

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 15, 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 September 15, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Jill Fellman (Secretary), Jeanne Lomba and German Zarate-Bohorquez

Trustees not present: Pam Anderson, Charles Naumer.

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; Jennifer Reading, 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: Jeanne Lomba 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 can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.

The Chair stated the process for public comment and that process was displayed on screen as follows:

To address the Board of Trustees during Public Comment:

- Virtually: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment.
- In-Person: Sign up on the form provided.

- Online: Submit through the online public comment form at <https://jeffcolibrary.org/board-of-trustees/>.
- People who dial in will not be able to provide Public Comment during the meeting

The Chair asked for virtual attendees to sign in the chat and noted that one online public comment was received and shared with the Board.

The Chair acknowledged Linda Auburn who stated her opposition to a new library in sledding hill park. The Chair expressed appreciation for her comments. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:38 pm.

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

Items on the Consent Agenda

- A. Library Board of Trustees approve the August 11, 2022 Board Meeting Minutes.
- B. Library Board of Trustees authorize the Executive Director to enter into a contract with Group 4 Architecture in the amount of \$88,920 for Library Design Consultant Services.
- C. Library Board of Trustees authorize the Executive Director to sign the Samson Energy Naming Agreement.

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. The bookstore is doing well and as of September 8, has over \$100,000 in net sales and is on the way to the goal of \$130,000 in gross profits. As noted in the report the 2021 audit was completed. Operating expenses were \$783,426 and there were 7,500 hours of donated time from volunteers. Support from the Foundation was \$942,000, 12 times the in-kind support from the Library. The Foundation is getting a new kitchen in its expanded suite with Home Depot donating appliances, cupboards, countertops, lighting and flooring. etc. The Buell Foundation provided a grant for \$10,000 for 1,000 Books Before Kindergarten. The fall whale of a used book sale is October 20-23, with a \$5.00 admission fee to help cover costs at the fairgrounds. The dine and donate event is next Tuesday at 240 Union, with 25% of all food sales going to the Foundation.

In response to questions, Jo Shantz advised the Board that:

- The in kind support is what the library gives the Foundation - rental for suite, janitorial, some security, the forklift and that in kind is \$75,000. But the Foundation's in kind back to

the library includes all Foundation operating costs and volunteer efforts. The 7,500 hours comes to a \$240,000 value by the independent sector, a national organization that gages the value of volunteer time.

- Every month the library reports the in kind contribution The cash the Foundation gave back in response to in kind was still 3 to 1.
- 72% of Foundation expenses directly supports the Library, and includes the Friends and Whale Sales, those are programs, and general support and fundraising. The Foundation is providing this as a community service, it is a program.
- The Library did not receive \$942,000 but did receive \$243,000.

Trustee Fellman stated that she has experience serving on non-profit Boards and they did not count in-kind contributions this way. Any money was given to the non-profit. She noted that the volunteer numbers are great, and she applauds the number of volunteer hours and efforts. The message in the Foundation report about 12X the in-kind support seems like a disadvantage. We're all working for libraries and that's the message we need to put out for everyone. We want to work together not against each other. Trustee Fellman asked if the Foundation has other clients and does everything go to the Library. Jo Schantz responded that the Foundation has to cover operating costs.

The Chair noted that the \$562,000 is not supporting literacy and reading programs at JCPL directly and she wants to make that distinction. What the Library Board is struggling with is the Foundation saying \$942,000 in support to the Library and that is misleading in many ways. She noted that she wants our patrons and volunteers to know that the 7,500 hours of volunteer services is one of the most important things the Foundation provides. The Chair stated that she wants to be open about the \$562,000 that is supporting the bookstore, book sales and the Foundation's organization and wants it clear in the minutes that money is not coming to JCPL

The Chair thanked Jo Schantz for her perspective.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and showed the CALCON (Colorado Association of Libraries Conference) award for the Express Library. She acknowledged the cross divisional team that built that library. She advised the Board that JCPL heard from the Ignacio Community Library that they did get a grant to help fund a new bookmobile. Padma Polepeddi, Assistant Director of Public Services provided them with grant application support and helped that small community library get some grant money. JCPL learned yesterday that the Library met 100% of the requirements for cybersecurity insurance. She noted that it is very difficult to get that insurance and JCPL's Technology and Innovation staff worked very hard to adjust priorities and achieve that goal. Trustee appointments are on the Board of County Commissioners consent agenda for September 27. The Board will have two new Trustees appointed and they will start officially on October 1. The All Staff Conference is October 3 and additional

information is included in the written report. She asked the Trustees to reach out to Amber Fisher if they want to attend for any part of the day. The Raise A Reader event is October 1, at the Colorado Railroad Museum and the Trustees were encouraged to stop by.

B. South County Expansion Project

The Executive Director advised the Board that the Library's team is working with Open Space on the next community engagement meeting. They are planning messaging and responding to questions and comments. The meeting is September 28, 6:00pm-7:30pm and the meeting link will be sent to the Board.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Financial Report – July and August

Dan Wells, Director of Business Strategy and Finance, addressed the Board and noted that July financials were not ready in time for the earlier August Board meeting, and they are included this month with the August financials. Year-to-Date property tax revenue recorded and included in the tables is \$50.5M, or 96.4% of the budgeted amount. July property tax revenue was recorded after we submitted the board report. The additional revenue recorded was \$668,377, bringing us to 97.7% of total budget amount. Through the end of August, the Library received funding of \$104,747 from the Library Foundation. This is unchanged since June because of Foundation accounts payable resource constraints. In-kind support provided to the Foundation by the Library in 2022 through August is valued at \$56,815. Operating expenses in July and August are unremarkable for this time of year and capital projects continue to move forward.

