

Jefferson County Public Library Board of Trustees
Study Session
September 12, 2019 – 5:30 pm
Administration Conference Room

TOPICS:

- Financial Review
- Lakewood Sorter Amendment Information
- Administration Space Information
- Belmar Library Move-out Agreement Information
- Resolution 1A Information
- South County Project Information

Call to Order

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

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

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Rebecca Winning, Volunteer, Keep Jeffco Safe

Financial Review

There were no questions from the Board.

Lakewood Sorter Amendment Information

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. In July, the Board approved the contract for the Belmar sorter with the option to install similar systems in other library locations. The Library is recommending that the Board approve the amendment to that contract to include the purchase and installation of a sorter for the Lakewood Library. In response to questions, the Board was advised that:

- The Lakewood sorter is out of warranty.
- Installation of a sorter at Lakewood would keep the Library current on the replacement plan.
- Installation of the Lakewood sorter would allow the Library the opportunity to test the sorter, work through issues and train staff on the new system before the reopening of the Belmar Library and the sorter at that location.
- The Lakewood sorter would be the “Drop and Go “design, not the single item feed system.
- The Columbine sorter is working. The Director of Information Technology receives notices when there is an outage and will follow-up and provide information at the next Board meeting.
- The facility master plan has the Lakewood Library scheduled for reconfiguration in 2026/2027 with construction in 2028.
- The expected life of the sorter is an average of 10 years.
- If the Lakewood Library reconfiguration schedule was accelerated, the sorter could be adjusted if needed by swapping out pieces very easily.

Administration Space Information

The Executive Director introduced the topic and provided information on the Administration space reconfiguration. The reconstruction/redesign of the building is many years off. In the meantime, there is a need for spaces for people to work. The Library looked at options and the most cost effective and effective for the team is to reconfigure the space. In response to questions, the Board was advised that:

- The facility master plan did state how much space would be needed for Library administration and that the Library was severely understaffed and under spaced for staff but they were not hired to come in and reconfigure this space. The Library brought in a consultant with a limited scope and cost to look at this space.
- Several years ago there was a reconfiguration plan for this space however, there were no funds to implement the plan.
- The scope of the plan before the Board is limited to the administration building. The Library did look at space in the Arvada basement and at the Wheat Ridge library. The Library considered moving teams out, but recognized that would affect efficiency.
- The contract and the cost is for the administration building. Library staff will do the adjustments in the basement of the Arvada Library.
- The master facility plan has Administration planning in 2026-2027 with construction in 2028/2029 and Lakewood planning 2028/2029 with construction/opening in 2030.

- The Trustee is correct, pushing Golden out is still not going to move the administration building up in the timeline because the funds are not available.
- Of the 22 additional spaces needed at the administration building there are six staff members currently working in temporary spaces.
- The adjustments to the administration building will cover the staffing plan through 2021. There are currently no plans for additional administration staffing or space needs.
- The Library will bring back information on the estimated cost of leasing adequate space over 10 years.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

Belmar Library Move-out Agreement Information

Julianne Rist, Director of Libraries addressed the Board and introduced the topic. The collection and various pieces of equipment, supplies and materials at Belmar will require removal and storage during the construction phase of the Belmar redesign. The service will be required to box up the collection, label it, store in a climate-controlled warehouse and return it to Belmar when the construction is complete. In addition to the collection the movers will remove, store and return materials and supplies used at the library. Responses to the Request for Proposals (RFP) have been evaluated and the Library's recommendation to the Board is to move forward with Armstrong Relocation for the cost of \$52,281. Armstrong was determined to be the best fit for the dollar for our needs. The cost of the move is already built into the Belmar Capital Budget. In response to questions, the Board was advised that:

- Even though the cost for this service is included in the Belmar budget, direct contracts between the Library and a vendor that exceed \$50,000 require Board authorization for the Executive Director to sign the contract.
- The reason the Board does not authorize every contract associated with a project is because it is not a direct contract with the Library. For example, the Library has a direct contract with a construction company. Any subcontractors engaged by that construction company would not have a direct contract with the Library and therefore, would not need Board authorization.
- The Library will bring back more information on why this particular vendor was selected over one of the cheaper bids.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

Resolution 1A Information

The Chair advised the Board that an email from another group regarding Ballot Initiative 1A was received just before the start of this Study Session requesting the opportunity to present opposition information at the September 19, Board meeting. The Chair further advised the Board that this is an appropriate topic according to the Board's Governance Policy 4.2.4: The Library Board will seek to affect legislation and public policy, as it deems necessary and/or appropriate on behalf of the "ownership". (Note: "ownership" = residents of Jefferson County).

Rebecca Winning, a volunteer with the Keep Jeffco Safe campaign, presented information in support of Ballot Initiative 1A. A resolution to endorse 1A was submitted to the Board for consideration. There was wide ranging discussion regarding the initiative.

The Chair acknowledged Trustee DeLaet's concern about the Board not being able to respond or ask questions during the public comment portion of next week's Library Board meeting. The Chair advised the Board that he will work with Amber Fisher on a means to accommodate the request from the opposition group to have equal opportunity to present information and answer the Board's questions at the September 19, 2019 Library Board meeting. The Chair further advised the Trustees of the Board's Governance Policies that provide guidance for the Board on these matters.

- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

South County Project Information

Julianne Rist, Director of Libraries, shared a PowerPoint presentation and information on the South County project. The map of current library services indicated that while there is coverage in most of Jefferson County, there are gaps for South County. South County is currently served by the Columbine Library, which is undersized for the population and cannot provide adequate library services. The Columbine Library was built in 1989 to serve a growing population in South Jefferson County. At that time, the population of the service area was approximately 55,000. In 2017 when the Columbine Library was redesigned the population was about 135,000. The population is forecasted to be about 145,000 by 2025. American Community Survey Data from 2017 indicated the population had grown to 134,954. Using Orange Boy/ESRI's estimated annual growth rate of .9%, the population is expected to reach nearly 145,000 by 2025.

In 2014, JCPL added a weekly bookmobile stop, and this month the Library will be adding a return for materials.

The Facility Master Plan identified South County as an underserved area and the first place to expand services. The Board also let staff know this is also a priority for them, and expanding services in South County is budgeted as a multiyear project in JCPL's five-year capital improvement plan. Both the strategic plan and the budget for 2019 have identified beginning to plan for the South County Expansion in the third and fourth quarters. In December of 2018, the Board of Trustees authorized a planning and design budget in 2019 for \$350,000.

In May of 2019, the Board was provided with the anticipated costs of three different options for a South County library. Board consensus was to purchase an existing building and renovate it as the first option. In June of 2019, the Board adopted the 2020 Capital Improvement Plan (CIP) that recommends a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners.

There are many major milestones for this project. As well as many points in this process where we will be coming to the Board to authorize or approve moving forward to the next step. The Library is coming to the Board at this Study Session with one of those points. In order to begin the planning for South County the Library needs to engage the services of an architect and a realtor. The architect will gather community input, help staff refine search parameters and the building program of services and of course, the realtor will help locate potential properties.

The Library will be holding community input meetings with South County residents and organizations, to hear about community needs, aspirations and types of services needed and wanted. This input will then be evaluated and will help to refine the search criteria for a property and size of the building needed. Site selection/identifying properties that meet the search criteria and budget are the next step. Once potential properties are identified, the Library will need to complete an evaluation as to whether or not they meet the Library's needs and would work for a Library. This would mean evaluating the building, for things such as would the floor support the weight of books, what is the condition of the infrastructure such as the heating and cooling. The site evaluation would include determining if there is enough parking and how the property is zoned. HDR and their staff would help with this technical evaluation. This phase would either eliminate something as a potential purchase, or recommend that JCPL move forward. These are the services included in the request for approval for the notice to proceed.

There are many more milestones before the project would be completed. Once JCPL has found a property that they want to purchase the Library would begin our due diligence

and an evaluation. Just like a home inspection if you were buying a house, this would be an in depth look at the engineering of the building, the mechanical systems such as heating, cooling, and plumbing. A test fit for would the services fit and have a logical floorplan with a good flow. Acquisition is all the legal steps needed to purchase any property, which will take some time.

Once JCPL owns the property, planning would begin for the design and construction. We have learned from our other projects that this timeframe takes about 9 months before construction actually starts. Then, there is about three months for Concept Design, Cost Model, and completing a set of Community meetings. There would be another three months for Design Development Cost Models and another three months for construction documents final pricing and permitting.

When the Library created the Belmar contract, it was anticipated that there would be a future expansion in South County. The HDR contract contains a provision that would allow JCPL to expand their scope of services to a “future project”. The intent of the scope addition was to allow the opportunity to use their services without the expense and resource drain of developing an RFP and going through the proposal process.

JCPL staff was very impressed with HDR’s skills in community engagement. Through the two sets of community meetings and online survey for Belmar JCPL was able to create guiding principles that shaped the redesign of the Belmar Library. The Library felt that HDR was very good in creating engaging exercises that elicited honest input from the community and created reports that reflected what was learned. Their firm has the expertise to evaluate properties that are of interest and can help us to determine the feasibility and building integrity of potential sites. JCPL is confident in HDR’s skills and ability to meet the needs of the first phase of the South County Expansion.

The Library is taking a phased approach that allows for adjustment based on community needs, Board feedback, and real estate trends. The Library is recommending that the Board authorize the first phase for South County.

In response to questions, the Board was advised that:

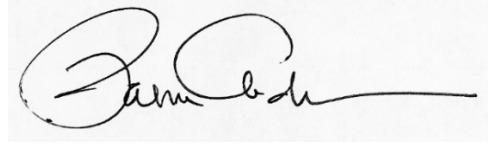
- The Library acknowledges that the Board would like to be kept informed on the progress of Phase I in the Executive Director’s monthly report to the Board.
- The Library will bring back more information on the deliverables from HDR in Phase I/Notice to Proceed.
- The Library will bring back more information on comparative costs with the Belmar project.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

BOARD MEETING SCHEDULE

- September 19 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm –Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room

ADJOURNMENT

The Study Session was adjourned at 6:54 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