

**Minutes of the Regular Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
July 21, 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 July 21, 2022. 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 and Charles Naumer.

Trustees not present: German Zarate-Bohorquez.

**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; Dan Wells, Director of Business Strategy and Finance; Lisa Smith, Director of People and Engagement; 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:** Pam Anderson 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.

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

Items on the Consent Agenda

- A. Library Board of Trustees approve the June 9, 2022 Board Study Session Minutes.
- B. Library Board of Trustees approve the June 16, 2022 Board Meeting Minutes.
- C. Library Board of Trustees authorize the Executive Director to sign the Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement for IT Consulting and Professional Services.
- D. Library Board of Trustees authorize the Executive Director to Amend the Eppstein Uhen Architects, Inc. contract to include the design scope of services for the Evergreen redesign project at a base cost of \$301,970.

**FOUNDATION UPDATE**

Jo Schantz provided an update on the activities of the Foundation. The June Whale Sale finished with gross income of \$59,353, and a net of \$25,443. There was a good turnout with just over 2,000 people attending. Whales Tale bookstore had a gross end of May at just over \$56,000. End of June gross was \$10,543 and a net of \$5,600. There will be a Dine & Donate event on September 20, and JCLF will receive 25% of revenue from food purchases from 240 Union restaurant. Jo is getting out in the community more doing presentations to Rotary Clubs and Kiwanis group and meeting with major donors and potential partners and collaborators. There will be a book drive and shred-a-thon on August 13.

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

**EXECUTIVE DIRECTOR REPORT**

A. Executive Director Report

The Executive Director addressed the Board and expressed appreciation for their approval of the Evergreen design contract. The Trustees were advised of the Colorado Association of Libraries 2022 Conference (CALCON) coming up in September. Trustee Jeanne Lomba will be attending, and the Trustees can reach out to Amber Fisher for registration assistance if they are interested in attending the conference.

B. Strategic Projects – Initiate a New Library in Northwest Jefferson County

- Library Service Area
- Site search boundaries
- Site search criteria

The Executive Director addressed the Board and introduced the topic. Julianne Rist, Director of Public Services and Steve Chestnut, Director of Facilities and Construction Projects will present data and charts on the Northwest Jefferson County project. This topic will take some time and

the Library is hoping for a back and forth conversation with the Board. For each item, the Library will check in for Board consensus and bring back items at the August 11, regular meeting if the Board is not ready to reach consensus.

Julianne Rist addressed the Board and provided information on Northwest Jefferson County strategic project. Information will be presented on the Proposed Library Service Area, Proposed Property Search Area and the Proposed Site Selection Criteria.

### **Library Service Area – Northwest Jefferson County**

Our preliminary data and observations told us that Northwest Jefferson County was an underserved area in our community. The original 2018 Facility Master Plan (FMP) identified both the southern region and northwest region of the county as areas that were underserved and recommended additional library services in both of these regions. In 2020 when the Board asked the library to accelerate the FMP, we moved up adding a library location in Northwest Jeffco. Knowing that a building project would take some time, these two areas also became a focus for offsite services. The Northwest Jeffco project is currently a 2022 strategic project in our plan and tonight we are taking the first steps for deliverables 1 and 3 for this project. In 2019 & 2020 when planning for the offsite services of hold pick up lockers and the express library, staff spent a lot of time looking at this area. We have built on that work by doing a market analysis of this region of the County and tonight we will be talking about current conditions and recommendations to expand library services to this area of the County.

#### **Initiate a New Library in Northwest Arvada**

The purpose of this project is to identify the need to build a new destination library in the northwest region to connect our underserved community to library services. This expansion will provide additional access to information and opportunities for all generations and will be adaptable for future growth and economic development.

#### **2022 MAJOR DELIVERABLES**

1. Validate need
2. Engage community
3. Acquire site

Over the past several weeks, JCPL has engaged in market analysis with the aim of identifying what the new Northwest Jefferson County Library Service Area (LSA) will look like, and where we think we should look for property within that new LSA. We've used that input and our previous experience with South County to develop our site selection criteria. Our next step is to inform the Board and get a consensus on the LSA, property search area, and site search criteria.

Tonight's work will help us refine these recommendations in order to find the most suitable properties for creating our new library. Our experience tells us that communicating clearly about the LSA and our site selection criteria at the outset helps set expectations with the public at each stage of the project. These criteria are the guideposts for our decision-making and what our public will hold us accountable to.

### Current Library Services and Needs

First, we'll talk about the library service area of JCPL, how it is defined, where we get that data, and how it was utilized in our recommendation for Northwest Jeffco.

