

Minutes of the **Joint** Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 21, 2017

CALL TO ORDER – JOINT MEETING

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held in the Belmar Library meeting room on September 21, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the joint meeting to order at 4:48 p.m. Other Trustees present; Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Brian DeLaet and Deborah Deal.

Trustees not present: All Trustees were present.

Jefferson County Library Foundation Board members and staff present: Tami Bandimere-Shrader (President); Jo Schantz (Foundation Executive Director); Jamie Tafoya (Secretary); Ana Rojas-Artica (Treasurer); Sally Reed, TJ Bowen; Neal Browne; Ron Marquez; Tim Rogers; and Tiffany Fulbright.

Library Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Gloria Overholt, Interim Director of Budget & Finance; Julianne Rist, Director of Public Services; Sandie Coutts, Director of Employee Relations & Development; Pat Klein, Director of Information Technology; Rebecca Winning, Director of Communications; Steve Chestnut, Director of Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Jessica Emmett, Actualize Marketing

Welcome and Introduction

The meeting opened with Julia Hill-Nichols, Library Board Chair, initiating introductions of the Library Trustees and Foundation Board members.

Brand Presentation

Rebecca Winning, Director of Communications addressed the Boards and introduced Jessica Emmett with Actualize Marketing, who presented information on the Library's brand codification project. The project included the development of a brand platform that provides the best foundation for telling a compelling story about JCPL today and well into the future. Actualize performed a thorough review of branding background materials, conducted in-depth interview with the strategic marketing team, analyzed the online staff survey, completed industry research and feedback exercises with the combined

management team, public services management team and developed a team of brand ambassadors. All this information provided a keen understanding of why JCPL matters to its patrons and communities. Actualize Marketing closely examined what JCPL does best, what patrons want the most and what competitors are overlooking to help JCPL develop a brand platform that:

- Speaks to the heritage, purpose, and permanence of libraries in our communities.
- Captures JCPL's values and the unwavering commitment of our staff.
- Gives us a platform to show patrons everything they can be and do with the resources available to them at JCPL

The positioning statement created to tell the story of JCPL: Always Be. Jefferson County Public Library will always be here to connect you to the people, ideas, and inspiration for whatever's next. Define your destination, and we'll help you to get there. So you can always be learning. Always be creating. And always be discovering something new.

Next steps in the process includes continued collaboration with the public services management team and the combined management team to implement the brand in day-to-day interactions. There will an internal launch of the brand platform at the All Staff Conference on October 9. Development of the external launch campaign and completion of the new website is expected in December 2017.

Naming Program Overview

Rebecca shared the solicitation package for the Columbine Library naming opportunities. Naming opportunities are offered to support programs and resources and assist JCPL's efforts to enhance positive community outcomes in literacy, education, workforce development, economic development, equal access to technology and lifelong learning. Naming opportunities are offered in conjunction with the Library's facilities-update cycle (generally every ten years) with first right of renewal. They are recognized with prominently displayed signage on selected rooms/locations, and in the Library and Library Foundation's annual report, websites and social medial channels. Naming opportunities are governed by Jefferson County Public Library policies and guidelines, are subject to approval from the Library Board of Trustees, and administered through the Jefferson County Library Foundation.

Highlights from 2016/2017 – Jo Schantz

Jo Schantz, Executive Director of the Jefferson County Library Foundation, presented an overview of the Foundation's 2016/2017 activities and highlights. Some of those highlights included:

- Fundraising events – Two whale sales: Fall 2016 Whale of a Used Book Sale \$59,036; and the Spring 2017 Whale of a Used Book Sale \$71,595.
- 2016 Holiday Book Sales at Columbine and Standley Lake \$6,460.
- 2016 Rare & Novel benefit \$19,00
- (59,036 and 71,595) also holiday book sale 6,460
- 2016 rare and novel benefit – 19,000
- Donations and online book sales: Colorado Gives Day and Year-End Appeal \$23,906; 2016 Bequests and Memorial Gifts \$8,828; Online Book Sales \$45,000
- Grants received from November 2016 to September 2017 \$58,310
- Friends of the Library volunteered more than 10,00 hours in 2016. sales – online book sales 45,000

In 2016 the Foundation provided \$133,798 to support Library programs and services.

Upcoming book sales and fund raising events:

- 2017 Fall Whale of a Book Sale: October 26, 27, 28 and 29, at the Jefferson County Fairgrounds
- Royal Tea with Royalty, November 10, 2017, 3:30-5:30 at The Briarwood Inn

Earlier in the year stakeholder committees were formed to review key areas of the Foundation and provide recommendations. A final report from the executive committee is being developed.

