

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 16, 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 March 16, 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 and Emelda Walker.

Trustees not present: Pam Anderson and 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; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; 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: Emelda Walker 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 Chair noted that one online public comment was received and provided to the Board regarding Northwest Jefferson County location and accessibility. There were no other public comments, and the Chair closed the public comment portion of the meeting 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 Emelda Walker the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Approve the February 16, 2023 Board Meeting Minutes
- B. Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4.
- C. Trustees Adopt Bylaws

FOUNDATION UPDATE

Jill Fellman advised the Board that Library Giving Day is April 4. She noted that Jo Schantz provided a written report with detailed grant information.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that she met with Jo Schantz and (a representative of the Foundation Board) and Trustees Johnson and Fellman regarding the Philanthropy Project and to begin discussion around a new MOU (Memorandum of Understanding). It was our understanding that we would continue that conversation. The Library heard back from the Foundation Board president that they are fine with the current MOU and they are not interested in conversations about a new one. As a reminder to the Board, the current MOU comes up for renewal in April. The MOU automatically renews.

The County included the Library in a county-wide benefit holiday for the month of March. The County picked up the employee share of medical, vision and dental benefits. The County heard from a staff committee that would be a welcome relief for employees.

Last week the Executive Director sent an email advising the Board that the variance regarding the Arvada Library was approved last Friday afternoon by CDPHE (Colorado Department of Public Health and Environment). Steve Chestnut, Director of Facilities and Construction Projects, got our cleaning crews in on Monday and that cleaning is done. The Library will get sampling and testing done. If the lab results come in at the number in the variance, the contractor will turn the building over to us. The Library will have staff in the building getting ready to start curbside services. If the sample comes back, then we will open the doors. There is a bit of a backlog with lab results, and it could be a couple of weeks before we get the results. We can start curbside services on the 23rd. The Executive Director acknowledged the work going on to get the library open and expressed appreciation to Public Services, Facilities, Technology and Innovation, and everyone working behind the scenes.

The Technology and Innovation staff responded to a critical vulnerability in Microsoft that was designated a zero-day exploit. Our Technology and Innovation team got us protected and patched from that server vulnerability that was high risk for government. The Executive Director congratulated the team and expressed appreciation for their quick response.

JCPL's 2023 spring author event, Exploring Kate Quinn's Historical Fiction, scheduled for this Saturday is sold out with 600 reservations and 239 people on the waitlist.

There were no questions from the Trustees about the Executive Director's report.

B. Strategic Planning Check In

The Chair introduced the topic and advised the Board that this item goes back to the topics that were on the study session agenda last week and getting ready for the budget planning process.

The Executive Director advised the Board that last week the Trustees participated in the trends exercise, received information about the updated Facility Master Plan (FMP) and the results of the Organizational Staffing Assessment including FTE (Full Time Equivalent) adds over the next four years. The Library will begin 2024 planning tomorrow. This check in with the Board is to see if there are any questions, or a different direction.

The Chair asked the Board if there were any questions. There were no questions from the Board and the Chair expressed appreciation to the Trustees and Library staff. She noted that she is looking forward to moving on with the process.

C. South County Sledding Hill Site Retrospective Report

The Executive Director introduced the topic and noted that last year Jefferson County Open Space considered a proposal from the Library to purchase six acres of an almost thirty acre site. The Library held community meetings that were attended by the public. In December of 2022, Open Space delayed a decision on the proposal indefinitely. The Library has been conducting stakeholder interviews on the process. The outcome was to inform our strategy moving forward on the next site proposal in that part of the County.

Briefly, our approach included one on one interviews with the executive team, elected officials and other influencers. Kim Johnson sat in on the interviews with elected officials. The Library held a facilitated in-person roundtable discussion with Open Space, Foothills Parks and Recreation, Ken Caryl Metro District, Jefferson County Human Services and Jefferson County Planning and Development. Additional input was received through email surveys to the Library Board, the Foundation, project partners and an online survey

of JCPL staff. Questions asked included what went well, what didn't go well, what can we improve and what's possible. The Library used an outside consulting firm to put the information together to mitigate any bias that might be brought to the table. The report is in the Board's information packet.