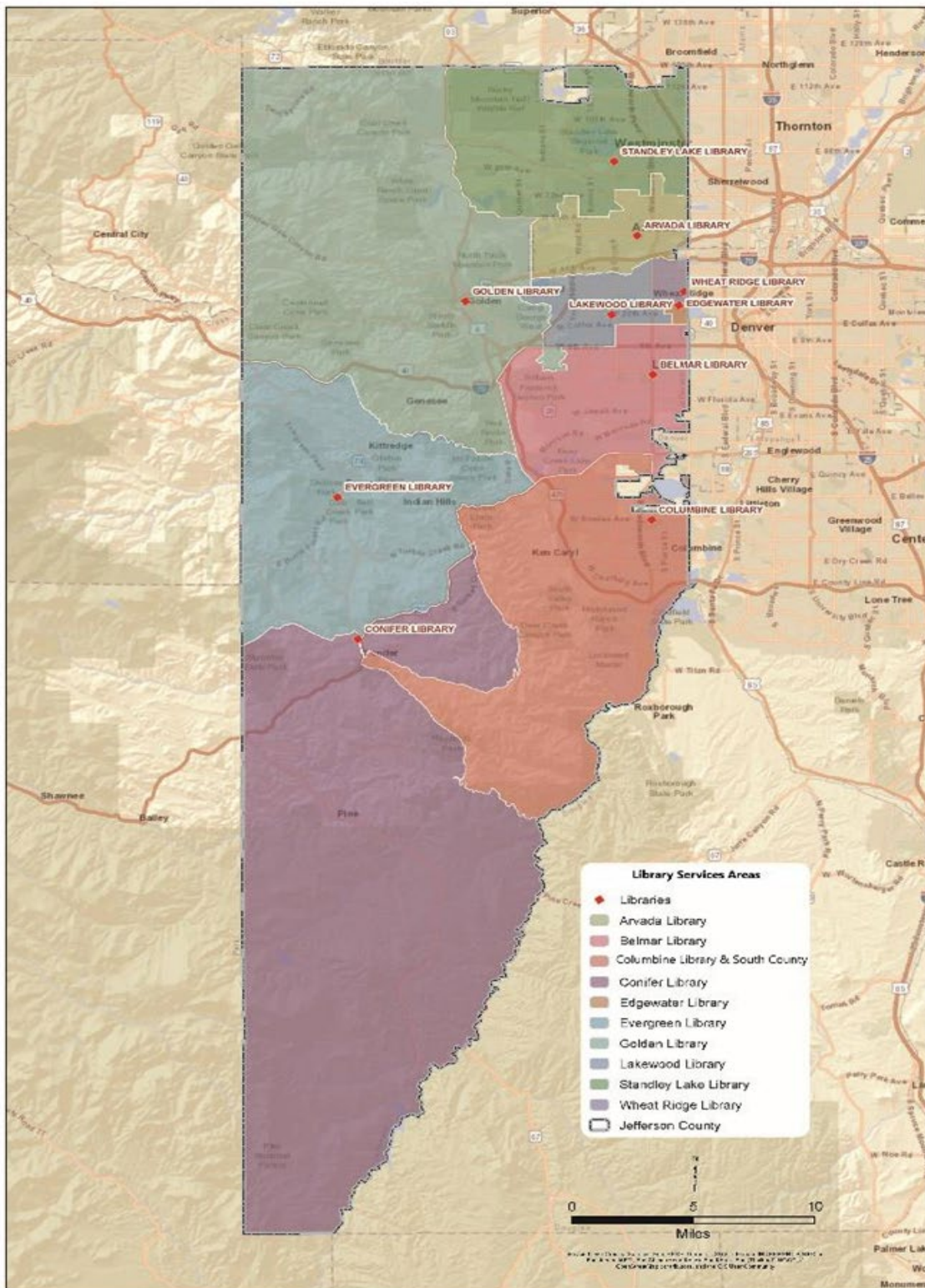
### Library Service Areas

Some of you might recognize the following map from the Study session on April 14 2022. The State's definition of a Library Service Area is the geographic area for which a public library has been established. For JCPL this is all of Jefferson County and our population includes all residents of Jefferson County.

JCPL designates individual Library Service Areas within the county. These individual Library Service Areas are defined by where card holders live and the library that they use. Each JCPL designated LSA is a different color. The LSA is used to guide the operations of each location. We use the LSA to understand market engagement, where there are opportunities for new cardholders and what services are needed based on who is using the library. We utilize data from Savannah software to inform us about the current use of the library by our residents. For instance, the area in green at the top of the map shows where people live who use the Standley Lake library. This information is pulled from current use data in our systems. Next, we'll take a closer look at the data that is utilized in creating the Library Service Area.

- Based on census tracts
- Based on patron's last active location
- Based on home location

Each library location is assigned a unique Library Service Area (LSA). LSAs are created by assigning census tracts to each library location based on where people live and what location they use. This is based on the last location used by an active patron (someone who has used the library in the last 12 months) and where they live. If someone has not used the library in the last 12 months, it is based on their home location which is usually where they got their library card. By basing the assignment on census tracts, we can also use census data for demographics and a deeper dive into community characteristics captured by the census and compare that to the type of use we are seeing at a location. A census tract can only be assigned to one location. So, it is based on the majority of cardholders and the library they use. Now let's take a closer look at the current LSA's in the northern region of the County.



### Current Library Service Areas for Northwest Jefferson County

Currently JCPL has three LSA's serving the northern areas of the Country. The red dots on the map are the locations of GN, SL, & AR. When you look at the map you will see there is a very large area of the county which does not have a dot. Julianne noted that she does not think any of us would say that the Golden library is located in the northern region of Jefferson County, however this is how far people travel in order to utilize a JPCL location. We expect that the new

LSA for the new location will pull residents from all three of the existing LSA's so once the new location is built and we begin gathering data this map will look quite different a year after the new library opens. This is similar to South County in that the LSA for Columbine will look quite different after the new South County library opens. We will look closer at this area as we talk about the proposed LSA for the new location. We are talking about households instead of population as we look at the data. A household could have one person, or a household could have more. We will be using these red dots that show the physical locations of GN, AR, & SL as reference points in all of our maps tonight.

