

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

May 19, 2022

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person at the Lakewood Library meeting room on May 19, 2022. Library Board of Trustees Vice-Chair, Pam Anderson, called the meeting to order at 5:30 p.m. Other Trustees present: Jeanne Lomba, Charles Naumer, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present: Kim Johnson and Jill Fellman.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; Lisa Smith, Director of People and Culture; Dan Wells, Director of Business Strategy and Finance; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Angila Pine, Temporary Financial Support; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

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

APPROVAL OF AGENDA

MOTION: Jeanne Lomba 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

The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.

The Vice-Chair acknowledged that there were guests in attendance that want to address the Board and stated the following instructions:

Virtual Public Comment: If you would like to address the Board during Public Comment: Send a chat message to the host, Bernadette Berger, with your name, and the topic of your comment so that at the appropriate time you can be recognized.

In-Person Public Comment: If you would like to address the Board during Public Comment, please sign up on the form provided.

Your name will be called in the order it was received, first for virtual guests then for in-person guests. You will have three minutes for comment. Groups may use pooling of time to add to the length of their comment period. To pool time to be granted up to ten minutes, a speaker must present the names of at least three individuals who are present in person or online in the audience and who wish to yield their three minutes.

The Vice Chair welcomed the individuals to the meeting. The following individuals addressed the Board regarding the Conifer Library: Christy Seabourn, Conifer Area Council; and Kate Larsen. Comments included the need for improvement in Conifer Library services. The following topics were noted: additional daytime hours during the summer, promotion/marketing, population numbers, expanding the library in the high school, school bond issues, renting space, holding a public Board meeting in Conifer, plans regarding new school hours, closing the library on book club meeting nights, input into what comes next for Conifer Library.

The Vice Chair Expressed appreciation for the comments and for taking the time to come to the meeting.

There was no further public comment.

APPROVAL OF CONSENT AGENDA

The Vice-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. April 14, 2022 Study Session Minutes
- B. April 21, 2022 Board Meeting Minutes
- C. RFID Sorter Contract Amendment Authorization
- D. D-Tech Contract Renewal Authorization

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. The Foundation is gearing up for the Spring Whale Book Sale and has 40 pallets of materials for the sale. The Friends preview night is June 2, and the sale opens to the public June 3 through June 5. The Foundation needs more volunteers to help with the sale. Now that Covid rules have relaxed Jo Schantz has been doing more community activities and presentations. The Foundation is launching a new fund raising event called Books on Film scheduled for July 22 at Regal Cinema in Colorado Mills, tickets are \$50. The volunteer picnic is scheduled for July 29. New this year is a shred-a-thon and book drive at Bank of Colorado in

Lakewood on August 13. The grants update is listed in the report. Whales Tale bookstore continues to do well.

The Vice Chair expressed appreciation for the Foundation's work to support the Library.

There were no questions from the Board on the Foundation update.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and introduced Dan Wells, Director of Business Strategy and Finance. Dan shared that he is looking forward to leading the Business Strategy and Finance Division. He has 15 years' experience optimizing opportunities for companies around the world. His educational background is in engineering and economics. Dan lives in Jefferson County with his wife, two kids and three dogs.

The Board welcomed Dan to the Library.

Hybrid Public Meetings Update

The Executive Director noted that this meeting is the first hybrid public meeting for the Library Board using an interim equipment solution. The official hybrid meeting equipment has been received by the vendor and that equipment is scheduled to be installed in the Lakewood Library meeting room and in the Pam Nissler conference room next week.

In response to a question, the Board was advised that the program of service is based on what JCPL hears through the community, staff, and Board engagement process. The program of service paints a picture for the architects on what the community and staff wants in their library including priorities, core services and details like specifications on shelving height. The program of service provides guidelines for the architects to start designing the building.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Financial Review – March 2022

There were no questions from the Board on the March 2022 financials.

