

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
January 17, 2019

**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 January 17, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), Deborah Deal, Brian DeLaet and Jeanne Lomba

Trustees not present: John Bodnar

Guests: Julianne Scherer and Kent Freed, HDR, Inc.; Dave Eddy, Fransen Pittman; and Sara Lara, NV5

**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:** Brian DeLaet moved that the Library Board of Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Deborah Deal moved approval of the minutes of the December 13, 2018 Board meeting as presented. Seconded by Jeanne Lomba the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

**PUBLIC COMMENT**

Tom and Alice Atkins, Golden residents, addressed the Board and announced that they are moving out of Jefferson County next month. Tom Atkins stated that it has been so rewarding personally to be a citizen activist on behalf of JCPL for three reasons. First, the passion of citizens and patrons for the Library is truly something to behold and swept him off his feet when they moved to Golden in 1993. Second, the experience of seeing and working with Library staff over 25 years – many of which he was sitting on the Board and working with staff - also of the dedication and professionalism of the staff and the dedication and commitment of Trustees over all these years – you guys are unpaid volunteers who govern JCPL and its success is your

success. Third, experiencing the results of what ordinary citizens working on behalf of the library can accomplish. There is no question that the Golden library would not exist as it does today were it not for citizen activists. Yes, it required action by the Board and BCC, but it was citizen action that made the difference. Mr. Atkins noted that he would like to thank the Board members for showing the citizen activists the respect that they do and treating citizen activists as their allies – not as unwanted outside interference –, which most public institutions do. Mr. Atkins encouraged the Trustees as a matter of Board policy to look at citizen activists as their roots into the community, which provides the necessary connections for the nourishment of the Library. Alice Atkins addressed the Board, acknowledged, and thanked the amazing Library staff, many of whom have become friends. Mrs. Atkins noted that they hope to see the staff in the future and noted that to see a group of largely women work as well together as this staff does and is all-inclusive is amazing to behold.

The Chair acknowledged the Atkins and stated how lucky the Library has been to have them as their “public”, and that everyone has benefited from the work they have done on behalf of the citizens and the Library.

The Chair addressed the Board, Library Staff and the Atkins and read the following proclamation into the public record:

**Whereas**, the Jefferson County Public Library Board of Trustees is committed to building an educated and vibrant community by providing equal access to information and opportunities; and

**Whereas**, we are committed to understanding the needs and aspirations of our communities as we develop Library programs and services; and

**Whereas**, Tom and Alice Atkins have served the Library faithfully, providing a much-needed conduit to our residents and communities and providing valuable insights to Library Trustees and management; and

**Whereas**, they have been instrumental in securing funding for the Golden Library, relocating the Golden Library to its current location; serving on and supporting the Library Board of Trustees, campaigning tirelessly to achieve the 2015 mill levy increase, and faithfully attending Board meetings and Study sessions; and

**Whereas**, they have served as role models to all of us with their commitment, dedication and thoughtful contributions to the Library; and

**Whereas**, they are embarking on a new adventure that takes them outside of Jefferson County and into a new neighborhood and a new Library system;

**NOW, THEREFORE, I, Chic Naumer, on behalf of the Library Board of Trustees and the Senior Leadership Team of the Library, do hereby resolve that we send them off with our utmost respect, deepest gratitude and heartfelt wishes for a bright and satisfying future, and that we demonstrate our gratitude with this gift certificate to Farro's, a restaurant in their new neighborhood, and a letter of introduction to their new neighborhood Library.**

**IN TESTIMONY WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of January, in the year of 2019. Charles Naumer, Chairman, Jefferson County Public Library Board of Trustees**

## **FOUNDATION REPORT**

Jo Schantz, Library Foundation Executive Director, addressed the Board and provided an update on the activities of the Foundation. The Foundation's December financial statements show the support to the Library at \$188,699 as compared to \$150,000 budgeted. Revenue over all was \$310,500 compared to \$285,700 budgeted. Expenses are under budget and the Foundation will have provided \$40,000 more for 2018 than budgeted. The Friends Annual Luncheon is next week, January 25.

## **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 advised the Board that at the invitation of HJ Stalf, Edgewater City Manager, she attended their strategic planning meeting on January 12, and appreciated the opportunity to experience how other groups manage that process.

The Executive Director advised the Trustees that the Board of County Commissioners have adopted an Administrative Policy establishing term limits for Boards and Commissions. Library Trustees will have terms of three years with a maximum of three terms. The term limits will begin with 2018 appointments.

