

Minutes of the **Joint** Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
September 20, 2018

CALL TO ORDER – JOINT MEETING

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held in the Belmar Library meeting room on September 20, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the joint meeting to order at 4:47 p.m. Other Trustees present; Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Brian DeLaet and Deborah Deal.

Trustees not present: John Bodnar, Pam Anderson

Jefferson County Library Foundation Board members and staff present: Sally Reed (President); Jo Schantz (Foundation Executive Director); TJ Bowen (Vice-President); Ron Benson; Neal Browne; and Ron Marquez.

Staff present: Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Welcome and Introduction

Julia Hill-Nichols, Library Board Chair, welcomed the Foundation Board and expressed appreciation for their support of the Library.

Library & Foundation Board

The Library and Foundation Board members participated together in an introduction exercise designed to initiate conversations and enhance knowledge of each other. Small groups met together to discuss their responses to this question: “Why did you decide to commit your time and energy to the service of the Jefferson County Public Library/Library Foundation?”

Closing Remarks

Sally Reed, President, Jefferson County Library Foundation, expressed appreciation to the Library Board and provided a summary of the Foundation’s accomplishments.

The **Joint** meeting was adjourned at 5:40 p.m.

**REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES, September 21, 2017**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 20, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:45 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Pam Anderson, and Brian DeLaet.

Trustees not present: John Bodnar

Staff present: Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Kim Johnson moved approval of the minutes of the August 9, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by all Trustees present.

MOTION: Charles Naumer moved approval of the minutes of the August 16, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom Atkins, a resident of Golden, addressed the Board. Mr. Atkins noted that he had a statement of appreciation to read into the record. Mr. Atkins expressed his admiration and gratitude to Pam Nissler for her leadership through the most trying times that JCPL had experienced in the 25 years he has been a library advocate. Because of that leadership, and with the dedication and commitment of her amazing staff, to whom he also expressed his admiration, Pam Nissler steered the library on a difficult but effective course thru the sometimes competing needs of patrons, staff, the County and the tax-paying community,

resulting in the security and stability to weather future challenges while providing first class library services to Jefferson County. Mr. Atkins also expressed his gratitude to Julia Hill-Nichols for her dedication to the Library through several of those challenging and difficult times.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. Highlights of the report included the upcoming Stouts & Stories/Ales & Tales kickoff event on September 27. The fall book sale will be held at the Jeffco Fairgrounds October 19 through the 21. The goal is to raise \$65,000 from the book sale. The Foundation launched a legacy chapter giving opportunity as part of its planned giving program. More information on the giving program will be provided.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In addition to the activities in the report, the Executive Director met with the City Manager of Edgewater and the Executive Director of the Foundation. The Board noted their approval and appreciation of the new format for the Executive Director's monthly report.

Budget and Finance Department

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, presented information related to the August 2018 financial report. At this time of the year, the large property tax receipts have been received. Other revenue has already exceeded the amount budgeted due to increases in investment income, contributions from the Library Foundation and E Rate revenue. Operating expenses are on track or under budget. Jefferson County's 2017 Comprehensive Annual Financial Report (CAFR) has been approved and published. The Library is included in the County's reporting as a component unit. The Library participates in the County's annual audit and the Library fund balance from the CAFR ties together the Library and County's financial statements.

In response to questions, the Board was advised that:

- The year-to-date balances noted in the supplies and other services and charges line items do not reflect anticipated expenditures for large projects (Edgewater Library opening supplies, telephone replacement project, etc.).
- In Table 1, Operating Capital reflects the two vehicles (cargo van for alternative services and one truck for facilities). The name of this line item will be adjusted for clarity.
- In Table 1, Capital Development is a summary of capital expenses. Those expenses are detailed in Tables 5 and 6. The name of this line item will be adjusted for clarity.

- In reference to the County charges (internal transactions/cost allocations), the Library has been participating in meetings with the County and does not expect those charges to change.
- The Library will adjust the formula used to make projections for the library periodicals line item.
- The Finance department is meeting with managers to confirm the status of projects and expected expenditures.

Print Services Contract Authorization

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with Lewan Technology for print services at the cost per print as presented in the September 2018 Board report. Seconded by Pam Anderson the motion was approved by unanimous vote of all Trustees present.

Facilities and Construction Projects

Edgewater Library Project Update

Steve Chestnut, Director of Facilities and Construction Projects, provided an update to the Board. Carpet and tile is ready to be installed and painting is underway. When those finishes are completed, the Library will be able to move in shelving and books. The civic center schedule continues to be modified and the exact opening date has not been determined.

Belmar Library Renovation – Architect Process and Selection – Phase 1 Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that information was presented at the September 13, Study Session on the architect process and selection. The project teams’ decision to move forward with HDR Architecture Inc. was unanimous.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with HDR Architecture Inc. in the amount of \$49,400 to complete the Schematic Design Phase 1 of the Belmar Library Renovation project. Seconded by Kim Johnson the motion was approved by unanimous vote of all Trustees present.

