

Minutes of the **Joint** Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
September 19, 2019

CALL TO ORDER – JOINT MEETING

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held in the Belmar Library meeting room on September 19, 2019. Library Board of Trustees Chair, Charles Naumer called the joint meeting to order at 4:46 p.m. Other Trustees present; Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Brian DeLaet, Deborah Deal and Jeanne Lomba.

Trustees not present: All Trustees were present.

Jefferson County Library Foundation Board members and Staff present: Sally Reed (President); Jo Schantz (Foundation Executive Director); Lynn McDonald (Secretary), Ron Benson, Neal Browne, Deborah Deal, Kirby Edwards, Ron Marquez Tim Rogers and Ana Rojas-Artica.

Staff present: Donna Walker, Executive Director; Sandie Coutts, Director of People and Culture; 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; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Julianne Scherer, HDR Architect

Welcome and Introduction

Charles Naumer, Library Board Chair, welcomed the Foundation Board and expressed appreciation for their support of the Library. The Foundation and Library Boards share a lot in common as volunteers giving hundreds, if not thousands, of hour to the shared commitment of supporting the Library in making our community a better place. It is important to recognize that although we share a common goal, we often have slightly different roles and responsibilities. Understanding our commonalities and difference will make us better partners.

For example, having worked with nonprofits and foundations for over 30 years, Foundation Board members have very important legal, ethical and moral responsibilities to your donors. Educating donors and honoring donor intent is incredibly important. The

Library Board, as appointees, have similar commitments to the voters and taxpayers of Jefferson County.

By understanding our commonalities and subtle differences, we can be better partners to each other. It is also important not only to think about our current relationship but also to think about the foundation we are laying for future years. Almost without exception, every strong library system has a strong relationship with a Foundation. This is truly the best model for success and it is very important to lay this foundation for future years of success.

The Library Board is excited to share our 2020 budget priorities with our partners at the Foundation. Since Jefferson County voters approved a new mill levy and de-Brucing in November 2015, the Library has been focused on restoring services, restoring staffing, repairing infrastructure and updating our collection, facilities and technology. The 2020 story continues on this path of stewardship of the taxpayer investment in libraries. I have been very impressed with how seriously the Board and Executive Team take our fiscal responsibilities planning the right amount of money on the right things and focusing on the value to the citizens of Jefferson County. It is also the first time since 2006 when the Library will show a real trend towards growth. 2020 will be the year where we build on our strong foundation to reach more people, create library services in new places, focus on literacies and communicate our value. In order to reach more people, the Library is removing fines on overdue materials. The Library took the first step with removing fines on children's materials in 2018 and now we are ready to fully remove this barrier to library services.

Our capital projects are another area where we will start to reach more people. For example, planning starts now for expanding services into the south part of the county. Another exciting development to reach more people is the piloting of vending machines for library materials and hold pick up lockers. In addition, we have budgeted about a half a million dollars towards other services that create library services in new places.

When we talk about growing our focus on literacies, we mean we will grow our staff to support patrons with not only early literacy but also digital literacy. This will be accomplished in the form of a design garage, digital media studios, an author event, STEM programs, another Family Place Library and a summer program that broadens its scope to be a summer of learning.

The community input meetings the Library held in early 2019 brought home to us how important it is for the Library to communicate constantly about the value of the Library. We are adding capacity to double down on our efforts to transform into a radially

welcoming library through stellar customer service, effective partnerships and improved data and project management in order to execute on our plans with excellence, and we want our community to know about it. It is exciting not only to look back and recognize what we have accomplished but also to look forward to see where we are headed and where we want to be in ten years.

Belmar Library Renovation Walk-Through with Julianne Scherer, HDR Architect

Julianne Scherer addressed the Board. Construction on the Belmar Library is ready to start in October. The tour tonight of the existing facility will include six different locations in the building where we have put up boards with artistic renderings where you can imagine the way we are opening up the Belmar Library to make it a better place for patrons.

The Library and Foundation Board members participated together on a guided tour of the Belmar Library.

Closing Remarks

Sally Reed, President, Jefferson County Library Foundation, addressed the Boards. Brochures about what the Foundation does and how to get involved were shared with the Boards. The Foundation supported many programs through the generosity of the Library and community. The Foundation's operating budget this past year was \$524,000 and this year will be increased to \$581,000 – an increase of 20%. The programs the Foundation supported included \$26,000 for children's literacy and the Edgewater Library Family Place, \$9,000 for the 1000 books before kindergarten program, \$1,000 for raise a reader, \$52,000 for the summer reading program, \$13,000 for the STEM program. The Foundation also supported special projects at the Standley Lake Library for the adventure space and support for the new Edgewater Library. The total cash gifts to date is \$179,252.

The Endowment has grown from \$582,000 in September 2018 to \$611,000 today. The Foundation plans to take a percentage of that to designate to other programs at the Library. The Foundation started a planned giving program. Eleven people have signed letters of intent to leave funds to the Foundation. Our organization growth will increase staff with a part time volunteer friends coordinator, and a social media contract worker. We have a new office coordinator, Susan Spring. We are glad the funding is making it possible to have help for Jo Schantz, Foundation Executive Director.