Financial Report & Carryforward Update – April 2022

The Executive Director introduced the topic and asked Angila Pine, temporary financial support to provide an overview of the April 2022 financials. Angila advised the Board that revenue shown on the tables as of April 30, 2022, does not include \$10 million that has been received but not posted by the County. Operating expenses for the four months ending April 30, 2022 are at 27.5% and no out of the ordinary transactions were recorded. Actuals are trending to budget.

In response to a question, the Board was advised that the County has received \$10 million in revenue for the Library in April, however that revenue has not been posted in the system and is not included in the April 2022 financial tables. When that is posted it will bring revenue up to 59% for the year.

Long Term Financial Forecast

The Executive Director advised the Board that they received a packet of information with numbers, charts, and graphs. Tonight is the time to look at the long term financial forecast and receive the Board's feedback to inform the 2023 budget, 5-year capital improvement plan and the long term financial forecast. The Library is not requesting a decision, just direction. The 2023 budget information will be presented at the June Study Session and the Board will vote to submit the 2023 budget at the June Board meeting.

The information presented tonight shows the impact of revenue, operating expense, and capital projects on the fund balance over time.

Revenue Assumptions

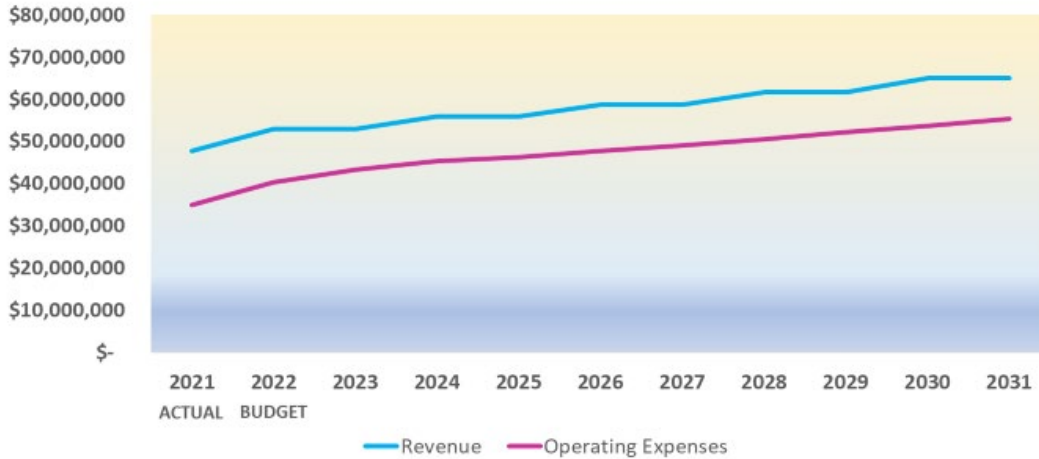
Revenue is based on 4.5 Mills for 2023 and future years. JCPL's long term financial plan is a first look at revenue and expense projections showing the impact of planned capital projects and operational changes for the next budget year and over time. 2023 is a non-assessment year for property tax. A 1% increase in gross assessed value is what County is using to forecast 2023 property tax revenue and what is modeled in the financial information in the packet. Preliminary assessed gross valuations will be available at the end of August. Recently passed legislation tells us to anticipate changes in the residential and commercial assessment rate. At this time, we are not including any potential changes to revenue in our models until we get better forecasts from the County. The preliminary forecast shows no impact in 2023 and minor impact in 2024.

There were no questions from the Board on the revenue assumptions.

Revenue vs. Operating Expenses

The following graph is a look at revenue vs. operating expenses in the long term financial plan through 2031. Revenue is expected to remain on average 23% higher than Operating Expenses.

Revenue vs. Operating Expenses



JCPL 2023 Plan – Expense Assumptions

Included in the operating expenses starting in 2023 are 18.5 additional FTE to open the South County Library in 2023, pro-rated to be hired and onboarded in Q3 and Q4. These are the only FTE recommended in the 2023 budget and will require Board approval. We expect the South County Library to open at the end of next year. The full FTE expense will be reflected in 2024.

