

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

June 16, 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 June 16, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:32 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; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; 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; 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 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**

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 Chair acknowledged that there were guests in attendance that want to address the Board.

The following individuals addressed the Board regarding the Conifer Library: Edith Kiefer and Marilyn Saltzman. The following topics were noted: Appreciation for attention and funding and offers to assist with community engagement.

There was no further public comment.

## **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. May 19, 2022 Board Meeting Minutes Approval
- B. Baker & Taylor Contract Renewal Authorization
- C. JCPL & Jefferson County Business Workforce Intergovernmental Agreement Amendment Authorization
- D. 2023 Board Governance Budget Approval

## **FOUNDATION UPDATE**

Jill Fellman, Trustee Liaison, reviewed highlights of the written report in the information packet including the Spring Whale Sale, Whale's Tale Bookstore gross profits, volunteer Laura Kepler recognized as Denver's Everyday Heroes and the Books on Film event on July 22.

Trustee Naumer noted that the reports include the gross profit numbers, but he would like to see the net profit. Jill Fellman noted that they do receive the balance sheet.

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

## **EXECUTIVE DIRECTOR REPORT**

### **A. Executive Director Report**

The Executive Director advised the Board that the new Bookmobile will be delivered next Monday. There were no questions on the Executive Director's report.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### Operations Facilities: Location Considerations

The Executive Director advised the Board that at the June Study Session, the Board asked for a short list regarding the preference for a centralized location for operations rather than co-locating with either the South County or Northwest Arvada library locations. Dan Wells, Director of Business Strategy and Finance, will present information on that topic.

Dan Wells addressed the Board and provided information on considerations involved in locating an operations center. Maintaining centralized operations facilities supports JCPL in being a good steward and maximizing value to the Jefferson County community, while minimizing impacts to the environment as we continue to reach more people.

## Centralized Operations

Centralized operations maximizes value to the community, while minimizing environmental impacts as we continue to reach more people.



### Priority Considerations

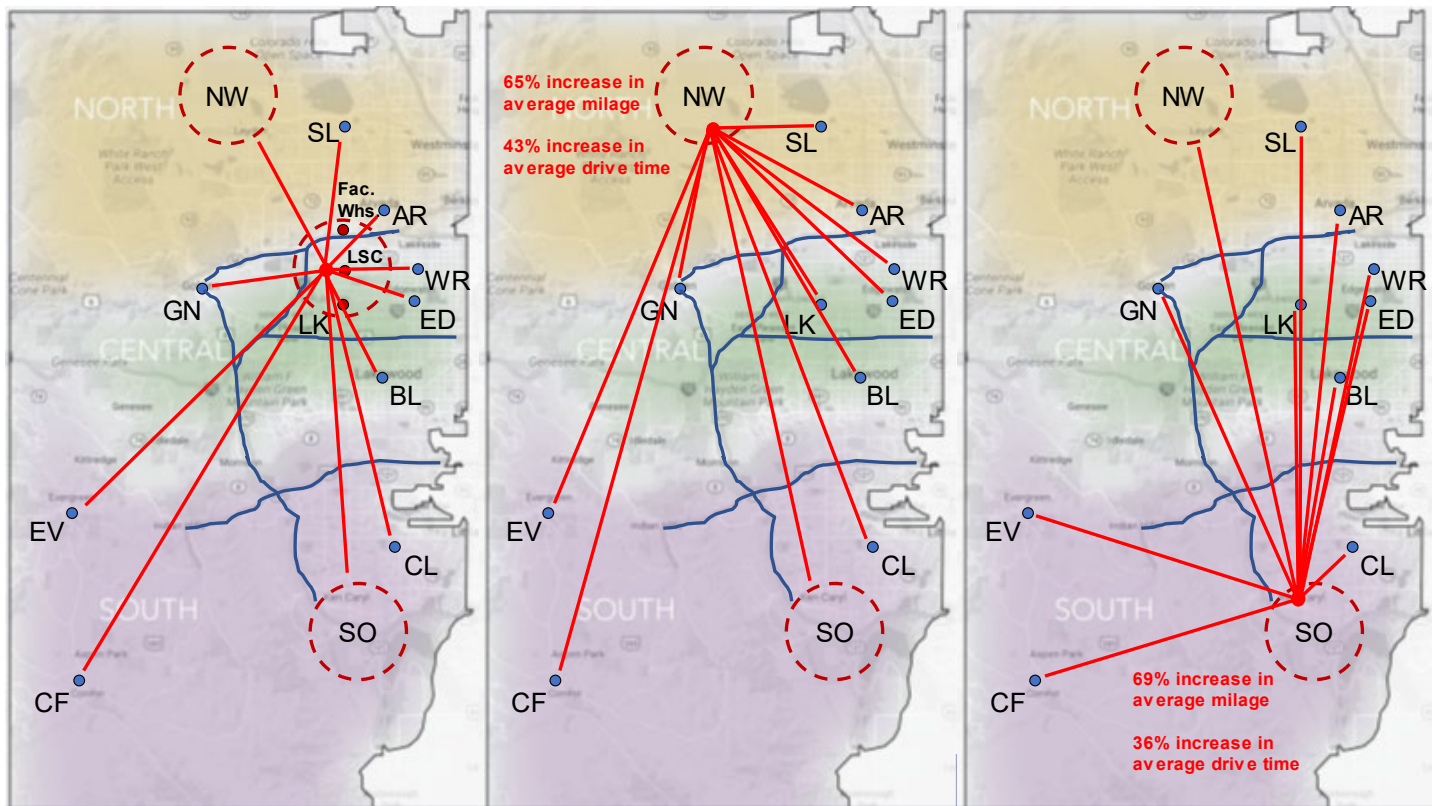
1. Maximize Value (*Global Ends Statement*)
2. Grow Sustainably (*Strategic Priority*)

