

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 16, 2017



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 16, 2017 – LAKEWOOD LIBRARY MEETING ROOM
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2.	<b>Pledge of Allegiance</b>
3. Action	<b>Approve Agenda</b> <b>Call for motion and second</b>
4. Action	<b>Approval of Minutes</b> <b>Call for motion and second</b> <ul style="list-style-type: none"> <li>October 12, 2017 Study Session Minutes</li> <li>October 19, 2017 Board Meeting Minutes</li> </ul>
5.	<b>Public Comment</b>
6. Information	<ul style="list-style-type: none"> <li>Foundation Report – Jo Schantz</li> </ul>
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> <li><b>Executive Director Update</b></li> <li><b>Finance Department</b> – Gloria Overholt, Interim Director of Budget &amp; Finance <ul style="list-style-type: none"> <li>Financial Reports</li> <li>Capital Projects Carryforward</li> </ul> </li> <li><b>Public Services Department</b> <ul style="list-style-type: none"> <li><b>Edgewater Update</b> – Paul Wember</li> </ul> </li> <li><b>Communications Department</b> – Rebecca Winning <ul style="list-style-type: none"> <li><b>Action Item – Call For Motion:</b> CORA Policy Authorization</li> </ul> </li> <li><b>Facilities Department</b> – Steve Chestnut <ul style="list-style-type: none"> <li><b>Action Item – Call For Motion:</b> Kleen Tech Contract Authorization</li> </ul> </li> </ul>
8. Action as Needed	<b>Consent Agenda (4.3.4)</b> <ul style="list-style-type: none"> <li>Review of Proposed 2018 Governance Process Calendar (for adoption at the December 14, 2017 Board Meeting)</li> </ul>
9. Emerging Issues Action as Needed	
10. Action as Needed	<b>Ends</b> <ul style="list-style-type: none"> <li>No items</li> </ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Action as Needed	<b>Governing Policies: Management Limitations (Monitoring Reports)</b> <ul style="list-style-type: none"><li>No items</li></ul>
12. Suggest Agenda Items	<b>BOARD SCHEDULE – NEXT MEETINGS</b> <ul style="list-style-type: none"><li>December 14 – BCC &amp; Library Board Quarterly Meeting – 11:30-12:30 – BCC Board Room, 5<sup>th</sup> Floor</li><li>December 14 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>January 11 – Study Session – 5:30 pm – Administration Conference Room</li><li>January 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>February 8 – Study Session – 5:30 pm – Administration Conference Room</li><li>February 13 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>March 8 – Study Session – Administration Conference Room</li><li>March 15 – Board Meeting – Lakewood Library Meeting Room</li></ul>
13. Discussion	<b>Board Questions or Comments Related to Items on the Meeting Agenda</b>
14. Discussion	<b>Evaluate Board Meeting (4.1.9)</b>
15. Information	<b>Announcements/General Information Sharing</b> <ul style="list-style-type: none"><li>Report of the Chair – Correspondence, Other</li><li>Other Announcements</li></ul>
16. EXECUTIVE SESSION Action	<b>EXECUTIVE SESSION:</b> <b>Action Item - Call for Motion:</b> To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel Matters.
17. Reconvene Regular Meeting	<b>Executive Session Summary</b>
18. Adjournment	

## **APPROVAL OF MINUTES**

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**October 12, 2017 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Revised 2018 Budget: Assessed Valuation
- Bibliotheca Contract Information
- Kleen-Tech Contract Information
- Edgewater General Contractor Contract Information
- Landscape Contract Information
- Evergreen Library HVAC Rebuild
- Exterior Lighting Upgrade
- Naming Agreement – Columbine
- 2018 Board Study Session & Meeting Schedule

**Call to Order**

Julia Hill-Nichols, Chair, called the Study Session to order at 5:30 p.m.

**Other Trustees present:** Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

**Trustees not present:** All Trustees were present

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

**Welcome to New trustee Pam Anderson**

The Chair welcomed Pam Anderson to the Library Board and expressed appreciation for her service.

The Chair noted that she attended the Library's All Staff Conference on October 9. The Chair encouraged fellow Board members to attend next year to get an appreciation of the dedication and energy of the Library staff. The Chair stated that it was an awe-inspiring experience to see the hundreds of people who are delivering services to our residents.

