

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 23, 2021**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on September 23, 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), Jeanne Lomba, Charles Naumer and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Cheryl Murphy, Application Services and Technology Experience Manager; and Amber Fisher, Executive Assistant, Office of the Executive Director.

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

APPROVAL OF AGENDA

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

Items on the Consent Agenda

- A. Library Board of Trustees approve the minutes of August 12, 2021, Study Session
- B. Library Board of Trustees approve the minutes of August 19, 2021, Board Meeting

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, did not attend the meeting but provided a written report.

Trustee Fellman noted that the Fall Whale sale will be held at the Jefferson County Fairgrounds October 28-31. They are looking for volunteers to help with the sale.

EXECUTIVE DIRECTOR REPORT

9 News Interview with Paola Vilaxa, Diversity and Inclusion Coordinator

The Executive Director addressed the Board and noted that she received a request from 9 News for somebody to speak to Mexican Independence Day. Paola Vilaxa, Diversity and Inclusion Coordinator was interviewed by 9 News and the interview was broadcast. Paola did an excellent job and does impressive work for the Library.

Family Leadership Training Institute

The Family Leadership Training Institute kicked off this month. This CSU extension program lost funding and JCPL stepped in and brought them in as a vendor. The intent of the institute is to help under-represented populations get leadership, policy development and advocacy training. There were 28 participants, 15 are people of color. JCPL is very proud to participate in this program.

Board Appointments

Board appointments are on the Board of County Commissioners September 28, consent agenda. Once those appointees are notified and the appointments are accepted the Library will be notified and we'll start working on the orientation and welcome back Jeanne Lomba.

Philanthropy Project

On Monday, the Executive Director received the peer library fundraising comparison. The Library contracted with Bizologie, a group of librarians who perform business research. Bizologie reviewed financials and conducted phone interviews from peer libraries and foundations to discover both specific and general fundraising results and to learn what kind of resources are needed for JCPL to have more robust fundraising results. They completed 10 peer library interviews and a fundraising benchmark spreadsheet with data from 15 peer libraries. The Executive Director will work with the Chair and Trustee Liaison on next steps to share information with the Board.

JCPL and JCLF

The Executive Director informed the Board that since April, the Library has been working with the Jefferson County Library Foundation (JCLF) on separating them off the Library's IT network to respond to security concerns. JCLF is not staff of the Library or the County and should not be on our network. PCI compliance requires the Library to be able to respond to security issues and we wouldn't want non-County employees responsible for network security. Suggested completion to remove JCLF from the Library's network is by year end 2021. Bernadette Berger,

Director of Technology and Innovation, and the Executive Director met with the JCLF finance committee to answer questions about the project. The Library's Technology and Innovation staff have been working on options to assist JCLF with moving off the Library's network.

In response to questions, the Board was advised that:

- One of the directors on the Foundation Board with a background in information technology is also advising the Foundation on building their own network.
- The Library is a very complex system with complex security needs beyond what would be required for a small non-profit like JCLF.
- The Library is working to help JCLF get what they need, and what the Library needs for the least cost and disruption.
- The Library had not been capturing all the IT services and costs provided to JCLF. The Library began discussions with JCLF in the spring because JCLF does its budgeting in the fall. If there were costs incurred, whether in-kind or direct, JCLF would have time to plan for those costs. The Library has been charging for help received from the Library's help desk but not for other parts of the service.
- In terms of equipment the Library has been providing them with some of the older workstations/laptops and helped them with advice for purchasing equipment. The Library has not charged for other aspects like switches and cables.
- A clear separation from the network is what the Library hopes to arrive at in partnership with JCLF. Right now, JCLF staff have Jefferson County Public Library email addresses. They are a separate entity, and the Library needs to make sure it is doing the due diligence on this issue.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

A. Financial Review (July).

There were no questions from the Board on the July financial statements.

B. Financial Report (August)

Barbara Long, Assistant Director of Finance and Budget, advised the Board the Library has received the bulk of property tax revenue. August revenue had not posted at the time the financial statements were run. Next month the Library will start to update projections and is expecting to see savings in some categories like supplies and personnel. There are large amounts in capital that depend on timing.

C. Update on Assessed Value for 2022

The Library did receive a preliminary certification of value for 2021 property which impacts 2022 property tax revenue. The report indicates an increase over what the Library budgeted of \$1.2 million. Those numbers have been incorporated into the County's program that flows into the Library. The 2022 budget will come to the Board for approval later in the year.

In response to questions, the Board was advised that:

- The 2022 budget will be refined to reflect the additional revenue.
- The capital plan will not be adjusted in response to the additional revenue.
- There will be refined estimates and other costs that have solidified.

In response to a question, the Executive Director advised the Board that the accelerated facility master plan has been added to the strategic project plan. The Executive Director has weekly meetings with the project manager and has met with the executive team to review the project tasks and resource needs. The Library will be providing an update to the Board on the Facility Master Plan refresh.

