

**Minutes of the Special Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
September 13, 2018

**CALL TO ORDER – REGULAR MEETING**

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Pam Nissler Conference Room at Library Administration on September 13, 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: Tom Swart, Stratagem Certified Public Accountants.

**Staff present:** Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Julianne Rist, Director of Public Services; Barbara Long, Interim Director of Finance and Budget; Bernadette Berger, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Sandie Coutts, Director of Employee Relations and Development; 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 presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

**Finance and Budget Department**

Financial Review

There were no questions from the Trustees regarding the financial report presented at the August 16, 2018 Library Board Meeting.

Amendment to Print Services Contract with Lewan

Barbara Long, Interim Director of Finance and Budget introduced the topic and addressed the Board. The Library identified additional cost savings in bundling three contracts into one contract. The agreement would reduce print costs for almost every print done on all of the Library's machines. In addition to ongoing lower prices, there will be an immediate credit of just over \$12,000 upon signing the contract.

In response to questions, the Board was advised that:

- The Library owns the copy equipment and the print services agreement covers over 50 machines.
- The Library did investigate leasing equipment; however, the current equipment has a lot of useful life. Additionally the costs to lease were prohibitive and not included in the budget.
- Currently, and continuing with this agreement, the Library only pays per print and for the consumables.

The Library will ask the Board to authorize the Executive Director to sign the contract at the September 20, 2018 Library Board meeting.

## **Facilities and Construction Projects**

### Belmar Library Renovation – Architect Process and Selection

Steve Chestnut, Director of Facilities and Construction Projects introduced the topic and provided an update to the Board. The Library received ten responses to the Belmar Architect RFP. After evaluation, four firms were selected for the interview process. This particular RFP outlined two phases: Phase 1 is schematic design and Phase 2 is determining architecture and engineering fees based on the actual design. This phased process will give the Library a better opportunity to move forward with negotiating costs based on the design. The Library will ask the Board to authorize the Executive Director to sign a contract for Phase 1, which is to complete the schematic design.

In response to questions, the Board was advised that:

- This phased approach does provide the Library with the opportunity to change vendors if the Library is not satisfied.
- As part of the lessons learned from the Columbine Project, this phased approach held the potential for cost savings and a better understanding of costs from architects and engineers
- The schematic design includes the placement of areas (i.e., here is where the Children’s area will be) and would indicate if there are walls or entrances that need to be moved. It also allows associated cost estimates to be determined.
- The Library will engage the community utilizing the same process that was used for Columbine, including community surveys and community feedback meetings
- The Library can provide the Board with the list of vendors who responded to the RFP.
- The Library selected HDR Architecture Inc.

### **Foothills Recreation - Library IGA**

County Open Space is moving forward with deeding Clement Park to Foothills Park and Recreation District. The Library is working with the County Attorney to protect the Library’s interests and access by drafting an Intergovernmental Agreement between the

Foothills Park and Recreation District and the Library. The IGA would update an older water agreement and guarantee access to the Columbine Library through Clement Park property. The Board was advised that additional information is included in the memorandum and draft agreement that are included in their Board report. The Library will ask the Board to authorize the Executive Director to move forward with the draft agreement at the September 20, 2018 Library Board Meeting. The final intergovernmental agreement will be brought before the Board for authorization when it is completed.

#### **Consent Agenda (4.3.4)**

##### Nominating Committee Reports to Board

Trustee Brian DeLaet, member of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Kim Johnson for Vice-Chair and Pam Anderson for Secretary. The Trustees indicated acceptance of the nominations for officers as presented. The Board will elect Board officers at the September 20, 2018 Board Meeting.

#### **Ends**

##### 2020 Strategic Planning

Charles Naumer, Vice-Chair, noted that the Board would discuss the Aspen Report as part of their 2020 strategic planning work at the September 20, Board meeting.

#### **CALL FOR EXECUTIVE SESSION**

**MOTION:** At 5:50 pm Charles Naumer moved to adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4) (e) (I) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet and Deborah Deal. Also present: Donna Walker, Rebecca Winning, Barbara Long, Amber Fisher and Tom Swart.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

#### **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND RECONVENE THE SPECIAL MEETING**

**MOTION:** At 7:06pm, Brian DeLaet moved to adjourn the Executive Session and reconvene the special meeting. Seconded by Pam Anderson the motion was approved 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(4) (e) (I) to discuss positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

**ADJOURNMENT**

The Board meeting was adjourned at 7:09 pm.

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

Kim Johnson, Secretary