

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

April 15, 2021

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on April 15, 2021. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary) John Bodnar, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Charles Naumer.

**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; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Heather Grimshaw, Stakeholder Engagement Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O’Loughlin, Administrative Coordinator.

**Guests:** HDR, Inc. Julianne Scherer, Principal, Library Design Lead; James Braam, Principal, Architect; Whitney Swanson, PM, Architect

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

**APPROVAL OF AGENDA**

**MOTION:** Jill Fellman 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.

The Chair advised the Board that Trustee Bodnar asked to have an opportunity to address the Board.

Trustee Bodnar advised the Board that he has turned in papers to withdraw from the Board effective today. He noted that his focus is going in a different direction with business and travel and he is not able to give his full energy to serving on the Board and this Board deserves someone who is focused. It has been a pleasure to serve on the Board for the past nine years. He expressed appreciation to staff for helping educate him on libraries and growing together over the years. He has had the pleasure of serving with 14

different Trustees – a great breadth of people – and this current Board is a pleasure. When he started as a Trustee the budget was \$26 million and will be over \$47 million this year. We have not gained any libraries. We expanded the smallest library, Edgewater. One of his first votes was to expand service to seven days a week. He was happy to get the mill levy passed to provide services seven days a week. He thanked the Board and staff.

The Chair addressed the Board and provided information on some accomplishments during Trustee Bodnar's tenure:

The Board of County Commissioners appointed John Bodnar to the Jefferson County Public Library Board in May of 2012. Trustee Bodnar 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 Bodnar 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 Bodnar took on the added responsibility of serving on the nominating committee multiple times, as well as serving as Secretary and on the Bylaws committee. He represented the Library at National Library Legislative Day in Washington, DC. We would like to acknowledge the progress of the Library during his tenure and thank Trustee Bodnar for his volunteer service to the Library and community. We will miss his leadership, experience, and persistent pursuit of responsible stewardship of the taxpayer dollar. We look forward to your continued advocacy on behalf of the Library.

The Chair noted that personally and professionally it has been a pleasure to serve with Trustee Bodnar and appreciated the opportunity to work together.

The Trustees and Executive Director acknowledged Trustee Bodnar's service with the following comments:

- Thank you for your service – it was amazing to hear what you have done as a Trustee since 2012. The county, state and country is lucky to have citizens like you. I also enjoyed your great sense of humor. Bringing the budget from \$26 to \$46 million during your time is remarkable. Your efforts with promoting the book a librarian service served the community well.
- When I came on the Board and didn't know what to expect, your kindness in showing me what door to walk in, where the water was and many other things is something I will always remember. Your experience on the nominating committee helped teach me so much about the process. Thank you for your calmness and competence.
- When you came on the Board, I had just arrived myself in May of 2012. I remember how many questions you asked during Board orientation and how that was a prelude to your style of asking the hard questions. You taught me so much with your questions. I also remember you bringing cookies and candy to BCC meetings and at National Legislative Day in Washington, DC and what a difference that made in making those relationships more personal. You also helped understand when it was time to bring in the more formal approach. Thank you for all your yes votes that made such a difference, your support with the mil levy, and your no votes that helped me learn so much. It is really inspiring to see what you brought to the Board. Thank you for your service.

Trustee Bodnar left the meeting at 5:44 pm.

#### **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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

#### Items on the Consent Agenda

- A. Library Board of Trustees approve the March 11, 2021 Special Board Meeting Minutes

- B. Library Board of Trustees approve the March 18, 2021 Regular Board Meeting Minutes
- C. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services in the base amount of \$109,554.
- D. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Freegal Music Streaming in the amount of \$160,000.
- E. Library Board of Trustees authorize the Library Executive Director to sign the subscription services renewal contract with EBSCO within the approved budgeted amount.
- F. Library Board of Trustees authorize the Library Executive Director to sign the Renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding the Axis 360 Community Share Portal.

## **FOUNDATION UPDATE**

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Whales Tale bookstore at Colorado Mills is still doing well. The Foundation budgeted for \$10,000 a month and exceeded that by \$2,000-\$3,000 the last couple of months. There are several grants pending and Jo has been working with Donna Walker to submit a couple more grants. The Foundation has hired some part time staff members, a warehouse assistant and a bookstore assistant. Library giving day last year raised a little less than \$5,000. This year the Foundation raised over \$7,500. Jo expressed appreciation to Susan Spring, the Foundation's office coordinator, who did a great job spreading the word. The Foundation is changing the name of the Belmar gift shop to Baby Whale bookstore to align with used book sales. The spring book sale has been pushed back to June 23-27, and will still require reservations, face masks, six foot distancing and a five dollar fee.

