

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 17, 2018

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 May 17, 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), Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson and John Bodnar.

Guests: Dan Spykstra, 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; Barbara Long, Interim Director of Finance Budget; Gloria Overholt, Consultant; Pat Klein, Director of Information Technology; Rebecca Winning, Director of Communications; Danny Lagage, Information Technology Operations Manager; Kurt Jungwirth, Facilities Operations Manager and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Deborah Deal moved approval of the minutes of the April 12, 2018 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the April 19, 2018 Board meeting. Seconded by Charles Naumer 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 Murder She Writes event was held on April 27. The event was low-key and did not raise a lot of money, but made some new friends. The Spring Whale Sale Friends preview night is May 31, with the sale from June 1 to June 3. Volunteers are still needed for the sale. Grants and sponsorships for 2018 Summer Reading include Kinder Morgan Foundation, \$3,000; FirstBank, \$2,000; and Madigan Foundation, \$5,000.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. Pat Klein has submitted his retirement notice, effective June 30. The Trustees expressed their appreciation for the many contributions Pat Klein has made to JCPL. The Executive Director advised the Board that the Library received a letter from AARP thanking the Library for their support of the AARP Tax Help program. The program served 1,859 people.

The Chair and Executive Director acknowledged two guests, Bob Pasicznyuk Executive Library Director of Douglas County Libraries and Janiece Murphy, President of the Douglas County Libraries Board.

Information Technology Staffing

The Board was presented with a brief overview of the information that was provided at the May 10, 2018 Study Session regarding the Intranet/DMS Manager position.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to move forward with the hiring of the Intranet/DMS Manager in 2018. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Employee Relations and Development

Executive Director Recruitment

Charles Naumer, introduced the topic and provided an update to the Board on the Executive Director recruitment. There were 29 applicants and the Search Committee met earlier in the day to review the applications. The Committee narrowed the applications down to eight candidates. The Committee will interview the eight candidates via Skype on Monday, May 21 and Tuesday, May 22. The Committee was very pleased with the strong candidate pool and national representation. The Board will receive information on finalists on June 14, for in-person interviews, which are scheduled for June 18, and 19. There will be a public forum on June 18, from 6:00 pm to 8:30 pm including a panel discussion facilitated by Bradbury Miller. There will be an opportunity for public input through a survey after

the panel discussion. Trustees Johnson and Naumer noted that Bradbury Miller Associates brought a lot of value to the process. The Committee is confident that they have the best possible national candidates and that might not have happened without the expertise of Bradbury Miller Associates.

Budget and Finance Department

Barbara Long, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

Financial Report

Barbara Long reported that operating expenses are on track. Revenue is showing the same amount as last month, the Library expects additional revenue to be posted, and it will be included in next month's financial report. The receipt of significant property tax funds in past months led to an increase in investment income. Staff is updating vacancy savings on a monthly basis and projections indicate will meet or exceed the target. Capital expenditures will start to pick up in the next few months with Edgewater construction and work on the security camera installations. There are projected savings in capital projects that were planned for 2018 but will not be moving forward this year.

The Chair reminded the Board that there would be another opportunity to discuss the financial report at the June Study Session. This is a standing study session topic to allow the Board more time to review the financials.

Update on 2019 Budget Development

Barbara Long addressed the Board and provided an update on development of the 2019 budget. June is big budget month for Library staff. The Library will be presenting 2019 budget information at the June Study Session with the Library's recommended budget presented for Board approval at the June Board meeting.

Facilities and Construction Projects

Edgewater Library Project Update

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

Julianne Rist, Director of Public Services, provided an update on the Edgewater Library project. The library portion of the project is moving into construction. The project team will have a final walk through before the concrete floor is poured next Thursday. Community meetings have been scheduled for June 7 and June 17. Dan Spykstra, with Wember, Inc., addressed the Board and reported that the project is following the timeline and going well.

Exterior Lighting Contract Authorization

Kurt Jungwirth, Facilities Operations Manager, introduced the topic and provided a brief summary of the information that was presented at the May 10, 2018 Study Session.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Next Step Energy Solutions in the amount of \$73,044 for the exterior lighting upgrade project. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Trustees Adopt the 2019 Governance Budget

The Chair advised the Trustees that Amber Fisher provided information on the Board's 2015-2018 travel/conference budget in response to a recommendation to increase that budget. Given that information, the Chair recommended that the Board stay within the current proposed budget. Trustee DeLaet noted that the Board should encourage each other to be more engaged in attending conferences.

MOTION: Deborah Deal moved that the Library Board of Trustees adopt the proposed 2019 Governance Budget as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

2019 Board Meeting Schedule – Board Consensus

CONSENSUS: The Library Board of Trustees approved the 2019 Board Meeting Schedule.

July Study Session

After some discussion, the Board reached consensus and asked Amber Fisher to issue a notice of cancellation for the July 12, 2018 Library Board Study Session.

2020 Strategic Planning

Charles Naumer advised the group that he would review the comments on the survey and send out an email with a process for the next discussion on strategic planning. Trustee DeLaet asked if there could be more structure and further map out the process to include where the Board is going with these discussions.

BOARD SCHEDULE – NEXT MEETINGS

- 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 – CANCELLED – Administration Conference Room

- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

Trustee Johnson advised the Board that her family attended the Star Wars event at the Columbine Library last week and thoroughly enjoyed the program. Trustee Johnson expressed appreciation to the Teen Services Manager for putting on a wonderful event.

ADJOURNMENT

The Board meeting was adjourned at 6:03 p.m.

A handwritten signature in cursive script that reads "Kimberly D. Johnson".

Kim Johnson, Secretary