

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
December 12, 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 December 12, 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, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Jill Fellman. Trustee Lomba left the meeting at 6:30 pm and was not present for votes on the Belmar Library Naming Agreements.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Rex Whisman, Director of Strategy and Engagement; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; 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 Jeanne Lomba 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:** John Bodnar moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Pam Anderson the consent agenda was approved by unanimous vote of all Trustees present.

## **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director, provided an update to the Board. The holiday book sales raised over \$6,300. The Foundation received \$18,000 in donations on Colorado Gives Day, a 32% increase over last year.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board and called the Board's attention to the two building projects noted in her report. The Golden City Council is meeting this evening to discuss the Civic Center process rollout and there may be more information to report after that meeting. For Conifer High School, a schematic design is expected in January and as noted in the report, the library will be minimally impacted by the construction.

Trustee Bodnar asked to be advised when the registration date for National Library Legislative Day is available and indicated that he would like to attend.

### **Finance and Budget Department**

#### Financial Reports

Barbara Long, Assistant Director of Finance and Budget addressed the Board. At this point, the November financial report is showing the final property tax numbers and they are under budget. Finance will continue to update projections for yearend positions.

In response to questions, the Board was advised that:

- All material receipts from property taxes have been received.
- The difference in projected yearend numbers reflects encumbrances where contracts are in place. The funds may be fully encumbered under contract but they may not all be spent in 2019.
- The Document Management System (DMS) funds are not encumbered at this time.

#### 2020 Budget Adoption

Barbara Long advised the Board that the 2020 Budget review was presented at the November Board meeting. In response to questions, the Board was advised that:

- The Library requested 4.5 mils in 2019, 4.0 in 2018, and is requesting 4.5 in 2020
- The Library uses the County Assessor's certification report projection of 9%.
- The Library can provide a breakdown of the Other Services and Charges category. The largest portion is approximately \$1.0 million for software related to the Library's catalog.

**MOTION:** Kim Johnson moved that the Library Board of Trustees adopt the 2020 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

### **Facilities & Construction Projects**

#### Belmar Library Renovation Project Update – NV5

Sara Lara with NV5 addressed the Board and provided an update on the Belmar Library Renovation Project. The building permit was issued and Fransen Pittman subcontractors can move forward with pulling individual permits; the big one is for fire alarms and the sprinkler system. Purchase orders for furniture and shelving are starting to be released. Fransen Pittman will re-sequence their schedule now that the permit has been received. The impact on the timeline is mostly for the exterior work.

#### South County Input Session

The Executive Director addressed the Board and directed their attention to the overview of the facilitated discussion at the November Board meeting. That discussion included determining the Trustee's role in the South County Project:

- **Budget:** Be responsible for resource allocation and capital oversight. Focus on long-term impact of project and return on investment for “ownership” (residents) by representing the taxpayers.
- **Advocacy, Outreach and Engagement:** Be the conduit linking the ownership (residents) to the operational by being ambassadors, defining and communicating the message, being able to explain the “why” of the project.
- **Strategy:** Assess and represent the needs of the community through your public process and defining a vision for the successful outcome.

The Chair asked the Board for a check on consensus and agreement that Board agrees on their role in the South County Project. By verbal acknowledgement, the Board indicated their consensus.

Julianne Rist, Director of Libraries, addressed the board and presented visuals and information on mapping South County and the outcomes the Library would like to reach with the Board including:

1. Understanding how JCPL is defining the South County Expansion Library Service Area
2. Understanding where the opportunity is in terms of active and inactive users in that Library Service Area

Maps were displayed showing the Library service areas of all of Jefferson County and then a map of the South County service area.

The Columbine Library and a weekly Bookmobile stop currently serve South County. Columbine is undersized for both the population (141,211) and geographic area. The Columbine Library cannot provide adequate library services and resources for the area. Maps were displayed showing the five and ten-minute drive times, population density, active households and inactive households within the South County service area. The one thing that brings people to a library or keeps them from coming is convenience.

The maps also displayed the potential for growth for active library users and people who have a library card but have not used it in the past 12 months. This map displayed that the lack of convenience means there are many residents who are not using the library and illustrates the potential for who might become active cardholders again. The area where people live who will use a new South County location is the proposed service area. It is geographically large however, the population density drops off dramatically south and west of C470 as the area becomes more rural or becomes national forest. The total population of this proposed library service area is 66,402. The proposed service area boundaries may change as the Library gathers community input. Right now, they are defined by a drive time to the Columbine Library, population density and traffic patterns.

In response to questions, the Board was advised that:

- The Library utilizes data from market analyses through Orange Boy, Savannah, Jefferson County Geographic Information System (GIS) and mapping, census data and usage data from the Library's statistics database.
- The Library's next steps include working with Jefferson County Planning and Zoning.
- Fehringer Ranch falls outside of the proposed service area
- The population of Jefferson County is 583,000. South County is 140,000.
- In terms of growth, Orange Boy worked with all the planning departments. The Library's master facility plan looked at future growth projections. It is something the Library will review. The Library also has HDR gathering more input.

#### Key Messaging from the Board and the Fact Sheet

Julianne Scherer, Managing Principal / Associate Vice President, HDR, addressed the Board and introduced Whitney Grant, Design Coordinator and Katie Angell, strategic communications. The Board engaged in activities to continue gathering input on key messaging from the Board to be used in the creation of the Fact Sheet.

The Board reviewed key messaging from the last session including vision, purpose, service area background, location selection, timeline, public engagement and budget.

In response to questions, the Board was advised that:

- One of the next steps is to gather input from JCPL leadership
- The Master Facility Plan concluded that anything under 20,000 square feet is not a full service library and 30,000 square feet is tight for the South County population.
- Any timeline would reflect a high level, multi-year process

#### Activity: Defining Library

HDR facilitated an activity with the Board to gather more input from the Trustees.

The Chair expressed appreciation to HDR and the staff for continuing to engage the Board in this important process.

#### **Strategy and Engagement**

The Executive Director advised the Board that there were two naming opportunities for the Belmar Library in their packet.

#### Belmar Naming Agreement – Naishtut

**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 Rachelle Naishtut for a \$1,000 donation to the Belmar Library. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### Belmar Naming Agreement – Melvin & Elaine Wolf Foundation

**MOTION:** John Bodnar 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 Kelly Ann Hodges/The Melvin & Elaine Wolf Foundation, Inc. for a \$5,000 donation to the Belmar Library. Seconded by Kim Johnson 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.

## **BOARD SCHEDULE – NEXT MEETINGS**

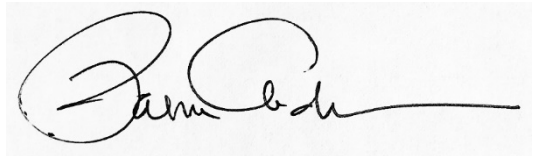
- January 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- January 16, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- February 20, 2020 –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

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

The Executive Director advised the Board that there is potential to hold only one meeting in January.

## **ADJOURNMENT**

The Board meeting was adjourned at 7:15 pm.

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

Pam Anderson, Secretary