JCPL 2023 Plan – Capital Expense Assumptions

Capital expense assumptions for 2023 include these capital projects:

- South County Library New Build
- Evergreen Library Redesign
- Northwest Arvada Library New Build
- Conifer Library Service

2022 Updated Facility Master Plan

The recommendations for our long term capital plan are based on the updated Facility Master Plan (FMP). The updated FMP was brought forward to the Board in March of this year and (in the chart below) included these groupings in the green boxes for the reasons on the left. Julianne Rist, Director of Public Services, will speak to adapting to a change in conditions causing us to examine the “needs based” category of the FMP shown in the purple oval to the right.

2022 Updated Facility Master Plan



- Renovations to maintain assets
- Opportunities to increase space to meet population growth

Group 1	Evergreen Remodel
	New South County Library
	New NW Arvada Branch
	New FR Operations Center
Group 2	Standley Lake Remodel (Expansion)
	Lakewood Expansion
	Arvada Remodel

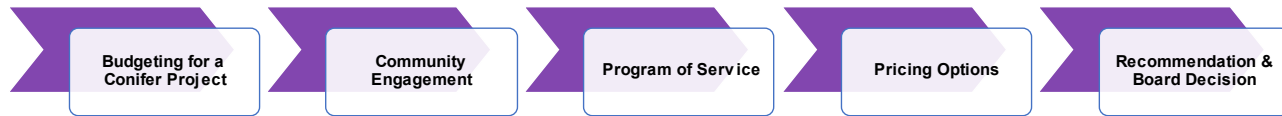


Julianne Rist advised the Board that the needs based category takes into consideration service needs beyond what is currently offered as well as any changes or opportunities that may arise that weren't anticipated by the study. At the March meeting, the Board was informed that the Library just learned that there may be a change in the Conifer High School schedule that could affect library hours.

Currently the Conifer area is serviced by a location that operates in the Conifer High School as well as offsite services. The space in the school operates as part of the school during the school day and once school is out JCPL operates the space as one our locations after school hours. In March 2022, we learned of a potential change in school hours that will affect the hours that JCPL is able to offer the community as a public library location. Beginning with the 2023 school year the high school hours will end at 3:55pm instead of 2:40pm. This means that the library cannot open to the public until 4:15 pm. We anticipate that this means we would see a reduction of 5 hours per week in the Conifer Library schedule. This is one of the changes that affects access to resources for the Conifer community. You will see in the budget documents that we moved Conifer forward and are including money in the 2023 budget for Conifer as a new capital project.

In response to a question, the Board was advised of the general picture of what's next and how the Conifer project would move forward.

Next Steps With Conifer Library Service



Conifer would be a new project for us and begins with budgeting as a capital project. Once in the budget we would start with community engagement, what the needs are and what resources are needed, similar to the process with the South County and Evergreen projects. Once we have all the community engagement input, we will write a program of service, then look at pricing options and come back to the Board with a recommendation and ask for a decision.

The Executive Director advised the Board that the Library is looking for Board direction to keep the Conifer project in the budget in this way to move forward and inform the development of the 2023 budget.

In response to a question, the Board was advised that the proposed amount for the project is based on an expectation that we will find space in an existing commercial building for tenant finish, or a building refurbish.

The Vice Chair advised the Board that she would like to take a minute to go over the budget process and how the Board gets to a place of deliberation. It starts with the FMP, an ideal guideline based on data, and it is a living document. The process is twofold, the 5-year capital plan includes an analysis on available resources and plans into the future with prioritization and flexibility for changing conditions on the ground. As a Board, we wanted to accelerate the building plan and the 5-year capital plan changed as a result. The plan gets even more discreet the closer we get in time. It is important to note how much of a living document that is and even when adopted, there are supplements and contingencies that occur. Tonight, the Board will discuss the proposals and give input, the next step will be the budget for next year that becomes even more discreet.

