

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**April 11, 2019 – 5:30 pm**  
**Administration Conference Room**

**TOPICS:**

- Volunteer Report
- Carpet Cleaning Contract Amendment Information– Kleen Tech.
- Financial Review
- Agenda Format
- Contract Limits
- 2020 Strategic Planning

**Call to Order**

The Study Session was called to order at 5:30 p.m. by Charles Naumer, Chair.

**Other Trustees present:** Kim Johnson (Vice-Chair), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

**Trustees not present:** Pam Anderson

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Rebecca Winning, Director of Strategy and Engagement; Sandie Coutts, Director of People and Culture; Lizzie Gall, Assistant Director of Library Programs and Services; Debby Ridgell, Volunteer Program Coordinator; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Volunteer Report**

Sandie Coutts, Director of People and Culture, introduced Debby Ridgell, Volunteer Program Coordinator, who presented information on JCPL's volunteer activities. There are 350 to 375 active volunteers every day in the libraries. This number soars to over 600 during the summer months with additional teen volunteers who help administer the summer reading program. All ten libraries and the Library Service Center (LSC) use volunteers in a variety of capacities including supporting operations, programs, home service delivery, speaker's bureau and providing story times in Jefferson County preschools. The volunteers are a diverse group from 12 different countries, 4 different continents and varying backgrounds including a retired teacher, a successful real estate

business owner and a math teacher from South Korea whose husband is working on his thesis at Colorado School of Mines. The youngest volunteer is 12 years old and the eldest volunteer is 86 years old. The volunteers support the mission, vision and values of JPL and fully support the strategic priorities performing real work in the libraries. The work that JCPL volunteers do:

- 1) Increases access, availability & awareness of library resources
- 2) Fosters community engagement, lifelong learning, health and well-being
- 3) And improves the efficiency and effectiveness of Library services

Debby Ridgell recognized the Trustees as valued volunteers and shared volunteer appreciation gifts and a copy of the JCPL volunteer guide. In response to questions, the Board was advised that:

- Volunteers at the LSC support library operations including bundling and mailing materials.
- There are five main categories for volunteers: Operations Assistant, Program Assistant, Library-to-You Assistant, Teen Advisory Board and Summer Reading Assistants.
- The volunteer program and opportunities are promoted on the library's website, a volunteer spotlight feature every month, and promotion activities in the communities including attendance at the volunteer fair at Foothills Animal Shelter. More than 65 people stopped by the JCPL volunteer booth. The volunteer program is promoted in summer reading materials, and programs like Epic STEM, and through the Volunteer Match program.
- The Library does a targeted recruitment for special volunteer jobs that require certain skills.
- The Library has capacity limitations regarding the ability to supervise volunteers.
- Volunteers are provided with badges that identify them as volunteers. However, the Library trains volunteers to handle basic questions and how to hand off patrons to the appropriate staff.
- The tenure of volunteers varies – some adults will stay for years. The student volunteers do not stay as long.
- The Library works with Justice Services regarding court mandated volunteer workers. The Library accepts community service clients under specific circumstances (no assault or theft, etc.).

### **Carpet Cleaning Contract Amendment Information– Kleen Tech.**

Steve Chestnut, Director of Facilities and Construction Projects, presented information on the carpet cleaning contract amendment. With the size increase of the new Edgewater library over the previous location, the contract for carpet and upholstery cleaning services needs to be amended. This amendment is necessary for the 8500 square foot increase in carpet as well as more upholstery cleaning. The Library will ask for authorization at the April Board meeting. In response to a question, the Board was advised that the contract is through the end of the year.

### **Financial Review**

There were no questions about the financial report that was presented at the March Board meeting.

### **Agenda Format**

The Chair introduced the topic and provided background information. Placing more items on the consent agenda has been something Board officers have wanted to advance and discuss. The consent agenda would have perfunctory matters, meeting minutes, etc. The consent agenda could start with asking if there were any items the Board wants to pull off the consent agenda, then the board would vote on the consent agenda. The Chair noted that Amber Fisher has prepared an informational memo and it would be shared with the Board. The Board will continue discussions on expanding the use of a consent agenda to conduct business at a future meeting.

### **Contract Limits**

The Chair introduced the topic. Another item for the Board to consider to make more efficient use of meeting time is to change the limits on contracts that require Board authorization. The current level is anything over \$50,000 and the proposal is to adjust that amount to anything over \$100,000. After some discussion, the Board asked the Library to provide information on the number of contracts brought to them that are between \$50k and \$100k. The Board will continue discussions on this topic at a future meeting.

### **2020 Strategic Planning**

The Board was asked to review the draft 2020 Strategic Framework document and provide feedback. Following are some of the comments from the Board:

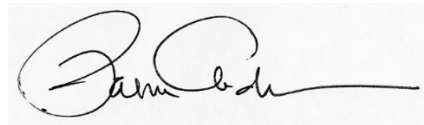
- Didn't see the ends statements as having different weights or preferences – viewed them as being one altogether.

- If we're not providing equity of access then what are we doing. But I don't want to do that at the expense of the other 3. I do not want the others to be subjective –or subsequent to it.
- I have the same concerns –surprised to see layout of it – main weight on equity of access – don't know how I feel about it
- Curious about what you heard from us that we wanted that to be so central
- What does equity of access mean to you – I think you are on the right track.
- I actually like it – my only concern is not prioritizing the other ends – I do think equity of access – just don't want to do it at the expense of the others – doing it just because it is leading edge but it is not cost effective
- As long as it our pond – not Boston or because of peer groups
- Sounds socialist – one library 3 minutes away and one 30 minutes – take away the 3 minute library and then everybody is 30 minutes
- Mission vision values – for me MVM would be in middle – then equity of access. There is a place for our vision, mission and values in strategic planning. Bring equity out from the center.

The Executive Director expressed appreciation to the Board for their input and noted that it is very important to have alignment with the Board on the strategic framework. The Executive team will continue to work on the draft framework, incorporate the Board's thoughts and bring the document back to the Board.

## **ADJOURNMENT**

The study session was adjourned at 6:25 p.m.

A handwritten signature in black ink, appearing to read "Pam Anderson", written in a cursive style.

Pam Anderson, Secretary