The Chair advised the Board that she has enjoyed serving as the Trustee liaison to the Foundation Board, getting to know Jo Schantz and working with all the Foundation Board members. The Chair further advised the Board that in consideration of the additional duties she now has as Chair, she reached out to Trustee Fellman who graciously agreed to be the liaison to the Foundation Board going forward. The Chair has made that appointment.

## **EXECUTIVE DIRECTOR REPORT**

### Executive Director Report

The Executive Director addressed the Board and advised the Trustees that the office of the Board of County Commissioners (BCC) has indicated that they will use their regular process for appointing a new Trustee. Applications will open this summer.

Trustee Fellman lost connectivity to the Board meeting at 5:52 pm. The meeting was paused for a few minutes and then resumed with Trustee Fellman still not able to reconnect.

The Executive Director advised the Board that the Conifer Area Council (CAC) is a 501c3 volunteer organization that advocates the needs of the Conifer area. The CAC reached out to the Library Board in January as was reported by the Chair, Charles Naumer. The CAC conducted their own survey and offered to share the results of that survey. The Executive Director invited two of their board members to present that information to the Executive Team last week. In addition to the survey, they had a list of things they would like done differently. They also shared their survey results and requests with the Board of County Commissioners (BCC) and the principal of Conifer High School. This does not alter the recommendations within the Library's five year capital plan.

The Public health order changed in surprising ways. This past Tuesday, the Library heard officially from Public Health and received a verbal explanation this past Wednesday. Julianne Rist, Director of Libraries, had prepared a 90-day plan. Now that plan has been adjusted to a 2-phased approach. The Library is working on that 2-phased approach and helping staff understand what that means.

The Library has been advised by the BCC that there is an internal team at the county working on hybrid (in-person and virtual) meetings and the related technology. The BCC has asked that they lead in the transition and have asked that other boards and commissions hold on in-person/hybrid meeting plans. The Library has reached out to the City of Edgewater regarding meeting space.

The Executive Director asked the Board to provide input on connectivity issues with the community input meetings for south county to make sure the Board has what they need to participate.

- Trustee Anderson reported that her email bounced back and expressed appreciation to the very diligent emails from Heather Grimshaw, Stakeholder Engagement Manager, and she has what she needs to participate.
- The Chair noted that after she registered for the community input meeting she did not receive an email with information and a link to attend.
- In response to a question from Trustee Zarate-Bohorquez, the Board was advised that there is a community meeting on April 21, and the input exercises are the same for all the meetings.

In response to questions, the Board was advised that:

- A specific timeline on the County’s plans for in-person/hybrid meetings was not provided. The County noted that testing would take place later this month, however, that information was provided before the new public health order was issued.
- The Executive Director acknowledged the Chair’s appreciation for the Library’s efforts to respond to the new public health order and the work involved.
- The Library values and has enjoyed the partnership with Jefferson County Public Health to help get vaccinations to the Spanish speaking community.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Strategy, Engagement & Finance**

#### Finance and Budget - Financial Review – March 2021

Barbara Long, Assistant Director of Finance and Budget, addressed the Board. What may be sticking out in the summary is the lack of any property tax revenue. This doesn’t mean that it is not there, it is a continuing issue with Workday implementation. Information from the Treasurer’s office is used to estimate how much property tax is there. For the Library it is just over \$16 million when applying that percentage from the Treasurer. The Library does have all its expenses in the summary as well as income from the Foundation.

In response to questions, the Board was advised that:

- There are differences in the projected year end in tables five and six. Projections in table 5 indicates that the Library will spend the entire budget. Table six would include encumbrances from the carry forward request. The Library still has commitments but hasn’t put in the carry forward information. The Board of County Commissioners is scheduled to approve the carry forward request by the end of the month and the Library will include that in next month’s tables.
- The revenue issues in Workday is impacting a lot of the revenue that is entered at the County level in addition to property tax revenue. The issue is integration from property tax software to the Workday software. Interest income also is not reported and the County cannot allocate that revenue when we do not know what the Library’s position is. The revenue that is in the financial tables is what the Library has control over on the entry of that information.

Trustee Fellman returned to the meeting at 6:06 pm.

#### Strategy and Engagement - South County Destination Library Board Input for Community & Stakeholder Engagement.

The Executive Director introduced the topic and advised the Board that representatives from HDR, Inc. Julianne Scherer, Principal, Library Design Lead; James Braam, Principal, Architect; and Whitney Swanson, PM, Architect, will lead the Board through the input exercises.