### **Revised 2018 Budget: Assessed Valuation**

Gloria Overholt, Interim Director of Budget and Finance introduced the topic and addressed the Board. At the Board's June 15, 2017 meeting the 2018 Proposed Budget was presented by staff and approved by the Board. At that time, the final assessed valuation used to calculate the anticipated property tax was not available. The Board was advised that the numbers were not final and could change. The property tax originally estimated of \$40,023,672 was based on 4.000 mills on \$10,005,915,024 of assessed valuation. Subsequently the assessed valuation from the County Assessor's office is reported to be \$9,341,198,598, net of Urban Renewal. Based on this new figure the property tax to be realized is projected to be \$37,459,994. This results in a reduction of \$2,563,678 in revenue for the 2018 budget year. An increase to the Salaries and Benefits budget of \$75,648 reflects the increased cost of health benefits and increases the difference to \$2,639,326.

The Board was presented with options to address the shortfall, including:

- Increase the mills for 2018 from 4.000 to 4.285. Increased mills of 4.285 will result in revenues of \$40,027,036
- Reduce expenditures to match the reduction in revenue; reduce Capital Projects by only funding the Edgewater Library Project and release the remaining capital projects (\$2.7 million); or reduce the materials budget from \$9.4 million to \$6.8 million
- Use fund balance to close the gap. The Fund Balance can be used to fund the Edgewater Construction Project in the amount of \$2,600,000, per Board's Fund Balance Policy.

The Board was advised that it is the recommendation of staff that the Board approve using the fund balance for the following reasons:

- At the end of 2017, fund balance is projected to be at the topmost level allowed by the Board's Fund Balance Policy.
- Paying for Capital Projects with fund balance is a primary use of fund balance and is in keeping with past practices. It allows large construction projects to be cash funded rather than funded through debt.
- Fund Balance Policy states Board may approve use of fund balance as the Board believes is in the best interest of the Library.

The Chair noted that she is not in favor of slowing down on the Library's capital projects and not in favor of increasing mills. Another Board member echoed this sentiment. The Board was advised that the Library would be asking for their direction at the October Board meeting next week.

### **Bibliotheca Contract Information**

Pat Kline, Director of Information Technology introduced the topic and noted that, as the Board was aware, the Library has six sorters that were purchased from Bibliotheca several years ago. A certain amount of maintenance was included in that original purchase. That maintenance period expired earlier this year. The Library has been asking Bibliotheca since August 2016 for a quote for a maintenance agreement. In April 2017, Bibliotheca responded with a quote of \$196,000 and did not include a maintenance agreement. The Library responded and advised Bibliotheca that the Library did not have that amount budgeted, would need a maintenance agreement and countered with \$100,000 for 2017 and \$160,000 for 2018 (minus Columbine). Bibliotheca initially rejected the Library's counter offer, and then accepted the offer this morning. The County Attorney is reviewing the maintenance contract. The contract would begin in 2017 and continue for approximately three years budgeted in yearly amounts of \$160,000 unless reduced due to sorter replacements. The Library will be asking the Board to approve the contract.

In response to questions, the Board was advised that:

- The Library does need to have a maintenance agreement for the sorters. Without an agreement, the company could charge whatever they want.
- Bibliotheca has been providing service all this year without a contract and their service has improved. The Library also purchased the new kiosks from Bibliotheca and they have been doing well on with maintenance on the kiosks.
- The Library has included the replacement of two sorters in its 2018 budget.
- The maintenance for the new sorter for Columbine is approximately \$18,000 per year. Which is 8% of the original cost of that sorter. Bibliotheca's maintenance cost is approximately 12-13% of the original cost of the sorter(s). Each original sorter did not have the exact same cost due to the specific design and elements of each sorter so that they would work for the location in which they were installed.
- Sorter maintenance includes the mechanics of the machine, the computer and software. Mechanics include belts, rollers, sensors, tables, bins, pulleys, belts, etc. The Library's facilities staff performs some maintenance functions on the sorters and has a small inventory of parts to make repairs.
- The sorters include computers that are supported by Bibliotheca and the Library does not have access to those computers to perform maintenance or upgrades.
- The sorters are older and have failed. The Library has been able to get support from Bibliotheca and get their technicians on site much quicker than in the past.
- Many of the parts, mostly larger components and some electronics for the sorters are no longer being manufactured. The parts from the Columbine sorter have been saved to use for replacement parts.



