

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

February 21, 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 February 21, 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), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Jeanne Lomba, Pam Anderson. (Note: Trustee Anderson joined the meeting after the Executive Director Update).

Guests: No guests.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rebecca Winning, Director of Strategy and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: John Bodnar 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 January 10, 2019 Study Session as presented. Seconded by Brian DeLaet the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

MOTION: Kim Johnson moved approval of the minutes of the January 17, 2019 Board meeting as presented. Seconded by Deborah Deal the minutes were approved by majority vote of all Trustees present with John Bodnar abstaining.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Trustee Deal noted the 4th Annual Jeffco International Women's Day Luncheon scheduled for March 8. There were no questions from the Board regarding the Foundation report.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. At a recent City Council meeting, the City of Golden presented information on a potential purchase of a 160,000 square foot office building at 311 10th Street. The City of Golden did not mention the Library; however, there was a Facebook post that mentioned the Library. The City of Golden is looking for potential partners and other occupants for that building. The Library will add this topic to the agenda for the extended Study Session in March. In response to a question, the Board was advised that the Library owns the current Golden Library building and land.

In response to questions, the Board was advised that:

- There was a small reorganization of the executive team. Rebecca Winning will be reporting as the Director of Strategy and Engagement. Finance will report to Strategy.
- This is an expanded role and fills the need for formalizing strategic planning.
- Strategic planning and budgeting are linked and our strategy drives budget discussions.
- Communications and how we engage with the community is now all under one director.

Trustee Pam Anderson joined the meeting.

Budget and Finance Department

Financial Report

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information related to the preliminary December 2018 financial report and the January 2019 financial report. The month of January does not typically show much activity with the exception of the recognition of prepaid expenses for subscriptions to digital resources and software maintenance agreements. Salaries and benefits are posted through the month of January; however, the amount is smaller than you would expect because some expenses are accrued back to 2018 as the hours worked were actually in 2018. The financial tables for December 2018 have been updated, but they are still preliminary. The largest variance between 2018 budgeted and actual expenses is in capital projects.

The Chair noted that the financial reports will be on the agenda for the March Study Session and the Board will have additional time to review the financial reports and ask questions.

Budget Amendment for Carryforward

Barbara Long addressed the Board and presented information on the project carryforward request. Last fall, the Library provided information on the projects that would most likely be included in a carryforward request. The Edgewater project and the balance of funds in the

ARM-01 Capital Maintenance are now added to the carryforward request. The total of all projects the Library wants to continue funding in 2019 is just over 1.0 million. As reported and approved by the Board last month, 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. The total amount requested in fund balance from 2018 to 2019 is 1.16 million. We would transfer the funds we placed in contingency last month.

In response to questions, the Board was advised that:

- The funds would be transferred out of the fund balance into the fund balance line item in the Library's budget. This transaction is required to legally appropriate the funds.
- In the Library's chart of accounts there is a line called library fund balance. The funds would be moved from that line item to the appropriate capital project line item.
- The capital maintenance line item and the Edgewater project line item dollar amounts represent the remainder of those budgets.
- The bulk of the remainder in the capital maintenance budget represents a contract that is not complete. The Library is contractually obligated to pay that amount when the contract is completed to the Library's satisfaction.
- For the Edgewater project, there is approximately \$270,000 between FF&E and funds that are retained until they are completed to the Library's satisfaction.
- For the intranet and document management system budget items, this is the last year they will be carried forward. By the time the intranet was implemented the document management RFP had expired. The Library did not believe it was good financial stewardship to go back to that 2016 document and issued a new RFP in 2018. It is the Library's intent to complete the redundancy project this year (2019).
- The Library's executive team has worked to balance the efficiencies of the organization with realistic expectations on what can be accomplished. The Executive Director and Finance has been very firm about carrying over funds.
- The Edgewater project carryover funds were not included in the initial report to the Board in October 2018 because at that time it was expected that the project would be completed.

The Chair and Vice-Chair asked that the fund balance policy be included on the agenda for the March Study Session.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$1,160,331 and a transfer from contingency in the amount of \$157,833 to fund 2018 capital projects which are continuing into 2019. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Facilities and Construction Projects

Edgewater Schedule Extension Costs

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided a summary of the information that was presented at the February Study Session.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to amend the contract with Wember Inc. by increasing the not to exceed amount by \$32,444. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Tolin HVAC Contract

Steve Chestnut provided background information on the contract and responded to the Board's question from the February Study Session. There is an additional \$30,000 in the budget for emergency services. These funds are earmarked for emergency services and are accessible only by the Library for this purpose. In response to a question, the Board was advised that the contract covers all Library buildings except for Edgewater.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign the one-year renewal contract with Tolin Mechanical Systems in the amount of \$81,024 for HVAC maintenance services. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Nominating Committee report to the Board

Trustee Brian DeLaet, member of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Charles Naumer for Chair, Kim Johnson for Vice-Chair, and Pam Anderson for Secretary. After some discussion, the Trustees were asked if they had reached consensus and accepted the nominations. The Trustees indicated acceptance of the nominations for officers as presented. The Board will hold a vote for Board officers at the March 21, 2019 Board Meeting. In response to a question, the Board was advised that they can vote on each position separately, or on the slate of officers.

