

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

June 15, 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 in the Lakewood Library meeting room on June 15, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:32 p.m.

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

Trustees not present: All Trustees were present.

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; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; MJ Ivy, Director of Communications and Engagement; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator; and Brad Green, Systems and Security Manager.

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 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 provided the process and instructions for public comment.

The Chair noted that one public comment was received via the online form and forwarded to the Board. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:36 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 Jones the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Approve May 11, 2023 Board Meeting Minutes
- B. Authorize Baker and Taylor Print Materials & Processing Contract
- C. Authorize D-Tech Book Locker Purchasing Renewal Agreement
- D. Approve 2024 Board Governance Budget
- E. Adopt 2024 Board Meeting Schedule

FOUNDATION UPDATE

Jo Schantz, Library Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. The spring used book sale raised over \$73,500. The Foundation's new kitchen is underway as a result of the Foundation being selected as the recipient of a Home Depot Team Project. The Books on Film event is July 21, at the Regal UA Cinemas in Colorado Mills Mall. Several grants and sponsorships were received as noted in the report. There were no questions from the Board on the Foundation update.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

There were no questions from the Board on the Executive Director report. The Executive Director advised the Board that the Summer Challenge program is underway with lots of activities for adults and little ones; all stages and ages. The Trustees were encouraged to sign up for the Summer Challenge program. In addition to the professional development information in the report, Bernadette Berger, Director of Innovation and Technology; Brad Green, Systems and Security Manager, and Cheryl Murphy, Technology and Innovation Services Manager, attended the Colorado Government Association of Information Technology (CGAIT) conference. The Golden Library had a visitor from Tokyo, Japan and Dean Emeritus from Regis University. The tour was arranged through the International Library Association and Colorado Association of Libraries (CAL). One of our staff at Golden is fluent in Japanese which helped us provide a truly radically welcoming experience for our international visitor. The visitor, Misako, is on the Board of the Assistive Technology Development Organization in Tokyo, and she was interested in what we as libraries do to support people who have disabilities. Amber Fisher is working to organize a tour for the Trustees of the new LINC Library in Greeley for late June or early July. More information on the tour will be provided. Julianne Rist, Matt Griffin and the Executive Director met with staff from the city of Golden and their architect to discuss the

current plan for potential redevelopment of the eastern corridor and potential inclusion of a library. Our first decision point is whether we want to still be part of the conversation which we have determined we do, pending more data from the city on traffic and housing development projections.

South County Library Update

The Library is developing a new charter and project plan, including community engagement with a restart date currently set for mid-July.

Northwest County Library Update

The Executive Director advised the Board that since the last board meeting, she and the Chair attended a meeting with Marc Williams, Mayor of Arvada and Vauxmont Metro District. Padma Polepeddi, Assistant Director of Public Services for Community Outreach met with Whisper Creek HOA to share information about the Library coming to their area. Next week Padma will meet with Village of Five Parks HOA. The kickoff meeting for the Northwest County Library internal project team was held today.

In response to questions, the Board was advised that:

- The Library is developing the community engagement process for South County and is looking at a couple of things; a community advisory council or focus groups and other community engagement around a site. Julianne Rist is working on an updated market analysis.
- The meeting with the Whisper Creek HOA went well. There were four board members and approximately 10 attendees. There was excitement about bringing a new library to the area and information about the project being fully funded was very well received. There was interest in the community engagement process and where input could be provided. Information on the project website was provided so interested parties could find more information.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – 2024 Budget

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and shared information on the 5-year capital plan and the Conifer project. The reason there was no change in that budget is the Library reevaluated all capital projects and every line item within those budgets. With the Conifer project budget, some of those items increased and some decreased and the budget came out to within a few dollars.

The Chair noted that she has not received any questions from the Trustees about the proposed 2024 budget and 5-year capital plan. There were no questions from the Board.

- A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2024. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. 2024 5-Year Capital Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2024 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

C. 2024 Proposed Budget Plan

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to submit the 2024 Proposed Budget Plan to the Board of County Commissioners. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

Finance and Budget – Monthly Financials

D. Financial Report (April and May 2023)

Matt Griffin advised the Board that there was one item on Table 6 in the May 2023 financial tables to bring to their attention. The item for \$4,369 in the Conifer budget was misallocated and that figure will be reversed and reflected in the June financials

The Chair advised the Board that the Trustees can send her questions about the monthly financials at any time.

Facilities & Construction Projects

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and asked if there were any questions about the Evergreen Redesign project. There were no questions from the Board.

A. Evergreen Redesign - Guaranteed Maximum Price.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to amend Fransen Pittman’s contract by issuing a Notice to Proceed to complete the construction of the Evergreen redesign in the amount of \$3,412,366. 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 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.

2023 Board Meeting Schedule

- July 13, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- July 20, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 10, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 17, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a draft response to the correspondence received by some of the Trustees was emailed and requested that the Trustees respond to that draft response by 9:00 am tomorrow.

EXECUTIVE SESSION:

Guest: Kurt Behn, County Attorney's Office

At 5:58 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session and adjourn the regular Board meeting at the conclusion of the Executive Session.

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Northwest Jefferson County Library Expansion Project, AND adjourn the regular Board meeting at the conclusion of the Executive Session. 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 Jeanne Lomba 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 6:05 pm.

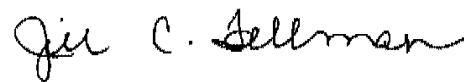
The Chair called the Executive Session to order at 6:05 pm with the following Trustees present, Charles Jones, Jill Fellman, Charles Naumer and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; MJ Ivy, Director of Communications and Engagement; Bernadette Berger, Director of Technology and Innovation; Kurt Behn, County Attorney's Office; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session will be recorded and that the recording will be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND REGULAR MEETING

MOTION: At 6:27 pm Jill Fellman moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

It is noted that 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.



Jill Fellman, Secretary