

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 19, 2023

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 January 19, 2023. 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, Jeanne Lomba, Charles Naumer and Emelda Walker.

Trustees not present: Pam Anderson

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; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Library Experience; 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.

Guests: Kelly Wemple and Ryan Wallace, EUA

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 Emelda Walker 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
- For more information on public comment policy please refer to Board Governance Policy 4.3.7: https://jeffcolibrary.org/wp-content/uploads/sites/46/2022/08/Board_Governance_Policy_Manual_202229.pdf

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 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 5:37 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: 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 December 8, 2022 Library Board Meeting Minutes.
- B. Library Board of Trustees adopt Sunshine Resolution LB-01-19-23.
- C. Library Board of Trustees approve the annual gift to the North Fork Library Association to support the Pine Library's operating expenses.
- D. Library Board of Trustees authorize the Executive Director to sign a one-year renewal agreement with Midwest Tape for the Hoopla streaming platform.
- E. Library Board of Trustees authorize the Executive Director to renew the contract with Haynes Mechanical Systems for a period of one year.

FOUNDATION UPDATE

Trustee Fellman expressed appreciation to the Foundation for all the work they do for the Library. The Chair advised the Trustees to let her know if they had any questions about the Foundation update in the Board information packet.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director shared JCPL's postcard going out to new residents. It is a very successful promotion with a great response rate. Today was the launch of JCPL's first leadership academy. Lisa Smith, Director of People and Culture, and her team created the in-house program and twelve people have been selected to attend the leadership academy. The Executive Director provided an update on the methamphetamine contamination situation and noted that a Littleton library also closed. JCPL leadership has been in conversation with Jefferson County Public Health (JCPH) providing information on incidents. JCPL did get an opinion from JCPH that potentially the Library may want to test the Arvada Library. Out of an abundance of caution JCPL will arrange for testing at Arvada. The Library is in constant conversation with JCPH. There is no emergency, the risk of secondhand exposure is very low.

A. Global Ends 1.0-1.4

The Executive Director advised the Board that she did not get any feedback from the Trustees on the Global Ends Statements. The Chair asked the Board if they had any questions or comments. There were no questions or comments and the Chair asked for consensus from the Board in support of the current Global Ends Statements. The Board indicated consensus.

B. 2023 Annual Strategic Plan

The Chair introduced the topic and asked the Board if they had any questions or comments regarding the 2023 Annual Strategic Plan that was presented at the Study Session last week. There were no questions or comments and the Chair asked for consensus from the Board in support of the 2023 Annual Strategic Plan. The Board indicated consensus.

C. South County Update

The Executive Director advised the Board that she had gathered feedback from three trustees, Fellman, Naumer and Walker, and would love to hear from more Trustees, either by phone call or responding to the email. Kim McGrigg, Director of Communications and Engagement will be working on the best ways to get feedback from other stakeholder groups. The Chair noted that the Board was asked to complete the survey questions by tomorrow.

D. Northwest Jefferson County Update

The Executive Director advised the Board that there is an executive session later in the meeting. The site search continues, and the Library's realtor sent letters to potential property owners with a non-disclosure agreement.

E. Evergreen Redesign Update and Pricing. Guests: Kelly Wemple and Ryan Wallace, EUA

The Executive Director introduced Kelly Wemple and Ryan Wallace, representatives from EUA. An information memo on the Evergreen Library Redesign was included in the revised Board packet. The Library has been engaged with EUA architects since July and they have been addressing the highest priority items that were brought forward in the community engagement meetings. Tonight, the Library is excited for the Board to see the design development and the creativity of the team.

Kelly Wemple, project architect, addressed the Board and noted that the last time they were before the Board it was to give an update on the community engagement process. Now, EUA is in the conceptual design development phase moving toward construction documents that can be permitted.

EUA provided a recap of feedback received in the community engagement process since that's what drove the design decisions the Board will see later in the presentation.

Key Themes

- Warm
- Cozy
- Welcoming
- Comfortable
- Light
- Natural
- Rustic

Additional key feedback included:

- The community felt strongly that they'd like to keep the existing Reading Room and fireplace.
- Move storytime into the Children's space (currently it's held in the Community Room).
- Less of a need for open collaboration space, more for enclosed small group study rooms.
- The Community/Meeting room needs to be larger, have more natural light, and be flexible for all uses including as a Maker Space.
- Staff needs included a smaller service desk and more efficient work room, as well as a wellness or respite room (which Evergreen does not currently have).

There were no questions from the Board on the engagement feedback and EUA presented the design update.

The existing floor plan routes people directly to the service desk, this is an old library model more akin to early libraries where the staff had to help patrons find every resource. That's not how JCPL functions today where materials are accessible to patrons and are easier to find. Additionally, there is no visual connection to the rest of the library when you first step into the space. The biggest change proposed is opening-up the entry so that people see the amenities as you walk in, not just the service desk. Currently there are three thresholds to walk through when you enter the library.

EUA presented the proposed redesign that reflects the priorities brought forward by the community and staff during the engagement process including:

- Views into the library have been opened-up and staff at the service desk now face the main entry.
- The restrooms are being redone to meet ADA requirements and current codes.
- Larger flexible community room.
- Storytime space has moved into the Children's area.
- Study rooms moved out of the center of the floor plan to an exterior wall so that the space is more open, and a third study room was added to respond to the community's input that more enclosed small-group study space is needed.
- Reading room and fireplace inside are retained.
- There is a designated teen space that's open but has a baffle system separating it visually and acoustically from the rest of the adult space.
- The staff area is no longer spread out across the library and is now condensed into a more efficient space that reflects their needs.