This past year we updated the donor database thanks to the hard work of TJ Bowen. We are thankful he helped us get online with E-Tapestry. The Friends bookshop raised about \$23,000. The Library contributes in kind services, office space and equipment, help with information technology for about \$87,000 per year that is 17% of our operational budget. The remaining 83% is raised through the programs we do.

Deborah Deal has been the liaison for a couple of years. She is leaving the Library Board. Kim Johnson, will be the new liaison. The Foundation is an exciting organization to work for and support. Sally Reed expressed appreciation to the Library Board for hiring Donna Walker who has been working very well with the Foundation Board and staff. Sally also noted that this is her last year as President of the Foundation Board.

The **Joint** meeting was adjourned at 5:38 p.m.

**REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES, September 19, 2019**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 19, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:45 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), 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; Steve Chestnut, Director of Facilities and Construction Projects; 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 AMENDED AGENDA

MOTION: Deborah Deal moved that the Library Board of Trustees approve the amended agenda as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

Sheriff Jeff Shrader addressed the Board and expressed appreciation for the opportunity to comment. Sheriff Shrader spoke in favor of Ballot Initiative 1A and encouraged the Library Board to endorse the Initiative.

Mike Donahue addressed the Board and expressed appreciation for the opportunity to comment. Mike Donohue spoke in opposition of Ballot Initiative 1A and asked the Board to vote no on Ballot Initiative 1A.

Ron Marquez addressed the Board and expressed appreciation for the opportunity to comment. Ron Marquez spoke in favor of Ballot Initiative 1A and encouraged the Library Board to endorse the Initiative.

APPROVAL OF AMENDED CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the amended consent agenda. There were no requests for items to be removed.

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the items on the amended consent agenda. Seconded by Pam Anderson the amended consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board. Jo expressed appreciation to the Board for hosting the Joint meeting. There have been a few staffing change at the Foundation. We hired new staff members Susan Spring, as the office coordinator, Kirstin Kraig, volunteer and friends coordinator. The Foundation also has three new Board members, Kirby Edwards, Linda Fleming and Kim Johnson our new Trustee liaison. The Foundation received \$5,000 from Rose Community Foundation and \$1,000 from the Buell Foundation to support the 1,000 books before kindergarten program. We also received \$1,500 from Sunflower Bank for the Epic STEM challenge.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Golden City Council voted to approve the purchase of the office building and property. The original closing date was in August but the closing did not take place. The new closing date has been scheduled for October. The City of Golden will keep the Library informed.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the August 2019 financial reports. The financial tables show property tax receipts through July. The Library has reached out to the County and they are not adjusting their projections. The Library is beginning to put in year-end projections on operating and capital budgets. A very preliminary list of projects that will likely be included in the request for carryover is included in the financial report. In response to questions, the Board was advised that:

- August 2019, property tax revenue of approximately \$200,000 will be included in the next financial tables.

- The October tax lien sale will result in additional revenue. It is unlikely to be \$1 million. In 2018, approximately \$100,000 in property tax revenue was received in October.

Information Technology

Document Management System (DMS) Contract Information

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. The Library received eleven responses to the request for proposal (RFP) and selected the top five to come in and provide demonstrations of their products. The project team is performing due diligence on the top two candidates. The Library expects to bring the contract to the Board for authorization at the October Board meeting.

In response to questions, the Board was advised that:

- The Library does not currently have a document management system (DMS)
- The Board is correct that a DMS will provide a more efficient system for the Library to remain in compliance with various statutes and best practices for document and record management

Facilities and Construction Projects

Belmar Library Move-Out Authorization

Steve Chestnut, Director of Facilities and Construction, addressed the Board. In response to questions, the Board asked at the September Study Session the Board was advised that the vendor that submitted the lowest cost did not complete the RFP and was disqualified. The next lowest cost vendor was involved in the Columbine project and based on that performance, the Library could not recommend them. In response to a question, the Board was advised that the services in the contract include bringing everything back to the Belmar Library.

Move Management Contract Authorization – Belmar Library

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Armstrong Relocation in the amount of \$52,281 for movement and storage of equipment, materials and the collection while the Belmar Library is under construction. Seconded by Deborah Deal the motion passed by unanimous vote of all trustee present.

Library Administration Building Reconfiguration Contract Authorization

Steve Chestnut, Director of Facilities and Construction, addressed the Board. In response to questions, the Board asked at the September Study Session the Board was advised that the estimated cost of leasing space to accommodate staffing is \$97,000 per year plus \$50,000 to \$75,000 for moving and tenant finish.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to transfer \$125,000 from contingency and sign the contract with Cross Line Construction for \$96,550. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

South County Authorization

Steve Chestnut introduced the topic and addressed the Board. The Library would like to make some adjustments and will not be requesting Board action at this meeting.