- The maintenance costs are calculated by the original cost of each sorter so as the number of sorters decreases the cost of the maintenance will be reduced.
- The Library has discussed accelerating sorter replacement and did increase the number of sorter replacements per year from the original plan. The Senior Management Team determined that two replacements is what the Library has the capacity to handle. Sorter replacement can be very disruptive and during removal, installation and testing, materials must be manually processed which requires additional staffing resources.
- The Library will look at the possibility of increasing the current replacement plan and return to the board with options including the pros and cons.

### **Kleen-Tech Contract Information**

Steve Chestnut, Director of Facilities and Construction projects introduced the topic. The Library is negotiating the terms of a renewal of the contract. The terms of the contract signed in 2015 included four one-year renewals. The current renewal is due October 31. Kleen-Tech was hesitant to renew due to changes in the minimum wage law that increased their costs that were not provided for in the contract. Kleen-Tech will continue service to the end of the year during which time negotiations will continue. The Library is willing to consider labor costs and has requested information specific to those costs. The Library is very pleased with the services Kleen-Tech provides and will work to build minimum wage increases into the contract.

### **Edgewater General Contractor Contract Information**

Steve Chestnut addressed the Board and provided information on the processes to select a general contractor for the Edgewater Library project. The Library issued a Request for Proposals (RFP) and received nine responses. The project team including the Owner's Representative, Paul Wember, and the project architect, Humphries Poli, reviewed the proposals and selected three firms to interview. The project team is entering into negotiations with the highest ranked firm and anticipates bringing a recommendation for contract authorization to the Board at the October 19, meeting. In response to a question, the Board was advised that the Edgewater Project is a multi-use facility and the Library is contracting for the interior work on the new Edgewater Library portion of the facility. In response to a request, the Library will not refer to the \$2.6 million budget number as the total cost of the project, as that number does not include the \$160,000 planning budget.

### **Landscape Contract Information**

Steve Chestnut provided information to the Board on the Library's contract for landscaping services with CoCal Landscape Services that expires on October 31. This is the final year of the 4-year contract, which started April 2013, and ends October 31,

2017. The Library has decided to go out for bid for landscaping services. A request for proposal (RFP) will be posted after receiving a sample contract back from the County Attorney's Office. After proposals are received, a vendor will be selected quickly to ensure a seamless transition between the current landscape contractor, CoCal, and our newly selected contractor. In response to questions, the Board was advised that the services provided on this contract are seasonal and typically run from April to October and snow removal is a separate contract.

### **Evergreen Library HVAC Rebuild**

Steve Chestnut addressed the Board and provided information on the Evergreen Library HVAC system. The system is almost 20 years old and it is time to refurbish some of the mechanical equipment including the air handler, motor, and sump pumps. After inspecting the boiler, it was determined that there are still a couple of years left in its performance cycle. The Library issued an RFP, received three responses and selected Tolin Mechanical. The Library anticipates requesting contract authorization at the October Board meeting. In response to questions, the Board was advised that:

- The original budget for the project was \$135,000, which included replacement of the boiler. The Library had the boiler evaluated and determined that it did not need to be replaced at this time.
- The Library anticipates the replacement cost of the boiler in a couple of years to be approximately \$70,000.
- The scope of the work on the Evergreen HVAC system would not need to be redone for any remodel project for that Library. For the Belmar Library, it is anticipated that as part of that remodel, the HVAC system will be replaced.
- The Columbine Library HVAC system was not impacted by the remodel since much of that location's HVAC equipment had recently been replaced and was in great shape.

### **Exterior Lighting Upgrade**

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board. The LED exterior lighting project is a part of the Library's capital maintenance projects and the last piece of the energy efficiency project. The Library has not received the information needed to amend the contract and this project is on hold. As soon as the necessary information is received, the Library anticipates bringing this project back before the Board. In response to questions, the Board was advised that:

- Part of the lighting project involves some security issues around unlit areas.
- The Library complies with all requirements and works to ensure that no light spreads beyond library property.

- The Library will pursue any energy efficiency rebates that might be available and associated with this project.

### **Naming Agreement – Columbine**

Rebecca Winning addressed the Board and provided information on the naming guidelines and the Board's opportunity to recognize someone who has significantly contributed to the work of the Jefferson County Public Library. The Library believes that Bill Knott has exceeded that level of recognition through 37 years of service. The Board was presented with a Resolution honoring Bill Knott's and his many accomplishments on behalf of the Jefferson County Public Library and naming the Play and Learn area of the Child Discovery Center at the Columbine Library in honor of Bill Knott.