Seven major themes came through:

1. The community engagement plan did its job.
2. The library has a positive reputation.
3. A small, vocal minority of people were opposed.
4. The library must actively promote the need for a library.
5. Share more about the justification for a library at this location.
6. Choose a site that is already slated for development.
7. Partnership roles need better definition.

The community engagement plan did its job, but perhaps not to the end we hoped. Stakeholders feel that the community engagement sessions were well facilitated and well attended. JCPL has a strong reputation and history. That story needs to be told to other community members that are not as familiar with the library. A small, vocal minority of people who were opposed to a library at this location ultimately affected the outcome. Stakeholders feel that the opposition was represented by a vocal minority that prevented other viewpoints from being heard. The library must actively promote the need for a library through its network of community champions. Most of those interviewed agree that JCPL should do more to fully engage its many supporters throughout the site selection process. JCPL would benefit from sharing more about the justification for a library at this location. Some stakeholders feel that JCPL should gather and share more recent data regarding the South County site selection. Every conversation needs to start with "why". Choosing a site that is already slated for development would simplify the process, but not all are ready to give up on the Sledding Hill Park site. Several stakeholders feel that working with a partner, and not having full control over the process and messaging, presented challenges that would not be faced if purchasing a for-sale property. Partnership roles need better definition. Partnerships have great potential for collaboration but in the community, engagement process the roles need to be clearer. The process for Open Space and the process for the Library were just different enough that a new process should be explored when working with a partner

The Executive Director advised the Board that what the Library is hoping to do during this time is to give the Board an opportunity to weigh in and see if the report represents what you said, is there anything to add, what stands out and what elements can inform a new strategy moving forward.

Comments from the Board included:

- As we move forward it's very important JCPL has confidence in its value to the community. Whether we are taking the lead or a partner is taking the lead, the message about the need for a library, and why this location, could be answered better. Make sure to put that voice forward.
- Have a better definition with partnerships. This is your lane, this is our lane, this is what we want and our end goal. Being clear about that.
- Beefing up the people that wanted the library and weren't as vocal. The naysayers were quick to jump on and present their side including misinformation and wrong information and we couldn't address that – it was frustrating.
- On the social media piece specifically, is that a venue for JCPL to be more participatory and I acknowledge that it is a challenging way to have a public conversation. I haven't yet seen an effective counter campaign on social media.
- It's important for the Board to have a conversation about the purpose of community input and get a sense of what everybody is thinking. Input is important and its important to hear from the community. It is also not a democracy where people vote on a location. As we embark on continuing with South County and move forward with Northwest County and Conifer, how do we want to think about public comment and community feedback.
- People offer advice and we had an obligation to listen, but they are not making the decision. The Board makes the decisions.
- Just because the Board doesn't agree does not mean we're not listening. There will be times this Board makes a decision that is different from community input. Their feedback is appreciated even if we don't do exactly what they want. Formulate some of the responses and framing from the beginning. Engaging some of the local leaders at the onset of the process.
- How do we combat mis information. I was hearing this mis information about destroying the sledding hill – which was not what we were doing. We were not doing anything these people were saying on Nextdoor. How aggressively do we go after mis information and making sure the correct information is out there. It was frustrating to see people so misinformed. There was a lot of bad information out there. We maintain our integrity and at the end of the day we're trying to do the right thing and what's best for the community.
- In my experience, the loud people are also not listening – their voices are so loud their ears are turned off. Replying is a tricky balance and one of the most challenging things for smaller government organizations like ourselves. Guidelines and strategy are important.

The Executive Director advised the Board that JCPL does have social media protocols for responding in general and agrees that the Library needs a better strategy around what we do with opposition, misinformation and bringing forward the voices of the people that

were drowned out. There are two elements that are resonating over and over, and we are testing it out with Northwest County: getting ahead when we know we will have vocal opposition and the idea of having an advisory committee. The advisory committee members would be local community advocates who may be former trustees, former elected officials and local community leaders that live in that area, like the Library did with the mil levy campaign. It just takes a couple hours of their time, and they are a part of creating the message; its not library staff correcting mis information, its their local community members providing true information. With South County, we had people in the background saying they wanted to help but were concerned about sharing their name because of the behavior of the opposition. One other thing we want to build into the plan for South County is the more we experience talking to people, we learned that the people we talked with two months ago don't remember. We need to be constant with our communication and checking in and we have multiple ways we want to approach this.