In response to a statement about a decision having already been made on Conifer, the Executive Director clarified that before the Library can begin work on any capital project, it needs to be in the budget to dedicate resources to that project. JCPL has a very careful process that starts with community engagement and uses that input to create the program of service for that project, then we price that out and bring a recommendation to the Board for a decision.

The Vice Chair noted that like the South County project, the initial direction from the Board was to refurbish an existing building. There was nothing available and the Board had a decision to make at that point. There are decision points for the Board along the way.

Capital Cost Adjustments

1. South County: New build costs vs. repurpose costs
2. NW Arvada: Building size
3. Increased construction costs

The Executive Director advised the Board that each year when we go through our budget process for the next year's budget, new 5-year Capital Improvement Plan (CIP), and long-term financial forecast, we adjust to the new conditions in front of us. Our current budget is based on the South County Library built as a repurpose of an existing building rather than a new build as a more cost effective model. In November, the Board authorized the library to include a search for land for a new build due to lack of available properties to repurpose. The difference in the cost of the new build versus a repurpose is approximately \$8 million, which is what the Library forecast in 2019 when we brought forward the potential scenarios for South County.

Another change to the capital budget is the size of the Northwest Arvada new library project. The current budget is based on a 30,000 square foot building. The budget adjustment for 2023 models a 45,000 square foot building as recommended in the updated FMP.

Another factor in the increased capital costs from this year's budget to the financial forecast for 2023 are increased construction costs overall. Steve Chestnut, Director of Facilities and Construction Projects will share an example of the difference in costs between a repurpose project and a new build.

Example South County Budget Comparison

Steve Chestnut addressed the Board and reviewed the differences in costs. The example shows that we originally cost modeled repurposing an existing building for South County. Unable to locate a building that met our criteria we were directed by the Board to expand our search to include raw land. This shows how those budget numbers change from a repurpose to a new build. The primary difference is in the construction cost per square foot for a new build. In a repurpose we purchase the building already built, which is the most cost effective model because we're able to utilize much of that structure, although used. In a new build everything must be built from scratch and every material must be purchased at today's prices. Of course, there are other costs that make a new build more costly too. Increased engineering, extensive site excavation work, new roadway work,

completely new parking lots with curbs and gutters, and utility tap fees are just a few of these additional costs.

Example: South County Library Budget Comparison



Capital Project	Cost Estimate: REPURPOSE	Cost Estimate: NEW BUILD
Acquisition	\$5,800,000	\$1,600,000
Development fees	\$1,500,000	\$1,500,000
Design & Engineering	\$1,114,736	\$2,107,724
Construction	\$5,280,000	\$14,504,370
Permits, Fees	\$158,400	\$435,131
Furniture, Fixtures, & Equipment	\$1,360,000	\$1,360,000
Technology	\$1,322,400	\$1,700,000
Contingency	\$475,200	\$870,262
Road Work/Traffic Light	n/a	\$1,000,000
Total	\$17,010,736	\$25,077,487