**MOTION:** Deborah Deal moved that the Library Board of Trustees adopt the Resolution Supporting the naming agreement to honor Bill Knott. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

The full resolution follows:

### **RESOLUTION NO.: LB 10-12-17**

**WHEREAS,** The Board of Trustees of the Jefferson County Public Library desires to honor Bill Knott for his sustained and distinguished service to the Library from 1971 to 2008. The depth and breadth of the contributions are obvious and reflect a dedication and beneficence to the Library that deserves our deepest gratitude and our highest recognition.

**WHEREAS,** The Board of Trustees of the Jefferson County Public Library acknowledges and recognizes Bill Knott's contributions to the citizens of Jefferson County. When Knott was named CEO in 1971, JCPL was a small library system with 11 small libraries (including six one-room locations) and a bookmobile, offering 207,517 items to 235,000 residents. During his tenure he led the Library through the following accomplishments:

- New Evergreen Library opens (1971)
- Lakewood Library opens in its current location (1976)
- JCPL becomes the first public library in Colorado and one of the first nationally to offer an online public catalog for patron use (1976)
- Wheat Ridge Library opens in its current location (1979)
- Jefferson County residents pass a mill-levy increase to build new libraries in high-growth area and to improve library service in existing facilities (1986)

- Edgewater library becomes the first “new” facility for JCPL after the referendum. (1987)
- New Columbine Library Opens on Bowles Avenue in Littleton (1989)
- New Standley Lake Library opens at its current location (1991)
- The Evergreen Library opens in its current location (1993)
- JCPL becomes the first public library to request that Innovative Interfaces Inc. build a system that would support a shared collection (1995)
- Golden Library moves to its current location (1996)
- Conifer Library opens in Conifer High School (1999)
- JCPL is a leader in creating the Colorado PLUS and Prospector Interlibrary Loan systems, as well as the Colorado shared library card project, allowing Jefferson County library patrons to use their cards at any Colorado library (1999)
- New Belmar library opens in the Lakewood City Commons (2000)
- Ask A Librarian, an email reference service, debuts (2002)
- Computer reservation system is established (2003)
- New Arvada Library opens in Olde Town Arvada (2006)

**WHEREAS**, Bill Knott was a passionate champion for early literacy, intellectual freedom and service to the community. By the time he retired in 2008, JCPL was a robust library system, offering 1.3 million items to 538,000 residents, circulating more than 6.5 million items annually and hosting more than 2.7 million in-library visits and 3.6 million online visits every year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Jefferson County Public Library recognizes that the depth and breadth of Bill Knott’s contributions are evident and compelling, and reflect a dedication and beneficence to the Library that deserves our deepest gratitude. Consequently, the Board of Trustees resolves that the Play and Learn Area in the Columbine Library’s Children’s Discover Together Center be named in honor of Bill Knott.

**ADOPTED AND APPROVED** this 12th day of October, 2017.

### **2018 Board Study Session & Meeting Schedule**

The Board was provided with the proposed schedule and will be asked to approve the schedule at the October Board meeting.

## **ADJOURNMENT**

The study session was adjourned at 6:18p.m.

Kim Johnson, Secretary

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
October 19, 2017

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on October 19, 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), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Dan Killian, Senior Project Manager, NV5; Paul Wember, President, Wember, Inc.

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; 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; Danny Lagage, IT Operations Manager; Barbara Yeutter-Roig, Columbine Library Manager; 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:** Charles Naumer moved approval of the minutes of the September 14, 2017 Study Session. Seconded by Kim Johnson the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

**MOTION:** Brian DeLaet moved approval of the minutes of the September 21, 2017 Board meeting. Seconded by Deborah Deal the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

**PUBLIC COMMENT**

Tom Atkins, expressed appreciation to the Board and staff stating it was wonderful to see the result of the mill levy bearing fruit.

## **FOUNDATION REPORT**

Jo Schantz provided an update on the activities of the Foundation. So far, the Foundation has \$85,000 in grants. Jo expressed appreciation to library staff for helping put together information for successful proposals. An anonymous donor has indicated they will submit another \$20,000 for the outdoor learning environment at Standley Lake. The Whale Sale is October 27-29, at the Fairgrounds. The Board received copies of the Foundation's 2016 Annual Report.