Bylaws Committee report to the Board

Trustees Pam Anderson and Deborah Deal, members of the Bylaws Committee, advised the Trustees that the recommendation of the Bylaws Committee is that there are no changes to the Bylaws. The Board will vote on that recommendation to adopt the Bylaws as presented at the March 21, 2019 Board Meeting.

Sunshine Resolution LB-01-17-19

The Trustees were provided with a copy of the adopted Sunshine Resolution LB-01-17-19.

Emerging Issues

The Chair advised the Board that the Library and Foundation working group continues to meet. The meetings have been productive in working toward the Memorandum of Understanding. Topics in the discussions have included return ratio calculations; alignment around expectations; roles and responsibilities; in-kind contributions and how they are determined in terms of value back to the Library; the Library Board's responsibilities to the Board of County Commissioners and stewardship of taxpayer dollars. The Chair acknowledged the Library Board's fiduciary responsibility regarding the financial viability of any organization with which the Library enters into an agreement. The Foundation Board members in the working group are just as committed to the Library as the Library Board members. The goal of the working group is to come to an alignment, not to tell them how to run the Foundation.

The Chair informed the Board that he attended the ALA Midwinter conference in Seattle with the Executive Director and the Director of Libraries. The conference was valuable and a good use of time. In addition to meeting with the head of the Foundation for the Seattle Public Library, there were sessions on the future of the Library and many other Board members from around the country attended the conference. The Chair noted that it was interesting talking to the many vendors and seeing all the things that are out there for libraries. The Chair encouraged the Trustees to attend ALA conferences.

ENDS

2018 Strategic Plan Achievements Q&A

There were no questions from the Trustees.

2019 Scorecard

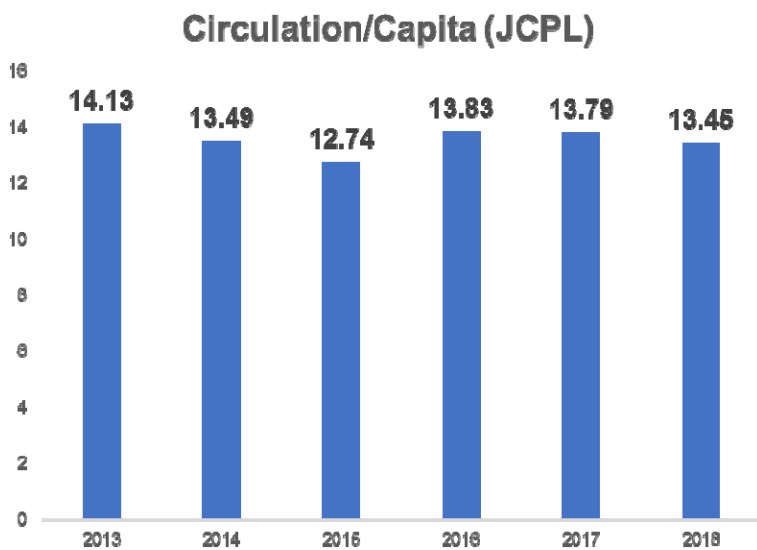
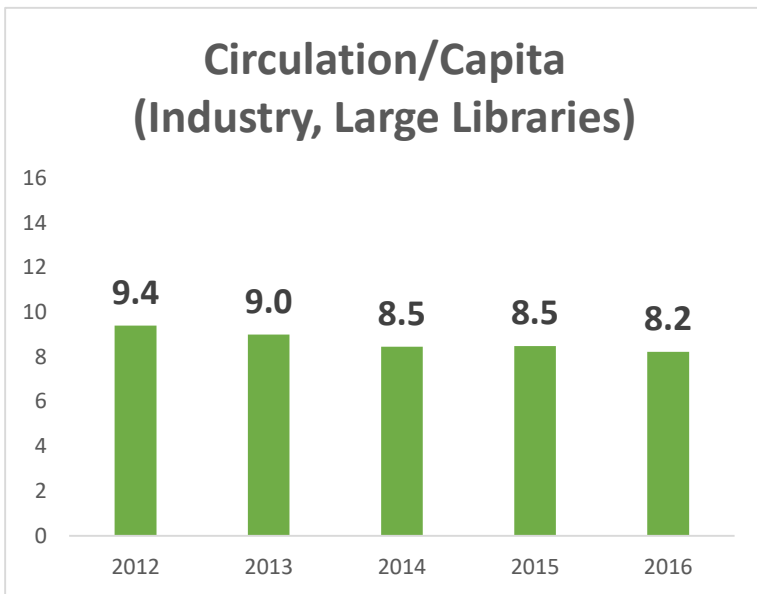
The Executive Director addressed the Board and presented the Library's 2019 strategic scorecard. The scorecard included library benchmark measures, public sector industry measures, net promoter score, public library measures including the Edge initiative, project outcome including early literacy events and signature events. In response to a question, the Board was advised that the Belmar Library is one of the busiest in the system and even with good alternative services; the impact of its closure will make meeting some of the goals in the 2019 scorecard challenging. The Director of Libraries and the Director of Facilities and Construction Projects will be presenting alternative service options to the Executive Team the first week in March.

