

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 15, 2018

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 February 15, 2018. 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, Deborah Deal and Brian DeLaet.

Trustees not present: John Bodnar

Guests: Jill Eyres and David Schnee, Group 4; Paul Wember, 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 Budget; Pat Klein, Director of Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Chair called for a moment of silence.

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 January 11, 2018 Board 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 February 18, 2018 Board meeting. Seconded by Charles Naumer the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Jo Schantz, Executive Director of the Foundation provided an update on the activities of the Foundation. The Friends Annual meeting had 35 guests with local author Scott Gibson as the keynote speaker. The Foundation is a sponsor of the Good News Breakfast. The Golden Civic Foundation donated \$4500 for the DIY and Discover Together programs at the Golden Library.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. In response to a question, the Executive Director advised the Board that she would provide additional information on the Key Leaders Group for the Jefferson County Communities That Care initiative.

Facilities Master Plan Overview

Julianne Rist, Director of Public Services introduced Jill Eyres, Senior Associate and David Schnee, Principal with Group 4 Architecture Research & Planning, Inc. The Trustees were presented with an overview of the Facilities Master Plan. The complete report was provided in the February 15, 2018 Board Report. The overview included information on Group 4, their experience and work with over 350 libraries across the United States. The project goals and objectives included:

- Defining capital facility projects, budgets and implementation priorities/sequencing
- Establishing a framework for evaluating opportunities/partnerships, new library locations
- Developing criteria for identifying and evaluating potential new sites – land acquisition, lease vs. own
- Recommending highest and best use for current assets
- Providing phasing and budget information for the 2019 budgeting cycle

A summary of findings and recommendations included:

Destination library model

- More service to more people
- Full complement of core library services
- Strategically located signature services
- Sustainable growth model

Inequitable distribution

- Branch library space disproportionately concentrated in north county communities
- South county areas are underserved relative to current and projected development
- Population growth has outpaced branch library space

Improve space for system wide services

- JCPL cannot achieve maximum organizational efficiency and effectiveness in current administrative and operations facilities
- More space is needed for current staff and planned organizational development
- Co-location and consolidation of space will enhance communication, collaboration, and innovation in delivering service

Sustainable Buildout

- Phased Master Plan buildout vision
- 11-12 branch libraries – 1 to 2 net new
- Alternative service delivery
- Consolidate system wide services

In response to questions, the Board was advised that:

- Group 4 is not aware of an average national trend that square foot per capita is increasing or decreasing. However, Group 4 has seen some libraries that have had to delay facilities plans and are now doubling their square footage.
- Communities are building facilities to increase space for people (classes, meetings, etc.) and the amount of space dedicated to books is dropping.
- Group 4 is seeing smarter strategies with spaces being flexible – designing for flexibility and providing a range of spaces that provide everyone with choices.
- Group 4 worked on 80% of the examples in the presentation of buildings in other communities. The other images are of the Columbine Library.

The Chair advised the Board that Trustee Bodnar asked her to share his notes regarding the master facilities plan: South County is a top priority; renovations should be limited in scope - not like Columbine; likes the idea of expanding Lakewood and bringing administration together.

The Executive Director advised the Board that more work needs to be done to determine what to do and when. There will be additional information and recommendations from the Senior Management Team and further discussion with the Board at future meetings.

The Trustees expressed their appreciation to staff and to Group 4 for their impressive work on the plan and for providing a solid foundation for making thoughtful decisions.

LSC Easement

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and introduced Kurt Behn with the County Attorney's office. At the February Study Session, the Board was presented with information on possible options in response to the request from the City of Wheat Ridge for a right of entry to construct a new bus stop on Library Service Center property. At that meeting, the Trustees expressed concerns related to the impact should the Trustees want to sell that property in the future. Mr. Behn advised the Trustees that there are two main options: (1) Dedicate right of way - to widen the City's right of way by a couple of feet – no maintenance concerns, etc. When the property went up for sale there would not be an easement on the deed, as the Library would not own that property. (2) An easement of the whole strip or carve out a section where the bus stop pad is located. If the Library did that, it would need the City of Wheat Ridge to release the Library from any liability along the easement. In addition, the City of Wheat Ridge could condemn that strip of property and take it or ask the Library for that property. For the construction itself, the Library would ask for a temporary construction easement releasing the Library from any liability.

Steve Chestnut advised the Board that there is no sidewalk there now and the Library does not anticipate expanding the Library Service Center. The Library does not believe this bus stop will have an impact as it is only a couple of feet and there is already an Excel Energy easement through the property of about 50 feet.