Model A: 2022 Updated Facility Master Plan

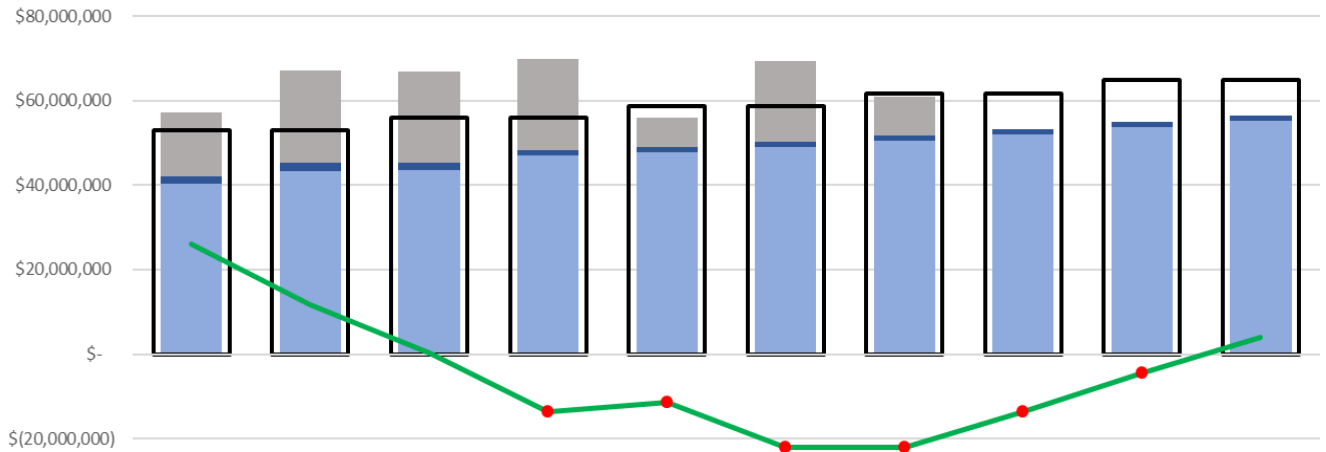
The Executive Director introduced the topic and asked Dan Wells, Director of Business Strategy and Finance to talk through the financial models.

Highlights:

- Updated FMP plan has become cost prohibitive due to significant increases in construction related costs.
- The CIP phasing causes the Reserve Fund Balance forecast to be well below the minimum threshold for multiple years starting 2025.

Dan Wells advised the Board that updated 2022 FMP information was put in the financial model and based on the phasing of capital projects it quickly became cost prohibitive. The fund balance reserve (green line in the chart below) shows where the reserve fund balance in 2022 is well above the minimum, and in 2025 drops below the minimum. By 2027, 2028, the fund balance is in a debt situation and depletes the reserve entirely to complete those projects. In 2029, 2030 and 2031, there would be no capital improvement projects. The timing of those projects drove the depletion of the reserve fund and it would take several years to bring that reserve back up.