Additionally, the Board of County Commissioners have determined that all Boards and Commissions, volunteers and appointees, are required to complete annual sexual harassment training. The Library is working to include that training for the Board at the February 14, Study Session.

## **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 December financial report. The preliminary financial tables are a first review of the December financials as there are many items that have not posted. The Library is projecting a shortfall in property taxes and library fines, but overall revenue received to date has already exceeded budgeted amounts. Projected savings in some line items

are explained in the report. The Board was advised that the Library will continue to update them on the 2018 financials. We are projecting savings in some line items – there are explanations in the report. We will continue to update you and report on the numbers.

### Pine Library

The Trustees were presented with information on the annual contribution to the Pine Library.

**MOTION:** Brian DeLaet moved that the Library Board authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2019. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

### Budget Adjustment

The Library's 2019 budget, approved by the Trustees on December 13, 2018, differed from the County adopted budget in two areas: The Library budget includes additional expense of \$92,167 in computer materials and software maintenance, which were missed in the County budget, and a decrease in expense of \$250,000 in library books and materials. The net difference is \$157,833 less than the County adopted budget. This requested budget transfer will move \$92,167 into the computer materials and software maintenance line items and move \$157,833 into contingency. The request for 2018 project carryover will be reduced by the amount of additional contingency funds (\$157,833) which can then be transferred to the appropriate project. County budget staff recommended this approach.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize a budget transfer of \$157,833 to match the Library's adopted 2019 budget with the County budget. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

## **Facilities and Construction Projects**

### Belmar Library Redesign

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information in response to questions received from the Board during the January Study Session.

In response to questions, the Board was advised that:

- Bonding and permitting contingencies are held at the beginning and will work down. Over time, that number will equalize.
- In the information provided to the Board, Belmar is an estimate and Columbine is actual. 3.5% of the estimated construction cost is contingency. Therefore, it is a little like apples and oranges at this stage of project.
- Another item that is driving indirect costs is that the Library is anticipating higher fees from Lakewood and West Metro Fire than what was incurred for Columbine with Jefferson County and Littleton Fire.

- It is difficult in conceptual design to project a percentage because the finishes haven't been selected yet. The cost of moving the low ceiling up is certainly driven up by the need to modify some of the mechanical/structural systems in the ceiling to take advantage of the existing clerestory. Some of what is driving this number in finishes is the design to address the community's request for warm and welcoming. While trying to accommodate that we want finishes that are durable and will serve us well for a long time. The project team anticipates adjusting some finishes to the "lower level" and some to "mid-level" based on the use of space and trying to get the biggest "welcoming" factor where the value seems appropriate. The Library will not be designing to a "luxury" level of finishes.
- The differences between Columbine and Belmar is that there was almost no cost at Columbine for the ceiling work – mostly cleaning off the acoustic ceiling. At Belmar, there is substantial ceiling work and the plan is to add ceilings.
- Engineering and design costs did increase. At Columbine, they were 11.9% and for Belmar they are 12.7%. In applying those percentages, the cost difference is approximately \$37,000. The Belmar project requires more engineering than Columbine.
- The forecast for labor and construction materials continues to trend up.

#### Phase II of HDR Architecture Contract for the Belmar Library Redesign

Steve Chestnut provided background information on the HDR Architecture contract. In September of 2018, JCPL entered into a two-phase contract with HDR Architecture to provide the design and engineering of the Belmar redesign. Phase I of that contract which included conceptual design and engineering analyses was satisfactorily completed in December 2018. Phase II of the contract would move forward with developing Schematic Design, Design Development, Construction Documents and Construction Management services for the redesign and construction of Belmar.

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to initiate Phase II of the contract with HDR Architecture for the Belmar redesign project in the amount of \$588,780. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Trustee Anderson addressed the Board and expressed appreciation to Library staff and HDR for providing insight into what the library would look like. Trustee Anderson noted that she continues to be impressed with the amount of work the Library does to include the community and that the Library's deliberate and conscientious approach serves the community well.

The Chair noted that when he and the Vice-Chair initially received information that the budget was going to be more than expected, the Executive Director was very concerned and the entire Senior Management Team was in the midst of going back to the drawing board to bring the budget down. Over several days, they worked on what could be cut and how to be more efficient. It is important for the entire Board to know how hard they are working and respecting

the wishes of this Board to be fiscally responsible. The Chair expressed his appreciation to Library staff.

