

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 19, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Arvada Library meeting room on April 19, 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, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Paul Wember, Wember, Inc., Dennis Humphries, Humphries Poli Architects.

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; 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.

APPROVAL OF AGENDA

MOTION: Deborah Deal moved that the Library Board of Trustees approve the agenda as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the March 8, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the March 15, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

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 Foundation has a new used book sales vendor, Farm for Books. Farm for Books will take the place of High Country Books who canceled their contract in March. The Foundation negotiated a different kind of working arrangement, in that Farm for Books will provide JCLF with a flat, monthly fee of \$5,000 (\$60,000 each year) for the books that we will provide them. The agreement launched April 1. There is an upcoming luncheon and benefit for the Foundation on April 27, Murder She Writes, with former reporter Paula Woodward. The spring whale sale will be held the first weekend in June and the Foundation is looking for volunteers to help with at the sale.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Naming Opportunity Brochure for Edgewater was provided and the Board was asked to send any referrals to Rebecca Winning. The Board was also presented with the annual Strategy, Planning and Budget documents.

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.

Financial Report

March revenue shows significant property tax receipts which had been expected by the end of the first quarter. Property tax receipts will continue for the next few months and most of the annual revenue from property tax will be received by the end of June. Separate line items are now displayed for Library Foundation revenue and E Rate revenue. At the end of the first quarter, operating expenses are mostly on track or under budget. Revenue and expenses for 2017 have been updated and these updated numbers are included in the March tables. In 2017, the Library budgeted \$149,200 for investment income and received \$345,733. The Budget and Finance office will monitor that closely in 2018.

In response to questions, the Board was advised that:

- Debt service is paid at the end of the year. The County applies the amount and the funds are transferred.
- If no variance is listed in the variance column, it means that there is no variance to record. That item is on budget and that amount will be expended.
- Debt service detail is included in Table 3, including the payoff dates.
- The Library is having discussions about which locations will be included in the 2018 sorter replacement plan. Initially, the Evergreen and Golden sorters were scheduled;

however, the Library may exchange Evergreen for Lakewood because of the planned remodel of the Evergreen Library.

- Urban Renewal: The property tax for a specific area (or a portion of it) is spent just on that area instead of going to all of the places that normally get property tax: county, school district, library, cities, etc. That is why it shows up as a negative in the financial tables.
- The County manages investment income funds.

Preliminary 2019 Budget Planning Calendar

Gloria Overholt reviewed the preliminary 2019 budget development calendar with the Board:

- May 10, Study Session – 5 and 10 year Financial Plan
- May 17, Board Meeting – Update on Budget Process
- June 14, Study Session – Operating, 5-Year CIP and County Budget Guidelines
- June 21, Board Meeting – Authorization of CIP & Budget to be submitted
- July 2018 – Budget Transmitted to the County and Development of Salaries & Benefits
- August 2018 – County Budget meetings by Department
- October 2018 – 2019 Proposed County Budget submitted to BCC & Public Hearing on 2019 Budget
- November 2018 – Final Salaries & Employee benefits Budgets
- December 4 – BCC adopts 2019 budget and establishes mill levy
- December 13, Board Meeting – Library Board adopts 2019 budget

Public Services

Value Added Services Contract Authorization

Debbi Mikash, Collection Services Manager, introduced the topic and provided a summary of the information that was provided at the April Study session.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a five-year contract with annual renewal, within the approved 2018-budgeted amount and in the not to exceed amount of \$6.9 million, with Baker and Taylor for print materials and value added services. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Employee Relations and Development

Executive Director Recruitment

Sandie Coutts, Director of Employee Relations and Development, and Charles Naumer, introduced the topic and provided an update. The Executive Director Search Committee is about halfway through the process and applications are being received. Bradbury Miller has been in regular contact with the Search Committee keeping everyone updated. The

recruitment brochure is being distributed. The Board was asked to review the draft agenda and calendar for the Executive Director interviews and provide input. After some discussion, the Board reached agreement on the following:

- The public forum will be scheduled for the evening of June 18, 2018.
- The public forum will include a panel of the finalists. Each finalist will give a presentation to stakeholders and staff, followed by a questions and answer session. Bradbury Miller will facilitate the public forum. It was noted that this is an opportunity for the stakeholders and staff to engage with the finalists. The Library Board will have separate opportunities.
- Sandie Coutts will follow-up on Mayor Adam Paul’s offer to utilize the Lakewood Cultural Center for the public forum portion of the process.
- The Board agreed to have specific invitations sent to some community leaders (Board of County Commissioners, School Board members, etc.).
- The Executive Search Committee will provide suggestions on the libraries (three to five locations) for the tours. Library managers could provide the tours.

DRAFT AGENDA - EXECUTIVE DIRECTOR INTERVIEWS

Activity Day One	Date
Meeting with senior management team	June 18
Meeting with managers/other staff/community	June 18
Benefits review with Human Resources	June 18
Public forum – open to all stakeholders/staff	June 18 - evening
Activity Day Two	Date
Guided tours of select library branches	June 19
Interview with Full Board of Trustees	June 19

Facilities and Construction Projects

Columbine Final Report

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided an overview of the Columbine Final Report. In general, the report is presented in three sections: (1) what did we accomplish and was it effective; (2) what did we do right/what can we improve; (3) and what was the total cost.

