

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

December 8, 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 December 8, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Jill Fellman (Secretary), Charles Jones and Charles Naumer. Trustee Emelda Walker joined the meeting at 5:39 pm.

Trustees not present: Pam Anderson and Jeanne Lomba

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; 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: 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 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.

There was no public comment and the public comment portion of the meeting officially closed at 5:33 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 Charles Naumer the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Minutes of November 17, 2022 Board Meeting
- B. Trustees Adopt 2023 Board Governance Process Calendar
- C. STAT Courier Contract Renewal
- D. Jefferson County Public Health (JCPH) HVAC Improvement Agreement
- E. Jefferson County Facilities Management Department Intracounty Contract

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. More than \$30,000 was raised on Colorado Gives Day. Several grants for Foundation general operating came in including the Benson Family Foundation, Virginia W. Hill Foundation and the Frederick Fish Foundation. Other grants received include the City of Golden for the Gingerbread House Decorating contest at the Golden Library and the City of Wheat Ridge for arts creation and exhibition at the Wheat Ridge Library. The Whales Tale bookstore had \$138,000 in gross sales this year. The Foundation offices will be closed for the holidays from December 24 through January 2.

The Chair and Trustee Fellman expressed appreciation for everything the Foundation does to support the Library.

Trustee Emelda Walker joined the meeting at 5:39 pm.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director asked the Board to let her know if they wanted an invitation to the Family Leadership Training Institute (FLTI) Graduation on December 15. The Library is recruiting for a new director of Finance and Business Strategy. Our communications team is initiating a direct mail campaign to send to new residents of Jefferson County. It is a great way to establish a relationship with new patrons and drive library card sign-ups. We are sending a radically welcoming postcard with information about some of the benefits of having a library card to over 17,000 new residents of Jefferson County that have moved here in the last six months. The trackable QR Code on the postcard will enable us to set a baseline for success in future direct mail projects.

There were no questions from the Board on the Executive Director's report.

The meeting was paused at 5:41 pm due to audio issues and resumed at 5:45 pm.

B. South County Expansion Project Update

There has been no further public comment received by the Library since the meeting at Open Space last month.

The meeting was paused at 5:49 pm to troubleshoot audio issues and restarted at 5:53 pm

C. Northwest Jefferson County Fact Sheet

The Fact Sheet included in the packet reflects feedback from the Board. We intend it to be the final version. We use this in our engagement efforts and would like to get started. The Board had no changes and indicated consensus that the library could move forward with this version.

D. Evergreen Redesign Update

The Executive Director advised the Board that the Library is working on design with the architects. We'll be at 30% design development next week for the next pass at pricing in early January. Timing of sharing the design depends on when we get the pricing and what the pricing looks like.

In response to a question, the Board was advised that after design is completed and priced, we'll share it with the Board before we share it with the public to show how we've interpreted their feedback and addressed pain points. After that we'll do permitting; construction may start in June with a hoped for completion by year end. We haven't decided if we'll close the library yet; that is design dependent. We'll develop a plan for alternative services for the public if we decide to close.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. Library Board adoption of Final recommended 2023 budget and authorize the Executive Director to implement the spending plan.

The Executive Director introduced the topic and advised the Board that there are no changes to the 2023 budget that was presented to the Board last month.

The Chair advised the Board that she had not received any questions or emails from Trustees about the budget.

There were no questions from the Board about the 2023 budget.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt the 2023 budget and authorize the Executive Director to implement the spending plan contained therein.

Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

B. Financial Review (October)

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

Public Services

A. Northwest Jefferson County Update on Site Search

Julianne Rist, Director of Public Services, introduced the topic and provided a brief, broad overview on the Northwest Jefferson County site search. Last month the Board was provided stakeholder and demographic information and the Library received a thumbs up from the Board to continue to moving forward with the site search. The Library's real estate agent created a list of 30 parcels separated into tier one and tier two locations based on parcel location and buildability of the land. The next steps are to create a short list of potential sites.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no items.

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.

2023 Board Meeting Schedule

- January 12, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- January 19, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 16, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 16, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair asked the Board to please RSVP to Amber Fisher on their meeting attendance and to indicate if they would attend in-person or virtually and noted that it is helpful to know this information.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no items.

EXECUTIVE SESSION:

At 6:03 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

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

South County and Northwest Jefferson County Library Expansion Projects. Statutory citations authorizing an executive session for these topics 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 Charles Jones 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 6:09 pm.

The Chair called the Executive Session to order at 6:10 pm with the following Trustees present, Jill Fellman, Charles Jones, Charles Naumer and Emelda Walker. 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; Kurt Behn, County Attorney's Office 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 7:25 pm Jill Fellman moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

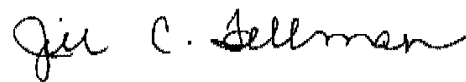
At 7:30 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Charles Jones, Charles Naumer and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; 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 and Northwest Jefferson County Library Expansion Projects. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned at 7:31 pm.

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

Jill Fellman, Secretary