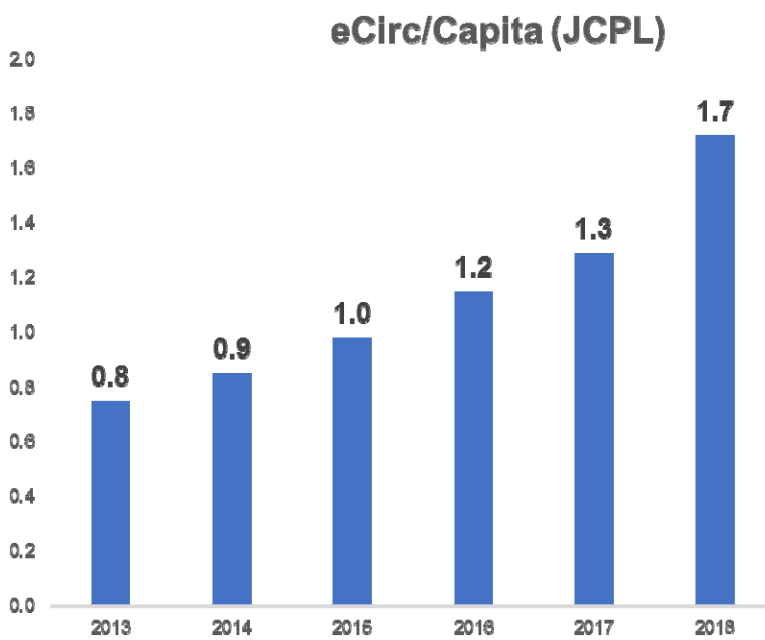
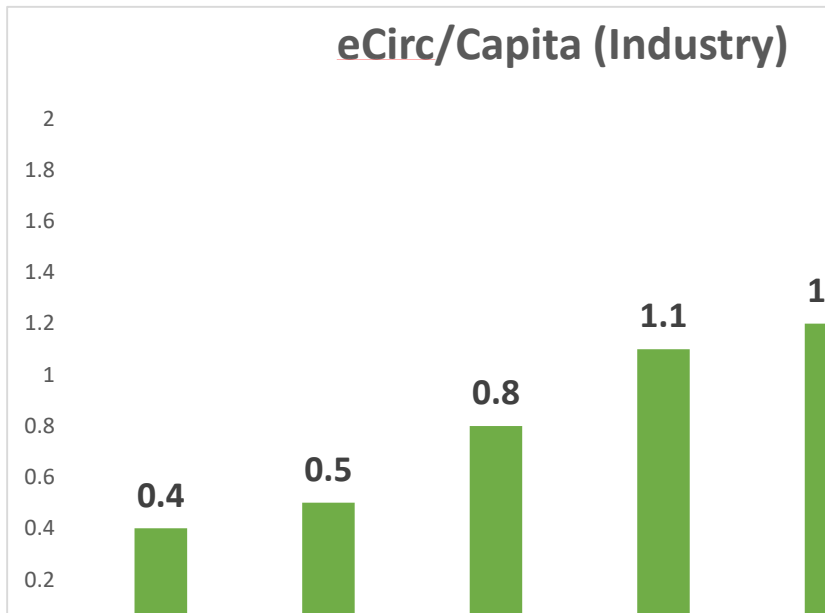
2020 Board Strategic Planning – Library Trends

The Chair advised the Board to send him any topics they want to discuss as part of the strategic planning session next month.

