

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

March 18, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on March 18, 2021. 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), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: John Bodnar.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

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

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. There were no public comments.

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: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for March 18, 2021

- A. February 18, 2021 Board Meeting Minutes
- B. Authorize the Library Executive Director to enter into a contract with Emerald Isle Landscaping
- C. Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4 and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5.
- D. Trustees adopt Bylaws

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation was able to distribute \$22,600 to JCPL employees for assistance with childcare costs as a result of the Covid 19 pandemic. The checks ranged from \$400-\$1500 for 21 individuals and the Foundation chipped in a little more to be able to do that. The Foundation received many thankful comments including one from a single mom who said receiving the check made her feel less overwhelmed and alone. The bookstore, Whales Tale is doing well and so far this month has generated \$6,000. The goal each month is \$10,000 gross, and we have exceeded that goal the last couple of months. The Foundation pushed events to the middle and end of the year due to Covid restrictions. The spring book sale in June will be at a new location, the Lakewood Church of the Nazarene. Library Giving Day is April 7, and the Foundation is hoping to raise more than last year which was \$6,000. The Foundation is looking to hire a foundation assistant to help with the donations volume and an assistant to help cover weekend shifts at Whales Tale. Jo reported that she will be giving a presentation tomorrow at the Evergreen Rotary Club.

Trustee Johnson advised the Board that although the Foundation board hasn't officially voted yet, they are likely moving forward with changes to their bylaws. The JCPL representatives will be advisors to the Foundation board instead of members. This wouldn't materially change the way we interact. The current memorandum of understanding (MOU) does state that the JCPL representatives are board members. As housekeeping, we will need to do an amendment to the MOU recognizing that change. Because the MOU is between the two executive directors this is an operational responsibility for the JCPL executive director. The amendment would include a very short term extension of the MOU as well as recognizing the change in JCPL representatives. The amendment does fall under Donna Walker's operational responsibilities to move forward with that amendment. Trustee Johnson encouraged her fellow Trustees to make a donation on library giving day.

The Chair advised the Board that he supports the proposed amendment and asked for Board consensus for Donna Walker to do that amendment. The Trustees present indicated their agreement and consensus.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and advised the Trustees that yesterday the Library was offered slots for 50 frontline employees to get vaccinated tomorrow. JCPL frontline staff snapped up those slots and the Library let JCPH know that we're ready to take any more slots they may have.

The Board was provided with an update on the vacant leadership position. The Director of People and Culture job posting closes on Sunday.

The Executive Director advised the Trustees that Padma Polepeddi, Assistant Director of Library Experience, received a two year appointment to the American Library Association (ALA) Diversity Committee. The Library is very excited to have Padma represent JCPL on the national front. Julianne Rist, Director of Libraries, did a presentation with Jamie Larue, to the Colorado Association of Libraries (CAL) Futures Interest Group on JCPL's continuity of operations (COOP) plan. Julianne is also serving on a CAL group focused on library trends.

The JCPL south county destination library community engagement survey will go live tomorrow. Input meetings with the community, staff and Library Board are scheduled for April.

The Isabel Allende virtual signature event was an awesome program. The event, Isabel Allende in conversation with Kali Fajardo-Anstín, was an overwhelming success. Over 2400 people registered for the live event with nearly 500 registered to get the recording. The Executive Director expressed appreciation to the programming team, technology and innovation team and the communications team for their exceptional work bringing this program to our community.

The Executive Director expressed appreciation to Charles Naumer, Kim Johnson and Pam Anderson for their service as Chair, Vice-Chair and Secretary. She noted that it has been a wonderful experience and thanked them for their support, guidance and engagement. After the Board votes later in the meeting the Library will welcome Kim Johnson, Pam Anderson and Jill Fellman as the next officers of the Board.

The Chair thanked the Executive Director for her comments.

The Chair advised the Board that he was one of the members of the community that signed up to receive the recording of the Isabel Allende program. He stated that the Library did a wonderful job and the program was so professionally done. The local author,

Kali Fajardo-Anstin was excellent as the moderator. The Chair wanted to call special attention to the introduction by Donna Walker. It was an outstanding introduction that perfectly framed the event, included our mission, vision and values and fit so well with our diversity, engagement and inclusion efforts. He noted that he really appreciated her introduction and the leadership she exemplified by promoting these kinds of events. He stated that he has heard from many, many people about what a great event it was and he thoroughly enjoyed it as well. The Chair encouraged the Trustees to get the recording.

Trustee Zarate-Bohorquez noted that it was a wonderful event and congratulated Donna Walker and her team for the outstanding program. He noted that to receive engagement by 2,400 people was incredible. He stated that he is looking forward to more events like that.