#### Households

- Golden 19,072 Households
- Arvada 30,227 Households
- Standley Lake 41,528 Households
- Total Households for these LSAs: 90,827 Households

#### Market Engagement

- Overall JCPL Market Engagement: 45%
- Golden Market Engagement: 49%
- Arvada Market Engagement: 44%
- Standley Lake Market Engagement: 38%

Market engagement is the percentage of households who have an active library card. A household number is different than the number of cardholders. A household may have one cardholder, such as a parent who checks everything out on their card for the family or a household may have multiple cards where each member of the family checks out items on their own card. The average for Golden is higher than the overall JCPL average, while Arvada is almost equal, and Standley Lake is lower. While Golden has a very large geographic area, a good portion of that is rural or green space, so their users are really concentrated in the city of Golden. Standley Lake, which has a lower market engagement, is also a location that has a large developed geographic area. These percentages tell us that there is potential to increase both active households and new library households if there were more convenient access to library services.

- Measured by household rather than individual to account for families and varied use of library cards.
- Cardholders are the number of individual residents who have a card.

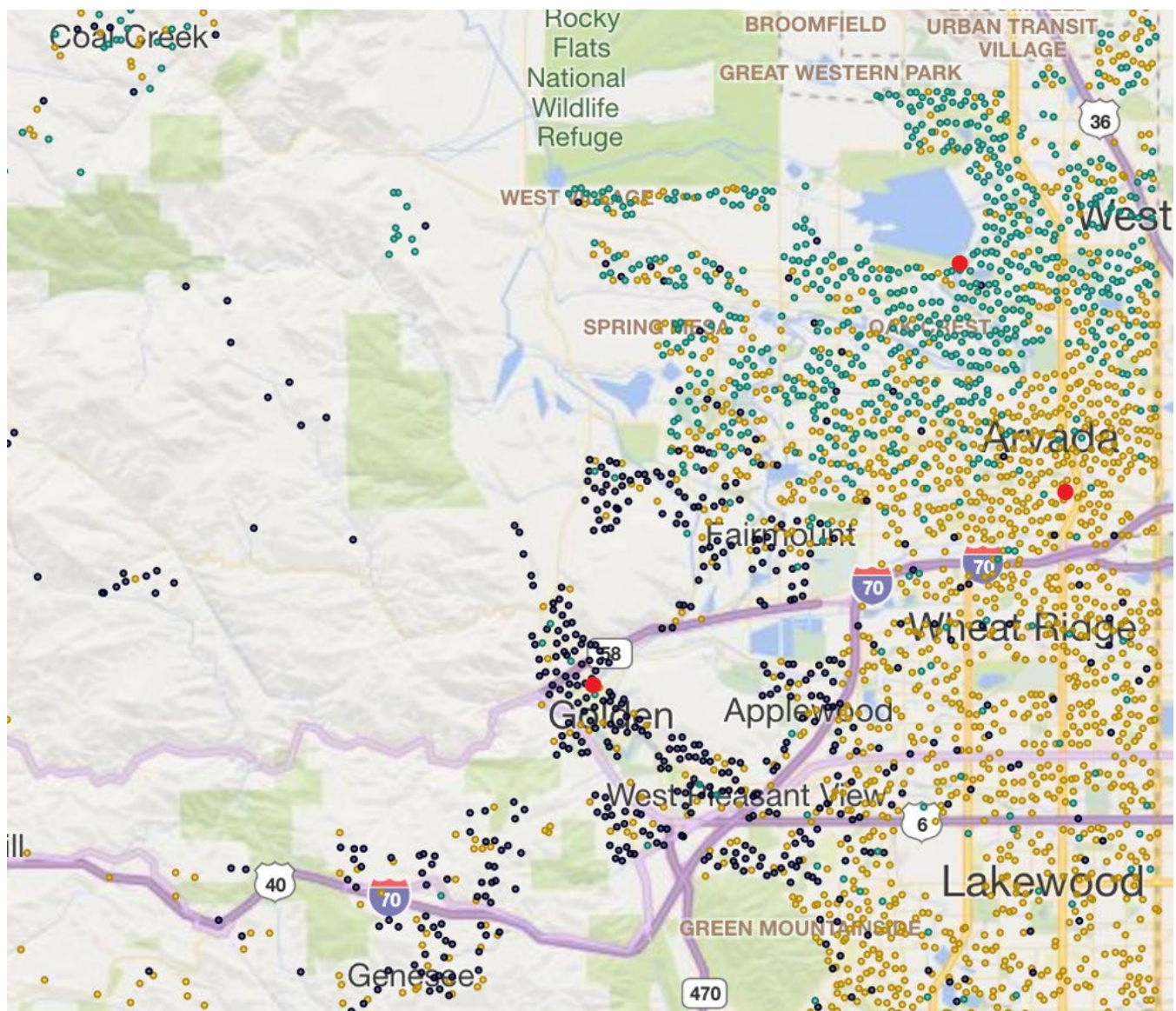
#### Active Households

- Golden 9,323
- Arvada 13,276
- Standley Lake 15,938
- Total Active Households: 38,537



This next map shows where all the active households are for Arvada (yellow), Golden (black), and Standley Lake (green). As you look at the map the red dots are back to show the physical branch locations. And you will notice that as you get closer to the branch location active households become more uniform in color. You can notice that around Golden there is a concentration of the black and up by Standley Lake there is a concentration of green and Arvada has a concentration of yellow. But as you move west and to the north from these existing locations there is a mix of all 3 colors. This tells us that there is not a convenient location so people living in the same areas use a variety of all 3 libraries, more than likely based on where they work or shop. It also gives a visual of the concentration of existing households with active cards.