## **ADJOURN AND RECONVENE**

At 5:39 p.m., the Chair adjourned the meeting to take a short break and provide time for the Board to take a tour of the newly remodeled library.

The meeting was reconvened at 6:04 pm.

The Board expressed appreciation to library staff for their exceptional work on the Columbine Library.

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

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. There were no questions about the report.

### **Budget and Finance Department**

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department. In response to questions about the budget to actual financial tables for September 2017, the Board was advised that:

- The maximum level in the fund balance policy is set at 50% of current year budgeted revenues.
- There are several capital maintenance projects are not yet reflected in the financials.
- The furniture, fixtures and equipment (FF&E) budget is for the entire library system.
- As reported by the Executive Director, the Board will be presented with information on the status of projects and capital items and the estimated carry-overs at the November 9, Study Session.

In response to a question about the Edgewater Project budget page, the Board was advised that the project is not yet at a complete level of detail, however, an allowance for the IT/AV and Security needs are included in the total project amount.

## **2018 Budget Revision**

**MOTION:** Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to address the 2018 revenue shortfall by revising the 2018 Library Budget to include the use of Fund Balance to fund the Edgewater Construction Project in the amount of \$2,600,000. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

## **Public Services**

### **Edgewater Library Project**

Paul Wember, President, Wember Inc., provided an update to the Board. Meetings with the City of Edgewater, Project Management Team and their General Contractor are going very well. The meeting with the mechanical, electrical and plumbing design team was very productive and utility coordination is coming together very well. We are working on the Intergovernmental Agreement. The online community meetings are receiving good feedback and people are very engaged. The next community meetings will focus on what people want that would make their library a success. The floor plan is being formulated. The design/development phase will start where plans will become more refined; ceiling heights and more detail. In response to a question, the Board was advised that the last information received regarding the slated opening date was September 2018. It was noted that there is a lot of coordination that has to occur with the City of Edgewater regarding the opening. The systems for the police station are very complex and everything has to be tested and operational. In response to a question, the Board was advised that the space for the library would be handed over with a concrete floor.

### **Fransen Pittman GC Contract – Edgewater Project**

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Fransen Pittman General Contractors for the Edgewater Library Project Phase 1 in the amount of \$6,593. Seconded by Pam Anderson the motion was approved by unanimous vote of all Trustees present.

## **Information Technology Department**

Danny Lagage, IT Operations Manager provided information on the activities of the IT department. As reported at the October Study Session, the Board was advised that final negotiations with Bibliotheca for the sorter maintenance contract resulted a reduction in the initial quoted cost of the contract.

### **Bibliotheca Service Contract**

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the three-year contract with Bibliotheca, LLC, for



maintenance of the sorter equipment in the amount of \$420,000. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

### **Facilities & Construction Department**

Steve Chestnut introduced the topic and noted that Tolin Mechanical is the Library's current HVAC maintenance vendor, and have demonstrated their ability.

### **Evergreen Library HVAC Rebuild Contract**

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Tolin Mechanical to rebuild portions of the mechanical systems, including controls, in the amount of \$57,536. Seconded by Kim Johnson the motion was approved by unanimous vote of all Trustees present.

### **CONSENT AGENDA**

#### **2018 Board Meeting Schedule – Board Consensus**

**CONSENSUS:** The Library Board of Trustees approved the 2018 Board Meeting Schedule.

### **BOARD SCHEDULE – NEXT MEETINGS**

- 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**

Deborah Deal noted that the Library presented a slide show at the Foundation Board meeting on Raise-A-Reader and suggested that presentation be provided at a future Library Board meeting. Brian DeLaet noted that the West Chamber is honoring the Library Board Chair, Julia Hill-Nichols, at the Jefferson County Celebrate Women event. The Board was advised that the Library will have a table at the event and information will be sent to the Board.

### **ADJOURNMENT**

The Board meeting was adjourned at 6:36 p.m.

Kim Johnson, Secretary

## **Operational Updates**

### **Executive Director Update**

administration  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275  
[jeffcolibrary.org](http://jeffcolibrary.org)



To: Library Board of Trustees  
From: Pam Nissler, Executive Director  
Re: Executive Director Update – November 2017

This month, one of the highlights was the annual Halloween parade of the Lakewood story time children and their parents through the hallway of Administration. Our staff dressed for the occasion and a great time was had by all handing out candy. We estimate that we saw over 200 children that day.