There were no questions on the financial reports.

Facilities and Construction Projects

A. General Contractor Master Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects and noted that at the last meeting he provided the background and benefits information for the master contract. Eight responses to the RFP (request for proposal) were received and the library interviewed three. The selection team recommended that the Library move forward with Fransen Pittman for general contracting services.

In response to a question, the Board was advised that the not to exceed includes contingency.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to enter a contract with Fransen Pittman for general contracting services. Seconded by German Zarate-Bohorquez 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

There were no 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.

2022 Board Meeting Schedule

- October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 10, 2022 – Study Session – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Joint Meeting of the Library & Foundation Boards – Time to be determined - Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Board Meeting – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 28, 2022 – Joint BCC & Library Board meeting – 11:00 am. WebEx information to be provided.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair announced that tonight is German Zarate-Bohorquez' last meeting with us and she has a statement to share in recognition of his service.

Trustee German Zarate-Bohorquez

The Board of County Commissioners appointed German Zarate-Bohorquez to the Jefferson County Public Library Board on September 30, 2019. Just six months into his tenure, JCPL was faced with unprecedented challenges in the form of a global pandemic. German's thoughtful and caring guidance helped JCPL continue providing library services to the community while keeping the health and safety of staff and patrons a top priority.

With German's leadership support, JCPL created new ways to work effectively and provide services remotely, digitally and in-person. He also leveraged pandemic changes to help create a strategy for the future. In fact, Trustee Zarate-Bohorquez's contributions allowed JCPL to remain focused on achieving its goals to provide equity of access, create a place of radical welcome, provide leading edge services, and maximize value for taxpayers.

During his tenure, German contributed to many strategic successes. For example, under German's leadership, JCPL:

- moved closer to its goal of designing a new library in South County by conducting extensive community engagement and developing the new library's Program of Service.
- completed fundraising research and hired a new Communications and Engagement Director.
- finalized its updated Facility Master Plan and has paved the way for JCPL to create a new design standard.
- updated and integrated software and organizational systems to support collaborative work while providing secure and cohesive technology management.
- expanded and improved access to JCPL physical resources through the creation of offsite self-services. This included the opening of the award-winning Express Library, the completion of a new Bookmobile, and the installation of holds lockers and return bins at strategic locations across Jefferson County.
- expanded access to digital and information technology resources to all Jefferson County residents. This included the deployment of community hotspots and expanded online resources. During German's tenure on the Board, JCPL also developed new early literacy programs and hosted an author event that attracted more than 2,800 attendees.
- partnered with Jefferson County on the Justice Equity Diversity and Inclusion (JEDI) team.

German helped govern JCPL through some of its most challenging and exciting times. He also took on the added responsibility of serving on the Bylaws Committee in 2020, 2021 and 2022.

On behalf of the Board of Trustees, I would like to acknowledge the progress of JCPL during his tenure and thank Trustee Zarate-Bohorquez for his volunteer service to the organization and community. We will miss his guidance, experience, and caring and thoughtful approach to governance. We look forward to his continued advocacy on behalf of JCPL.

The Executive Director thanked Trustee Zarate-Bohorquez for his service to JCPL. When you shared with me that your tenure on the Board coincided with starting your own non-profit, I was humbled to learn of that personal sacrifice you made. She thanked German for his steady hand in governance during uncertain times and his commitment to her.

Trustee Fellman thanked German for his friendship and noted that she will miss his friendship, his smile and mis-pronouncing his last name. She thanked German for giving of himself to us.

Trustee Zarate-Bohorquez thanked the Board and staff for the great opportunity to be a part of this amazing Board. He noted that he learned a lot through the challenging times and appreciates what was accomplished. He noted that he is impressed with the passion and support of the community. The Jefferson County community is lucky to have this amazing staff and amazing Board. He also thanked everyone for their support as English is his second language and he is still learning. He wanted to acknowledge how hard everyone is working, the incredible accomplishments and great leadership.

EXECUTIVE SESSION:

At 6:12 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 pursuant to:

A. South County Library Expansion Project. Statutory citations authorizing an executive session for this topic are:

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

B. CRS 24-6-402(4)(f) Personnel Matters. Trustees review Executive Director's performance and compensation (4.3.6)

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a six minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 6:20 pm.

The Chair called the Executive Session to order at 6:21 pm with the following Trustees present, Jeanne Lomba, Jill Fellman 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; 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 7:48 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 7:51 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jeanne Lomba, Jill Fellman and German Zarate-Bohorquez . Also, present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; 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 and Personnel Matters related to the Executive Director's performance and compensation. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize an increase of the Executive Director's salary to \$172,000 annually. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The board expressed appreciation to the Executive Director for her exceptional leadership.

ADJOURNMENT

The Board meeting was adjourned at 7:53 pm.



Jill Fellman, Secretary