Facilities and Construction Projects

A. City of Lakewood Easement Agreement – Belmar Property

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the easement agreement. There is an offer for development of the property between the Belmar Library and the City of Lakewood’s Heritage Center, to redevelop that land to high density housing. The City of Lakewood is offering to build a parking lot just southwest of our property. To access that lot, they need an easement across our property. The planned parking lot would benefit both parties, take pressure off the Belmar Library parking lot and provide overflow parking when the City of Lakewood has events at the Heritage Center. The Library’s recommendation is to move forward with the easement agreement.

In response to a question the Board was advised that the Library can utilize the parking lot, but it will belong to the City of Lakewood. There is no cost to the Library. If the City of Lakewood abandons that access, the easement is void. The property never leaves the Board’s ownership.

CITY OF LAKEWOOD EASEMENT AGREEMENT – BELMAR PROPERTY

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the Permanent Easement Agreement with the City of Lakewood granting easement access at the Library’s 555 South Allison Parkway, Lakewood, Colorado property. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

B. South County Design Services Architect Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that the Library received 12 responses to the Request for Proposal (RFP). The Library evaluated and scored the responses and held interviews. The Library is recommending moving forward with Eppstein Uhen Architects.

In response to questions, the Board was advised that:

- This is a new vendor; however, the Library has worked with some members of their staff.
- The evaluation team determined that Eppstein Uhen Architects was the best fit for JCPL.
- The evaluation team determined that Eppstein Uhen is capable of handling the project whether it is a ground up build or repurposing a building.

SOUTH COUNTY DESIGN SERVICES ARCHITECT

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Eppstein Uhen Architects, Inc. (EUA) for the South County design and construction services, and additional future project/services as determined by Jefferson County Public Library within the approved budgeted amount. Seconded by Jeanne Lomba 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

No emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

2021 Board Meeting Schedule

- October 14, 2021 – Study Session – 5:30 pm - WebEx
- October 21, 2021 – Board Meeting – 5:30 pm – WebEx
- November 11, 2021 – Study Session – 5:30 pm – TBD
- November 18, 2021 – Board Meeting – 5:30 pm - TBD

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair noted that with great sadness she was informing the Board of the loss of a great man. Bill Knott was the County Librarian from 1971 to 2008. When Bill was named CEO in 1971, JCPL was a small library system with 11 small libraries and a bookmobile, offering 207,517 items to 235,000 residents. He was a passionate champion for early literacy, intellectual freedom and service to the community. By the time he retired in 2008, JCPL was a robust library system, offering 1.3 million items to 538,000 residents, circulating more than 6.5 million items annually and hosting more than 2.7 million in-library visits and 3.6 million online visits every year. In 2017, the Board of Trustees of the Jefferson County Public Library recognized the depth and breadth of Bill Knott's contributions, dedication and beneficence to the Library that deserved the deepest gratitude, and the Play and Learn Area in the Columbine Library's Children's Discover Together Center was named in honor of Bill Knott. The Chair noted that she would be reaching out to each Trustee regarding a card and joint donation.

Trustee Lomba advised the Board that she will not attend either of the meetings in October.

Trustee Fellman expressed appreciation to the Chair for the excellent presentation at the joint meeting with the Board of County Commissioners (BCC). The Chair expressed appreciation to Donna Walker and her staff for their work on the presentation and noted that the BCC acknowledged with deep appreciation the work of JCPL over the last year.

EXECUTIVE SESSION:

The Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: At 6:07 pm Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel matters to review the Executive Director's performance and compensation (4.3.6). Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a 10-minute break to allow the Board time to leave the existing WebEx meeting and then join the Executive Session using the information provided in the separate invitation.

The Chair called the Executive Session to order at 6:21 p.m. with the following Trustees present: Jill Fellman, Charles Naumer, Pam Anderson, Jeanne Lomba and German Zarate-Bohorquez. 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 7:42 pm Donna Walker joined the Executive Session.

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

MOTION: At 7:59 pm Jill Fellman moved to adjourn the Executive Session and reconvene the regular meeting in five minutes. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

At 8:05 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Charles Naumer, Pam Anderson, Jeanne Lomba and German Zarate-Bohorquez. Also present were Donna Walker and Amber Fisher.

The Chair provided the following Executive Session Summary as required by Colorado Statute: The Library Board of Trustees met in Executive Session to review the Executive Director's

performance and compensation. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize a 3% increase to the Executive Director's salary and a \$7,500 one-time bonus. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The board expressed appreciation to the Executive Director for her exceptional leadership.

ADJOURNMENT

The Board meeting was adjourned at 8:07 pm.

A handwritten signature in black ink that reads "Jill C. Fellman". The signature is written in a cursive, flowing style.

Jill Fellman, Secretary