In response to a comment from the Board, the Executive Director noted that:

- The advisory committee process would also provide talking points for the Board when they are out in the community and extend the library's bandwidth.
- The Library will look at the diversity of advisory committee members to include non-library users to avoid becoming a likeminded echo chamber and make sure there is diversity in the process for all thoughts of the communities they represent.

The Chair expressed appreciation for the work of the library on the retrospective and noted that during the meetings she attended, the Executive Director did a great job asking questions and she was impressed with the way she conducted those meetings.

D. Northwest County Library Update

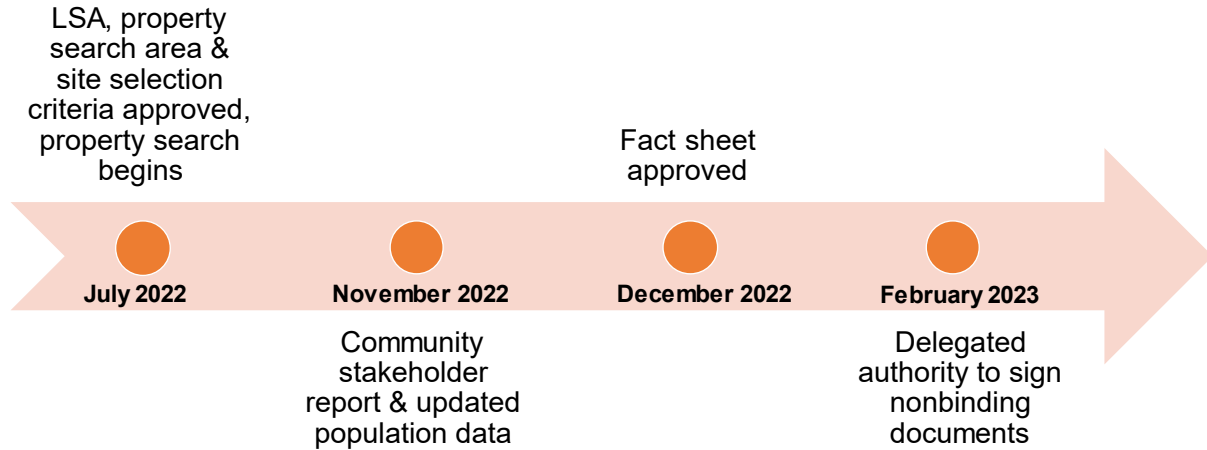
The Chair introduced the topic and advised the Board that one of their discussions from South County was about sharing more information on the Library's site process along the way to keep the public informed as much as possible. Specific sites will be discussed in executive session as we are still at the stage of providing direction to negotiators.

Julianne Rist, Director of Public Services, addressed the Board and provided information on the site search process.

Background

JCPL has a capital project to build a new library in the underserved Northwest area of Jefferson County. This project is budgeted through the Library's 5-year Capital Improvement Plan. The 2022 update to the Facility Master Plan (FMP) categorized this as a Group 1 priority project. Following is a brief timeline of what we have accomplished so far.

Background





In July 2022 the Board reached consensus about the Library Service Area (LSA), property search area and site selection criteria. Staff began both the property search and initial community stakeholder engagement. In November 2022 the Board received a report on initial stakeholder engagement and updated data on population growth which had reduced slightly but is still growing faster than the County in total. The Board reached consensus to move forward with the site search. In December 2022 the Board approved the fact sheet. In February 2023, the Board delegated authority to the Executive Director to sign non-binding documents for negotiations on potential properties.

Refresher: Library Service Area and Property Search Area

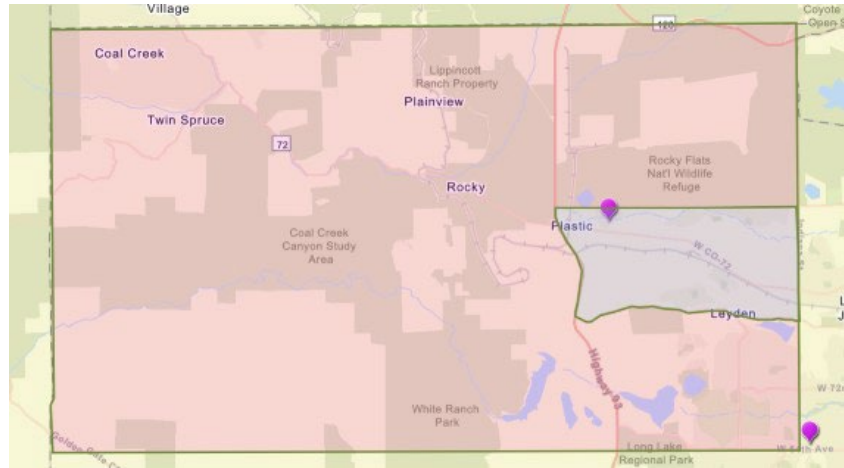
On the following slide, the Library Service Area (LSA) is the pink area, and the property search area is in blue. The purple dots indicate the offsite services holds lockers and the new Express Library is just outside of the LSA.