Model A

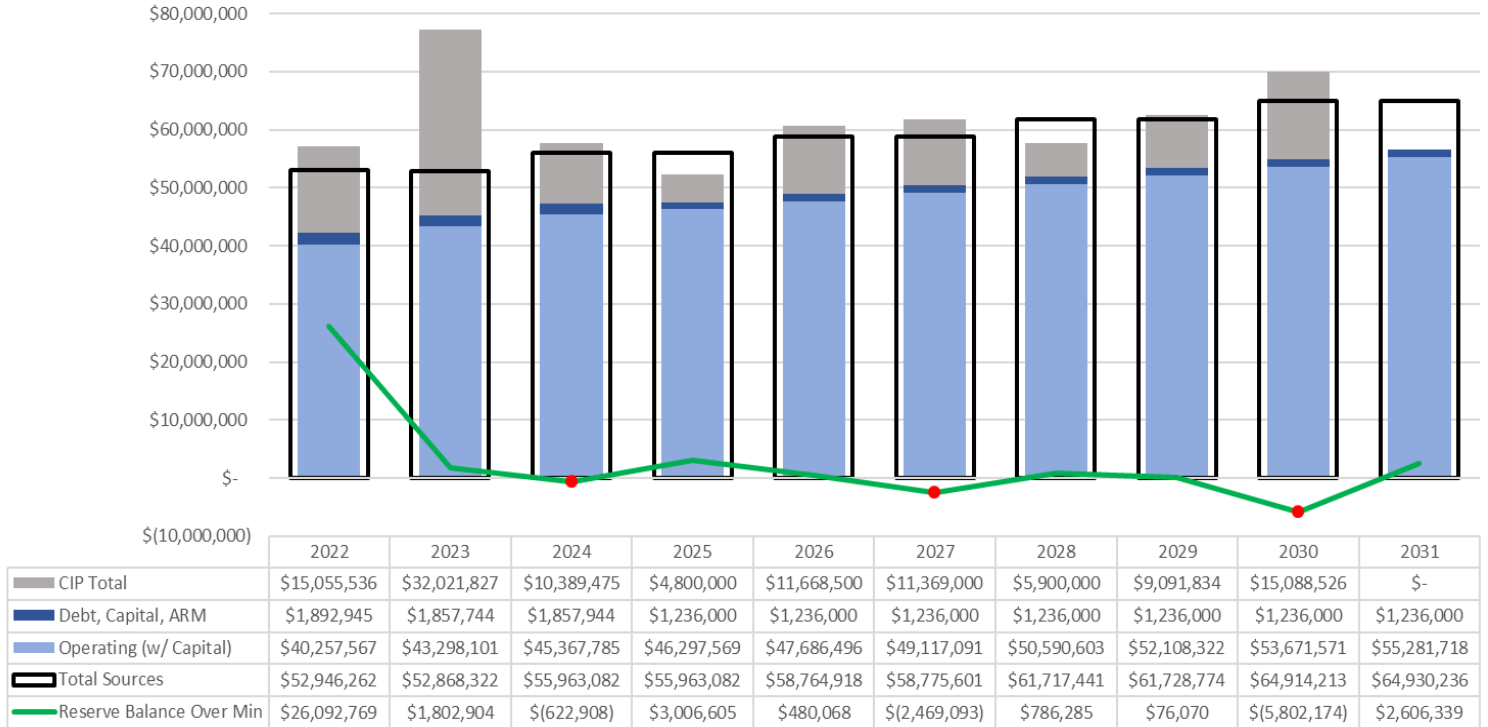


	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
■ CIP Total	\$15,055,536	\$22,032,352	\$21,382,975	\$21,558,475	\$7,025,000	\$19,130,360	\$9,200,000	\$-	\$-	\$-
■ Debt, Capital, ARM	\$1,892,945	\$1,857,744	\$1,857,944	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000	\$1,236,000
■ Operating (w/ Capital)	\$40,257,567	\$43,298,101	\$43,492,785	\$47,047,569	\$47,641,496	\$49,070,741	\$50,542,863	\$52,059,149	\$53,620,923	\$55,229,551
▭ Total Sources	\$52,946,262	\$52,868,322	\$55,963,082	\$55,963,082	\$58,764,918	\$58,775,601	\$61,717,441	\$61,728,774	\$64,914,213	\$64,930,236
— Reserve Balance Over Min	\$26,092,769	\$11,792,379	\$248,067	\$(13,630,895)	\$(11,468,932)	\$(22,133,103)	\$(22,129,985)	\$(13,699,192)	\$(4,438,262)	\$4,022,417

Model B: Modified Project Timeline

Model B, (see the chart below) with adjusted project timelines, prioritizes public space square footage. Pulling the Northwest Arvada library forward achieved 95% of target space by 2024 with those two projects (South County and Northwest Arvada) completed and redistributing the Operations Center and certain redesign projects. This also ensures we maintain the reserve balance. The reserve balance comes close to minimum threshold throughout the next 10 years in this model. The reserve balance in 2030 would be at the lowest point in this model. In 2030 all capital improvement projects are complete, and the reserve balance is slightly below minimum but remains over \$10.4 million at the lowest level.

