

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

December 9, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on December 9, 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, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; Kim McGrigg, Director of Communications and Engagement; Bernadette Berger, Director of Technology and Innovation; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, 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: Charles Naumer 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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Approve the November 18, 2021, Board Meeting Minutes
- B. Trustees adopt the 2022 Board Governance Process Calendar

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The bookstore exceeded its holiday gift basket goal of 120 and had 140 gift baskets. The bookstore recently hit its one year mark at Colorado Mills and held a wonderful open house. The Foundation has total assets over the one million dollar mark with almost \$60,000 in grants. Colorado Gives day raised \$22,000 and the end of year appeal will go out next week. The Foundation office will be closed December 24 to January 2. In response to a question the Board was advised that the closure will not extend to the bookstore.

Trustee Fellman addressed the Board and expressed appreciation to Jo and her staff for all they do.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and expressed appreciation to the Trustees for their contributions and engagement over the last year. The Family Leadership Training Institute graduation ceremony is this weekend, and the Board is welcome to attend. The Facility Master Plan (FMP) update will be coming to the Board in the first quarter of 2022 to help the Board with decision making and the 5-year capital plan update.

B. Introduce Kim McGrigg, Director of Communications & Engagement

The Executive Director introduced Kim McGrigg, the new member of the Executive Team. Kim McGrigg addressed the Board and noted that she is thrilled to serve as the Communications and Engagement Director for JCPL. This role is responsible for internal and external communication, marketing, demand generation and creating opportunities for engagement of staff and the community. At PEC she oversaw external and internal communications advising and collaborating with staff and providing vision and strategic direction to leadership. She recently held a record breaking fundraising event that raised over \$90,000 for the organization's teacher prep program with 350 people attending. Her entire career has been helping people achieve their goals and dreams and she is looking forward to bringing her experience to the Library.

Standley Lake Clerestory Roof Project

The Executive Director shared pictures of the clerestory roof project. Steve Chestnut, Director of Facilities and Construction Projects expressed appreciation to the Board for supporting this project.

SCL Health/Lutheran Medical Center Grant

Trustee Naumer extended his congratulations to Padma Polepeddi, Assistant Director of Library Experience, and her team on the SCL Health/Lutheran Medical Center Grant to expand patron mental health access through library programs and services. He noted that these are important services for the Library to offer and appreciates their work in securing that grant.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

A. Library Board adoption of Final recommended 2022 budget and authorize the Executive Director to implement the spending plan.

The Chair introduced the topic and noted that the Board reviewed the 2022 budget at the November Board meeting. The Executive Director advised the Board that Barbara Long, Assistant Director of Finance and Budget, has a presentation and is present to answer any questions.

Barbara Long, Assistant Director of Finance and Budget, presented information on the final 2022 Budget.

2022 Budget Highlights

- Investment in capital projects
- Adding 11 FTE, 2.5 more than approved in 2020 when JCPL took a step back from hiring.
- Continue investments in library collection, programs, and alternative services

Long Term Financial Plan – A New Approach to Capital Projects

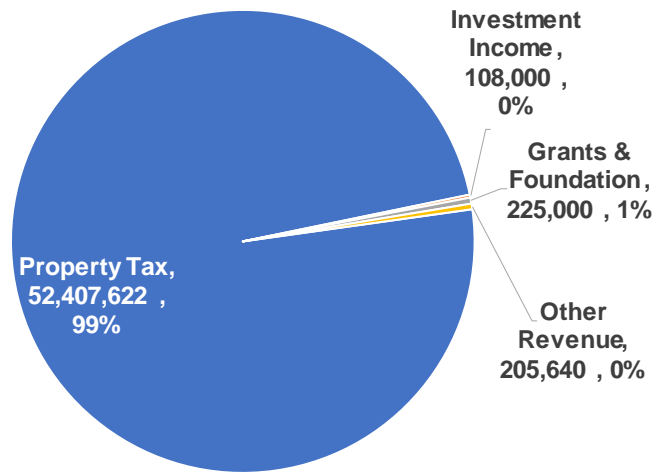
- Property tax revenue based on 4.5 Mills
- Prioritizing capital projects which add significant space including South County Library and NW Arvada Library
- Using fund balance to accelerate the facility master plan

Changes From Proposed Budget to Final Budget

- Revenue increased by \$1.3M – property tax revenue assumption was revised based on preliminary certification of value
- Expense increased by \$1.2 M – correction to software budget and increase in salary and benefit expense

