2018 budget. As the Board was advised, Richard Sosa submitted his resignation. Gloria Overholt, former Director of Finance for the Library has agreed to work with JCPL through the budget process and transition. At the Study Session, the Executive Director advised the Board that the Senior Management Team would provide topic suggestions for the quarterly meeting with the Board of County Commissioners on June 8, 2017. The Board was asked to consider the “delivering on our promises” video and sharing the Library’s corporate documents (2016 Annual Report, 2017 Strategic Plan and 2017 Budget). In response to Trustee Johnson’s request at the May 11, 2017 Study Session, the Executive Director contacted several libraries to get information on how JCPL compares to other libraries with regard to the Board’s governance budget. That information was provided to the Board. Trustee Johnson expressed appreciation for the information.

Budget and Finance Department

The Chair advised the Board that if they had specific questions regarding the financial report, those questions will be recorded and provided to the Executive Director for response. As there were no questions from the Board, the Chair asked the Board to review the financial reports over the next couple of weeks and send any questions to the Executive Director.

Public Services

Columbine Library Remodel – Humphries Poli Architects

Julianne Rist, Director of Public Services advised the Board that information on the additional design fees was provided to the Board in April. In response to a question, the Board was advised that the initial estimate for the additional design fees was slightly higher.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to authorize a payment in the amount of \$19,195 to Humphries Poli for additional design fees for the Columbine Remodel Project. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Columbine Shelving Contract Authorization

Julianne Rist noted that at the May 11, 2017 Study Session, the Board requested that the Library bring the request for the shelving contract authorization to the May 18, 2017 Board meeting. At that time, the Board noted that the funds for shelving in the Columbine Remodel project had already been approved by the Board.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with the selected vendor for shelving as long as the bid is within the Columbine Remodel Project Budget and the vendor can meet the delivery date of August 21, 2017. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Update on the Columbine Library Remodel

The Chair advised the Board that there would not be a presentation on updates regarding the Columbine Library Remodel and questions regarding the written report can be provided to the Executive Director for response at a later date. The Executive Director advised the Board that the water damage mentioned in the report has been evaluated and it was determined that the damage was old, the windows are sealed and no water is continuing to come in.

Update on the Edgewater Library Project

The Chair advised the Board that there would not be a presentation on updates regarding the Edgewater Library Project and questions regarding the written report can be provided to the Executive Director for response at a later date.

EMPLOYEE RELATIONS & DEVELOPMENT

The Chair advised the Board that additional information on the selected vendor the organizational analysis was provided in advance of the meeting. Sandie Coutts, Director of Employee Relations and Development addressed the Board and noted that information provided by the County and Mountain States Employers Council placed the cost of a FTE position to perform the work at \$104,000 to \$150,000. In response to questions, the Board was advised that:

- It is anticipated that the analysis could improve efficiencies related to organizational structure and/or realignment of job duties.
- The Library did an extensive review of County services in the feasibility study that looked at the services the County provided and what those services looked like in the marketplace. The feasibility study indicated that the County provided a better deal.
- The vendor will look at all levels of the organization and the Library could include a request that they also look at County services.
- The list of deliverables was already provided to the Board in the information packet distributed earlier in the week.

Organizational Analysis Contract Authorization

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Government Performance Solutions, Inc. in the amount of \$82,500. Seconded by Charles Naumer the motion passed by majority vote of all Trustees present with Deborah Deal voting against the motion.

CONSENT AGENDA

2018 Governance Budget

MOTION: John Bodnar moved that the Library Board of Trustees adopt the proposed 2018 Governance Budget as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room
- June 8 – Study Session – 5:30 pm – Administration Conference Room
- June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 13 – Study Session – 5:30 pm – Administration Conference Room
- July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room

- August 10 – Study Session – 5:30 pm – Administration Conference Room
- August 17 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 6:08 p.m.

A handwritten signature in cursive script that reads "Kimberly D. Johnson".

Kim Johnson, Secretary