The Board asked Mr. Behn to provide options in writing and the Trustees will address the issue at the next meeting and vote on how to proceed.

Special Meeting March 8, 2018

The Trustees were advised that Bradbury Miller Associates have requested time with the Board regarding the Executive Director recruitment. The information being presented would best be provided at a special meeting. For that reason, the Trustees were asked to cancel the March 8, 2018 Study Session and call a special meeting for that date.

MOTION: Pam Anderson moved that the Library Board of Trustees cancel the March 8, 2018 Study Session and call a Special Meeting for March 8, 2018 at 5:30 pm. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Reschedule of the March 8, Quarterly Meeting of the Library Board and Board of County Commissioners

The Trustees were advised that the Board of County Commissioners have asked to reschedule the March 8, quarterly meeting to March 19, 10:00-11:00. Amber Fisher will send

out an email asking the Board to respond regarding their availability. Trustees Anderson, Naumer, Johnson and DeLaet indicated that they would be able to attend.

Employee Relations & Development

Sandie Coutts, Director of Employee Relations and Development addressed the Board and provided a brief summary of the information presented to the Trustees over the last few meetings.

MOTION: Deborah Deal moved that the Library Board of Trustees approve the Briefing Paper to Increase Library FTE Positions by 13.5 and authorize the Library to request a place on the Board of County Commissioners Business/Hearing Agenda in March to present the Briefing Paper. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Sandie Coutts will make the request to the County and advise the Board when the date of the Board of County Commissioners Business/Hearing meeting is confirmed. The Board Chair, Julia Hill-Nichols, the Executive Director, Pam Nissler and the Director of Employee Relations and Development will attend the hearing with the Board of County Commissioners and present the briefing paper.

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.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the transfer of \$1.2 million from line item Library Books and Materials to Salaries and Benefits in the appropriate business units in the amount of \$732,093 and to the Contingency business unit in the amount of \$467,907. Seconded by Kim Johnson the vote was delayed for further discussion.

In response to questions, the Board was advised that:

- The Board had been advised that if the Library continues to increase the collection at the rate it has been, there would be no place to put the materials
- Every year the Library develops a purchasing model for books and materials based on the goal that was set by Board policy. The model includes benchmarking data, data from collections staff on the number of books that can fit on each linear foot of shelving, average cost of each book, number per patron, etc.
- The books and materials budget was \$8.3 million dollars in 2017; and the budget for 2018 is \$9.4 million
- The Library has substantially increased its offering of digital materials

- Over the last two years of increasing the purchase of materials, it has become clear that the only way to meet the benchmarking goal is to increase square footage.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the transfer of \$1.2 million from line item Library Books and Materials to Salaries and Benefits in the appropriate business units in the amount of \$732,093 and to the Contingency business unit in the amount of \$467,907. Seconded by Kim Johnson the Motion passed by majority vote of all Trustees present with Brian DeLaet voting against the motion.

Financial Reports

Budget Transfer Sorter Maintenance Agreements

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to transfer \$51,870 from 2017 Contingency to Business Unit 70060 IT for software maintenance agreements expended in 2017. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

At the November 2017 Board meeting staff included in the monthly financial report information concerning a possible carry forward budget amendment would be needed in early 2018. The Columbine Library Project is an addition to the original projects identified as carry-forward projects. Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the last of the invoices for the Columbine Project are coming together and the final report will be ready for the Board in April. The Library anticipates the report without the final sorter information. The Chair noted that she would rather have the report as soon as possible and when the final sorter information is ready it could be presented to the Board later.

Carry Forward

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$1,060,751 related to the projects outlined in the February 15, 2018 Financial Report. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Public Services

Edgewater Library Update

Pat Klein, Director of Information Technology, shared a drone video of the progress at the Edgewater Library site.

Paul Wember, President of Wember, Inc., addressed the Board and reported that it has been a very busy month of meetings and collaboration with mechanical engineers, Library IT and public services staff. The project team is making sure all systems function like they are supposed to and expects 100% construction documents next week. Then the project will move into pricing mode and the drawings will be submitted for permit. In response to a question, the Board was advised that the project team is aware of the tight labor market and that is why they are working with their subcontractors now to get on their schedules. The project team is planning to provide the Board with a virtual tour at the March 15, 2018 Board Meeting.

Public Services Department – Privacy Policy

Donna Walker, Director of Public Services, introduced the topic and advised the Board that a request for a copy of the old privacy policy was made at the February Study Session. That document was provided to the Trustees. The Trustees expressed appreciation to Donna Walker for the massive amount of work that went into the new policy.