EUA noted that finishes and furniture have not yet been selected so the images in the presentation are really intended to show the spatial relationships and not what colors, flooring, or other materials will be in the space. That will come later.

In response to questions, the Board was advised that:

- Furniture will be updated.
- The fireplace will remain the same, it is operational.
- The fireplace is gas fired.
- There is not a dedicated lactation room for the public. JCPL has put those dedicated spaces in the Columbine and Edgewater libraries, and they are underutilized. The intent with Evergreen is to provide a furniture solution so that a mother can sit and still see her children in other areas. The Library tried several things and the feedback received is that someone coming into the library with their baby and toddler don't want to go into an enclosed space. They want a private place, but not enclosed. The Library has committed to a wellness space for staff.
- Restrooms are gender neutral and the design plans to add one more. All restrooms will be brought up to code and ADA accessibility compliance.
- To meet the budget the design addresses the major areas asked for by the community during the engagement process. The library and architects did look at an outdoor adventure space for families and a portico outside of the reading room. However, they can't fit in the budget unless we take something out. Those areas may be addressed through donations.
- The current outdoor access doors will remain in case funding for outdoor areas becomes available in the future.

The Chair expressed appreciation to EUA and noted that the community will be very excited with the redesign.

The Executive Director advised the Board that they did authorize \$4.22 million for the entire project budget which includes permits, contingency, FF&E (furniture, fixtures, equipment), and technology. With cost escalation and code requirements, it looks like there will be a 10 to 12 percent increase over the current budget, approximately \$400,000. The Library has, and will continue, to make every effort to be as frugal as possible. The Library is asking for consensus from the Board to move forward with development of the 100% construction documents. Consensus from the Board demonstrates preliminary support for this project to exceed total project cost by approximately 12%. When construction documents are complete, the Library will present the Board with Guaranteed Maximum Price (GMP) for the construction portion of the project for approval.

The Chair noted that 10-12% over budget seems acceptable.

In response to questions, the Board was advised that:

- There is a project construction contingency budget. Once we get further into construction, we may have contingency that was not needed. Additionally, the Library has a \$500,000 contingency budget that is designated for use to fix things that break or to address critical needs. For example, during Covid, the Library used that contingency budget for holds lockers to continue providing library services. When that contingency budget is not needed, it goes back into the fund balance. A third option would be to move funds out of another capital project, which is a less desirable option.
- Alternative services may include holds lockers that the Library has already purchased if that becomes part of the plan. Staff is working on the alternative services plan. For Columbine, the library was able to find a nearby retail space with a short term lease. That type of an option may not be available in Evergreen, however there is the Conifer library as an alternative service point.

The Chair asked for and received consensus from the Board to support moving forward knowing the project will come in 10-12% over the project budget.

The Executive Director noted Trustee Naumer's suggestion regarding the possible use of an elementary school's closure for alternative services.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. Financial Report (November 2022)

B. Financial Report (December 2022)

In response to a question, the Board was advised that the typical timeline for closing out 2022 is bringing the carryforward request to the Board in February, then the BCC addresses carryforward in March, and 2022 closeout is in April 2023.

There were no further questions regarding the financial reports and the Chair noted that the Board can always bring questions forward at a later time.

Facilities & Construction Projects

A. Trustees Authorize Evergreen Land Transfer/Easements to County

The Chair noted that information on the Evergreen land easements was reviewed by the Board at the January Study Session. There were no questions from the Board and the Chair called for a motion.

EVERGREEN LAND PERMANENT AND TEMPORARY EASEMENTS

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Board Chair, Kim Johnson, to sign all documents regarding the temporary and permanent easements granted to Jefferson County listed in the Memorandum of Agreement between Jefferson County and the Jefferson County Library Board of Trustees upon final review by the County Attorney's Office. Seconded by Charles Jones 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 items.

ENDS

There were no items.

BOARD GOVERNANCE

Bylaws Committee Appointments

The Chair announced the appointments of Charles Jones and Charles Naumer to serve on the committee to review the By-Laws. The Chair asked the Committee to bring back recommendations in February.

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Jeanne Lomba to serve on the committee to nominate Board officers. The nominations will be brought to the Board in February and the election of officers will be held in March.

Foundation Board Trustee Representative Appointment

The Chair announced the reappointment of Trustee Jill Fellman to continue to serve as the Trustee representative on the Foundation Board.

The Chair advised the committee members to contact her with any questions and that Amber Fisher is also available to support their work.

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

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no items.

EXECUTIVE SESSION:

At 6:27 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:

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)(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 Emelda Walker 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 6:33 pm.

The Chair called the Executive Session to order at 6:37 pm with the following Trustees present, Jill Fellman, Charles Jones, Jeanne Lomba, 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; Kim McGrigg, Director of Communications and Engagement, 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 6:55 pm Emelda Walker moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

At 6:48 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Charles Jones, Jeanne Lomba, Charles Naumer and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Kim McGrigg, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; 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 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 6:58 pm.



Jill Fellman, Secretary