Philanthropy Project

There were no questions or comments.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement & Finance

Finance and Budget - Financial Review – January 2021

Barbara Long, Assistant Director of Finance and Budget, introduced the topic. There were no questions from the Board.

February Financials

Barbara Long advised the Board that as noted in her report, big pieces of revenue are missing due to issues with Workday. In response to a question, the Board was advised that the revenue is a mathematical formula to make sources equal to resources. At the beginning of the year we have normally not received substantial property tax revenue so it is normal to see greater expenses. It means we're using revenues received in the past to pay operating expenses as matter of cash flow. By June or July, when most of the tax revenue is received we will see a more positive number that we spend down. Transfers are based on the timing of receipts.

Public Services

Update on In-Person Services

The Executive Director introduced the topic and advised the Board that Julianne Rist, Director of Libraries, will share information on in-person services. She has a thoughtful plan that has helped the organization as things change back and forth.

Dial 2.0

Julianne Rist addressed the Board and noted that she expects the State to release another revised dial sometime this month. Jefferson County moved to Level Blue on the state's dial on Friday, February 26. The Library has been monitoring public health orders and adjusting services. During this time, JCPL's philosophy has held constant throughout. We will provide services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community our first priority. JCPL will align our processes with other county agencies. We will adhere to and follow current orders and guidelines from governing authorities.

Expanded Hours

The Board was advised of some of the recent expansions and a few of the plans for the next coming months. The Library has been in constant discussion with the Conifer High School about open hours and is happy to announce that we have added two more days at Conifer. This location will be open four days a week. In addition, the call center has expanded hours and is now available until 8:00 pm Monday thru Thursday, matching our pre pandemic schedules of 65 hours per week. During the last snowstorm all remote staff continued to work and provide services. The call center answered 323 calls and programming staff provided eight virtual programs. This was the first time standing up services while the buildings were closed. The community still used the Library during the snowstorm.

In-Person Services

All locations are operating at increased capacity numbers, which means the Library has doubled the number of people allowed in the building from what we were offering a month ago. We evaluated this increase at all locations from March 5 through 13. Many locations are reporting they did not reach capacity during this time, and for the locations that did reach capacity both the number of times and the amount of wait time was greatly reduced. We have also added tables and chairs and are promoting the use of laptops as an option for those who need to use a computer. We are continuing to evaluate the space and patron use to ensure that we are meeting social distancing standards.

Launchpads for adults were added in January. These devices provide our patrons ways to engage their brain, have fun and learn all in one place. Launchpads are self-contained devices that don't require an internet connection to use with preloaded content. Launchpads have been available for kids since 2019. Now they are also available to adults, offering a variety of games, puzzles, tools and more. They offer Brain Games help train your mind by challenging memory, reaction time, problem-solving and observation skills, attention span and more. Some of the apps available for adults include games like crossword puzzles and checkers, and fun learning tools that cover subjects like geography, math and science.

Take and Make are craft kits targeted for different ages for people to take home and complete. In February, 10,000 kits for a heart magnet craft went out for Kids and Teens. At Conifer and Evergreen patrons made 45 dragon eggs at home, and 2,000 adults created a three legged pig, which was a tie in to our Isabel Allende program and is considered a token of good luck in Chile and other parts of South America.

New Programs

We have also added to our lineup of virtual programming. You may have enjoyed a Dial-a-Story service as a child. JCPL began to offer this service on Monday, February 1. Kids are invited to call in and hear a new story, in English and Spanish, every Monday. Story Line gives kids the opportunity to listen and use their imagination, is available 24/7 and meets the needs expressed by both parents who are trying to limit screen time, and those who do not have internet access at home. So far 192 people have called in to listen to a story with 40 of those calls for our Spanish version.

Virtual Play and Learn takes our Family Place programming into an online environment. This is an opportunity for caregivers and young kids to socialize and connect with the community. Themes include imaginative play, early literacy, STEAM, and activities and crafts that families can do easily and inexpensively at home. Once each month, a community expert will interact with participants and give them the opportunity to ask questions on topics such as nutrition or developmental milestones.

COVID 19 Vaccine Q&A. In collaboration with Jefferson County Public Health, JCPL hosted a program for the public to hear experts address questions about the vaccine and for community members who have taken it to share their experience. This is a series of six programs, three in English and three in Spanish. If you are interested there is still an opportunity to attend on April 13 in English or April 15 in Spanish.

Community Conversations is a new series of programs that are current community topics. In February we had Janet Damon present how to talk to your kids about race. There were also a series of online book discussions for teens and upper elementary children about race. March 19 is our first Positive Youth Development community conversation focusing on brain development and how to talk to teens. The Library has heard many positive comments from the community about this program

Looking Forward

We continue to look forward as well. We are waiting to see what changes may occur when the state releases their next version of the Dial dashboard which we expect will happen sometime in the next month. We will continue to evaluate our capacities and increase

them while ensuring that we can maintain the 6 foot social distancing standards. We will be evaluating the one hour time limit as well.