Model B



In response to questions, the Board was advised that:

- The Library looked at lots of different models, including pausing the Northwest Arvada project after land acquisition. Model B looks like we can move ahead and be completed by 2024 instead of 2025. This model includes adding in operations expenses like we did with South County staffing.
- The Library highlighted prioritized projects to increase public space square footage. All projects in the FMP are included in this model (B). By adjusting the timing, we were able to protect the reserve.
- The Library added in resources, like project managers, for the building projects.
- What the Library expects is for South County to be completed by the end of 2023, the Evergreen Library construction to be completed by June 2023, and acquiring a site for Northwest Arvada in 2022. We are accelerating the building plan per Board direction.
- For Northwest Arvada, to move faster we would acquire the site first, then go to the community engagement. The Library Service Area (LSA) requirements is in the plan for July. We would complete construction at the end of 2024.

2023 Budget Next Steps

- **June:** Board authorizes JCPL to submit the 2023 Recommended Budget and 5-year Capital Plan
- **August:** Preliminary assessed gross valuations; revenue projections will be refined
- **November:** BCC Adoption of 2023 Budget for Jefferson County
- **December:** Board authorizes JCPL's Executive Director to implement the 2023 spending plan

The Executive Director noted that she wanted to do a check in with the Board on the 2023 budget next steps. In June at the Study Session, the Library will present the draft 2023 budget and 5-Year capital improvement plan. At the June regular meeting, the Board will authorize JCPL to submit the 2023 budget and 5-year capital plan to the County. In August we will see if there are any changes to refine the revenue projections. In November, the BCC adopts the full County budget, then in December the Board authorizes JCPL to implement the 2023 spending plan. The Executive Director asked for a check in on the direction of the Board to move forward with Model B that sets the tone for the 2023 budget including the 18.5 FTE for South County Library.

The Vice Chair advised the Board that this is an opportunity to discuss the recommendation for Model B to inform the development of the 2023 budget. She noted that in the 5-year plan, the numbers can be placeholders, the current best estimate as the projects are envisioned now and can change due to facts on the ground or new opportunities.

In response to questions, the Board was advised that:

- The 18.5 FTE for South County will be in the 2023 salaries and benefits line. The amount is pro-rated, so only a portion of that expense is in the 2023 budget according to the anticipated opening of the South County Library. JCPL would hire at the end of the year in 2023 so that staff are there to have everything ready when we open the doors in early 2024. Starting in 2024 the full staff expense will be reflected. The Library has to ask for the full number of staff (18.5 FTE) in 2023.
- At the June Study Session, the Board will have information on the 2023 budget and will see the 5-year capital improvement plan. That 5-year plan will be based on model B if that is the Board direction tonight.
- Project estimates include many considerations and change depending on the design and what's happening to the cost of construction materials. For example, engineered wood products went up 117% last year alone. Materials may be adjusted if their cost is prohibitive. Different numbers can be applied to different sites based on the topography of the site. These are living numbers depending on the market. Some of the items that determine budget estimates include:
 - General Conditions: ≈\$10,000 per week average
 - Site: ≈\$10 to \$20 per sq. ft., depending on topography and materials
 - Building: Range is ≈\$230 to \$800 per sq. ft. (there is economy of scale for larger buildings)
 - Indirect Costs: ≈10% to 12% of total project cost
 - Insurance
 - Bonds
 - Fees
 - Plan and permit review
 - Contingency
 - Soft Costs: ≈ 30% of total project cost
 - Engineering, design, furniture, fixtures, equipment, signage, etc.

- At this time, the Library cannot predict how the proposed budget number for Conifer might change. There are many variables including what the program of service might indicate and whether it is a lease or a refurbish, etc.

The Executive Director stated that the Library doesn't want to give the impression that any decision has been made to move out of Conifer High School. The Library is recommending we put money in the budget as a starting point. The Library has a great relationship with the school and values that relationship. The Library is not limiting the project to say that a library can't be in the high school.