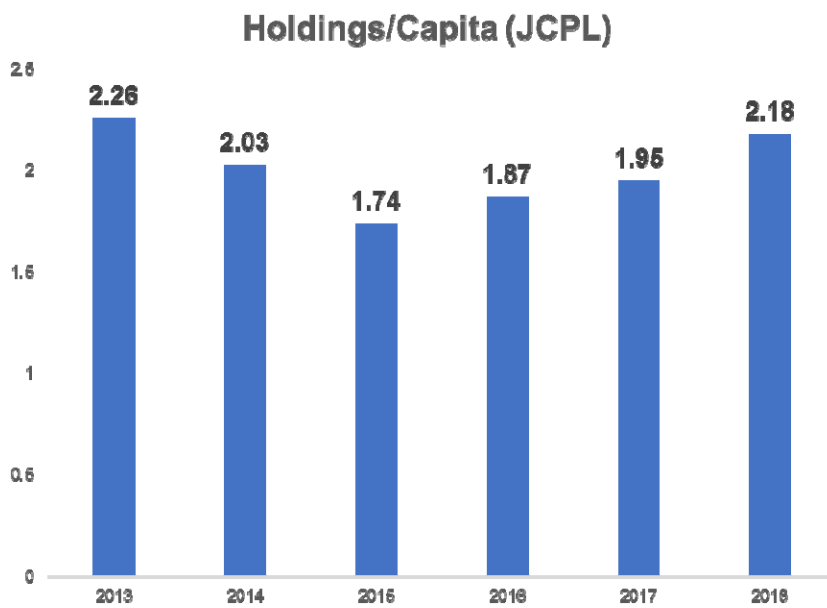
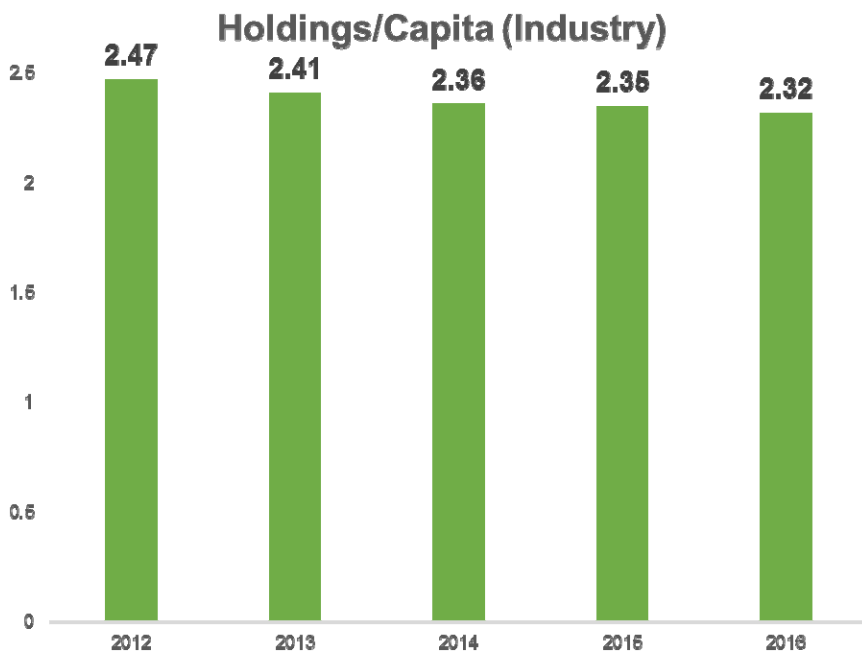
Rebecca Winning, Director of Strategy and Engagement presented information to inform the Board on high-level library trends for their 2020 strategic planning.

- Overview of usage statistics including circulation, holdings, visits and programs.
- Data Sources: 3,055 public libraries in north America
 - 2017 Public Library Data Service
 - 2012-2016 Data
 - All Libraries
 - Libraries with $\geq 500,000$ Library Service Area Population
 - JCPL Usage Data, 2013-2018
- Overall circulation is declining, partially offset by growth in eMaterials
- While circulation trends are declining, JCPL is outperforming other large libraries