### Active Households



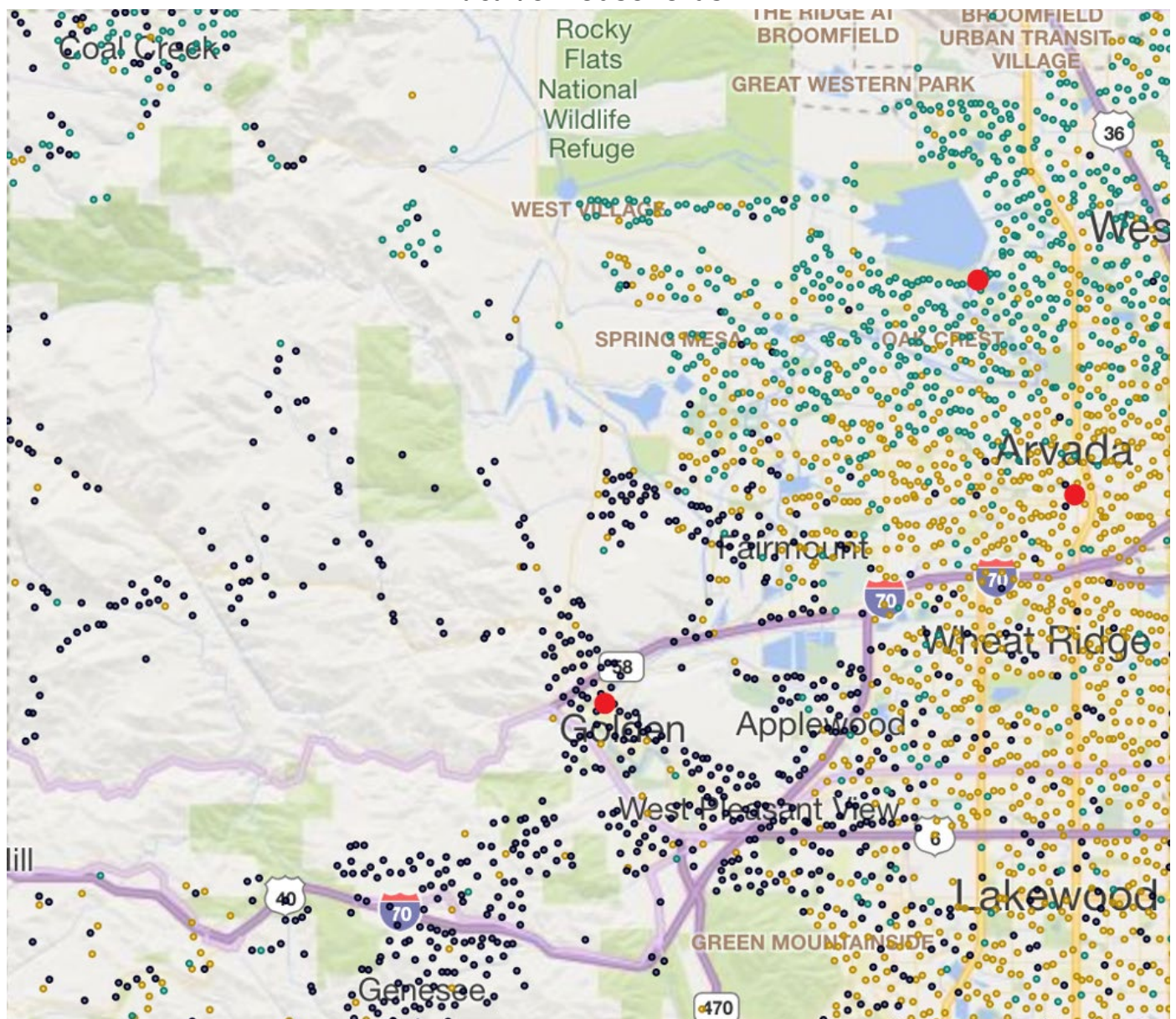


### Inactive Households

- Golden 4,074
- Arvada 8,683
- Standley Lake 7,556
- Total Inactive Households: 20,323

The next map shows the inactive households. Here we can see a concentration of dots along highway 93, near Coal Creek Canyon, south and west of Standley Lake and west and north of Arvada. This tells us that we have the potential for increasing not only active households but also increasing the number of households with library cards by adding more convenient access to library services .