Julia Hill Nichols and Tami Shrader expressed appreciation to the staffs and volunteers of the Library and Foundation for their continued dedication to making JCPL the center of the communities in Jefferson County.

The **Joint** meeting was adjourned at 5:30 p.m.

REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, September 21, 2017

CALL TO ORDER – REGULAR MEETING OF THE LIBRARY TRUSTEES

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 21, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the joint meeting to order at 5:40 p.m. Other Trustees present; Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Brian DeLaet and Deborah Deal.

Trustees not present: All Trustees were present.

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; Steve Chestnut, Director of Facilities and Construction Projects; Gloria Overholt, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Dan Killian, Senior Project Manager, NV5

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 August 10, 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 August 17, 2017 Board meeting. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. At the September Study session a request was made for an update on the outdoor learning environment project. The design team for the outdoor active learning environment project at Standley Lake Library met with the vendor and plan to have a design concept ready by the end of November. Construction would probably start in the spring when the weather is better. At the September Study Session, the Library presented information on the purchase of a van for Library-2-You services. County Fleet managed the bidding process and has informed the Library that they received only one response and that bidder could not meet the delivery deadline of December 15. Library Staff and County Fleet will be reevaluating the RFP and plan to purchase the van next year. In response to a question, the Executive Director advised the Board that part of the reevaluation would include how much of an impact the deadline date had on the lack of responses to the RFP.

Budget and Finance Department

Budget to Actual

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department. Gloria advised the Board that this month the Finance Department is starting the projections for year-end. At this time, the Library anticipates having \$765,000 at year-end that will go into the fund balance, which will bring the fund close to the maximum amount. In response to a question, the Board was advised that in the capital budget, the difference between encumbered funds is a timing issue. Purchase orders have not been issued but the Library fully expects to utilize the funds.

Columbine Remodel Budget

As requested by the Board, Gloria Overholt presented a draft document with additional detailed information for the Columbine remodel budget. The report included detailed budget and actual numbers in a project-to-date format, as well as the timeline of when budgets were approved, transferred or amended. This report will allow the Board and staff to quickly grasp the costs of each construction project from inception-to-date. The reports will be prepared by the Finance unit, balanced to general ledger and to the reports provided by the construction managers. Any discrepancies will be investigated to ensure the reports agree. The Executive Director noted that in 2016 the placeholder for the Columbine Remodel project was \$90,000. When the actual costs came in funds were transferred by the finance director to the project budget and was not brought to the Board, as is the practice on capital projects. The Board was asked for feedback on the draft documents for the Columbine Remodel Project. The Board reached consensus on the project summary format and its use in future capital projects. In response to a question, the Board was advised that the construction contingency budget was based on 4% of the \$4.0 million estimated construction cost. The Library designated a project contingency budget of \$250,000 to cover project costs that were unanticipated and that were not construction related such as the need to replace all cables.

Edgewater Budget

The 2017 capital projects budget contained the following two projects:

- 17-07 Edgewater Project \$80,000
- 17-12 Current Year Facility Expansion \$80,000

The original intent of the 17-12 Facility Expansion budget was to have funds available to start a facility remodel in the event that the voters of Edgewater did not approve the Edgewater project. The election was successful and the Edgewater project is moving forward. That \$80,000 budget should be combined with the existing 17-07 Edgewater budget, for a total 2017 budget of \$160,000 for project planning. The funds will be used for

the owner's representative and architect services. The Board has previously approved the contracts for Wember, Inc. as owner's representative and Humphries Poli Architects as multi-year contracts.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the transfer of \$80,000 from capital project 17-12 Current Year Facility Expansion to capital project 17-07 Edgewater Project. Seconded by Kim Johnson the motion was approved by unanimous vote of all Trustees present.

Public Services

Columbine Library Remodel Project Update – Dan Killian, NV5

Dan Killian, Senior Project Manager, NV5, provided an update on the Columbine project. Progress is moving rapidly. Shelving is being unpacked and will be assembled Monday morning. Fire alarm systems testing will take place on Tuesday. The front entrance canopy is being installed. The first books went through the new sorter and programming is underway. The acoustic panels are in route from Canada and they must be installed before shelving, and books can be placed beneath the panels.

NV5 Contract Amendment

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and noted that the NV5 contract was provided as requested at the September Study Session.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to amend the contract with NV5 to add an additional 2 months of performance period for the sum of \$10,000. Seconded by Brian DeLaet the motion was suspended for further discussion.