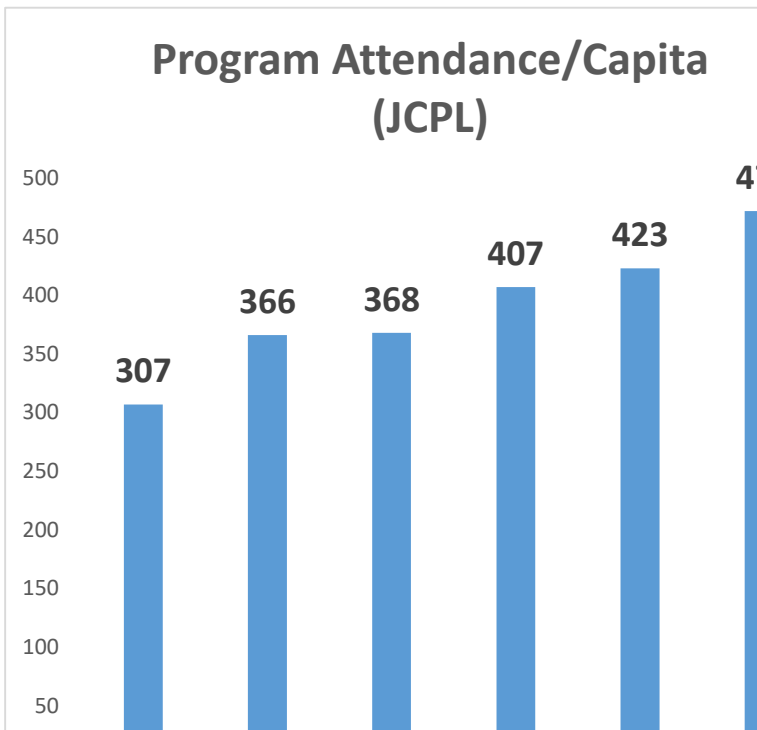
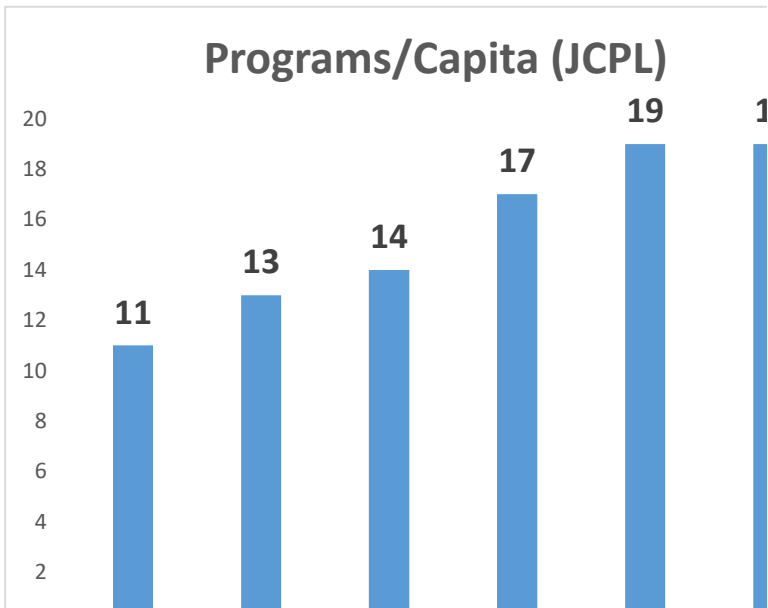




- Holdings/Capita Decreasing
 - Large libraries reducing their holdings
 - JCPL rebuilding its collection



- Visits/Capita Mixed
- Programs/Capita Increasing – Continued growth has implications for space use, open hours and staffing
 - Industry (2012-2016)
 - Programs/capita +28%
 - Attendance/capita +17%
 - JCPL (2013-2018)
 - Programs/capita +73%
 - Attendance/capita +54%



- Service trends summary/implications
 - Materials expenditures
 - Facilities availability and design
 - Staffing expenditures

In response to questions, the Board was advised that:

- The Library maintains data on programming and will provide that information
- The Library maintains data on meeting room usage and will provide that information

GOVERNING POLICIES

Management Limitations (Monitoring Reports)

Policy 2.0: General Management Constraints

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.1: Treatment of Patrons

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.2: Treatment of Staff

MOTION: Pam Anderson moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Policy 2.3: Financial Condition and Activities

MOTION: John Bodnar moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Policy 2.4: Asset Protection

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.7: Executive Director Succession as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

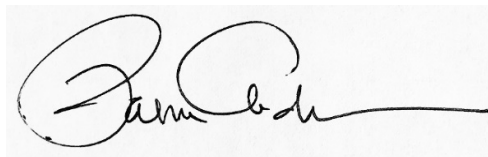
BOARD SCHEDULE – NEXT MEETINGS

- 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
- May 9 – Study Session – 5:30 pm -
- May 16 - Board Meeting – 5:30 pm – Columbine Library Meeting Room

ADJOURNMENT

The Board meeting was adjourned at 7:04 p.m.

A handwritten signature in black ink, appearing to read "Pam Anderson", with a long horizontal flourish extending to the right.

Pam Anderson, Secretary