### **Inactive Households**

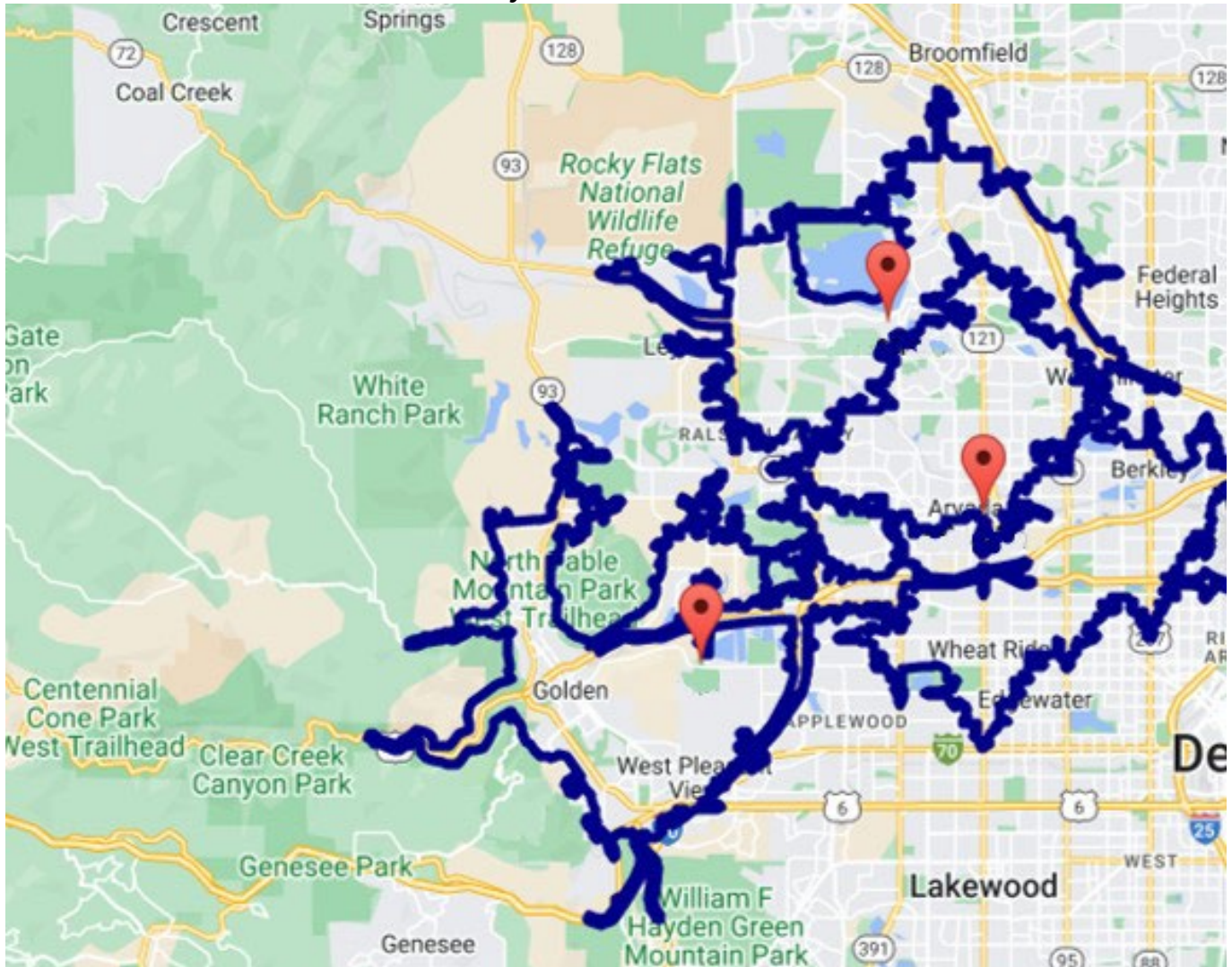




### Current Library Locations and Drive Times

The next map shows the locations of Golden, Standley Lake and Arvada, with the blue lines being a 10 minute drive time from each of these libraries. You will again notice the large area of the County to the north and west that is not in the drive time outline for any of these three locations.

### **Current Library Locations and Drive Times**



### Expected Growth in Northwest Jefferson County

Projected Household Growth Trend 2021 to 2026:

- NW Jefferson County 17.8%
- Jefferson County 4.3%

In response to questions, the Board was advised that:

- Inactive households have not used the library in the last 12 months but have used the library in the last 3 years.

- Market Engagement is a calculation of the Library's active reach throughout the community. It is the percentage of households in the LSA that have at least one active library card.
- Active library use includes digital use.

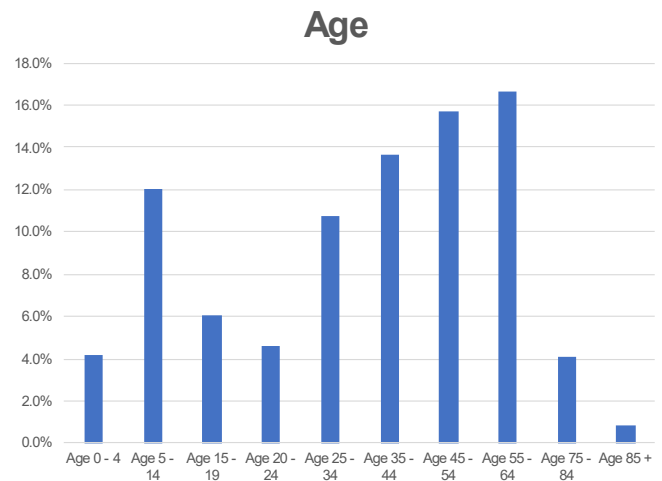
## Community Demographics

# Community Demographics

## Race & Ethnicity

- White 93.1%
- Asian 2.6%
- Multi-Race 2.2%
- Other 1.2%
- Black 0.6%
- American Indian, Eskimo, Aleut 0.4%

Retrieved from Demographics Now,  
July 6, 2022




This is the only area in which we talk about population instead of households. This slide shows some demographics of the population in the proposed LSA. While the top three age categories are 35 and above. The fourth highest age category is ages 5-14.


