

SPECIAL BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

March 8, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 8, 2018 –LIBRARY ADMINISTRATION CONFERENCE ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Executive Director Recruitment	Bradbury Miller Associates – Sandie Coutts
5. Operational Updates	<ul style="list-style-type: none"> • Public Services Department <ul style="list-style-type: none"> ▪ Library to You High Roof Cargo Van– <u>Information Only</u> – For discussion at the March 15, 2018 Regular Board Meeting • Facilities Department <ul style="list-style-type: none"> ▪ Security Vendor Contract – <u>Information Only</u> – For discussion at the March 15, 2018 Regular Board Meeting • Financial Review <ul style="list-style-type: none"> ▪ Standing Agenda Item – <u>Addressed Only If Necessary</u>
6. Meeting Schedule	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none"> • March 15 – Board Meeting – 5:30 pm - Lakewood Library Meeting Room • April 12 – BCC & Board Quarterly Meeting & Working Lunch – 11:45-1:00 – 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 • May 10 – Study Session – 5:30 pm – Administration Conference Room • May 17 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
7. Adjournment	

Executive Director Recruitment

**JEFFERSON COUNTY (CO) PUBLIC LIBRARY – EXECUTIVE DIRECTOR SEARCH
AGENDA FOR BOARD MEETING
March 8, 2018; 5:30pm, Lakewood Library, Admin Conference Room**

1. INTRODUCTIONS

2. CONFIRM STRUCTURE FOR THE SEARCH

3. CONFIRM TENTATIVE SCHEDULE FOR SEARCH CONSULTANTS' WORK:
Review the proposed search schedule and process; set and confirm dates.

4. IDENTIFICATION OF KEY ATTRIBUTES: Report of group assessment from the attribute survey as well as challenges and desired results.

5. JOB ADVERTISEMENT/ANNOUNCEMENT: Review the basic elements of the job ad/announcement—including starting salary range and closing date. Establish deadline and final input for announcement approval.

6. STAFF MEETINGS/OTHER INPUT: Discussion of general input from staff meetings.

7. CONFIDENTIALITY: Reach consensus on the confidentiality of the applications under Colorado's Open meetings/records laws.

8. ADDITIONAL AGENDA ITEMS

Operational Updates

Public Services

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



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TO: Pam Nissler, Executive Director

FROM: Julianne Rist, Director of Public Services, Padma Polepeddi, Manager Lakewood & Library to You, Kurt Jungwirth Facilities Operations Manager

DATE: 2/26/2018

RE: Library to You High Roof Cargo Van

History of Contract: Library to You High Roof Cargo Van

The board was informed of the need for this vehicle in September 2017 when the library was working with County Fleet to bid a van. Due to budgeting requirements by County Fleet, we needed to take delivery of the van by December 15 2017. None of the bids could meet this timeline. After consultation with County Fleet, it was decided that the best course of action would be for the library to issue an RFP for the vehicle for delivery in 2018 and purchase it directly.

A cargo Van was budgeted for Library to You in the 2018 budget. This vehicle will support and supplement current library services outside library walls to Jefferson County residents who are not able to come to a physical library location. It will provide lobby stops to some current bookmobile where most of the residents are no longer able to come on to the bookmobile. A lobby stop differs from a bookmobile stop where library materials are taken to facilities in the cargo van and brought into the building as opposed to having residents walk out to the vehicle. The van will also pilot stops to low income areas providing access to library materials and the summer reading program to children who may not be able to go to a library location. Finally the van will be a backup for bookmobile stops when the bookmobile is in for repairs.

A Request for Proposal (RFP #18-01) was released in January 2018, and closed on February 6. Proposals were received from two firms. The selection committee (Julianne Rist, Padma Polepeddi, Kurt Jungwirth, Cecilia LaFrance Library to You Coordinator, and Orlando Gallegos, Facility Supervisor) determined that one firm's proposal met all the requirements. Summit Bodyworks Specialty Vehicles located in Commerce City submitted a qualified proposal with two vehicle options one for front wheel drive and one for four-wheel drive.

The selection committee held an interview and toured the factory on February 22, 2018. It is the recommendation from the committee that the four-wheel drive vehicle is the option chosen. The reason for selecting this vehicle instead of the front wheel drive model includes the following:

- The chassis (Mercedes Sprinter Van) is one that Summit Body Works has already worked with and modified for other library systems for this same type of service.
- The van will be serving mountain communities.

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- Four-wheel drive ensures that the vehicle will be able to serve city and mountain stops in inclement weather.

Total Cost: \$110,000.00

Budget:

The 2018 budget has \$85,000.00 for the project in the Library to You account number 700130.457420. Gloria Overholt (Finance Director) has been consulted and has identified money in the library's contingency which can be used to fund the additional \$25,000.00 needed for this project.

Next Actions:

The selection committee will be checking references and negotiating with Summit Body Works in the next week for a best and final offer as well as a timeline for the build process for the customization of the van. We will be bringing a recommendation, final cost and timeline to the Board meeting on March 15, 2018.

Operational Updates

Facilities

administration

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To: Pam Nissler, Executive Director
From: Steve Chestnut, Director of Facilities and Construction
Date: February 27, 2018
RE: SECURITY VENDOR CONTRACT

History of Contract: CITADEL SECURITY USA

As a result of increased need and costs for security services in 2017 JCPL issued an RFP to formalize a contract, based upon competitive bid, for security services at the Library. The RFP elicited responses from 3 firms. The firms were interviewed by a team comprised of Public Services and Facilities personnel. The team concluded that Citadel Security would best meet the needs of JCPL.

Total Cost:

For 2018 it is anticipated that we would need approximately \$155,000 to cover security services. That includes special events and also security services that will be shared by the City of Edgewater for the Edgewater Library (they will pay for their portion). The dollar amount is based upon an hourly rate not a set fee. The range of hourly rates for the 3 proposals was from \$18.97 per hour to \$26.74 per hour for unarmed services. Citadel's rate is \$19.37 per hour.

Budget:

The budget for this contract would fall under Facilities account 70006.433055. This budget will have to be supplemented with \$30,000 in 2018 since it is currently budgeted at \$125,000.

Action Requested:

The selection team is recommending Citadel Security USA be contracted to provide security services for the Library. At the March 15, 2018 Board Meeting, we will ask the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor for those services and to authorize an additional \$30,000 to be transferred from contingency to the security budget to cover the 2018 contract costs.

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