JCPL hopes to receive additional hold lockers this month and are ready to install them at three locations, Belmar, Columbine and Standley Lake. We are hoping the lockers will reduce some of the curbside demand. If this happens then we may be able to utilize the staff that had been providing curbside to expand hours. Now that we are at level Blue we are making plans to provide outdoor in-person programming for summer reading. We're also looking at how we might be able to provide opportunities for teens to volunteer and looking at decreasing quarantine time.

In response to questions, the Board was advised that:

- The Library has been planning for the continuation of virtual work and library services to patrons including programs and call center in the event buildings are closed. The Library was able to stand up those services during the recent building closures due to the snow storm.
- Patrons can check out the Launchpads. They are self-contained and do not require internet access.
- The community conversations program is a great service and does help the Library reach more people and become the "third place".
- The Library is looking at streamlining curbside processes including adding text messages which may be less staff intensive so curbside would not need as much staffing to provide that service.
- The Library is always monitoring its services for impacts like whether or not curbside affects the number of people coming into the building. It will be a delicate balancing act on where we go in the long term with curbside services.
- The Library has experienced an increase in demand for information regarding Covid-19 vaccines, how to get an appointment and how to access government services. When there is anything going on in the community the Library does see an increase in demand around those issues.
- The partnership with Public Health on the Covid-19 Q&A program was a direct response to the needs of our community. The Library provided the platform and JCPH provided the expertise.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair reminded the Trustees to complete the anti-sexual harassment training.

ENDS

There were no items.

BOARD GOVERNANCE

Trustees Elect Officers – Slate of Officers

Kim Johnson for Chair: Two-year term April 2021 to March 2023

Pam Anderson for Vice-Chair: One-year term April 2021 to March 2022

Jill Fellman for Secretary: One-year term April 2021 to March 2022

MOTION: Jeanne Lomba moved that the Library Board of Trustees elect Board Officers with terms as indicated on the slate as presented for their respective positions beginning next month. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all trustees present.

Trustee Anderson addressed the Board and thanked Charles Naumer for his chairmanship. She noted that there were many valuable things she took away from his leadership including his passion for strategic planning, connectivity and his positive, warm and inclusive spirit for Board members and staff. Everyone deeply appreciates the service he provided.

Trustee Fellman addressed the Board and expressed deep appreciation to Charles Naumer for his kindness when she first came on the Board. She noted that he was very warm and welcoming and she can't thank him enough for his service.

Trustee Johnson addressed the Board and thanked Charles Naumer for his leadership and hard work. She noted that it was a pleasure working with him and that he is leaving behind some big shoes to fill.

Trustee Zarate-Bohorquez addressed the Board and thanked Charles Naumer for the great service he provided. He noted that he always felt very confident in his leadership from the first meeting. He stated that his strategy for the Board meant a lot and that he set the bar very high.

The Chair addressed the Trustees and noted that he felt very lucky to have this Board. He stated that he has enjoyed working with every single member and is grateful for the support he's always felt, the thoughtful conversations and everything he learned from the experience. He noted that he was also lucky to work with Donna Walker and that they both came into new positions together, figured everything out together and that it was a pleasure to work with such an outstanding Executive Director. He also noted that there was another person who really helped him understand process and keep him organized. He expressed appreciation to Amber Fisher and all she does for the Board silently in the

background. He encouraged the new officers to take advantage of her wise expertise. The Chair addressed the Library staff and expressed appreciation for their support and hard work that made him so proud to be a part of JCPL. He stated that he is very excited to see where the new officers will take the Board next and offered to help out in any way he can.

BOARD SCHEDULE – NEXT MEETINGS

In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.

2021 Board Meeting Schedule

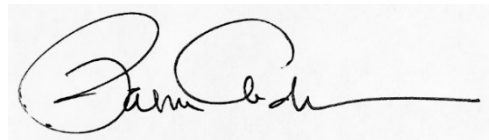
- March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30pm – WebEx.
- April 8, 2021 – Study Session – 5:30 pm – WebEx
- April 15, 2021 – Board Meeting – 5:30 pm – WebEx
- May 13, 2021 – Study Session – 5:30 pm – WebEx
- May 20, 2021 – Board Meeting – 5:30 pm - WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements. Staff did respond to Mr. Fisk's very thoughtful comments about our service.

ADJOURNMENT

The Board meeting was adjourned at 6:19 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", written over a light gray rectangular background.

Pam Anderson, Secretary