

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 16, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 16, 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 and Brian DeLaet.

Trustees not present: Deborah Deal, Pam Anderson. (Please note Trustee Anderson joined the Board at 5:44 pm as noted below during the Edgewater Library Project Update).

Guests: Nick Taylor, Paul Wember

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

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the agenda as amended to include the board nominating committee item under emerging issues. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the July 2, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the July 19, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Alice Atkins, a Golden resident, addressed the Board. Ms. Atkins noted that she was recently at the Jeffco Action Center assisting with the distribution of donated school

materials and had a conversation with a mother who was picking up supplies for her children. The woman described how the decision to do away with late fees for children's materials was having a positive impact in her life. The woman had been concerned that she could not afford to use the Library as she was having a difficult time getting books back to the Library. She was so pleased to hear of the new policy. Ms. Atkins stated that this is an example of how the Board's decisions have a positive impact on peoples' lives.

FOUNDATION REPORT

Julia Hill-Nichols reported on the Foundation activities on behalf of Jo Shantz who was unable to attend the meeting. Highlights of the report included the volunteer appreciation picnic that was well received by the volunteers. The Foundation is excited about the plans for a groundbreaking ceremony for the Standley Lake Library outdoor learning space. The Stouts and Stories kick-off event is scheduled for September 27, at the Lamar Street Station.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. There were no questions from the Board about the report. The Executive Director expressed appreciation for the wonderful farewell reception the previous evening.

Budget and Finance Department

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, addressed the board and presented information related to the July financial report. Almost all property tax revenue has been received and other revenue is projected to exceed the amount budgeted. Increases on other revenue are expected to offset the reduction in revenue from fines and fees. The amount in the fund balance is indicative of revenues received and does not reflect anticipated expenses. The fund balance will decrease over the remaining months of 2018. In-kind operating expenses related to the Foundation are on track or under budget. The Library has a high degree of confidence in meeting or exceeding the vacancy savings requirements. The report reflects large encumbrances for the Edgewater Library project and planning costs for the Belmar Library project.

Next Tuesday (August 21) the Library's 2019 budget will be presented to the Board of County Commissioners. The County budget staff will make the presentation and Donna Walker and Barbara Long will attend. It is anticipated that the presentation will last for 5-7 minutes and consist of a one-page highlight of total revenue, total expenses and staffing. The Chair asked that the Board receive an update on the presentation at the next meeting.

Facilities and Construction Projects

Edgewater Library Project Update

Paul Wember, President of Wember, Inc. addressed the Board and shared several photographs and a video showing the progress on the Edgewater Library project. He stated that everything is going very, very well and that is a testament to the Library's team including the IT staff and Steve Chestnuts' electrical knowledge. Paul attended the civic center construction meeting. Appreciation was expressed to Pat Klein, for continuing to provide video coverage of the project.

Trustee Pam Anderson joined the meeting at 5:44 pm.

Additional information included installation of the windows, plans for white boards in the study room, chair rails and technology (power and data stations). There were some changes in costs that were mostly addressed in the original budget.

In response to a question, the Board was advised that the windows are in and as indicated in the report, the project team came up with some creative solutions that minimized the impact.

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that the delays related to fireproofing and foundation issues may cause the Library to extend our contracts and may increase costs. Paul Wember is driving the work on the inside to minimize impact; however, there will probably be some changes to the contract with Wember, Inc. and Fransen Pittman.

Edgewater Library – Furniture and Family Place Presentation

Julianne introduced Nick Taylor, Manager of the Edgewater Library. Nick addressed the Board and presented information on the furniture and fabric selections. The Edgewater project team worked closely with designer Mary Goulash throughout the process and included input from the community and Edgewater staff.

Nick Taylor introduced Robyn Lupa, Public Services Coordinator for Kids and Families, and Melissa Mendes, Kids and Families Librarian. Robyn and Melissa presented information on the Family Place Library Initiative. Edgewater will be JCPL's first Family Place Library, joining a network of over 400 libraries in 29 states. The Family Place initiative builds on what the Library already does for young kids and families to help ensure that each child gets the best start in life.

There are several core components in the Family Place initiative including, Collaborations and Partnerships, Outreach, Dedicated Family-friendly spaces, Collections, Staff Training, and Programs and Workshops. The mission of Family Place is to build foundations for early learning, with a model for family-centered library service. Family Place creates a library culture in which all staff are on board to actively and intentionally support young

kids and their families. It involves the design of physical space, services, and collections specifically for young kids and parents while integrating play within the library environment and nurturing parent-child and parent-parent interactions. It connects families with the services and resources of other family and early childhood agencies to help build a strong fabric of community support. By creating a family-centered environment, Family Place will transform Edgewater into a community hub for families with very young kids – a welcoming, free place for early literacy and learning, socialization, parent education and family support.

In response to questions, the Board was advised that:

- Family Place is a dedicated space in the library
- Programs and workshops will be held in the meeting room or community room
- The age range is birth to three years
- The Library has been in contact with Jeffco Schools and already does a number of outreach programs with the schools
- The Family Place initiative has been around for 20 years and has approximately 450 participating libraries across the country
- Staff training includes the commitment to keep up with JCPL's accreditation in the program

Communications Department

Rebecca Winning, Director of Communications, introduced the topic and addressed the Board.

MOTION: Charles Naumer moved that the Library Board of Trustees recognize Pam Nissler for her sustained and distinguished service to Jefferson County Public Library and the community by naming the Lakewood Administration Conference Room in her honor and that the name remain in perpetuity as long as the conference room remains at that location. Seconded by Brian DeLaet the vote was delayed for further discussion.

