

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