Foothills Recreation – Library Intergovernmental Agreement

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic. There were no questions from the Board.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to proceed with the draft Intergovernmental Agreement between

the Jefferson County Public Library and the Foothills Park and Recreation District as presented. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

Information Technology

Bernadette Berger, Director of Information Technology, addressed the Board and introduced Cheryl Murphy, Systems Administrator, who provided a demonstration of the Library's internal website (the "Buzz"). The project replaces the antiquated intranet and provides the opportunity for staff to work together better, smarter and more efficiently. In response to a question, the Board was advised that in the past the Library's newsletter, (Green Sheets) was provided to the Board in PDF format via email. The IT staff is working on a method to provide the Trustees with links to library news and anticipate having that ready for the Board next month.

CONSENT AGENDA

Trustees Elect Board Officers

The Chair advised the Trustees of the nominations for Library Board officers: Kim Johnson for Vice Chair and Pam Anderson for Secretary.

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the officers as recommended by the Nominating Committee: Kim Johnson for Vice Chair; and Pam Anderson for Secretary, for the term October 2018 to March 2019. Seconded by Deborah Deal the motion was approved by unanimous vote of all Trustees present.

Ends

2020 Strategic Planning

Charles Naumer, Vice-Chair, introduced the topic and noted that the last discussion centered on the audience (who the Library is serving). The discussion for this meeting will be centered on the Aspen report. The Trustees noted their thoughts about that report.

- Phenomenal report – delving into the blockchain issues – reminds me very much of the Aspen report – how do we manage this incredible amount of data that is overwhelming. The takeaway is teaching people how to access data so they can act. The library is in a unique position to really help people get their arms around data so they have better lives – so they learn – and move forward.
- The library can help turn too much information into knowledge. Ability to do that is critical – important to me personally. The library can and should be the center of civil society – instrumental in maintaining democracy and keeping people informed. How important it is to key in on community goals and make sure our community goals are tied into the community's' goals as a whole and continue to evaluate them as everything changes.

- Taking services to where people are – I like that component. Also looking at how technology is interwoven and access points. A big challenge is making sure that our front line, as well as people we serve, are trained and have the skillset and resources. That is a lot of infrastructure – maintaining that balance – what communities are looking for and fiscal responsibility. Continue to look at benchmarking and the tools and be very critical about what programs we take on. Think about infrastructure and sustainability. Change is hard and new tools are challenging – do you have the resources to make people comfortable with those tools. Overall the report was thoughtful and well framed.
- I latched on with the data – there are opportunities for us to do more programming, teaching and demonstrating. Involving people in what data is out there, how it can be used, how to access it and how to understand it. I look at programming every week – think there is a real opportunity there that could help the library’s future and cement it. Being able to demonstrate and instruct on what to do with all that data as the great connector. The library as the center of the community – used to be church. The opportunity to bring that forum together tighter and make it available through the library.
- When I thought about the question who is our audience – I was really excited by what I have read – what the role of libraries are in communities. The Colorado version of the Aspen report talked about the role of libraries as a part of that civic conversation and a place to encourage civic engagement. Recognize how important libraries are – how the libraries should be aligned with the local community. Also recognize that libraries are good leaders in those efforts. Libraries bring so much to those conversations and what libraries can offer. Look at what libraries roles are in our communities – literacy has always been one of the mainstays – and define literacy more broadly.
- In my professional life, there is an assault on institutions and it’s more important that libraries are the place for civil discourse. It is challenging to navigate from communication perspective but it is a challenge worth looking at. People are looking for that safe space – a moderated facilitated safe space – collecting information – or a selection of materials or a forum =- a platonic debate. There is a real need out there for that – many conversations about civil discourse. So many challenges in our school systems as well – that partnership may be an opportunity.
- During meetings with every division, something they are hearing every day is about civil conversation. The library is a trusted place where people trust their libraries and librarians. They trust us with their information and that we are providing them with vetted information. They trust us with their secrets and that is an incredible power the library can use for the good of the community and meeting their goals. The library is trusted because it does not take sides.
- In talking about our audience, the de facto place to go is the taxpayers, and yes, it is a fiduciary responsibility for the Trustees, but it is more expansive than that. There are a whole bunch of people who do not own property in Jefferson County and they too are

our audience. It is also the staff, our partners, the media, and where we want to focus in a resource-restricted environment. The audience question is not simple and it is going to be fluid.

- It is also about the future – people talked about the role libraries played in their lives – it is about future generations. Defining our outcomes and how we define our success. While the alternative service delivery models excite me, there is another piece to it. I need to rethink some of the assumptions I have made. There are benefits from alternative services but places are very important to the communities.
- Like the family place – it is more community based conceptually.
- Something to keep in mind is that the suburban branches are facing urban problems.

The Vice-Chair advised the Trustees that the next discussion would be focused on metrics and how to measure success. The Trustees were advised to contact Amber Fisher if they are interested in looking at the book on metrics and library services. 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.

ANNOUNCEMENTS / GENERAL INFORMATION

The Vice-Chair addressed the Board to acknowledge the service of Julia Hill-Nichols. On behalf of the entire Board, you will be missed, not only for your great leadership, but also for your knowledge, intelligence, thoughtfulness, humor and grace. You have set the bar very high and we appreciate your service to the Library and to this Board.

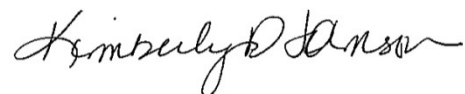
The Chair thanked the Board for their lovely sentiments and noted that serving on the Library Board has truly been an honor.

BOARD SCHEDULE – NEXT MEETINGS

- 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

ADJOURNMENT

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



Kim Johnson, Secretary