I also participated in an in-person meeting with Group 4 Planners (the firm that we contracted with to produce a long-range facility plan for the library.) In preparation for that project, Rebecca and I met with the City of Wheat Ridge, the City of Westminster, and Candelas. The purpose of the meetings was to prepare them for contact from Group 4 where they would be asked about their aspirations for library facilities.

I attended the Foundation's Royal Tea fundraiser.

I participated in an initial planning meeting to discuss incorporating the "Family Place" into the Children's Area at Edgewater Library. This national program's mission is to help libraries realize their full potential as community hubs and key players for healthy child and family development, parent and community involvement and lifelong learning beginning at birth. We will share more as this program takes shape for us.

In addition, I attended the usual monthly meetings as follows:

- The West Chamber Board meeting where the chair was highly complimentary of the Columbine remodel
- The breakfast meeting with Julia and Chic
- The Elected Officials Personnel Board meeting

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

**Finance & Budget Department**

## memorandum

to: Pam Nissler, Executive Director  
from: Gloria Overholt, Interim Director of Finance & Budget  
re: Finance Monthly Report

- Budget to Actual Tables
- 2017 Carryforward Budgets

date: November 16, 2017

**A. Budget to Actual Tables**

The Budget to Actual Tables for the period ending October 2017 will be prepared as soon as the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

Additionally, details of the proposed 2017 carryforward budgets will be addressed.

## **Operational Updates**

### **Public Services**

## **Project Monthly Update Report**

**Project Name:**

**Edgewater Public Library**

Wember Inc. Project Number:

EPL (2017.08)

Issue Date:

November 4, 2017

**Purpose:**

Project Update thru November 4, 2017

Dear Executive Director Pam Nissler

The purpose of this update is to report on the current status of the Edgewater Public Library.

### **Summary**

Since the following report issued in October the project team has been focused on the preparation of the Design Documentation and preparing for the community meetings.

- Project Successes
  - “Next Steps” Community meetings completed on November 2<sup>nd</sup> and 4<sup>th</sup>.
  - Construction Manager at Risk (CMaR) initial review of schematic design cost evaluation.
  - Transition of the new project manager for the design team.
- Project Challenges
  - Nothing significant at this time.

### **Schedule**

**Work in Progress**

- Wember is tracking the detailed project schedule that was generated.
- Initial public meetings have been completed:
  - Community Meeting: Mindbreaking on:
    - 9/28/2017 – 6:00PM: Happy Leaf Kombucha, 5700 W 25th Ave, Edgewater, CO 80214
    - 9/20/2017 – 11:00AM; Edgewater Rec Center, 5845 W 25th Ave, Edgewater, 80214
  - Community Meeting: Next Steps
    - 11/2/2017 – 6:00PM: Happy Leaf Kombucha, 5700 W 25th Ave, Edgewater, CO 80214
    - 11/4/2017 – 11:00AM: Edgewater Rec Center: 5845 W 25th Ave, Edgewater, 80214
  - The Next Steps meeting had good attendance (60). The meetings produced positive feedback and creative ideas. The feedback gathered at both sets of in person discussions in combination with the online responses will be utilized by the team to enhance the design moving forward.
  - Upcoming meetings include
    - Coordination meetings with the project manager and contractors on both the Civic Center (Alliance Construction) and the library (Fransen Pittman)
- Design Development Drawings have been issued by the design team and will be reviewed.
- Presentation of the floor plan has been completed with minor modifications and additions occurring over the last month.

### **Financial**

**Budget**

- The comprehensive project estimate has been generated and is currently showing a total project cost of \$2.6 Million to complete the project. The initial design cost evaluation indicates that the project budget is sufficient to meet the needs of the library goals.

### **Next Steps**

- Continue with Design with a focus on the interior layout
- Finalize shared costs with City of Edgewater
- Complete the IGA and Lease agreement

Please don't hesitate to contact me if you have any questions.