## Proposed Northwest Jefferson County LSA

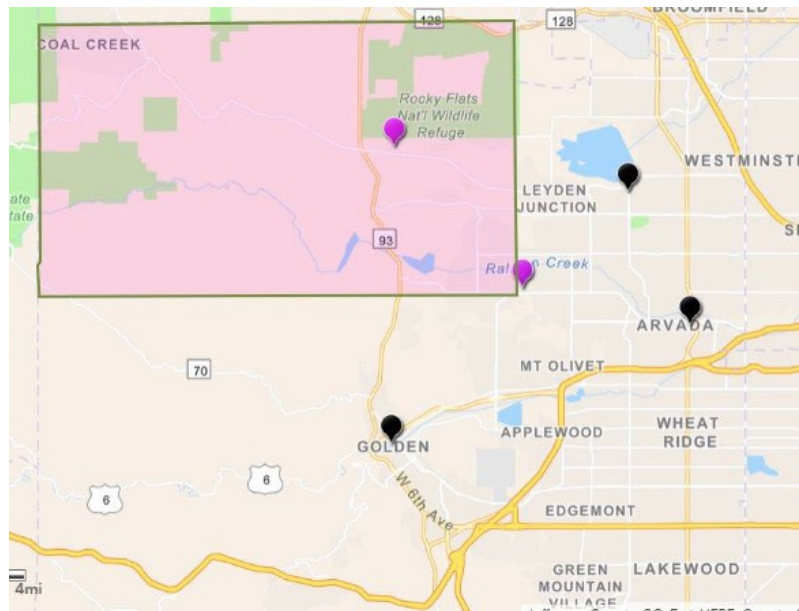
In the next slide, the pink rectangle is the proposed LSA. You will notice that the only offsite services in the proposed LSA is the Candelas Hold Lockers. The Express library is just outside the proposed area. The boundaries for the new Northwest location LSA are on the west, it's the County line, on the north, it's the County line. The east boundary is Indiana Street, the south boundary is 64<sup>th</sup> Ave/Parkway. In a moment we will zoom in a little closer and have a first look at the proposed property search area. But let's stay here for a moment and just talk about the Library Service Area.

# Proposed NW Jeffco LSA

-  **Alternative Service Points**
  - Express Library
  - Candelas Holds Locker

-  **JCPL Libraries**
  - Standley Lake
  - Golden
  - Arvada

 Proposed LSA



## Understanding the Library Service Area

- Large geographic area that lacks convenient library locations
- Offsite Services
  - Hold lockers within proposed Library Service Area
- Growing faster than the rest of Jeffco
- Estimated additional 2,323 households by 2026
- Boundaries: major thoroughfares and county lines
  - 64<sup>th</sup> Ave & Indiana St. to the County lines

The Executive Director advised the Board that when Julianne Rist presented this information, the leadership team decided to switch the name of the project to Northwest Jefferson County. In response to a questions, the Board was advised that data on the Express Library since its opening to today is: 4,800 visits; 5,800 items circulated and around 1,700 patrons registered to use the Express Library.

## Northwest Jefferson County Library Service Area – Board Consensus

The Executive Director asked for and received Board consensus on the Northwest Jefferson County Library Service Area.

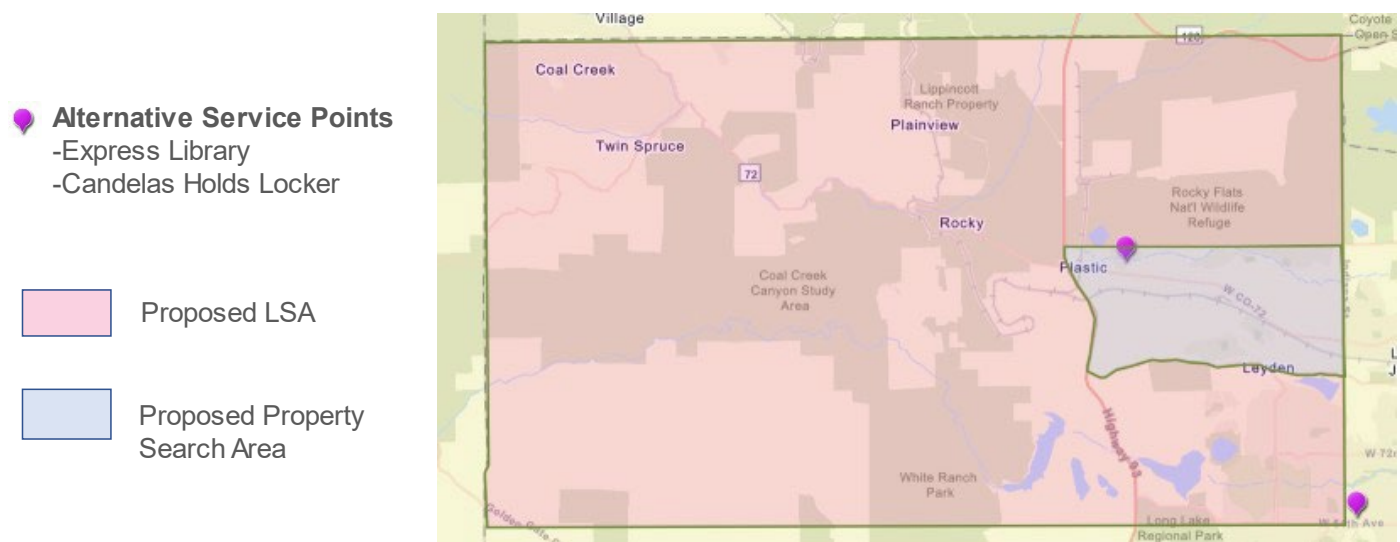
## Property Search Area – Northwest Jefferson County

