

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
November 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 November 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), John Bodnar, Jill Fellman and German Zarate-Bohorquez.

Trustees not present: Trustees Absent Pam Anderson (Secretary), Jeanne Lomba.

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; Rex Whisman, Director of Strategy and Engagement; Barbara Long, Assistant Director of Finance and Budget; and Lizzie Gall, Assistant Director of Library Experience.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

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

MOTION: Jill Fellman moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by John Bodnar the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

The Trustees were provided with a report from the Foundation. Trustee Johnson, liaison to the Foundation, advised the Board that at the November 19, Foundation Board meeting the 2020 Budget was presented and it looks similar to 2019. There was a presentation by the Foundation's social media person. Trustee Johnson noted that there may be some

opportunity for collaboration between the Library and the Foundation. In response to questions, the Board was advised that:

- Rebecca Winning was contracted to put together the naming package and Jo Schantz is going out to do the solicitations.
- Response at this point seems to be greater than past solicitations.
- The Executive Director and Jo Schantz have an appointment to meet with the donors for the Standley Lake Outdoor Discover Together area to see if they would like to donate to Belmar's outdoor area.
- The Foundation Board members have the responsibility to assist in the solicitation.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that Karen Walker is not related to the Executive Director. The Chair acknowledged the request to add conferences, including National Library Legislative Day, to a future agenda for Board discussion and determining attendance at conferences.

Finance and Budget Department

Financial Report

Barbara Long, Assistant Director of Finance and Budget addressed the Board and provided an overview. The October Finance report budget to actual tables were provided to the Board. Yearend projections have been added to tables 3 and 5. In response to questions, the Board was advised that:

- The \$4 million is for Golden in 2020.
- Other revenue that is reporting as over budget include investment income. The Library received the estimates from the County and they were conservative.
- There will be an opening day collection purchase in 2020.

2020 Budget Preview

Barbara long shared a 2020 Budget PowerPoint Presentation. The themes for 2020 are; invest in underserved areas; South County Library and alternative services, continuing the phased implementation of the staffing plan, address library strategic priorities and implement fine free. Changes between the draft budget and the proposed final budget include; a decrease in budgeted expenses by \$302,000. When actual numbers from the County were applied there was a decreased use for the fund balance from \$2,570,000 to \$2,270,000. Projected revenue is just over \$47,000,000 and budgeted expenses are just over \$49,000,000. Charts showing the 2020 projected revenue and budgeted expenses were shown to the Board, along with expenses by division, staffing, outreach and alterative

services. A table for the capital investments was also shown. There were some changes to categories but there is no net change to budgeted revenue.

The Chair thanked Barbara for the presentation and for providing helpful context. There was a lot of discussion about the 2020 budget in June, when the Board authorized the submittal to the County. Next month the Board will authorize Donna to implement spending the 2020 budget. It was nice to have the review before our approval.

At the request of the Chair, the Executive Director informed the Board that every year the Commissioners certify the mill levy for the budget, and this year they have a slightly different process. On November 19, the Commissioners adopted the 2020 budget and certified the Sherriff's mill levy but they were still deciding where to set rest of the county's mill levy. They will do that at the December 10 meeting. There is no concern about the library's mill levy.

In response to questions, the Board was advised that:

- Salaries are included with each division along with all their expenses in the square chart.
- In the pie chart of 2020 total budgeted expenses, the categories are for the Library as a whole. It is two different ways to look at the budget expenses.
- The Library has a dedicated fund balance that was changed to a reserve policy, this change will take effect in 2020. The budget shows how the Library plans to use the fund balance such as in 2020 to cover the differences of \$47 million in revenues and \$49 million in expenses.
- The fund balance cap is 50% of revenues, and this ensures the Library spends funds in a timely manner. The fund balance the floor is 25%. Trustee Johnson commented that once funds are committed to a project the fund balance will show where we are saving and where we will spend the money.
- The infrastructure category includes operating investments in facilities and information technology.
- The Library will be bringing information to the Board next month about what the Golden project might look like. The City of Golden has purchased the property. The Golden City Council is scheduled to discuss the property in a council meeting next month if they will keep or demolish the building. The Library did include the Golden project in the 2020 budget to give the Library the ability to respond to the opportunity if it is feasible and if the Library wants to participate. The Chair noted that there would be more conversation about the project as we learn more about the City's plans. Trustee Johnson noted that the Board and the Library delayed other projects to put the Golden funds in the budget and that if Golden did not move forward we would be able to shift these projects again. The Executive Director

noted that this project will be brought to the Board for further discussion when more information from the City of Golden is available.

- The South County project is a multiyear project that spans 2020, 2021 and 2022. Staff for South County is currently in 2022. The FTE in 2020 is implementing the next phase of the organization analysis.

Facilities & Construction Projects

Belmar Project Update – NV5

A video was shared with the Board that detailed the progress on the Belmar redesign project. The Chair expressed appreciation for the photographer and noted that it is a great way for the Board to stay up to date on the project.