Paul D. Wember, President, Wember

**Operational Updates**  
**Communications Department**



**administration**

10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Pam Nissler, Executive Director  
From: Rebecca Winning, Communications Director  
Date: October 18, 2017  
RE: CORA Request Policy

**CORA Request Policy**

- The Colorado Open Records Act (CORA) safeguards every citizen's right to access government records. We believe it's prudent to formalize our policy and practice to comply with current regulations. We have also been advised by the County Attorney that we should post this policy on our website with guidelines for making a CORA request.
- The attached draft policy and request form have been developed based on inputs from the County and reviewed and blessed by the County Attorney.
- This policy will govern the Library's response to CORA requests until such time as it is amended or deleted, based on changes to regulations or requirements.

**Total Cost:**

N/A

**Budget:**

N/A

**Next Actions:**

We are asking the Board to review this policy at its November study session and approve this policy (with any suggested amendments) at its November meeting.

**Attachments:**

- CORA Policy
- CORA Request Form

## Jefferson County Public Library Open Records Request Policy

### Policy Statement

The purpose of this policy is to assure prompt and equitable service to residents requesting access to public records, including those records created by electronic mail, in accordance with the requirements of C.R.S. 24-72-201 to C.R.S. 24-72-206.

The Colorado Open Records Act (CORA) safeguards every citizen's right to access government records. Jefferson County Public Library strives to be as open and transparent as possible and includes many documents on the [JCPL website](#). Other relevant documents may be available on the [Jefferson County website](#). Residents are encouraged to begin any document searches there.

With some state statute exceptions, almost all JCPL records are public records; however, in some cases, the records may not be available in the format requested or the record must be withheld by statute. To access those records, a formal open records request should be filed under the Colorado Open Records Act.

#### A. Applicability

1. This policy applies to all requests for Jefferson County Public Library records, including those made pursuant to the Colorado Open Records laws.
2. This policy aligns with and supports the [Open Records Policy](#) of Jefferson County.

#### B. Requests for Public Records under the Colorado Open Records Law.

1. Requests for public records made pursuant to the Colorado Open Records laws must be submitted in writing and must be specific as to the records sought.
2. Response  
The Library will respond to requests made pursuant to the Colorado Open Records laws within 3 working days whenever possible. If the request is voluminous or extenuating circumstances apply, the custodian of the records will notify the requester that delivery may be delayed.

#### C. Fees

##### 1. Copies

- a. The fee for a paper copy of any public Library record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

8.5" by 11"	First five pages free 25¢ for each page after the first five pages
11" by 17"	25¢ for each page
Greater than 11" by 17"	Fee not to exceed the actual cost of reproduction

- b. The fee for an electronic copy of any public Library record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

If the record exists in electronic format	\$1 for a CD (if required) + Data Compilation time
If the record had to be scanned	\$1 for a CD (if required) + Data Compilation time
If the record had to be printed and then scanned	\$1 for a CD (if required) + Data Compilation time + paper copy fee

## 2. Data Compilation

- a. If the request will take more than an hour to fulfill, the fee for compiling requested information, including information requested pursuant to the Colorado Open Records laws shall be as follows:

Jefferson County Public Library	One hour or less	\$0
	More than an hour	\$25 per hour

- b. The Communications Director's time may not be included in the Data Compilation cost.
- c. The requester must be provided a cost estimate, and may be requested to pay all or a portion, prior to compiling the information.

## D. Research by Requester

Independent research by the requesting party is allowed provided that:

- a. The record sets to be researched do not include privileged documents or documents not otherwise subject to public disclosure;
- b. The research is supervised to avoid loss or damage to records. Staff time spent on supervision shall apply as listed in the Data Compilation section of this Policy;
- c. The research does not unduly disrupt the day-to-day activities of the organization; and
- d. The records/documents being researched are returned to the files in the same order as when they were removed.



**ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED  
TO THE LIBRARY IN WRITING**

Fax to 303-275-2225, email to [rebecca.winning@jeffcolibrary.org](mailto:rebecca.winning@jeffcolibrary.org), or  
mail/hand-deliver to Jefferson County Public Library  
10200 20<sup>th</sup> Street, Lakewood, CO 80215

**JEFFERSON COUNTY PUBLIC LIBRARY  
PUBLIC RECORDS REQUEST FORM PURSUANT TO THE  
COLORADO OPEN RECORDS ACT**

**PLEASE PRINT**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

Copies requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Electronic Copies Only \_\_\_\_\_

**INSTRUCTIONS**

Please list and describe, as specifically as possible, each record you desire. If you are unsure about the precise record(s) you need, please describe as specifically as possible the nature of each record, the timeframe or date range for each record, the parties to each record and the subject matter of each record. Please allow three (3) working days for a response to your request.