### Impact Considerations

- Fuel Costs
- Fleet Maintenance Costs
- Staff Transit (non-productive) Time
- Service Scheduling
- Environmental Footprint

### Key Operational Activities:

- **Library To You Service**
  - Includes Bookmobile Service, Lobby Stops and Hold Lockers
  - Route scheduling and county fuel locations align with central facilities
- **Outreach Programming**
  - Includes Kids & Families, Teens, Adult and Special Event programs
  - 89 locations, 80% within 8 miles of current operations facilities
- **Collections Distribution**
  - Distribution and movement of collections from operations facilities and library branch locations
- **Facilities Maintenance & Support**
  - Dispatch times for maintenance activities
  - Majority of suppliers centrally located in Denver Metro region
- **T&I Equipment Distribution/Support**
  - Distribution of technology equipment, and dispatch times for support



There was a conversation around the kinds of operational activities that happen in the three locations (Administration, Library Service Center and Warehouse).

The Chair noted that the information the Library has brought forward is specific to co-locating an operations center with either the South County or Northwest Arvada locations and bringing that information to the Board as part of the 2023 budget vote.

The Executive Director stated that the information the Board asked for at the Study Session involved a short list regarding the preference for a centralized location for operations rather than co-locating with either the South County or Northwest Arvada library locations.

Trustee Pam Anderson left the meeting at 6:01 pm.

The Chair stated that questions and discussions about library operations, the operations center and where it should be located is a separate conversation and noted that the Board will tackle the operations center another time.

### Finance and Budget – 2023 Budget

- A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

**Letter to the Board of County Commissioners – 2023 Budget**

**MOTION:** Charles Naumer moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2023. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. 2023 5-Year Capital Plan

**2023 5-Year Capital Plan**

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Jeanne Lomba voting on the motion was suspended for a statement by Trustee Naumer.

Trustee Naumer addressed the Board and noted that he had a statement to read before voting: I would like the record to reflect I am voting for the 5 year capital plan based on my understanding from previous Board meetings and Study Sessions that the decision as to whether to move forward with the Fehringer Ranch Administrative and Operations Center will be deliberated as a Board and that deliberation will be supported by thorough analysis needed to support the Board's decision making process including the assessment of opportunities to co-locate administrative and/or operation functions within an existing or new library facility.

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

C. 2023 Proposed Budget Plan

**2023 Proposed Budget Plan**

**MOTION:** Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 Proposed Budget Plan to the Board of County Commissioners. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

**Finance and Budget – Monthly Financials**

D. Financial Report (May)

There were no questions from the Board on the monthly financial report.

**ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

## **EMERGING ISSUES**

There were no emerging issues.

## **ENDS**

There were no items.

## **BOARD GOVERNANCE**

Review 2023 Board Meeting Schedule.

The Chair introduced the topic and noted that May 18, 2023 is graduation week, and she would like to avoid having a Board meeting on that date. She proposed moving the May 2023 Study Session and Board Meeting up by one week (Study Session May 4, 2023 and Board Meeting May 11, 2023). There were no objections or questions from the Board. Amber Fisher will make that adjustment to the 2023 Board Meeting Schedule, and it will be on the agenda for the July 21, 2022 Board 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.

### 2022 Board Meeting Schedule

- July 14, 2022 – Study Session – 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

### Board Discussion and Vote to Reschedule August Board Meeting

- August 11, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 18, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

Trustee Pam Anderson rejoined the meeting at 6:15 pm.

### Reschedule August Regular Board Meeting

**MOTION:** Jill Fellman moved that the Library Board of Trustees reschedule the August 18, 2022 Regular Board meeting to August 11, 2022 and cancel the August 11 Study Session. Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee German Zarate-Bohorquez abstaining.

## **Board Discussion – Annual Meeting with the Board of County Commissioners**

Proposed Date: Monday, September 26, 2022 between 9:00am-12:00pm

Trustee Fellman noted that September 26, 2022 is Rosh Hashana and asked that the meeting be rescheduled. Amber Fisher will reach out to the Board of County Commissioners to get a different date for Library Board consideration.

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

The Chair advised the Board that Trustee Cassie Tanner resigned from the Board effective June 15, 2022. The Board expressed appreciation to Cassie for her time. The Chair advised the Board that Trustee German Zarate-Bohorquez has notified her that he will not reapply. The Chair noted that she and Trustee Fellman are also up for reappointment and that means there are potentially several positions to fill.

It was noted that applications for the Library Board are submitted to the Board of County Commissioners and that application process is expected to open in July.

### **EXECUTIVE SESSION:**

At 6:20 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

**MOTION:** Jeanne Lomba 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

The 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 6:25pm.

The Chair called the Executive Session to order at 6:28 pm with the following Trustees present, Jeanne Lomba, Charles Naumer, German Zarate-Bohorquez, Jill Fellman and Pam Anderson. Also present were Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 6:37 pm Trustee Anderson left the Executive Session.

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

**MOTION:** At 6:58pm Charles Naumer moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 7:01p.m. the Chair reconvened the regular meeting with the following Trustees present: Charles Naumer, Jeanne Lomba, and German Zarate-Bohorquez and Jill Fellman. Also, present were Donna Walker, Executive Director; 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 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 Chair noted that there was no formal action.

## **ADJOURNMENT**

The Board meeting was adjourned at 7:02 pm.



Jill Fellman, Secretary