Trustee Bodnar noted that the naming of the conference room should be in perpetuity and suggested that the motion be amended to strike "as long as the conference room remains at that location".

MOTION: Charles Naumer moved that the Library Board of Trustees recognize Pam Nissler for her sustained and distinguished service to Jefferson County Public Library and the community by naming the Lakewood Administration Conference Room in her honor and that the name remain in perpetuity. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Emerging Issues

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Brian DeLaet to serve on the committee to nominate board officers. The Chair noted that with her resignation from the Board, Charles Naumer, current Vice-Chair would fill the office of Chair for the unexpired term in accordance with the Bylaws. The nominating committee will report to the Board on September 13, 2018 and the Board will vote on officer(s) at the September 20, 2018 Board meeting. In response to a question, the Board was advised that Trustees may self-nominate. Trustee DeLaet asked that all nominations be submitted to the nominating committee by September 7, 2018. Officers elected at the September 20, meeting will serve from October 2018 to March 2019. All officer positions are up for election in March 2019.

Ends

2020 Strategic Planning

Charles Naumer, Vice-Chair, introduced the topic and provided a brief recap of the topic. The purpose of the discussions is to create a foundation of understanding for the Board and its work with the Senior Management Team on the 2020 strategic plan. The discussion today will focus on our target audience. Next month the Board will discuss the Aspen Institute report and in October, the topic will be measuring what matters. Trustee Naumer asked each Trustee to share their thoughts on who they feel is the target audience. A summary of those statements follows:

- In terms of who our audience is, there is a difference between looking at individual patrons and the stakeholders – are we focusing on the individual needs of library cardholders, or are we looking at community stakeholders as a whole. For example – partnerships, collaborations and engaging the community.
- I struggled with the metrics –those numbers are important – ground yourself to know if you are doing what you need to do. How can we determine if we are meeting those community connections – need to connect with large groups and stakeholders – are we fulfilling the needs of the community as a whole. The Library does a great job of that but I do not know how to measure those things and I do not want to get rid of the metrics.
- Struggling with finding the balance, serving who you need to serve and not losing sight in the meantime of the value for all citizens whether they use the library or not. I have heard people say that in 20 years, libraries will not be around, but if libraries are framed as active partners like with workforce – that could be the biggest impact in the community and all the citizen of Jeffco.
- The numbers speak volumes and it is important to measure when we can.
- As we become more engaged in a broader way as a driver and leader of the community the numbers are part of that and will come through. I'm not suggesting that we give up metrics – individual numbers – but we focus our energies and are very thoughtful about

it – do a little collaboration – we do that with the schools and workforce – it will drive our numbers – we’ll see it in the numbers.

- Stakeholders are inclusive of patrons. I like the measurements how we serve patrons – for programs there are qualitative measures that do exist – when measuring we should pay attention to the metric side and consider capacity for the organization. We can talk a lot about some awesome program but what is our capacity for it. The ability to partner with a group and stating this is what the Library will do for you is fine, but capacity needs to be considered. Also assessments change, climates change, and demographics change.
- I never did like the measure of cardholders – staff did a great job of doing that – but it did not change the numbers. Something like Family Place, that is where the numbers come. When I came on we were weeding – Evergreen had books that only circulated once a century. It can be such an intangible benefit that we provide to the community – I could not qualify it.
- I would rather see parents sitting down at Family Place playing with their kids than measuring that. Remember those folks have to come through the door.
- The Jeffco business center used to buy database access – they realized the library has that – so when businesses need help they pull up the library website. Now the business center can put more of their resources into what they are doing.
- I love the data and the metrics. It can be valuable and informative and I think it helps the Board and hope it helps staff too. I would support further conversation maintaining that.
- Alternative library services - remember that the walls don’t define our capacity and there are other ways to deliver service.

The Vice-Chair expressed appreciation to the Trustees for their input and noted that the qualitative and quantitative discussion in October can also address the capacity issues.

GOVERNING POLICIES: MANAGEMENT LIMITATIONS (Monitoring Reports)

Policy 2.5: Financial Planning, Budgeting

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.5: Financial Planning, Budgeting as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.6: Compensation and Benefits

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.6: Compensation and Benefits as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.7: Emergency Executive Director Succession as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.8: Board Awareness and Support

MOTION: Pam Anderson moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.8: Board Awareness and Support as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Policy 2.9: Materials Selection

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.9: Materials Selection as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- September 13 – Study Session – 5:30 pm – PAM NISSLER Administration Conference Room
- September 20 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm –Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room
- October 11 – Study Session – 5:30 pm – Administration Conference Room
- October 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- November 8 – Study Session – 5:30 pm – Administration Conference Room
- November 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- December 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- December 13 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

Pam Nissler, Executive Director, addressed the Board and thanked the Trustees for their dedication and the support they provide to the Library. She noted that it has been an honor to work with them.

CALL FOR EXECUTIVE SESSION

MOTION: John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees at 6:55 pm and reconvene in Executive Session pursuant to CRS 24-6-

402(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 7:00 p.m. with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, Brian DeLaet and John Bodnar. Also present, Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 7:24 pm, at the request of the Trustees, Sandie Coutts joined the board in Executive Session. At 7:32 pm, Sandie Coutts left the executive session.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:42 pm, John Bodnar moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize an exit payment to the Executive Director in the amount of \$35,000. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 7:48 p.m.



Kim Johnson, Secretary