## Basic Fee Schedule for Public Records Requests

### 1. Copies

- a. The fee for a paper copy of any public Library record, including copies requested pursuant to the Colorado Open Records laws shall be as follows:

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Jefferson County Public Library	One hour or less	\$0
	More than an hour	\$25 per hour

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- c. The requester must be provided a cost estimate, and may be requested to pay all or a portion, prior to compiling the information.

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(For staff use only)

Request completed by: \_\_\_\_\_ Date \_\_\_\_\_

Request denied by: \_\_\_\_\_ Date \_\_\_\_\_

**The Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq., identifies certain records that may, or must, remain confidential and closed to public inspection. Your request to view records may be denied pursuant to the provisions of C.R.S. §24-72-204.**

Reason(s) for denial:

**Operational Updates**

**Facilities Department**

**administration**

10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Pam Nissler, Executive Director

From: Gloria Overholt, Interim Director of Finance and Budget  
Steve Chestnut, Director of Facilities

Date: November 16, 2017

Re: Janitorial Services, Second Amendment to the Contract

**History of Contract: Kleen-Tech Services – Janitorial Services, Second Amendment**

On November 9, 2017 information was presented to the Board on the progress of contract negotiations for janitorial services with Kleen-Tech. After collecting detailed financial information from Kleen-Tech, staff determined that the requested price increase was reasonable.

The Executive Director, Finance Director and Facilities Director agreed to move forward with the increase requested from Kleen-Tech.

**Total Cost:**

2018 Contract is proposed as follows:

Yearly Fee	\$385,644
Optional Items	\$8,365
Emergency Day Porter	\$10,000
Sharp Container Maintenance	<u>\$10,644</u>
	\$414,653

**Budget:**

Funds for the 2018 renewal are budgeted in the operating budget in Facilities – Janitorial Services. Funds for 2019 and 2020 will be requested in the appropriate budget year.

**Action Requested:**

Staff is requesting the Library Board of Trustees authorize the Executive Director to sign a contract with Kleen-Tech Services for janitorial services for the period January 1, 2018 through December 31, 2018, and with the option for an additional 2 years, 2019 and 2020.

## **Consent Agenda**



**PROPOSED 11-16-17**

**2018 GOVERNANCE PROCESS CALENDAR**

**JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

Month	Governance Process	Monitoring & Ends	Board Action
<b>January</b>	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D) Trustees review Executive Director's performance and compensation (4.3.6)	1.0 - 1.4 Ends Statements <ul style="list-style-type: none"> <li>Review of Final 2017 Strategic Priorities</li> <li>Review of 2018 Strategic Priorities</li> </ul>	Trustees approve the "Sunshine Resolution" Trustees approve budget transfer requests from the previous calendar year Chair appoints Trustee representative to Foundation Board
<b>February</b>		2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board
<b>March</b>			Trustees elect Board officers
<b>April</b>		<del>Ends Statements</del> <ul style="list-style-type: none"> <li><del>Review of 1<sup>st</sup> Quarter 2017 Strategic Priorities</del></li> </ul>	
<b>May</b>	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)	Trustees review Global Ends Statements	
<b>June</b>	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		
<b>July</b>	Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.	<del>Ends Statements</del> <ul style="list-style-type: none"> <li><del>Review of 2<sup>nd</sup> Quarter 1<sup>st</sup> Half 2018 Strategic Priorities</del></li> </ul>	
<b>August</b>		2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection	
<b>September</b>			
<b>October</b>		<del>Ends Statements</del> <ul style="list-style-type: none"> <li><del>Review of 3<sup>rd</sup> Quarter 2017 Strategic Priorities</del></li> </ul>	
<b>November</b>	Trustees review 2018 governance process calendar		
<b>December</b>	Trustees adopt 2018 governance process calendar (4.3.2 and 4.3.2.B) Trustees adopt the annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

Adopt and amend the Board Governance policies  
Adopt and amend Ends policies  
Approve all supplemental appropriations  
Approve fund transfers above the policy limitation  
Approve all property changes

Directs the Executive Director to sign certain contracts and agreements  
Make determinations regarding naming and recognition requests  
Adopt resolutions of support for local election issues  
Approve mill levy proposals  
Approve annual request from the Pine Library

**administration**

10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275

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