## **CONSENT AGENDA**

### Sunshine Resolution LB-01-17-19

**MOTION:** Brian DeLaet moved that the Trustees adopt the Sunshine Resolution LB-01-17-19. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

### Bylaws Committee Appointments

The Chair announced the appointments of Deborah Deal and Pam Anderson to serve on the committee to review the By-Laws. Any proposed amendments to the Bylaws will be submitted to the Trustees at least 14 days prior to their proposed adoption.

### Nominating Committee Appointments

The Chair announced the appointments of Brian DeLaet and Jeanne Lomba to serve on the committee to nominate board officers. The committee will report to the Board at the February Board meeting with the proposed slate of officers. The Trustees will elect officers at the March Board meeting. Trustee DeLaet advised the Board that if they want to nominate someone, or themselves, to please submit that information to the committee (Trustees Lomba and DeLaet) by the end of the month.

### Foundation Board Trustee Representative Appointment

The Chair announced the appointment of Deborah Deal to serve as the Trustee representative on the Foundation Board.

## **ENDS**

### Adoption of Global Ends Statements

**MOTION:** Deborah Deal moved that the Library Board of Trustees adopt the Global Ends Statements as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Trustee Deal addressed the Board and commended the Executive Director for the use of the word “radically”. Trustee Anderson noted that she thought about that word and could not think of a better word to convey our exuberance in welcoming. She further noted that it is not a bad thing to explain the meaning and will be interested to hear any feedback and comments received. Trustee DeLaet noted that everyone is asking questions about that word and believes it could generate some good conversations. The Executive Director noted that the Ends Statements belong to the Board. Trustee Anderson further noted that it is a powerful word and she likes the idea of exploring how that resonates. It does capture the work that the staff does and believes it is important to reflect the character and nature of the people who work for the

Library. The Chair expressed appreciation to the Board and the staff for their work on the Ends Statements.

### 2020 Strategic Plan Q&A

The Executive Director introduced the topic and noted that the Library does not have any additional information beyond what was presented at the Study Session. She noted that this was included on the agenda to provide the Board with another opportunity to discuss the 2019 strategic plan. The Library is excited about the plan and ready to move forward. There were no questions or comments from the Board.

### 2020 Board Strategic Planning

The Executive Director provided a brief overview of the calendar that was provided to the Board for 2020 and 2021-2025 strategic planning. The community input meetings are underway and the Library will bring that information to the Board. The Chair noted that the Library would bring information on trends to the Board in February and information from the ALA conference as well. The Board reviewed the draft planning calendar and did not have any adjustments.

The Board discussed the proposed extended March Study Session and came to agreement that the time for that meeting would be 4:00 pm to 8:00 pm on March 14.

### **BOARD SCHEDULE – NEXT MEETINGS**

- February 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- February 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 14 – Extended Study Session – 4:00 pm to 8:00 pm – Pam Nissler Conference Room
- March 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 11 – Study Session – 5:30 pm – Pam Nissler Conference Room
- April 18 – Board Meeting – 5:30 pm – Arvada Library Meeting Room

### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

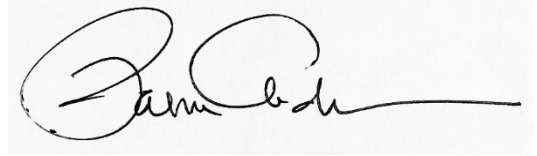
Trustee DeLaet advised the Board that his wife attended one of the community input meetings. She reported that the meeting was very well done, but noted that she was surprised that the community does not know what the Library is doing. Many of the suggestions attendees presented were things the Library already does. There was some discussion about the volume of information that people are presented with on a daily basis, and that unless it is immediately relevant, most people do not retain the information.

Trustee Anderson asked if the Library ever brings legislative bills that are of interest to libraries to the Board and that she is aware of two bills. The Executive director advised the Board that Rebecca Winning, Director of Communications, is on the Colorado Association of Libraries Legislative Committee. The committee meets regularly to discuss the impact of legislation on

library services. The Executive Director advised the Board that the Library would follow up on the bills noted by Trustee Anderson.

**ADJOURNMENT**

The Board meeting was adjourned at 6:35 p.m.

A handwritten signature in black ink, appearing to read "Pam Anderson", is centered on a light gray rectangular background.

Pam Anderson, Secretary