

Jefferson County Public Library Board of Trustees
Study Session
February 8, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Organizational Analysis – Phase 1
- Privacy (Policy 2.1)
- Policy Consolidation Review - Board Policy Governance Manual
- III Contract Information
- Tolin Contract Information
- LSC Easement
- Financial Review

Call to Order

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

Other Trustees present: Kim Johnson (Secretary), John Bodnar, and Deborah Deal.

Trustees not present: Pam Anderson, Brian DeLaet and Charles Naumer.

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

Organizational Analysis – Phase 1

Sandie Coutts, Director of Employee Relations and Development introduced the topic and provided a summary of the work to date on the organizational analysis. The full report was provided to the Board in December 2017. In January, the Library presented information on urgent staffing needs and a recommendation to increase the authorized positions by 13.5 FTE to address critical staffing issues. The next steps in the process were reviewed and the Trustees were provided with a briefing paper detailing the additional FTEs. At the February Board meeting, the Trustees will be asked to approve the briefing paper and authorize the Library to request a place on the Board of County Commissioners March agenda.

In response to a question, the Board was advised that the Library is preparing to recruit for the MSW position, which will be allocated to an existing, open FTE position.

Privacy (Policy 2.1)

Donna Walker, Director of Public Services, addressed the Board and provided background information on the Library's privacy policy project. When reviewing their monitoring reports in February 2017 the Board requested more detailed information about current practice for notifying library users of changes regarding the privacy of their library records. In addition, the American Library Association (ALA) had recently updated its recommendations for best practices for library privacy guidelines. Conversations with library leaders were bringing up questions about new approaches to use of patron personally identifying information with third party vendors and for marketing purposes that created new opportunities and challenges for JCPL. When library staff audited current practices and policy, we decided to craft a new policy for board approval and a new message for users. Library staff audited current practice, consulted with the ALA Office for Intellectual Freedom (OIF), reviewed best practice models provided by ALA, and held interviews with a dozen stakeholders. New documents were created based on this input and research. The State Library, the ALA Office for Intellectual Freedom and the County Attorney reviewed the new policy and message to users. All three entities confirm that our policy and message cover the main elements needed to protect privacy of user records for the reasonable operation of the library and in accordance with Colorado state law. The Board will be asked to approve the privacy policy at the February Board meeting.

In response to questions, the Board was advised that:

- It has been some time since JCPL's privacy policy was reviewed
- The Library is subject to and has been subpoenaed in the past

Policy Consolidation Review - Board Policy Governance Manual

Amber Fisher, Executive Assistant, introduced the topic and asked if the Trustees had any questions regarding the recommendation to consolidate all Board Governance policies into the Board's Governance Manual. There were no questions from the Board.

III Contract Information

Danny Lagage, Information Technology Operations Manager, addressed the Board and provided information on the annual agreement with Innovative Interfaces, the Library's ILS vendor. As a result of consolidating the service agreements, the Library expects to save \$25,000. The Board will be asked to authorize the Executive Director to sign the subscription license agreement and master professional services agreement at the February Board meeting.

Tolin Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic. In 2017, we entered into a contract with Tolin Mechanical Systems to help us with our HVAC maintenance needs. The contract was for one year with the ability to renew the contract yearly for an additional 4 years. The contract value is \$87,948 annually that does not include emergency repairs or repair of equipment outside of the maintenance agreement. The Board will be asked to authorize the Executive Director to renew the contract with Tolin at the February Board meeting.

In response to questions, the Board was advised that:

- The renewal amount for 2018 is not an increase over last year.
- The impact of the Edgewater Library on this contract is not known at this time and will depend on the final configuration. It is anticipated that the Library will be responsible for maintenance within its unit, filter changes, etc. The Board will be advised of these operational costs when they have been determined.
- The Library has contracted with Tolin for six years. Prior to that, the HVAC vendor was Johnson Controls.

LSC Easement

Steve Chestnut addressed the Board and provided information on the response from the County Attorney regarding the letter from the City of Wheat Ridge asking for a right of entry to the Library Service Center property. The County Attorney's office provided two options: a temporary or permanent easement or a dedicated right of way. After some discussion, the Board expressed concerns related to the impact on the value of the property, the ability to sell that property in the future and what would happen to the land if they moved the bus stop again in the future. The Board was advised that the Library would work with the County Attorney to address their concerns and return to the Board with additional information.

Financial Review

Gloria Overholt, Interim Director of Finance & Budget, introduced the topic and asked if the Trustees had any questions regarding the financial report presented at the January Board meeting. There were no questions from the Trustees.

In response to a question regarding the budget transfer related to the 13.5 FTE to address critical staffing issues, the excess of what is needed for the positions will be placed in a contingency line item that may be used later in the year if/when needed. A formal budget transfer request will be made at the February 15, 2018 Board of Trustees meeting.

ADJOURNMENT

The study session was adjourned at 6:05 p.m.

A handwritten signature in cursive script, appearing to read "Kim Johnson".

Kim Johnson, Secretary