

Jefferson County Public Library Board of Trustees
Study Session
May 10, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Review 5 and 10 Year Financial Plan
- Information Technology Staffing
- Exterior Lighting Contract Information
- Review Draft 2019 Governance Budget
- Proposed 2019 Board Meeting Schedule
- 2020 Strategic Planning – Board
- Financial Review

Call to Order

The Study Session was called to order at 5:31 p.m. by Julia Hill-Nichols, Chair.

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

Trustees not present: Charles Naumer.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Gloria Overholt, Consultant; Barbara Long, Interim Director of Finance and Budget; 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.

National Library Legislative Day (NLLD)

Trustee Bodnar reported on his attendance at National Library Legislative Day in Washington, DC.

Review 5 and 10 Year Financial Plan

The Executive Director advised the Board that Barbara Long has been appointed the Interim Director of Finance and Budget. Gloria Overholt will continue to serve as a consultant and assist with the transition.

Gloria Overholt provided an overview of how the five and ten year financial model is developed.

The financial model is based on the promises made to the residents of Jefferson County to invest in books and materials; provide access to updated technology; repair and refurbish existing facilities; improve service in underserved areas; and stabilize long-term finances. The model is based on 4.5 mills, a conservative assessed valuation increase of 10%, and a modest increase in other revenues and includes the application of the Board’s fund balance policy. Expenditure projections in the model include salaries and employee benefits, library books and materials and recommendations from the facility master plan:

- 2019 - Belmar \$6.7 Million
- 2020-21 – South County \$10-16 Million
- 2022 - Evergreen \$3.17 Million
- 2023 - Standley Lake \$5.8-8.3 Million
- 2024 - Admin Building \$16 Million

It was noted that the model is a working document and would be adjusted to reflect changes in the assumptions.

In response to a question, the Board was advised that this information is presented as a kick-off to the budget process and more details will be presented during the budget discussions. The Chair noted that putting the Belmar Library as a priority makes sense as the Board has the responsibility to take care of the existing facilities. If there is a revenue shortfall, funds will not be available to take care of the existing facilities. The priority should be the existing facilities before moving on to other things.

Information Technology Staffing

Danny Lagage, Information Technology Operations Manager, addressed the Board and introduced the topic. The Library currently has a temporary employee performing the Project Management role for the development of the intranet. As the Intranet Project has progressed, the Library recognized the need for continuity and continuing support to ensure the success of the project. The Intranet Manager will replace the current temporary employee and will have ownership of the solution, deployment and ongoing management. The new Intranet site will establish new forms of communications and collaboration throughout JCPL and it is imperative the site owner provide input and be knowledgeable of the new communication paths. The second part of the project is the

Document Management System (DMS) that is scheduled to start later in 2018. Based on the magnitude and importance of the Intranet project, the Library is recommending that the Board approve moving forward with the hiring of the Intranet/DMS Manager in 2018, as opposed to waiting for 2019.

In response to questions, the Board was advised that:

- The main concern is about continuity for a successful project.
- The initial cost of \$45,090 is for the rest of 2018.
- The cost includes salary and benefits
- The range is at the high end for the position
- The Library would post the position
- The responsibilities of the position would include content management for the intranet, database management, and workflow, maintenance, developing, and implementing the document management system.
- SharePoint is a web-based, collaborative platform that integrates with Microsoft
- The Library does not believe that the intranet and document management systems would be effective if they were managed outside of the Library.

Exterior Lighting Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the Exterior Lighting Upgrade project. Poor exterior lighting has been an ongoing issue with patrons and staff. As part of JCPL's strategic goal of upgrading the Exterior Lighting systems at its nine library locations to LEDs, JCPL went out for bid on April 09, 2018. The Library received four responses to the RFP and is recommending Next Step Energy Solutions for the exterior lighting project. The project is expected to start in June 2018, with a completion date around July 2018. The recommendation from the team working on this project is for the Director of Facilities and Construction to request Board authorization for the Executive Director to enter into a contract with Next Step Energy Solutions. This contract will be for the upgrade of the Exterior Lighting systems to LEDs to help us meet safety and security requirements and further reduce our energy use.

In response to questions, the Board was advised that:

- The project will upgrade nine Library facilities. Xcel owns the light poles at the other sites. The Library may address exterior lighting on the buildings at those sites.

- Some of the anticipated rebate goes back to the contractor and some goes to the owner – then the contractor typically reduces the Library’s cost. Facilities staff will work with the contractor on how the rebate will work.
- The project does not include new poles.
- The LED bulbs should last for 60,000 hours and the Facilities staff should be able to replace the bulbs.
- This energy savings measure is not the same as the one the Library completed through its partnership with McKinstry. It may not be possible to gather similar savings data on kilowatt-hours without spending significant resources (approximately 30-40 hours) to gather that information. The Library will make every effort to see what would be involved in gathering that information before expending the resources, which may negate any savings.
- The return on investment of approximately 1.5 years is an estimate.

Review Draft 2019 Governance Budget

The Chair addressed the Board and provided information on the proposed 2019 Board Governance Budget. The budget largely remains the same as the 2018 budget, with the only adjustment being an increase of \$500 for food and beverages. Trustee Bodnar recommended an increase in the travel budget to allow for all seven Trustees to attend a national conference. The Board will vote to adopt the 2019 budget at the May Board meeting.

Proposed 2019 Board Meeting Schedule

Amber Fisher, Executive Assistant, introduced the topic and advised the Board that the 2019 meeting schedule is coming before the Board earlier in the year than usual. Public Services programming staff have already started booking meeting rooms for Library programs. In order to ensure the Board has meeting rooms for 2019, the Board will be asked to approve the schedule at the May Board meeting so reservations can be confirmed. In response to a question, the Board was advised that the Edgewater does not have its own meeting room. The meeting room is a shared space with the City of Edgewater. The Library will be looking into scheduling a Board meeting in that shared space and will keep the Trustees updated.

2020 Strategic Planning – Board

The Chair noted that there was no specific item for discussion regarding the Board’s strategic planning topic. Trustee Anderson addressed the Board, noted that she had reviewed the Board’s comments on library trends and expressed appreciation for

everyone's observations. In terms of the timing of this work, Trustee Anderson inquired about the scheduling with respect to the role the new Executive Director would have in strategic planning. Trustee Anderson advised the Board that she would send an email with more information about her concerns.

Financial Review

There were no questions from the Board about the March 2018 financial report that was presented at the April 2018 Board meeting.

Executive Director Recruitment

The Board was advised that the consultant will be at the May 17, 2018 Board meeting to provide an update.

ADJOURNMENT

The study session was adjourned at 6:14 p.m.

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

Kim Johnson, Secretary