In the next slide, we zoom in on the pink rectangle of the proposed LSA and the blue area is the proposed property search area. Julianne provided a description and the characteristics of the geographic area. At the southeast corner of 64<sup>th</sup> Avenue and Indiana Street there are established



suburban neighborhoods. As you move north on Indiana the lots get larger and become a combination of rural and larger lots with acreage and larger homes until you get to the blue property search area. The intersection of Highway 72 and Indiana begins with what people call Candelas. This intersection has established commercial development, with a King Soopers grocery store, strip malls, fast food and other shopping destinations. Further north where the blue and pink meet is the border of Rocky Flats National Wildlife Refuge which goes to the County line. The west border for the property search area is Highway 93. You may notice the darker shaded areas like Rocky Flats which are open space areas or parks, so west of Highway 93 quickly becomes less developed. In the far northwest corner of the pink LSA portion you can see Coal Creek Canyon where there is another concentration of households. You may also notice that there are not a lot of roads in this view. Let's talk about that as we zoom in on the property search area.

## Proposed Property Search Area



On the following slide, the first thing you may notice is there are not a lot of streets. What this means for us are a couple of things. First, we will want to be along the established main arteries that people already use for travel. This means we will want to concentrate on Highway 93 or Indiana street as the main north south roads. West of Highway 93 it is mainly rural or open space and Indiana St is the east boundary of the LSA. There are really two east west roads that connect Highway 93 and Indiana. One is 80th/82nd Avenue, which is the southern border of the property search area. This road is two lanes and has no commercial development. Highway 72 cuts a diagonal through the middle of the property search area and is a main four lane road

with commercial development on it. At the northern boundary of Rocky Flats there is not a road that goes through connecting Indiana and Highway 93.

The second thing to note is that there is open land, so unlike South County where just about everything was already developed, there are still opportunities to find land. Julianne noted that she has been driving through the area the last two years as we looked for hold locker locations and then the Express Library location, and now for the LSA and property search for Northwest Jefferson County. Each time she does this type of drive there are new retail strip centers, housing developments or roadwork going in. In fact, when she drove this area a month ago, they were putting in a water line along Indiana north of Highway 96 and land was being developed for a new strip mall on the east side of Indiana across from the King Soopers shopping area. Just yesterday, there was an article about a new housing development called Trailstone near Highway 72 and Candelas Parkway that is expected to have 675 house and will be selling lots in 2023. We will have better opportunities to find the type of land we are looking for now than if we wait to purchase land later.

## Proposed Property Search Area

- North/South travel corridors are Indiana St and 93
- Limited East-West roads that span between Indiana and 93



### Understanding the Property Search Area

- Centrally located to the existing developed area
- Areas of undeveloped land that are available now but may not be in the future
- Leverages existing traffic patterns
  - Positioned to have easy access along the two major north/south routes
  - Positioned to have easy access along the main east/west routes
  - Takes into consideration existing planned commercial development

In response to questions, the Board was advised that:

- The holds lockers are very adaptable and can be moved.
- The Library will investigate potential partnerships related to the project

### Northwest Jefferson County Property Search Area – Board Consensus

The Executive Director asked for and received Board consensus on the Northwest Jefferson County Property Search Area.

### Site Selection Criteria

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided information on the site selection criteria for the Northwest Jefferson County project. The site selection criteria will guide the property search and refine it to help us find the most suitable properties for creating our new library. These criteria are the guideposts for our decision-making and what the Board and our public will hold us accountable to.

Some of these criteria may look familiar to the Board because they are the building blocks for finding a property that fits the needs of the library and allows flexibility to bring services in the years to come.

- Size
- Location
- Sustainability and Stewardship
- Convenience

### Size

We've budgeted for a 45,000 square foot building in Northwest Jefferson County. Based upon our experience with our other large destination libraries, we also know that a size below 5 acres becomes a little constricted for parking and outdoor activity connections. As a point of reference Columbine is 4.1 acres and Belmar is just over 5 acres. Standley Lake is our largest tract at 9.9 acres. The advantage to that larger size lot is that it gives opportunity for future expansion if that becomes a need or desire. Of course, final costs will be a major consideration but if we can find a larger piece of land that is within our budget that would be a great opportunity to "future proof" this library.

