

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

December 13, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on December 13, 2018. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba

Trustees not present: Pam Anderson.

Guests: None

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

APPROVAL OF AGENDA

MOTION: Debra Deal moved that the Library Board of Trustees approve the agenda as amended to move the 2019 budget adoption ahead of the monthly financial report. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the November 8, 2018 Study Session as presented. Seconded by Deborah Deal the minutes were approved by all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the November 15, 2018 Board meeting as presented. Seconded by Jeanne Lomba the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom and Alice Atkins, Golden residents, expressed appreciation to the Board and staff for their work over the last year and extended their best wishes for the coming year.

FOUNDATION REPORT

Jo Schantz, Library Foundation Executive Director, addressed the Board and provided an update on the activities of the Foundation. The Foundation is \$50,000 over budget in year-to-date income. Recent receipts include \$12,404 from Colorado Gives Day and \$6,243 from holiday book sales at the Columbine and Lakewood libraries. The Foundation submitted \$241,000 in grant requests and received \$77,000 to date. The Foundation office will be closed between Christmas and New Year's Day.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In addition to the meetings in the report, the Executive Director attended the West Metro Chamber's Diversity Board meeting which included representatives from the Black Chamber, Hispanic Chamber, Asian Chamber and LGBTQ Chamber. It was an excellent opportunity to discuss and promote the Library and the services available to diverse populations. In response to questions, the Board was advised that:

- The Board of County Commissioners (BCC) cancelled the December quarterly meeting with the Library Board. The Elected Officials/Personnel Board meeting that was scheduled for the same day was also cancelled.
- The Executive Director will provide more information on the meeting with the City of Arvada, scheduled for December 18, at the next Board meeting
- The community is enjoying the Edgewater Library and there have been no reported incidents.

Budget and Finance Department

2018 Budget

Barbara Long, Interim Director of Budget and Finance, provided an overview of the 2019 budget. The 2019 budget continues to keep the Library's promises to the community by ensuring appropriate staffing, investing in capital development and improvement and addressing the Library's strategic priorities. The changes between the draft budget submitted in June and the final budget include:

- Increased total budgeted revenue by \$50k
- Decreased budget expenses by \$243k
- Adjusted budgets for Belmar Renovation and South County Library projects
- Reduced budget for Library Books & Materials by 4250k
- Decreased the use of Fund Balance from \$2.47M to \$1.93M

In response to questions, the Board was advised that:

- The reduction in the books and materials budget of \$250,000 is a reflection of the Belmar Library renovation project not being completed in 2019 and would therefore not need an opening day collection.
- Planning for South County was included in the 2019 budget and reflects the Board's request to accelerate that project. The South County location has not been determined.
- If both the Belmar Library and South County were to open in 2020 it would require the use of fund balance reserves.

The Chair expressed appreciation to the staff for their work on the budget and keeping the promises to taxpayers.

Trustee Bodnar noted that he is not comfortable with the Belmar project placeholder in the budget and would not be voting in favor of the 2019 budget.

MOTION: Kim Johnson moved that the Library Board of Trustees adopt the 2019 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, addressed the Board and presented information related to the November financial report and the information on operating and capital budgets. In response to a question, the Board was advised that:

- The opening day collection is included in the overall library books and materials budget and is not an addition to the collection budget.

Trustee Bodnar expressed appreciation for the information on operating and capital budgets.

Facilities and Construction Projects

Kleen Tech Janitorial Services Contract

Steve Chestnut addressed the Board and provided information on the janitorial services contract.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the not to exceed amount of \$487,000. Seconded by Brian DeLaet voting was suspended for further discussion.

In response to a question, the Board was advised that the contract term is for one year.

The Executive Director expressed concern with the “not to exceed” addition to the motion. Trustee Bodnar advised the Board that he would amend the motion to remove the “not to exceed” statement.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the amount of \$487,000. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present

Employee Relations & Development Department

Service Highlights – Social Work Coordinator

Sandie Coutts, Director of Employee Relations and Development introduced Debra Walsh, Social Work Coordinator. Debra addressed the Board and provided information on her background and her work with the Library. Over the last six months part of the onboarding process included meetings Library staff and external agencies (County Public Health, Jefferson Mental Health, Jeffco Action Center, the Homeless and Substance Abuse Coalitions, ,etc.). In support of patrons, drop in hours have been established at Arvada and Belmar, where anyone in the community can come in for assistance. Ms. Walsh has met with 59 patrons and provided guidance and support to staff at other library locations working with 20 additional patrons. Additionally, people come in with concerns about relatives and they are provided with guidance and links to resources. Debra expressed appreciation to the Library Board for their recognition and support of this important work.

In response to questions, the Board was advised that:

- The system would be well served by having more social workers.
- The Library is working toward training for Library staff to help them with their encounters with patrons
- There are flyers about the social worker, however, the Library is trying to manage capacity
- Logistics make responding to calls from other locations challenging (i.e., if a call for assistance came in from Columbine, by the time Debra traveled from Arvada to Columbine there is a good chance the patron needing assistance would be gone).

The Board expressed appreciation to Debra for her work and dedication to providing services to the communities.

CONSENT AGENDA

Adopt 2019 Governance Process Calendar

MOTION: Kim Johnson moved that the Trustees adopt the 2019 Governance Process Calendar as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Emerging Issues

In response to a concern raised by Trustee Deal, the Executive Director advised the Board that she will include information on what the Library is doing to address safety and security issues from time to time in her Board report.

Ends

2020 Strategic Planning

Charles Naumer, Chair, advised the Board that at the next Board meeting the Trustees can review and vote on the ends statements. The Chair noted that he had worked on making some changes to the ends statements to reflect the value proposition and sent it to the Executive Director for review and suggestions.

The Executive Director asked the Board to consider extending the March 2019 Study Session to include a strategic planning session. The Library would bring the results of the community input meetings.

BOARD SCHEDULE – NEXT MEETINGS

- January 10 – Study Session – 5:30 pm – Pam Nissler Conference Room
- January 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- February 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- March 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Trustees that the Library and Foundation Working Group will continue meeting. The conversations have been very constructive and the group is focusing on goals. The plan is to renew the agreement in April 2019.

ADJOURNMENT

The Board meeting was adjourned at 6:24 p.m.

A handwritten signature in black ink, appearing to read "Pam Anderson", written over a light gray rectangular background.

Pam Anderson, Secretary