

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 20, 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 October 20, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

- A. Welcome New Trustees Charles Jones and Emelda (Bing) Walker
- B. Congratulations on Reappointments Kim Johnson and Jill Fellman

Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Emelda Walker, Charles Jones and Jeanne Lomba.

Trustees not present: 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; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba 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

If you choose to make a Public Comment virtually or in-person during a Board Meeting, 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, up to ten minutes. For example, to pool ten minutes of time, a speaker must present the names of at least three other individuals who are present in-person or online who wish to yield their three minutes.

The Chair asked for virtual attendees to sign in the chat and noted that there were online public comments that were received and shared with the Board.

The Chair acknowledged virtual attendees Deanna Meyer, Kristen Murphy and Steve S., and in-person attendees Linda Auburn, Noreen Walsh, Mark Willms, Barb Thomann, and Eugene Thomann, who stated opposition to a new library in sledding hill park.

The Chair expressed appreciation for taking the time to attend the meeting and share their comments. There were no other public comments, and the Chair closed the public comment portion of the meeting at 6:01 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: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Library Board of Trustees approve the September 8, 2022 Library Board Special Meeting Minutes.
- B. Library Board of Trustees approve the September 15, 2022 Library Board Meeting Minutes.

- C. Library Board of Trustees authorize the Executive Director to renew the contract with Kleen-Tech Services, LLC for janitorial services at all locations for an additional year in the approved budgeted amount.
- D. Library Board of Trustees authorize the Executive Director to sign a contract amendment with RFID Library Solutions Inc in the base amount of \$389,125.00 for the Arvada Library sorter.
- E. Library Board of Trustees authorize the Executive Director to renew the membership agreement with Colorado Library Consortium (CLiC) for the period October 2022 through September 2023 for courier services in the approved budgeted amount.

FOUNDATION UPDATE

Jo Schantz was not able to attend the meeting. Jill Fellman provided an update on the activities of the Foundation. There is still time to volunteer for the book sale which is taking place all weekend. The Dine and Donate event at 240 Union restaurant was a success and the Foundation looks forward to holding the event again next year.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that representatives from Orange Boy conducted intercept surveys where they gathered feedback from library users after they had used the library. 250 surveys were completed.

In response to a question about influencer interviews, the Board was advised that influencers are city managers, mayors, developers, the school superintendent, etc. and Trustees are influencers based on the nature of their roles.

B. Executive Director Evaluation Process Review

The Executive Director noted that a new process for the Board's Executive Director evaluation was piloted in 2020, revised in 2021 and the 2022 evaluation was recently completed. Part of the process is to do a check in with the Board about the process. The Board indicated that the process worked well. The Chair asked the Board to send her any questions or comments about the process.

C. South County Expansion Project

The Executive Director advised the Board that later in the meeting there will be a briefing on the South County community engagement activities to date. She advised the new Trustees that their onboarding will include more information about this project as well as the Library's other strategic projects.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

A. Financial Review (August)

There were no questions from the Board about the August financials.

B. Financial Report (September)

Dan Wells, Director of Business Strategy and Finance, addressed the Board. The financial tables for September 2022 were provided to the Board. September property tax revenue has not yet been recorded. Property tax revenue of \$334,181 was recorded in August, bringing Year-to-Date property tax revenue recorded and included in the tables to \$51.6M, or 98.4% of the budgeted amount. Through the end of September, 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 \$63,729. Operating expenses in September remain unremarkable for this time of year. Capital projects continue to move forward, with extended timing of South County delaying capital expenditure compared to plan. All capital projects underway are fully funded.

In response to questions the Board was advised that:

- The increase will show up each quarter in the budgeted expenditure side and is then offset at the end of each quarter. Grant funding is expensed first then reimbursed.
- The ARPA funding will be absorbed in salaries and benefits.
- The Library is working with the County to determine what the final revenue numbers will look like. Compared to previous years, the current gap is slightly larger.

Communications & Engagement

A. Community Engagement Update for South County.

The Chair asked the Trustees to hold their questions until the end of the presentation where they will have an opportunity to ask their questions.

The Executive Director advised the Board that Kim McGrigg will share information on the community engagement related to the proposed site and the Library's outside facilitation vendor, Jay Renken, will also share information. A brief background is included in the presentation for our new Trustees. Links to the recordings of those two online community engagement meetings were provided to the Board previously.

