

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

January 20, 2022

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on January 20, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:34 p.m. Other Trustees present: Jill Fellman (Secretary), Charles Naumer, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present: Jeanne Lomba and Pam Anderson.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by German Zarate-Bohorquez 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: Charles Naumer 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

- A. Library Board of Trustees approve the December 9, 2021 Board Meeting Minutes
- B. Library Board of Trustees authorize the Executive Director to sign the Axis 360 twelve month contract renewal in the amount of \$1,600,000.
- C. Library Board of Trustees authorize the Executive Director to sign the STAT Contract Renewal for the base pricing amount of \$377,958.15.
- D. Library Board of Trustees authorize the Executive Director to sign the contract amendment with RFID Library Solutions for the Columbine sorter in the amount of \$338,275.
- E. Library Board of Trustees adopt the Sunshine Resolution LB-01-20-22
- F. Library Board of Trustees approves the annual gift to the North Fork Library Association to support the Pine Library's operating expenses in the amount of \$1,500.
- G. 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 James Fritch in the amount of \$1,000 to place a memorial plaque on an outdoor bench at Columbine Library in honor of his father, Gary Fritch.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided a summary of the December 2021 financials for the Foundation. Library Giving Day is April 6. Last year \$8,000 was raised. The Friends Annual meeting is scheduled for April 22. The Foundation has been named a finalist by West Metro Chamber for nonprofit of the year. Jo Schantz will be giving a presentation to the Board of County Commissioners next Tuesday morning at 10:00 am. In response to questions the Board was advised that:

- The Foundation has not yet done a complete comparison regarding an analysis on profitability of the bookstore. The Foundation's accountant reported net income of \$69,880.
- The in-kind item the Foundation counted as profit is \$1500 for bags Bank of Colorado purchased for the Foundation

Trustee Fellman advised the Board that she attended the Foundation Board meeting yesterday. Everyone is working together and moving forward, and she is excited about the West Metro Chamber nomination.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the board and noted additions to her report. New Trustee Orientation was held on Monday with Cassie Tanner. The Executive Director expressed appreciation to everyone that helped make that happen. Public libraries are distributing free masks from the Governor and JCPL is participating. While JCPL does not have many of those masks, staff is working hard to fulfill that promise as best we can. The Board was advised of an advocacy opportunity regarding the proposed Senate Bill SB22-004, Evidence-based

Training In Science Of Reading. The Colorado Association of Libraries (CAL) will take formal action to ask to remove mention of public libraries from that proposed bill.

The Chair noted the virtual Public Libraries Association (PLA) conference opportunity and encouraged Trustees to participate. The Executive Director noted that there is also an in-person option for the PLA conference which will be held in Oregon. The Trustees were advised to contact Amber Fisher if they are interested in attending.

The Chair expressed appreciation to the Executive Director for continuing to include patron impact statements in her monthly report.

2022 Strategic Priorities and Initiatives

Global Ends 1.0-1.4

The Chair introduced the topic and noted that the Board reviewed the Ends Statements at the Study Session last week. The Chair asked the Board if they had any questions or comments. There were no questions or comments and the Chair asked for consensus from the Board in support of the Global Ends Statements staying the same. The Board indicated consensus.

2022 Annual Strategic Plan

The Chair introduced the topic and asked the Board if they had any questions or comments regarding the 2022 Annual Strategic Plan that was presented at the Study Session last week. There were no questions or comments and the Chair asked for consensus from the Board in support of the 2022 Annual Strategic Plan. The Board indicated consensus.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

Financial Report, November 2021

There were no questions about the November 2021 financial report.

Financial Report, Preliminary December 2021

Barbara Long, Assistant Director of Finance and Budget, presented information on the preliminary December 2021 financials. The December financials are preliminary as detailed in the memorandum. The Library is over budget on property tax revenue, revenue as a whole, and contributing to the fund balance. On both the operating and capital financial tables, there are significant savings. In operating, the Library is projected to have savings in salaries and benefits. However, the final payroll accrual for hours worked in December but paid in January have not yet posted. There are significant savings in supplies. One of the biggest generators of savings is unspent contingency of \$360,000. The Standley Lake roof was funded out of contingency. Another big savings element is for janitorial services. The janitorial budget was increased from \$650,000 to \$950,000 in anticipation of an enormous impact on cleaning due to Covid that did not happen. There were other impacts as well that are Covid related like not having as many programs. Overall, the Library has projected

savings in operating expenses and, while there are still some invoices coming in, they are not expected to have an enormous change. Table 6 reflects where the Library is with capital projects. There was a push to get things done before the end of the year and a lot of projects wrapped up in December. The Library did not receive all the computers hoped for, but many of the projects in ARM05 were completed. The encumbrance column is blank, not because of outstanding purchase orders (PO), we do have POs for computers, but they have been rolled to the new year. In February the Library will bring the carryforward request to the Board.

In response to a question, the Board was advised that:

- In Table 3, intra county transactions, the Library has to net those two variances in the last column due to the transition to Workday that caused things to show up in different lines. Essentially, items that in the past were not called direct internal are now showing up in that last line, inter-county transfers. It is an impact of the change in financial systems. The savings of \$50,000 that show in that line are not expected to hold. The Library didn't want to change the tables mid-year, and this is something that will be adjusted for 2022 tables so actual charges are more in line with where they show in the budget.

The Chair stated that she recognizes the fact that there's the variance at year end and she expressed appreciation to the JCPL team for budgeting in a difficult year and difficult times with all the variables considered that were unusual. The Chair stated that she has a lot of confidence in the production side.

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

Bylaws Committee Appointments

The Chair announced the appointments of Cassie Tanner and German Zarate-Bohorquez to serve on the committee to review the By-Laws.

Nominating Committee Appointments

The Chair announced the appointments of Charles Naumer and Jeanne Lomba to serve on the committee to nominate Board officers.

Foundation Board Trustee Representative Appointment

The Chair announced the reappointment of Jill Fellman to continue to serve as the Trustee representative on the Foundation Board.

The Chair advised the committee members to contact her with any questions and that Amber Fisher is also available to support their work.

The Chair noted the Board Governance Calendar included in the information packet that was adopted at the Board meeting last month. The calendar provides important information on upcoming agenda 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.

Next Board Meetings Schedule

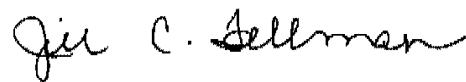
- February 10, 2022 – Study Session – 5:30 pm (Virtual)
- February 17, 2022 – Board Meeting – 5:30 pm (Virtual)
- March 10, 2022 – Study Session – 5:30 pm (Virtual)
- March 17, 2022 – Board Meeting – 5:30 pm (Virtual)

The Chair noted that she will ask for an update on hybrid public meetings in February.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 6:04 pm.



Jill Fellman, Secretary