Sara Lara with NV5 presented the report for Belmar. Sara introduced herself to the Board and the owner's representative for Belmar, that she had the privilege of working with JCPL on the Columbine remodel. She informed the Board that a risk to the project is that the permit for Belmar has not been issued yet. The plans were submitted to the City of Lakewood three months ago and it is taking much longer than anticipated, and is beyond the timeline given by the city when the plans were submitted. Demolition and work is continuing. Everything has been taken out of the building. Fransen Pittman will be laying out where new walls are going. There is a risk to the schedule if we do not have the permit by the time we need to call for inspections. Requests for Proposals (RFPs) for furniture and shelving have been received, and there was a meeting last week and today finalizing selections. Most items have an 8-10 week lead-time so by the time purchase orders are done we should be in a good position receiving all the items. The sorter is under contract, and design drawings are completed. Weekly construction meetings are being held, and Requests for Information (RFI's) and change orders are being tracked. The demolition did not reveal any big bogeys. At this point, the only concern is the permit. In response to questions, the Board was advised that:

- A RFI is a request for information and sometimes can mean a request for money. Any change is tracked in the change order log, which allows us to make budget decisions. We have some alternates such as the reading decks and fireplace that we would like to be able to put back into the project. Tracking all of this allows us to make those decisions. There are no updates to the costs at this point and we are still saving our contingency.
- The permit could affect the schedule. We have done many reviews with the City and have already supplied the information they have asked for and we are not expecting a lot of changes. However, it could impact the schedule.
- We had talked with the City before creating the schedule and the City's timeline was if we submitted on August 1, we should have a permit by October 1.

- The risk is it will take longer, and we will need to pay the general contractor, architect and owner's representative more money for their additional time.
- Steve Chestnut, Director of Facilities and Construction advised the Board that he has been talking to the city daily. The architects and general contractor have also talked with the city regularly. One of the issues is we submitted our plans just before the City's restrictions on new development took effect, and many other people did the same, so there were a large number developers trying to get ahead of the restrictions who also submitted plans for the city to review.

The Chair noted that he and Trustee Fellman went on the dusty boots tour of Belmar with the Executive Director and enjoyed it. The Executive Director advised that Board that they will be invited to all of the dusty boot tours.

Strategy and Engagement

The Executive Director advised the Board that there are two naming opportunities for Belmar in their packet. Per Board policy, the Board needs to approve naming agreements. In response to a question, the Board was advised that there is not a formal vetting process. However, Victoria Ponce is known to the Library and personally as a former Foundation Board member and longtime Foundation Volunteer. She wanted to participate in the Edgewater naming, but the opportunities had already been claimed. The Genesee Mountain Foundation Executive Director is Lynn McDonald who is also a Foundation Board member. The Chair also noted that he personally knows both individuals. The Executive Director advised the Board that they have the ability to pull a naming agreement.

Belmar Naming Agreement – Genesee Mountain Foundation

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and the Genesee Mountain Foundation for a \$25,000 donation to the Belmar Library. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Belmar Naming Agreement – Victoria Ponce

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and Victoria Ponce for a \$7,500 donation to the Belmar Library. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

GOVERNING POLICIES

Proposed 2020 Governance Process Calendar

The Trustees reviewed the proposed 2020 Governance Process Calendar for adoption at December 12, 2019 Board meeting. The Chair provided highlights of the Calendar. In January, the Chair appoints a committee to review the Board Bylaws and a committee to nominate new officers, and the Board reviews the Ends. In February, there are Policy Governance Monitoring Reports and the committees for both the Bylaws and officer nominations report back to the Board. Board officer elections take place in March. June is scheduled for reviewing the 2021 budget and authorizing the Executive Director to submit the budget to the County. The Executive Director's annual performance and compensation review is in September. Trustee Fellman commented that she likes the format and the color-coding. The Chair noted that it is an important planning document and that Amber Fisher has done a great job doing this and keeping the Board on track.

BOARD SCHEDULE – NEXT MEETINGS

- December 12 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- January 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- January 16, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- February 20, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 12, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- March 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

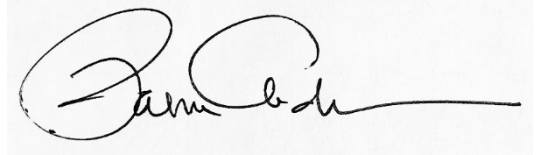
Trustee Fellman had a question about which meetings were in what rooms. The Chair advised the Board that Study Sessions are located in the Administration Conference room (where the Board was last week) and Meetings are held in this room (Lakewood Library meeting room). Beginning in April, the Board meetings travel to the different library locations.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

None

ADJOURNMENT

The Board meeting was adjourned at 6:24 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", written in a cursive style. The signature is contained within a light gray rectangular box.

Pam Anderson, Secretary