Kim McGrigg, Director of Communications and Engagement addressed the Board and provided an update on the community engagement activities related to the proposed site for the new South County library. She noted that the presentation was created with many audiences in mind and will be shared with other community partners together with Open Space. Open Space owns the location, a 29 acre park located at Kipling and Ken Caryl. The Board was advised that Tom Hoby, Director of Open Space is in attendance to answer questions.

Topics:

- Background
- Givens
- Jeffco Open Space Policy
- Summary of Terms
- Community Engagement Update
- Pro & Con Statements
- Future Community Input Opportunities

The focus for this meeting will be on the last three items since the Library Board has been actively engaged in this project for years. Background information will be shared that includes information that has been shared with the community throughout this process.

Background: Library Locations

A map was displayed showing all the current library locations except for the Express Library in Northwest Jefferson County, and the area that the new South County library will serve. The population in that area has doubled since the Columbine Library was built.

Background: Expanding Services to South Jeffco

Highlights include that the project is fully funded, information on the 2015 voter approved mill levy, site search efforts since 2018, and after a short pause due to Covid-19, community engagement activities.

- November 3, 2015: Mill Levy Approved by Voters* – voters in Jefferson County approved an increase in the Jeffco Public Library (JCPL) mill levy to improve and expand library services. This funding makes this new library possible. The approved budget for this project is in the JCPL capital plan.
- 2018–Present: JCPL initial and ongoing site search
- March–April 2021*: The JCPL conducted a virtual engagement survey and community meetings to seek input on new south Jeffco library. The survey was available in English and Spanish and accessible from computers or mobile devices. 1,277 responses were gathered from the survey.
- August & September 2022*: Online Community Meetings on potential library location + commenting via email, website and phone

*Public comment opportunities

Givens: Items identified as frequently mentioned

- Sledding will be enhanced or not impacted.
- Proposed library will include shared access parking, restrooms, and park-like outdoor amenities to tie into the adjoining open space and trails.
- Transfer (sale) of property is subject to Jefferson County Open Space (JCOS) requirements.
- Columbine Library to remain. A new, additional library is needed to serve south Jeffco.

Jeffco Open Space: Policy for Land Transfers Over Five Acres

Jefferson County Public Library is seeking 6 acres.

- Proposal must have significant ecological, recreational, or cultural benefit
- Land value established by appraisal or staff analysis
- Recommendation to the Board of County Commissioners requires eight or more affirmative Open Space Advisory Committee votes (10 members)
- Must be approved by the Board of County Commissioners

Summary of Terms

- Price/Acres: Up to six acres, purchase price \$7.65/sf up to \$2M (determined by JCOS staff analysis)
- Credit For Park Amenities: Up to 50% of purchase price, \$1M maximum
- Site Planning Advisory Team: JCOS, JCPL, Foothills Park & Recreation District, and Ken-Caryl Ranch Metro District

Community Input on Library Location

Jay Renken, Director of the MIG, Inc. Denver office, addressed the Board and clarified that while MIG does planning and design as a firm, their role was solely as facilitator for the community engagement meetings.

Community Input on Library Location: Community Engagement Meeting #1, Tuesday, August 30 from 6:00 to 7:30 p.m.

Format: Presentation followed by an open chat function.

- Facilitated by third party consultant
- 141 participants logged in
- 102 attendees participated in the polling
- 142 comments were made in the chat
- 369 views of the recorded presentation (as of 9/26)

In both community meetings, the focus of the facilitator and staff was to address concerns and answer as many questions about the proposal as possible. Despite the number of comments and questions received during the first and second meeting expressing concerns over the proposal, there appears to be a relatively even split between opposition and support for a new library on a portion of Sledding Hill Park. This was best illustrated during the polling exercise in the first meeting in the final question administered via Mentimeter, where support and opposition were evenly split.

Looking at the volume and tone of comments paints a different picture. The majority of those in favor simply expressed support with a single comment while those who oppose the proposal to sell a portion of Sledding Hill Park and to develop a new Jefferson County library facility provided multiple comments related to one or more concerns. For example, during the second meeting, an active voice of opposition from the first meeting registered 56 of the 246 questions/comments.

The purpose of the first meeting was to learn about what concerns existed about the proposal. The concerns gathered in the first meeting were then grouped into key themes and addressed to the extent possible in the second meeting.

Themes from Community Meeting #1:

- Impact on sledding
- Loss of open space
- Impact on wildlife
- Need for a library in South County
- Site choice criteria/process
- Cost/funding
- Impact on property values
- People experiencing homelessness
- Traffic/parking

Community Input on Library Location: Community Engagement Meeting #1, Wednesday, September 28 from 6:00 to 7:30 p.m.