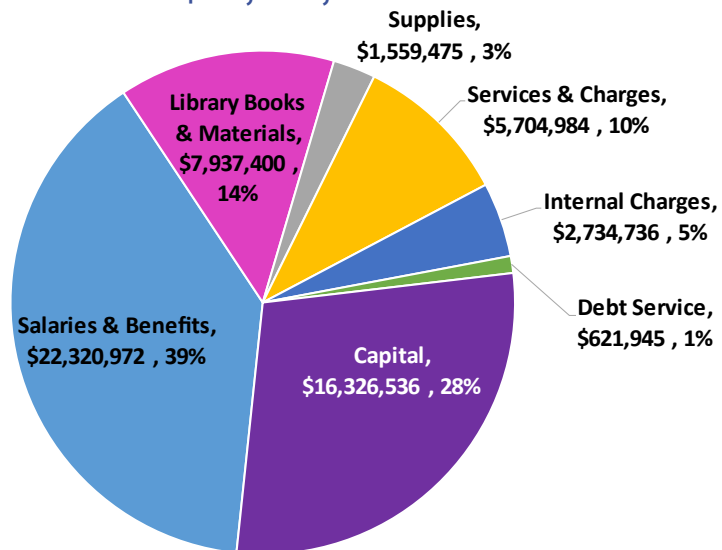
2022 Budget Total Projected Revenue

2022 BUDGET TOTAL PROJECTED REVENUE: \$52,946,262



2022 Budget Total Projected Expenses

2022 BUDGET TOTAL PROJECTED EXPENSES: \$57,206,047



2022 Capital Investments

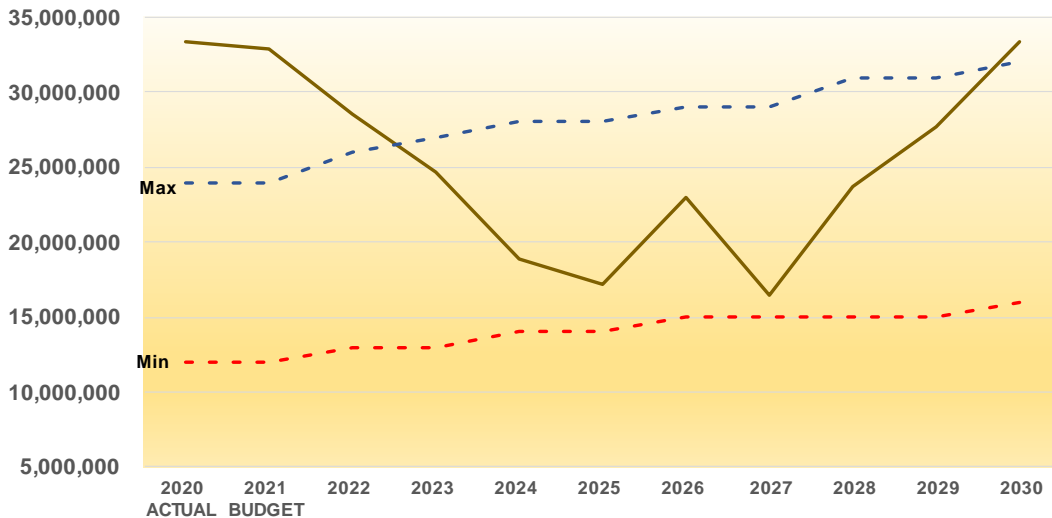
2022 CAPITAL INVESTMENTS



Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	36,000
ARM-03 Computer 5 -year Replacement Plan	235,000
ARM-04 Book Sorter Replacement	500,000
ARM-05 IT Infrastructure Replacement	250,000
Total ARM	\$ 1,271,000
Capital Projects	
Alternative Services	\$ 200,000
Library Location Holds Lockers	205,000
South County Library	9,125,536
Evergreen Library Redesign	700,000
NW Arvada Library	4,700,000
Data Warehouse	125,000
Total Capital Projects	\$ 15,055,536
Total Capital Improvement Plan	\$ 16,326,536

Long Term Fund Balance

LONG TERM PLAN: FUND BALANCE



There were no questions from the Board about the 2022 Final Budget.

2022 Budget Adoption

Library Board adoption of Final recommended 2022 budget and authorization for the Executive Director to implement the spending plan.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt the 2022 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. Financial Review (October)

Barbara Long advised the Board that this December Board meeting fell too early for a meaningful November financial report. There were no questions from the Board about the October financial report that was presented last month.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair advised the Board that Jefferson County's Personnel Board recently voted to allow departments with appropriate funding to pay out a portion of vacation or PTO accruals, up to 40 hours, that are above the amended leave maximums for 2021 provided they are administered equitably. The Library has funding for their personnel and will move forward. The Executive Director is one of the approximately 35 employees affected by this decision. By Board policy (2.6.1) the executive director cannot change her compensation or benefits without Board approval and review. The executive director's loss of earned leave at year end amounts to approximately \$15,000. The payout amount would be approximately \$3,000. This issue is being brought forward to the Board to address the concern that a payout of this earned leave benefit could be considered additional compensation. The Chair noted that she is bringing this issue forward for discussion and will call for a motion to include the executive director in the Personnel Board decision for a payout of up to 40 hours of her earned PTO in 2021.

MOTION: Pam Anderson moved that the Library Board of Trustees approve the inclusion of the Library Executive Director in the County Personnel Board decision for a payout of up to 40 hours of earned PTO in 2021. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

ENDS

There were no items.

BOARD GOVERNANCE

Updated 2022 Board Meeting Schedule as Adopted at the June 17, 2021 Board Meeting.

The Chair advised the Board that the 2022 schedule has been updated to reflect adjustments due to the delay in receiving hybrid meeting equipment and asked for consensus on the updated schedule. The Board indicated consensus on the updated 2022 Board meeting schedule as presented.

Trustee Naumer noted that he would like the Board to consider some way to visit the libraries in 2022.

The Chair advised the Board that she will not attend the January 13, 2022 Study Session and that Pam Anderson, Vice Chair has agreed to Chair that meeting.

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.

Next Board Meetings Schedule


- January 13, 2021 – Study Session – 5:30 pm (Virtual)
- January 20, 2021 – Board Meeting – 5:30 pm (Virtual)
- February 10, 2021 – Study Session – 5:30 pm (Virtual)
- February 17, 2021 – Board Meeting – 5:30 pm (Virtual)

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair wished everyone a wonderful holiday season.

ADJOURNMENT

The Board meeting was adjourned at 5:59 pm.



Jill Fellman, Secretary