In response to a question, the Board was advised that the budget for the Operations Center changed based on information we're gathering including work being done on a hybrid work model and because of the additional cost of \$9 million for South County. It is important to note again that this is a living document. The timing does not have the same urgency. In the meantime, we have more resources and can look at what other opportunities come our way. Our next step would be to bring in a consultant and typically we would bring a contract forward. Dan Wells has experience as a consultant, and he may choose to do this or bring in a consultant. We know the Board has interest in seeing that scope of work. At this time, we don't think we're looking at the same square footage, but we are looking at warehousing space and parking for our vehicles.

The Vice Chair stated that it is important to note that we are a cash operation. It is not unusual for entities to acquire debt, but the direction from this Board is that is not a value, but it is a viable option. It would change the formula, but current Board direction is we don't want to do that, and we want to operate on a cash basis and not go into debt for capital projects. We want to be mindful of the volatility of the economy and remain nimble and flexible. The Vice Chair noted she is comfortable with Model B and acknowledged the Board's nodding heads as agreement on Model B.

The Executive Director expressed appreciation to the Board and thanked them for their input. She noted that the information presented to the Board tonight was the result of impressive work by the entire team including the new members. The Library will bring the 2023 draft budget and 5-year capital improvement plan based on Model B to the Board in June.

Facilities and Construction Projects

Belmar Outdoor Adventure Contract

Steve Chestnut addressed the Board and provided information on the Belmar Outdoor Adventure project. As noted in the report, the Library received funding from donors and the Board authorized \$200,000 supplemental for this project. The Library issued a Request for Proposal (RFP) and the range of responses is included in the report. The Library selected Colorado Designsapes and has experience working with them for the project at Standley Lake Library. There were no questions from the Board.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Colorado Designsapes Inc for construction of the Belmar

Outdoor Learning Environment. Seconded by Charles Naumer 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

There were no emerging issues. The Vice Chair noted that it is likely that an agenda item regarding minutes and recordings available on the website will be placed on a future agenda.

ENDS

There were no items.

BOARD GOVERNANCE

- Review 2023 Board Governance Budget (Approval at June Board Meeting Consent Agenda)
- Review 2023 Board Meeting Schedule. This item will be moved from the Consent Agenda to the regular agenda for further discussion.

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.

2022 Board Meeting Schedule

- June 9, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room, 10200 W. 20th Avenue, Lakewood
- June 16, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room 10200 W. 20th Avenue, Lakewood
- July 14, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- July 21, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

- Report of the Chair – Correspondence, Other
- Other Announcements
- Consolidated Operations Center – List of Questions from Trustee Naumer

EXECUTIVE SESSION:

At 7:08 pm, the Vice-Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Charles Naumer moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Expansion Project pursuant to:

- 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer, or sale of Property.
- 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

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

The Vice-Chair announced a short break to allow the Board time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 7:15pm.

The Vice-Chair called the Executive Session to order at 7:17 pm with the following Trustees present, Jeanne Lomba, Charles Naumer, Cassie Tanner, and German Zarate-Bohorquez. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator. The Vice-Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 8:04 pm Trustee Tanner left the Executive Session.

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

MOTION: At 8:05 pm Charles Naumer moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

At 8:08 p.m. the Vice-Chair reconvened the regular meeting with the following Trustees present: Charles Naumer, Jeanne Lomba, and German Zarate-Bohorquez. Also, present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Dan Wells, Director of Business Strategy and Finance; Kim McGrigg, Director of Communications and Engagement; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

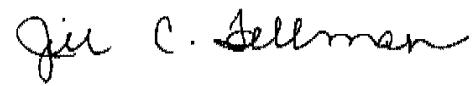
The Vice-Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session concerning the purchase, acquisition, lease, transfer or sale of property and discussion of strategy and instructions to negotiators with respect to the South County Library Expansion Project. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Vice-Chair noted that there was no formal action.

ADJOURNMENT

The Board meeting was adjourned at 8:09 pm.

A handwritten signature in black ink that reads "Jill C. Fellman". The signature is written in a cursive style with a large initial "J" and a distinct "C" before the last name.

Jill Fellman, Secretary