Library Service Area & Property Search Area

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

 Library Service Area

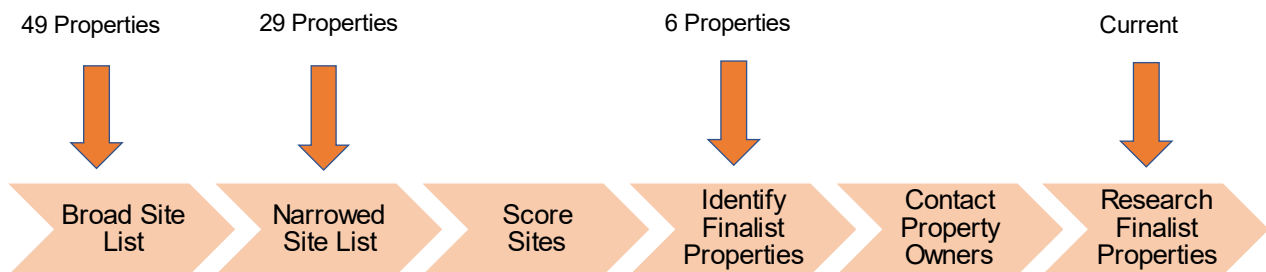
 Property Search Area



Site Selection Process

Since 2019, staff have been driving around northwest Jefferson County, looking for holds locker locations and locations for the Express Library. The holds locker in Candelas has been well received by the community. In July 2022, we started looking for a new branch location. The following slide shows JCPL’s site selection process and where we are today in that process.

Site Selection Process



Broad Site List – 49 Properties

- Staff Identified sites
- Community stakeholder suggestions
- Realtor recommendations

The property search began with a wide net. Staff did multiple drives, made a lot of notes, did stakeholder interviews asking if they had properties or knew of partnerships and created a list of potential properties for the new library. We engaged Genesee Commercial Group as buyer’s agent and created a list of recommended properties and ended up with a list of 49 properties to consider.

Narrowed Site Search – 29 Properties

We then asked the big questions like minimum size criteria, is it within the search area and the potential to build on the site. That’s how we got down to the list of 29 properties. Those 29 properties were then scored on property search criteria including: size of the lot, future expansion, minimum standards, proximity, grading, potential for partnership, sustainability, stewardship, solar or wind power, traffic patterns, accessibility and technical requirements like utilities, water and sewer. That process got us down to 6 high scoring properties.

Top Scored – 6 Properties

The 6 properties that were identified as top scoring then had additional categories of estimated cost and potential to be a community focal point added to the scoring matrix. Our realtor contacted these 6 owners with a request for proposal (RFP) or sale.

In Progress

This brings us to the current timeline below. Staff are evaluating the responses to the RFP or sale. We are holding conversations with community stakeholders to gather input and support for potential sites for a new library in this community. Genesee Realty and JCPL staff are investigating comparable sales and additional details on sites such as zoning, entitlements and other information that will support the Letters of Intent. This was a general overview of our process so far and we will continue to work on acquiring a site for Northwest Jefferson County.