MOTION: Pam Anderson moved that the Library Board of Trustees remove this item from the agenda. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Snow Removal Contract Information

Steve Chestnut advised the Board that the Library's five year (one year with four renewals) snow removal contract with CoCal has come full term in 2019. The Library is in the process of requesting snow removal proposals for the 2019-2020 snow season. Responses to the RFP are not due until September 30 so the cost and vendor recommendations will not be known until they are submitted as a part of the Board package in October. The Library's five year (one year with four renewals) snow removal contract with Bear Creek landscape for the Evergreen Library is also in the RFP process and the Library anticipates bringing that contract to the Board in October as well. In response to a question, the Board was advised that they cannot approve contracts by email.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

Resolution in Support of 1A

The Chair introduced the topic and asked for input from the Trustees. The Board expressed appreciation for the input and viewpoints stated during public comment. After some discussion, the Chair called on Donna Walker, Executive Director and asked for input. The Executive Director advised the Board of the potential risks and consequences to the Library associated with a severely constrained County budget. The Chair expressed appreciation for the input on the topic.

MOTION: Pam Anderson moved that the Library Board of Trustees adopt the Resolution in Support of 1A. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with Brian DeLaet voting against the motion.

BOARD SCHEDULE – NEXT MEETINGS

- October 10 – Study Session – Cancelled
- October 10 – Board Meeting – 5:30 pm – Pam Nissler Conference Room at Library Administration
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – Rescheduled to October 10
- November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- November 21 – Board Meeting – 5:30 pm – Lakewood Library meeting room

Sandie Coutts, Director of People and Culture will send the Board an invitation to the All Staff Conference and an agenda with the appropriate portions for the Board to attend.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Acknowledgement and Appreciation for Trustees Deborah Deal and Brian DeLaet for their Service on the Library Board

The Chair noted that this would be the last Board meeting for Trustees Deborah Deal and Brian DeLaet. In appreciation of their service, the following is included in the official record:

Deborah Deal was appointed to the Jefferson County Public Library Board by the Jefferson County Commissioners in April, 2016. During her tenure, Trustee Deal has been an engaged member of the Board. She helped govern the Library during a period of rebuilding of services, facilities and staffing. Some notable projects during her tenure include:

- the restoring of library hours,
- remodel of the Columbine Library,
- Facility Master Planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- selecting and onboarding a new executive director
- redesign of the Belmar Library,
- reducing barriers to library service by going fine free and creating alternative services,

- planning for a library in South County.

Trustee Deal took on the added responsibility of liaison to the Library Foundation, helping to fundraise, and supporting the overall work of the Foundation. Trustee Deal was recognized for her exemplary volunteer work with the Elena Joyce Grissom Lifetime Achievement Award from the Library Foundation. This Board would like to acknowledge the progress of the Library during her tenure and thank Trustee Deal for her volunteer service to the Library and community. We will miss your bright presence at our meetings. We look forward to your continued advocacy on behalf of the Library.

The Jefferson County Commissioners appointed Brian DeLaet to the Jefferson County Public Library in September 2011. Trustee DeLaet came onto the Library Board during some of the Library's most difficult times when funding was tight and relationships with the County were strained. Trustee DeLaet helped govern the library through these difficult times. Over these last nine years, he helped improve relationships and secure a responsible level of funding for services which led to a rebuilding of services, facilities and staffing. Some notable projects during his tenure include:

- automated materials handling,
- a successful mill levy campaign,
- the remodel of the Golden Library,
- the restoring of library hours,
- remodel of the Columbine Library,
- Facility Master Planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- selecting and onboarding a new executive director
- redesign of the Belmar Library,
- reducing barriers to library service by going fine free and creating alternative services,
- planning for a library in South County.

Trustee DeLaet took on the added responsibility of serving in leadership positions as an officer of the Board, both as vice chair and chair. This Board would like to acknowledge the progress of the Library during his tenure and thank Trustee DeLaet for his volunteer service to the Library and community. We will miss your leadership, statesmanship, experience, and extensive understanding of policy governance. We look forward to your continued advocacy on behalf of the Library.

CALL FOR EXECUTIVE SESSION

Trustees review Executive Director's Performance and Compensation (Policy Governance 4.3.6).

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees at 7:02 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

The Chair announced a 15-minute break.

The Chair called the Executive Session to order at 7:17 p.m. with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet, Deborah Deal and Jeanne Lomba. Also, present Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 8:09 p.m., at the request of the Trustees, Sandie Coutts was asked to join the Executive Session.

At 8:19 p.m., at the request of the Trustees, Sandie Coutts was excused from the Executive Session.

At 8:28 p.m., at the request of the Trustees, Donna Walker joined the Trustees in Executive Session.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 8:48 p.m. Kim Johnson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters to review the Executive Director's performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

MOTION: Brian DeLaet moved that the salary for the Executive Director be increased by 3% and that a 2% merit bonus be awarded. Seconded by Deborah Deal the motion passed by unanimous decision of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 8:50 p.m.

A handwritten signature in black ink, appearing to read "Pam Anderson", is centered on the page. The signature is written in a cursive style with a long horizontal line extending to the right.

Pam Anderson, Secretary