There was wide ranging discussion by the Trustees regarding the terms of the contract, including the scope, timeline, NV5 philosophy and whether or not the Library owes the additional funds. The Trustees felt very strongly that when the timeline changed due to planning and zoning issues, this should have been brought before the Board and the Library could have negotiated. The Trustees voiced extreme concern regarding the lack of a notice of delay and change order. It was expressed that the Board has been placed in a difficult position between a relationship with a vendor who is doing a great job and their responsibility to the taxpayers. The discussion included a suggestion that the contract go to the County Attorney to determine if the Library owes the money under the terms of the contract and if the Library does owe the money it should be at the regular rate. The Executive Director advised the Board that the Library does not have the capacity to take over owner's representative responsibilities to complete the project. Steve Chestnut acknowledged and extended apologies for his oversight in not bringing this before the Board earlier. It was confirmed that the original timeline ended in August.

Dan Killian addressed the Board and noted that when the proposal was developed it was estimated that the project would be completed in 14 months. Due to planning and zoning issues and delays, the construction project timeline went from four months to six months. Mr. Killian stated that regardless of the Board's decision he would not walk off the job. The Board voiced extreme concern of the lack of notice of a delay and change order, and restated their position that the Library take the necessary steps to make sure this does not happen again.

The Chair addressed the Board, confirmed no further discussion was desired, and noted the motion before them.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to amend the contract with NV5 to add an additional 2 months of performance period for the sum of \$10,000. Seconded by Brian DeLaet the motion was approved by majority vote of all Trustees present with Trustees Deborah Deal and John Bodnar voting against the motion.

Edgewater Library Update

Julianne Rist, Director of Public Services, provided an update to the Board on the Edgewater Library project. The project team met with Humphries Poli and the community meetings have been scheduled for September 28, and 30. The groundbreaking ceremony will take place this Saturday, September 23. The RFP for the general contractor closed yesterday (September 20) with nine firms submitting proposals. The Library expects to bring that contract to the Board in October.

MidWest Tape Contract

Julianne Rist addressed the Board and introduced Debbie Mikash, Collections Services manager who provided information on the MidWest Tape contract. MidWest Tape is the primary A/V vendor. JCPL is refreshing the Columbine Library collection and has spent \$90,000 so far on just DVDs for children. For the new Edgewater Library JCPL will need to purchase an entire collection at approximately \$950,000 and will exceed the current \$2.0 million in the not to exceed contract. In response to a question, the Board was advised that materials purchased for Edgewater would circulate throughout the entire system for all of Jefferson County.

MOTION: John Bodnar moved that the Library Board of Trustees authorize an increase of the not to exceed amount for MidWest Tape to \$3,000,000 for the 2018 annual renewal and increase the not to exceed amount for the remaining 3 annual renewals, as needed, as long as the amount will be supported by the books and material budget set by the Board. Seconded by Kim Johnson the motion was approved by unanimous vote of all Trustees present.

Facilities Department

Facility Master Plan Contract

Julianne Rist, Director of Public Services, presented information on the project and selected consultant for the project. The consultant will be expected to plan, administer, manage and execute the work necessary to provide a full analysis of JCPL's current and future facility needs, including types of services and locations to achieve its strategic and operational goals. Group 4 was selected by the committee. Group 4 was also very open to leveraging the work already completed by JCPL rather than duplicating it. All of the references came back with glowing reports and the statement they would work with the firm again. Group 4 acknowledged that completing the plan by the end of the year is an aggressive timeline but believe it is workable as long as work can start right away. Staff finalized the scope of work and pricing from September 12-18.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Group 4 Architecture Research & Planning, Inc. for the completion of the Long Range Facility Master Plan in the amount of \$78,600. Seconded by John Bodnar the motion was approved by unanimous vote of all Trustees present.

Communications Department

The Chair addressed the Board and noted the two naming agreements before them.

Naming Agreement, Hill-Nichols

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and Julia Hill-Nichols. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

Naming Agreement, Buell Foundation

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and the Buell Foundation. Seconded by John Bodnar the motion was approved by unanimous vote of all Trustees present.

EMERGING ISSUES

The Executive Director advised the Board that JCPL is experiencing increasing numbers of security issues at more libraries. JCPL initially had a security guard at the Arvada Library. A security guard was added to the Belmar Library due to increasing security incidents. JCPL is expanding the use of security guards to also include the Lakewood and Standley

Lake libraries. The funds to cover the increased security costs have been accommodated in the current budget.

BOARD SCHEDULE – NEXT MEETINGS

- September 28 – BCC & Library Board – 9:30-10:30 – BCC Board Room
- October 12 – Study Session – 5:30 pm – Administration Conference Room
- October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
- November 9 – Study Session – 5:30 pm – Administration Conference Room
- November 16 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- December 14 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

In response to a question, the Board was advised that the Library has not received official notice from the Board of County Commissioners regarding Library Board appointments.

ADJOURNMENT

The Board meeting was adjourned at 6:48 p.m.



Kim Johnson, Secretary