Discussion

The Executive Director addressed the Board and noted that sharing information on the Library's property search process is in response to feedback from South County to be more transparent. The information provided by Julianne Rist helps demonstrate how much work goes into the search and the narrowing of potential properties. The Library has had many conversations with stakeholders along the way including, Jansen Tidmore, Executive Director of Jeffco EDC, who was an awesome source of information; Lorie Gillis, Arvada City Manager; Tracy Dorland, Jeffco Public Schools Superintendent; all three Jefferson County Commissioners; and County Staff including the interim County Manager. Trustee Jill Fellman joined the conversation with Lorie Gillis and Trustee Kim Johnson joined the conversations with the three Commissioners. The Library wants to talk again with Tracy Dorland and wants to initiate conversations with the Arvada City Councilors and Mayor, and people at the Arvada EDC. Additionally, we have our realtor and attorney Kurt Behn talking to people about the process. As the Library has these conversations, we are getting names of additional people to contact as well as advice on what to look out for and other things we need to be aware of.

The Executive Director advised the Board that she met with someone with the Colorado State Library and shared the South County feedback and the opposition question of why do we need a library. The response was that question sounded like the 90's when everyone thought libraries would go away because of the internet. It was mentioned that the question to ask the community is what kind of a community do they want to be; do they want to be a community with a library or without a library. The other thing we have heard is that while the area in northwest Jefferson County is technically Arvada, some people who live there may not identify as living in Arvada.

The Executive Director asked the Board the following questions:

- What other conversations do you recommend to build support for a new library in this community?
- What other information would the Board expect to see shared with the public at this point in our site selection process?
- What are you hearing?
- What does advocacy look like for Trustees?

Board comments included:

- There may be some metro area districts we need to connect with; groups not just individuals.
- Community groups - we want to reach out to those leaders and harness support.
- For me an important piece is the last question – what does advocacy look like for Trustees? We are starting some of that already, but it includes continuing involvement in stakeholder meetings. If we go down the road of having an advocacy group, the

Trustees can work together to have a presence at those meetings. We need to do more advocacy and it's not a tremendous amount of time. It is part of our role, and we need to be called on to do that.

- What may be part of the communication plan is that this is different than South County and there are no buildings in the Northwest search area to consider. Those kinds of comparisons. There is more land to develop in the Northwest than in South County.
- The northwest area we are talking about is very separated and definitely lacks sidewalks on major thoroughfares. The area can feel cut off in some ways with no safe way of getting up this major street other than in a car. It does impact every place we are looking at and is something to keep in mind. A kid can't get there on a bike because its not safe to do it. Trail connectivity is something to keep in mind. People may not know that exists and might need education. While some of the people who live in that immediate area where the new branch would go may not have been Jeffco voters in 2015, Jeffco voters spoke very clearly that they do want communities with libraries. It's important as Trustees to remember that even though it's been some time, voters did tell us that they want libraries.

The Executive Director thanked the Board and noted that it is very helpful to hear their thoughts. The Library hopes sharing this information served the Board's interests in showing the work around this process.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. Financial Report (February 2023)

There were no questions from the Board about the February financials. The Chair expressed appreciation to Angila Pine for attending the meeting and being available to the Board for any questions.

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

Trustees Elect Officers:

The Chair advised the Board that they are tasked with electing officers. She expressed appreciation to Emelda Walker and Jill Fellman for accepting their nominations and noted that the slate of officers is:

- Kim Johnson for Chair: Two-year term April 2023 to March 2025
- Emelda Walker for Vice-Chair: One-year term April 2023 to March 2024
- Jill Fellman for Secretary: One-year term April 2023 to March 2024

MOTION: Charles Jones moved that the Library Board of Trustees elect Kim Johnson for Chair, for a two-year term April 2023 to March 2025 and Emelda Walker for Vice-Chair and Jill Fellman for Secretary for one year terms April 2023 to March 2024. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair expressed appreciation for the trust the Board has put with her again.

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 May meetings are the first and second week of the month instead of the third and fourth.

2023 Board Meeting Schedule

- April 13, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- April 20, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- May 4, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- May 11, 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 6:33 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 regarding the Northwest Jefferson 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 Charles Jones 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 at 6:40 pm.

The Chair called the Executive Session to order at 6:40 pm with the following Trustees present, Jill Fellman, Charles Jones, Jeanne Lomba 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 7:31 pm Charles Jones moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

At 7:33 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Charles Jones, Jeanne Lomba, 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

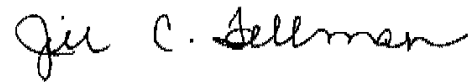
Technology and Innovation; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

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 Northwest Jefferson 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 7:33 pm.

A handwritten signature in cursive script that reads "Jill C. Fellman".

Jill Fellman, Secretary