Format: Presentation followed by structured question/answer function.

- Facilitated by third party consultant
- 106 participants
- 246 questions/comments (52 similar questions, 72 repeat or unrelated questions)
- 122 answers provided

During the second meeting, each of the initial themes was addressed both quantitatively and qualitatively, noting prior studies, current policies, and future goals to address noted concerns. During the second meeting, the additional comments and questions primarily focused on the Site Choice Criteria/Process and Need for a Library in South County. Other specific sites were suggested in the comments, such as multiple farm sites, and the location selection process was explained multiple times by JCPL representatives. In addition, new concerns were addressed regarding drainage, soil contamination, and the geotechnical composition of the site. This, along with a few other expressed concerns (i.e., traffic impacts, size of restrooms, lighting, etc.), were noted to be part of future due diligence, design, and development review should the project move forward

Tom Hoby, Director of Jefferson County Open Space, covered questions including the impact on sledding, loss of open space and impact on wildlife, etc. Donna Walker, Director of Jefferson County Public Library, covered questions including the need for a new South County library, population growth, cost and funding and people experiencing homelessness, etc. Site choice criteria was addressed multiple times including the key site choice criteria the Library Board reached consensus on in August 2021.

Impact on sledding: Sledding will be enhanced or not impacted.

- JCPL is seeking up to 6 acres of the 29.6-acre site
- Proposed library will include shared access parking, restrooms, and park-like outdoor amenities to tie into the adjoining open space and trails

Community Uses and Benefits/Loss Of Open Space

- Historically accommodated by JCOS: recreation and golf course buildings, storm drainage facilities, public utilities
- Public Libraries serve the community
- New South Jeffco Library will come with added park and community amenities

Impact on wildlife

Proposed Library site has poor wildlife habitat value:

- Site is isolated, surrounded by high density housing.
- Located on two heavily travelled roads.
- Quality of vegetation extremely low with little or no measurable wildlife habitat value.
- Every effort will be made to relocate the prairie dogs (on library site) either on or off site.

Need for a new South Jeffco Library

Population growth has created a need for more convenient access to library services and additional physical space.

- The population in this region of Jeffco has doubled since Columbine Library was built
- The intent is to create a library for the future
- Enlarging the Columbine Library is not a practical option

Site Choice Criteria

This site meets the key criteria and is within the boundaries of our search area.

- The key criteria include location, convenience and size
- The site search boundaries are inside C-470, South of Coal Mine
- This new library will meet the needs of the people who live more south and west of the Columbine Library

Site Choice Process

JCPL considered 10 buildings and an additional 17 sites.

- Very few sites met the basic criteria
- Several sites were excluded due to subsidence issues or existing development plans
- Some residents have shared potential sites, all of which had been considered

Cost/Funding

New Library is fully funded.

- In 2015, voters approved an increase in the JCPL mill levy to improve and expand library services
- This project is budgeted for through the Library's Capital Improvement Plan

- JCPL’s Facilities Master Plan prioritizes the construction of a new destination library in South Jefferson County, among other capacity-expansion projects
- The budget for the South County capital project is \$25,141,407

People experiencing homelessness

JCPL has effective policies in place to address behavior

- Our policies apply to all people
- For example, camping and overnight parking on Library property are not permitted
- Both our Code of Conduct and Public Use of Library Grounds policy are available at <https://jeffcolibrary.org/policies/>

Traffic/Parking

Traffic would be minimally impacted.

- Current traffic counts average 34,566 vehicles/day passing through the intersection
- During peak intersection hours, the anticipated increase would be about 2.5%
- Impact to the traffic count could potentially be even less since this site is on a route that people are already taking
- In addition to other site improvements such as trails and landscaping, JCPL would share an improved parking lot with Sledding Hill Park visitors

Community Meetings - Key Takeaways

Kim McGrigg addressed the Board and noted the key takeaways.

- Meeting #1 Exit Poll = support and opposition were evenly split.
- Opponents concerned about need, location and impacts. Requests for Library need, site selection criteria and sites considered. Some strongly opposed.
- Support for adding park amenities with new library to complement sledding and other uses.
- Methods to address concerns or commitments to do so in the appropriate phase have not satisfied those expressing concerns. Those strongly opposed may continue to do so.
- Interest and intent to have ongoing community engagement in design if the proposal moves forward.