- A new build with space for outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs.
- Building size of approximately 45,000 square feet.
- 5-acre minimum lot size, larger lot of up to 10 acres desired to support future growth and use

### Location

- Location and design should provide for easy access and promote accessibility for all.
- Inclusive and safe, accessible to walking and cycling routes, and easy to access
- High visibility from main thoroughfares



Another criteria we would look for is location. Each site's safety, inclusiveness and visibility will be assessed when doing our search. We will, of course, consider many other potential issues like flood plains, delivery truck access, pre-existing conditions and geography in our search.

#### Sustainability and Stewardship

- Good value at or below area comps
- Renewable or energy efficient systems
- Fosters environmental stewardship
- Impact of building the location

One of our strategic initiatives is to design our service points to meet the sustainability challenges of the future. We are looking for a site that promotes an outdoor connection. The site should allow us to take advantage of renewable or energy efficient systems and fosters environmental stewardship or has potential to allow for it. As good stewards of our community and environment we'll consider the impacts of building on the location, the potential for renewable energy sources and any restrictions that the local municipalities may have on development of those sources. Site should have potential and municipality clearances for taking advantage of resources we may wish to consider such as wind, solar and geothermal possibilities.

#### Convenience

- Location should provide convenient options for accessing the site
- Location should be accessible by multiple modes of transit along popular transportation routes

Another key ingredient in our search will be the convenience of the location. We want it to be easy to get to from main arterials. We desire a location that is along popular routes used for shopping, school transportation or frequently accessed services. The property should be conducive to having a drive-up return to add to the convenience. These elements will all be incorporated into our search for a library location.

#### Understanding the Site Criteria

- Size - Space to support a new building, outdoor connection, programs, sufficient parking, larger events and programs
- Location - The location and design of the site should provide for easy access and promote accessibility for all
- Sustainability & Stewardship - A site with good value, take advantage of renewable energy or energy efficiency, fosters environmental stewardship
- Convenience - Convenient options for accessing the site and visibility for the future library users

In response to questions, the Board was advised that:

- There are no mass transit/bus routes as of yet
- The Library is aware of the proposed northwest parkway

- The Library always looks for potential partnerships

The Executive Director advised the Board that the Library does have more detailed criteria for realtors.

### **Northwest Jefferson County Site Criteria – Board Consensus**

The Executive Director asked for and received Board consensus on the Northwest Jefferson County Site Criteria.

### **Next Steps**

- Begin Property Search
- Begin Community Engagement

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### **Finance and Budget – Financial Report - June**

Dan Wells, Director of Business Strategy and Finance, addressed the Board and provided an overview of the June financials. Property tax revenue of just over \$36.8M represents receipts through May 2022. The library's June property tax revenue is not posted yet, but the Treasurer's office reported that 97% of all property tax revenue has been received. Through the end of June, the Library received funding of \$104,747 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2022 through June is valued at \$42,595 (Ratio of 2.46). Operating expenses are unremarkable for this time of year and capital projects continue to move forward.

There were no questions from the Board on the June financials.

### **Public Services**

#### **Midwest Tape Audiovisual Materials Contract Authorization**

Julianne Rist addressed the Board and provided information on the Midwest Tape contract. The Board approved the last contract renewal with Midwest Tape. The Library put out an RFP for subscription services. JCPL is one of largest purchasers of materials. Our Collections Department wrote the RFP with stringent requirements for what JCPL needs. While the Library expected three bids, we only received one from Midwest Tape. JCPL is familiar with Midwest Tape and happy with their work. Additionally, the pricing has not changed.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with Midwest Tape as our primary physical audiovisual materials vendor in the approved budgeted amount. Seconded by Pam Anderson 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.

## **ENDS**

There were no items.

## **BOARD GOVERNANCE**

### Adopt 2023 Board Meeting Schedule.

As requested by the Board at the last meeting, the May 2023 Study Session and Board Meeting were moved up by one week (Study Session May 4, 2023 and Board Meeting May 11, 2023).

**MOTION:** Charles Naumer moved that the Library Board of Trustees adopt the 2023 Board Meeting Schedule. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

## **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

- August 11, 2022 – Study Session – CANCELLED
- August 11, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 8, 2022 – Study Session - 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 15, 2022 - Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

No announcements or correspondence.

## **EXECUTIVE SESSION:**

At 6:33 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

**MOTION:** Pam Anderson 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:

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.



- 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 Chair announced a five minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 6:40 pm with the following Trustees present, Jeanne Lomba, Charles Naumer, Jill Fellman and Pam Anderson. 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; 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.

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

**MOTION:** At 7:19 pm Jeanne Lomba 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 7:22 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Charles Naumer, Jeanne Lomba, and Jill Fellman. 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 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.

**MOTION:** Pam Anderson moved that the Library Board of Trustees delegate authority to the Executive Director to sign documents necessary for furthering negotiations on potential real estate transactions for the development of a library in the south County, provided:

- In the Executive Director's opinion, any such documents are consistent with instructions and advice that have been provided to the Executive Director at an executive session pursuant to C.R.S. 24-6-402(4)(e)(I) (advice to negotiators);
- The documents do not create a binding interest in real property, which shall not include any limited license or access agreements;
- The documents have been reviewed by relevant staff, including but not limited to legal counsel.

This delegation of signature authority shall expire in one year. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

## **ADJOURNMENT**

The Board meeting was adjourned at 7:24 pm.

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

Jill Fellman, Secretary