The success of the Columbine's remodel can be seen partially by the increase of use statistics. Because we wanted to show the use of the building, the following measures were chosen:

- Visits
- Checkouts were chosen instead of Circulation (which includes renewals), since this measures the physical items that were checked out from the building.
- Number of programs
- Program attendance

The remodeled Columbine Library is outperforming in all but one measure - even though the number of programs were intentionally reduced, program attendance is up.

The report included recommendations where there is opportunity for improvement and areas where there were positive outcomes that indicate the process should be continued. All costs of the project were contained to the \$4 million budget without utilizing the \$250,000 contingency budget. Total unused allocated funds and the energy rebate was \$661,788. It was noted that some of the contingency budget may be used to modify the drive-up book drop. The budget does not include the costs for the sorter, which were appropriated from the book sorter replacement fund.

In response to questions, the Board was advised that:

- Power management refers to cabling in the public area and how the public accesses power in the library. The Library is working to improve the cabling process and utilizing furniture that has better power access for both the public and IT staff.
- The windows will be replaced through the Library's annual replacement budget.

Trustee Bodnar commended Steve Chestnut and the Library staff for the great work on the Columbine Library project.

Edgewater Library Update

Paul Wember, President of Wember, Inc., addressed the Board and introduced Dennis Humphries, with Humphries Poli Architects, Leanna de la Torre, Architect, Humphries Poli, Dan Spykstra, Senior Project Manager, Wember Inc., Nick Turner, Project Manager, m Fransen Pittman and Rachel Fenn, Estimator, Fransen Pittman.

The Board reviewed a presentation on the Edgewater Library project including the results of the community input meetings and collaborative input from Library staff and Fransen Pittman, General Contractors. There will be additional public meetings including a presentation to the Edgewater City Council on June 7, and a community meeting on June 13.

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

Paul Wember advised the Board that the project team is working on pricing and furniture and met with the City of Edgewater on scheduling and coordination.

Edgewater Library Phase II Notice to Proceed

Steve Chestnut introduced the topic and provided background information. At the October 12, 2017 Study Session, the Board was presented with information detailing the process used to select the General Contractor for the Edgewater project. Request for Proposals were issued and nine proposals were submitted. The selection team recommended and contracted with Fransen Pittman General Contractors, with Board Approval to assist with the pre-construction services. Those pre-construction services have been performed and a contract Notice to Proceed with Phase II construction fixed price amount is required to move forward with construction.

In response to a question, the Board was advised that an allowance was included for those items where the exact cost is unknown.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to issue a Notice to Proceed with Phase II of the Edgewater Library Construction in the amount of \$1,207,718, with Fransen Pittman General Contractors. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Landscape Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and provided a summary of the information that was provided at the April Study session. In response to a question, the Board was advised that the contract covers all Library facilities.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with the option to renew for four additional years, in the amount of \$82,080 with Environmental Designs Inc. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Trustees Elect Board Officers

The Chair advised the Trustees of the nominations for Library Board officers: Charles Naumer for Vice-Chair, and Kim Johnson for Secretary. The nominating committee members included Brian DeLaet and Deborah Deal.

MOTION: Deborah Deal moved to approve the officers as recommended by the Nominating Committee: Charles Naumer for Vice-Chair and Kim Johnson for Secretary for the term May 2018 to March 2019. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Bylaws Committee Recommendation

The Chair advised the Board that the Bylaws Committee recommended no amendments to the Bylaws.

MOTION: Kim Johnson moved that the Library Board of Trustees accept the recommendation of the Bylaws Committee to make no amendments and to adopt the Bylaws as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

2019 Strategic Planning

Charles Naumer, Vice-Chair, expressed appreciation to the Trustees for their comments and contributions to the discussion at the April Study Session. The intent is to have the Trustees review, digest the information, and continue the discussions. The Executive Director advised the Board that the nominating document submitted to Library Journal would be very helpful to the Board in the ongoing discussions. The Vice-Chair noted that the last three chapters in *the Evaluation and Measurement of Library Services*, on measurements, metrics and trends, would also be helpful in the strategic planning discussions. Copies of that book are available for the Board. The Board was asked to contact Amber Fisher if they are interested in reading that information.

BOARD SCHEDULE – NEXT MEETINGS

- May 10 – Study Session – 5:30 pm – Administration Conference Room
- May 17 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
- June 14 – BCC & BOT Quarterly Meeting – 11:30-12:30
- June 14 – Study Session – 5:30 pm – Administration Conference Room
- June 18 & 19 – Executive Director Recruitment – Final Interviews
- June 21 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 12 – Study Session – 5:30 pm – Administration Conference Room
- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 6:48 p.m.

Kimberly Danson

Kim Johnson, Secretary