Additional Engagement Methods

There are several additional community engagement methods and ways we’re receiving input from the community. JCPL and Open Space have received more than 100 emails both in support and opposition. We have engaged community members by phone and at public meeting.

Email

- JCPL: ~70 emails since June 2022
- Jeffco Open Space: ~30 emails since June 2022

Phone

Public Comment

- JCPL
- Jefferson County Open Space
- Foothills Park & Recreation District
- Ken-Caryl Ranch Metro District

- Board of County Commissioners

Example Statements

Con Statement:

“After attending the two community meetings and listening to the plan it is clear there is no justification for a new library here.”

“The county is closing 16 elementary schools so this library lacks economic justification. The bond vote in 2015 is clearly well overdue for action but construction now is based on outdated data about library needs in South Jeffco. The committees pressing to build this library have selected a site that impinges on one of the only sledding hills in Jeffco and decimates a rare open space. These committees have not studied the environmental, traffic, noise and property value impacts of this location. Also, the Columbine library is just 5 miles from this location so the numbers to justify this expense in these challenging economic times simply do not add up for a new construction.”

Pro Statement:

“I fully support a new library at the sledding hill location and very much appreciate your preservation and enhancement of the sledding hill in the process. You picked a great location. In reality, nobody (except prairie dogs) uses the corner you are proposing to put the library on so the "loss" of that open space isn't a problem. That corner is never used for sledding. Even my 8-year-old recognized that on his own and pointed it out and anyone observing it this winter will see that.”

“Libraries are a very important community resource and I am happy to see money directed to this effort. JCPL does a fantastic job in general and we are lucky to have more of their services in our area. I live in Ken Caryl Plains and I think this is a well-thought-out idea and can't wait to see it implemented.”

Community Engagement – What's Next: Community Input on Library Location

October 20, 2022, JCPL Trustees Meeting*
Review community feedback, seek Trustee feedback, public comment.

October 25, 2022, Foothills Park & Recreation District (FHPRD) Board Meeting*
Review community feedback, seek FHPRD Board feedback, public comment.

October 25, 2022, Ken-Caryl Ranch Metro District (KCRMD) Board Meeting*
Review community feedback, seek KCRMD Board feedback, public comment.

November 10, 2022, JCOS Advisory Committee Meeting*
Review community feedback, Committee feedback and potential recommendation to BCC, public comment.

December 20, 2022, Jeffco Board of County Commissioners (BCC) Briefing
Review community feedback. If favorable, request consent to enter into purchase and sale agreement.

**Public comment opportunities*

Community Engagement – What’s Next: Community Input on Library Site Approvals

In the next few weeks there will be several additional presentations and opportunities for public comment. Opportunities for the public to engage will continue into 2023. There are also many due diligence tasks, soil tests, environmental, zoning, etc.

- Jefferson County Planning Commission – Project Consideration*
- BCC Public Hearing *
 - Consideration of JCOS sale of property to JCPL.
If approved, design and construction of new library by JCPL
- To participate in or view current or future meetings visit:
www.jeffco.us/1585/Plans-Projects
- References and reports:
 - www.jeffcolibrary.org/south-county

**Public comment opportunities*

In response to questions, the Board was advised that:

- Access to the proposed site will be part of the due diligence process.
- Foothills Parks and Recreation leases the sledding hill property and we’re not certain they have data on the number of days the property is used for sledding, but weather data can be looked at to see how many days there was ground cover when people could sled.

The Chair expressed appreciation to everyone involved in working on community engagement and providing valuable information for the Board.

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.

The Chair noted that the Library will be in touch with the new Trustees regarding the new trustee orientation.

2022 Board Meeting Schedule

- 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.
- December 8, 2022 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Board Member Introductions

The Trustees participated in an exercise designed to introduce themselves and welcome the new Trustees.

Report of the Chair – Correspondence

The Chair noted that Trustee Anderson received an email and shared that with the Board.

EXECUTIVE SESSION:

At 6:49 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 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.

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

The Chair announced a 5 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 6:56 pm.

The Chair called the Executive Session to order at 6:56 pm with the following Trustees present, Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones and Emelda Walker. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; 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 Pam Anderson 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.

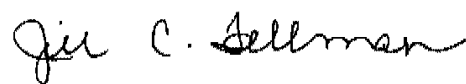
At 7:50 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities 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 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.

ADJOURNMENT

The Board meeting was adjourned at 7:51 pm.



Jill Fellman, Secretary