MOTION: Kim Johnson moved that the Library Board of Trustees approve the Privacy Policy as amended to change the word undignified with disrespectful. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Facilities Department

Steve Chestnut addressed the Board and introduced the topic. The Library is recommending, that based upon their performance and fair pricing, the contractual agreement with Tolin Mechanical Systems should be renewed. Tolin was chosen to continue to be the Library's mechanical vendor last year and the Board authorized a contract with Tolin on a yearly basis for up to five years with an annual contract renewal.

Tolin Contract

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Tolin Mechanical Systems in the amount of \$87,948 for standard maintenance. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Information Technology – Innovative Interfaces Inc.

Pat Klein introduced the topic and provided information on the license and service agreement with Innovative Interfaces, Inc. (III). Each year the Library renews a number of software packages. The Library consolidated those packages and will save approximately \$25,000 per year and greatly simplify tracking of the many software agreements. III has been the service provider for Jefferson County Public Library, Library Information Systems for over six years. The service agreements are a renewal and consolidation of several

current agreements. The Agreements will have an effective date of January 8, 2018 and be in effect for five years with possible 1-year extensions. The County Attorney has reviewed the documents and has approved them as to form and substance.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign the Subscription License Agreement and Master Professional Services Agreement with Innovative Interfaces Incorporated in the amount of \$204,946.34. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Resolution to Establish Search Committee

MOTION: Julia Hill Nichols moved that the Library Board of Trustees adopt Resolution LB-02-15-18 Establishing the Executive Director Search Committee. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

The Chair made the following appointments to the Search Committee: Charles Naumer, Kim Johnson, Norma Anderson, Adam Paul and Sandie Coutts.

Nominating Committee report to the Board

Trustees Deborah Deal and Brian DeLaet, members of the Nominating Committee, advised the Trustees that the nominations for Board Officers will be presented at the March Board meeting.

MOTION: Pam Anderson moved to extend the current terms of the Vice-Chair and Secretary by one month to April 2018. Seconded by Brian DeLaet, the motion passed by unanimous vote of all Trustees present.

Bylaws Committee report to the Board

Trustees Pam Anderson and Kim Johnson, members of the Bylaws Committee, advised the Trustees that they would continue their committee work and report to the Board at a future Board meeting.

Sunshine Resolution

The Trustees were provided with a copy of the adopted Sunshine Resolution.

GOVERNING POLICIES

Management Limitations (Monitoring Reports)

Policy 2.0: General Management Constraints

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Policy 2.1: Treatment of Patrons

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Policy 2.2: Treatment of Staff

MOTION: Pam Anderson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Policy 2.3: Financial Condition and Activities

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.4: Asset Protection

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Governing Policies: Governance Process – Policy Consolidation

Policy 4.9: Policies, Statements and Guidelines

MOTION: Charles Naumer moved that the Library Board of Trustees approve the policy consolidation recommendation as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- March 8 – SPECIAL MEETING – 5:30 pm - Administration Conference Room
- March 15 – Board Meeting – 5:30 pm - Lakewood Library Meeting Room
- March 19 – Quarterly Meeting Library Board & BCC – 10:00-11:00 am -Columbine Library Meeting Room

- April 12 – Study Session – 5:30 pm - Administration Conference Room
- April 19 – Board Meeting – 5:30 pm – Arvada Library Meeting Room

CALL FOR EXECUTIVE SESSION

Trustees review Executive Director’s Performance and Compensation (Policy Governance 4.3.6).

MOTION: Charles Naumer moved to adjourn the regular meeting of the Library Board of Trustees at 6:51 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 7:17 p.m. with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, Brian DeLaet and Deborah Deal. Also present: Sandie Coutts, Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 7:45 p.m., at the request of the Trustees, Sandie Coutts was excused from the Executive Session and Pam Nissler, Executive Director joined the Trustees in Executive Session.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:56 p.m. Pam Anderson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters to review the Executive Director’s performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

MOTION: Brian DeLaet moved that the range of salary for the executive director position be adjusted to more accurately reflect the market to: Salary Minimum \$116,811.17; Salary Mid-Range \$151,854.52; and Salary Maximum \$186,897.87. Seconded by Pam Anderson the motion passed by unanimous decision of all Trustees present.

MOTION: Deborah Deal moved that salary for the Executive Director be increased to \$170,000 per year retroactive to January 1, 2018. Seconded by Charles Naumer the motion passed by unanimous decision of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 7:59 p.m.

A handwritten signature in cursive script that reads "Kim Johnson, Secretary".

Kim Johnson, Secretary