Rex Whisman, Director of Strategy, Engagement and Finance addressed the Board. The Library shares the Board's enthusiasm in restarting planning for a new library in South County. The Library is at full steam ahead with the community engagement phase of the project. HDR has already facilitated several input sessions with JCPL leadership and held the first community input session last Saturday. The Library invited HDR to facilitate another input session with the Board.

Julianne Scherer addressed the Board and provided information on the agenda for the meeting and a summary of the Board's work to date with HDR on the South County library project. The agenda includes a presentation on future library trends and inspiration to get ready for the interactive exercises.

HDR met with the Board over a year ago in November 2019. The Board helped create key messaging for the fact sheet. In December 2019, the Board provided feedback for the service area map and finalized the fact sheet. The Board completed exercises and that work was used as part of the community engagement survey that is active now. There was a pause with the project due to Covid-19, and we are now full steam ahead with community engagement. To date, over 1,000 people have responded to the survey. The Trustees were invited to complete the survey if they haven't already done so. April 21, is the last community engagement meeting and the survey also ends on that date.

Tonight, Board input will be requested to inform the Guiding Principles by discussing what will determine success, planning for future growth, and expanding services for all generations, the space program and site location. It will not pinpoint the location, but the area and will include data and information from the survey. The space program is quantifiable pieces that will give numbers to different areas and guiding principles. HDR plans to put this information together in a report in May with output meetings in June to the Board and community.

HDR provided information on future library trends and an inspirational presentation before moving into interactive activities that included capturing the Board's input on a virtual whiteboard. Some of the Board's input to defining success, defining adaptable for future growth and expansion of services for all generations included:

- Ability to enjoy indoors and outdoors
- Quantitative increase in library use
- Everyone has their needs met
- Adaptability and sustainability
- Place with a purpose, cultural relevance, everyone has their space, connect with other cultures and languages and communicating with those cultures and communities.

- Dynamic, one room can change from one day to the next
- Excitement and interest from the community and the project is on budget
- The community recognizes their input was incorporated into the new library
- The library looks like it belongs in Colorado and reflects where it is located
- It is a destination library with creative ways to create a uniqueness about that library
- Flexible spaces
- Reflects big thinking and out of the box thinking
- Easy to get there
- Considers the area's strong technical, health and other businesses
- Event space – seems to be an absence of event space in the area – events have to be held at places of worship as only available option
- Location makes it a part of people's day when running errands
- Future thinking so it is not already irrelevant when it opens
- Accessibility – addresses the digital divide
- Can continue operating and serving the community in the event of another shut down of physical space
- Planned outdoor space
- Any given space can have at least 2-3 uses – spaces can ultimately be used for anything
- Movable collection – more flexibility with the stacks
- Supporting economic development – mixed use concept with partners and shared space – tapping into industries in the area
- Technology of the future
- Collaborating with other organizations on wellness – whether its medical facilities for a clinic day – wellness space
- All generations can play – balance serious with play
- Third place – civic space, civic education – gathering place to bring people with different perspectives together in a civil space
- Flexibility – library is for people to come read and research, investigate a topic, exchange ideas, listen to a poem or experience someone painting.
- Includes other communities, people and different generations
- Provides the types of innovations you might expect, a variety of technology, not just computer stations – portability within and outside the library would speak to multiple generations
- Cultural things, guest speakers, demonstrations, a place to have cultural events, moveable walls

The Board was advised that continuing through April, HDR will be gathering input and analyzing the data in May. A report out is scheduled for June. Julianne Scherer expressed appreciation to the Board for their great engagement in the process.

The Board expressed appreciation to HDR for the survey, and interactive input processes.

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

#### **EMERGING ISSUES**

No emerging issues.

#### **ENDS**

There were no items.

#### **BOARD GOVERNANCE**

There were no items.

#### **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.

The Chair advised the Board that now that we are down to six trustees it is important to respond to Amber Fisher to determine quorum for the meetings. The Chair noted that she will be sending out an email to the Board to check on availability for this summer.

#### 2021 Board Meeting Schedule

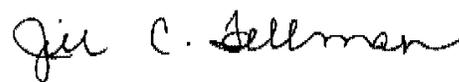
- May 13, 2021 – Study Session – 5:30 pm – WebEx
- May 20, 2021 – Board Meeting – 5:30 pm – WebEx
- June 10, 2021 – Study Session – 5:30 pm – WebEx
- June 17, 2021 – Board Meeting – 5:30 pm - WebEx

#### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

#### **ADJOURNMENT**

The Board meeting was adjourned at 7:09 pm.



Jill Fellman, Secretary