

**Minutes of the Regular Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
September 21, 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 September 21, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Jill Fellman (Secretary), Pam Anderson, Charles Jones and Jeanne Lomba.

Trustees not present: Charles Naumer and Emelda Walker.

**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; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Perri Gardner, Construction Project Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

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 Charles Jones 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 two public comments were received via the online form and forwarded to the Board. The Chair asked the Executive Director to respond on behalf of the Board.

There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:34 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.

### Items on the Consent Agenda

#### A. Approve August 17, 2023 Board Meeting Minutes

**MOTION:** Pam Anderson 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.

## **FOUNDATION UPDATE**

Jo Schantz, Library Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. The Foundation held a dine and donate event at 240 Union on September 19. The Foundation will receive 25% of all food sales. Last year the event raised \$2,100; results of this year's event are not yet available. The book fair at Barnes and Noble, Denver West Village will be on October 7 and the Foundation will receive a portion of the day's book sales. The Fall book sale will be on October 19-21 at the Jeffco Fairgrounds. Bags of books will be \$10 per bag this year and there will be a \$5 entry fee for adults 18 and over. This year JCLF is partnering with CSU Extension and their trunk or treat event. JCLF plans to open Whales Tale Two Books and Gifts book store on October 11 in the Belmar Shopping Center. The volunteer and events coordinator has been hired and Kirsten Craig is the manager of the book stores. JCLF is interviewing for the bookstore assistant.

Trustee Fellman noted that the dine and donate event was wonderful and expressed appreciation to Jo Schantz.

## **EXECUTIVE DIRECTOR REPORT**

### Executive Director Report

There were no questions from the Board on the Executive Director report. The Executive Director shared the Raise-a-Reader festival flyer with the Board. The festival is on Saturday, September 30 at the Colorado Railroad Museum. The Executive Director invited the Trustees to attend and bring their families. Trustees do not need to register for the festival. Every little one attending the festival receives a book that is in English and Spanish. The 500 Books Before Middle School program is the first of its kind in Colorado.

The Library's team ordered brag tags for the program. The company didn't have any in Spanish so JCPL's team created some. Now that company is offering them to all participants across the country. It is a wonderful example of our team's advocacy. JCPL's Welcome postcards to new Jeffco residents were shared with the Board. The postcards were piloted last year and is now something JCPL is doing regularly. As new residents receive their library card, we send regular emails offering our services. On Tuesday, the Board of County Commissioners (BCC) reviewed the list of applicants for the Library Board and the reappointment of Pam Anderson. The BCC had no questions and appointments to the Board are scheduled for a vote next Tuesday. The Executive Director advised the Board that she will be on PTO next week and back for the Raise a Reader festival. Julianne Rist, Director of Public Services, will be in charge of the system.

### **South County Library Update**

The Executive Director informed the Board that JCPL has hired a manager for the South County location to engage with the community ahead of time. The assistant director for that project attended a CoHope meeting. CoHope is alliance of homeowners' groups in southern Jefferson County. JCPL staff are also attending the South Jeffco Business Alliance meeting. The Executive Director met with Traci Wieland, CEO of the Ken Caryl Metro District. The Library will also be meeting with a real estate group that does mixed use development in the area. The JCPL Communications team is putting the finishing touches on the advisory council and what we want it to be; representative of people who live in that community.

### **Northwest County Library Update**

The Executive Director advised the Board that internally it was pointed out that some of us are calling this project different things. In the strategic plan the project is called Northwest Arvada. It has also been referred to as Northwest Jeffco and Northwest County. Until we have an official name for that library, we will be calling it Northwest Jeffco Library internally and when we speak to the public. That library will serve beyond Arvada. JCPL staff are working on scheduling political will building meetings and staff are attending local events in that area. Padma Polepeddi, Assistant Director of Public Services for Community Outreach and Standley Lake staff are doing local outreach and making great connections in that community.

The Executive Director noted that we will continue to refer to the project in south county as the South County Library until we have an official name for that library.

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the preapplication is almost ready. There are several requirements including a conceptual design model which is a very high level model. JCPL anticipates submitting that preapplication by the end of the month. It will take about two weeks for them to review the preapplication and assign a planner that will guide us through the process and next

steps for zoning hearings with the planning department and two dates with the Arvada City Council. The Library is working with the Arvada City Manager on water allocation.

In response to questions, the Board was advised that:

- Rene Yaws has been hired as the manager for South County. Rene is currently the manager for the Columbine Library and a recruitment for the Columbine Library manager position is underway.
- The manager for the Northwest Jeffco Library has been hired and will start on October 9.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### Finance and Budget – Monthly Financials

##### A. Financial Report (August)

Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided an update on the August monthly financials. Since the memo and financial tables were submitted, the Library collected \$260,000 in property tax revenue. That revenue will be reflected next month in the September financials.

There were no questions from the Board on the August 2023 financials.

### **Facilities & Construction Projects**

##### A. Evergreen Redesign Project Update

Steve Chestnut, Director of Facilities and Construction Projects introduced Perri Gardner, Construction Project Manager. Perri was the construction project manager for the Belmar Outdoor Adventure Space, Express Library and holds lockers. She is the construction manager for the Evergreen Redesign Project.

Perri Gardner addressed the Board and provided an update on the project. The Evergreen Library was closed on August 21, and everything was moved out efficiently and safely, and stored in a safe location. JCPL received permitting and was given the green light. The building was turned over to Fransen Pittman on September 11. At this point everything is on schedule and a little bit ahead of schedule. Library operations is looking at move-in tasks and timelines to tighten that schedule. We are verifying vendor timelines with delivery and services and starting to finalize patron and staff furniture orders. We are holding regular meetings with the contractor and architect. The project team is also working on scheduling a dusty boots tour to get that on the Board's calendar.

Milestones projecting for next month includes the exterior windows and getting daylight coming in, wall framing and rough in, mechanical layout including fixtures. We are getting our low voltage vendor scheduled. The construction status schedule looks good. Pictures were included in the Board's information packet. The parking lot barricade is up, the walls, carpets, ceilings and floors have all been removed.

In response to a question regarding the lease space, Steve Chestnut advised the Board that the Library's attorney is in contact with the lessor's attorney about the indemnity clause and expects a resolution for that item. The Library anticipates that the lessor will provide quick access to that space.

The Executive Director advised the Board that in reference to the leased space, the Library has a self-imposed deadline when leasing a space doesn't make fiscal sense and is closely monitoring the progress on that lease agreement.

### **Technology & Innovation**

#### **A. Multifunction Device Procurement and Maintenance Contract**

The Chair advised the Board that this item is being paused and will be brought forward at the next Board meeting.

### **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 advised the Board that the joint meeting with the Board of County Commissioners has been tentatively scheduled for October 12, and to watch their emails for information. She noted that if that meeting doesn't move forward there will most likely not be a Board Study Session in October.

### **2023 Board Meeting Schedule**

- October 12, 2023 – Tentative Joint Meeting with BCC. More information will be provided.
- October 12, 2023 - Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

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

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

### Acknowledgement for Trustee Naumer

The Chair advised the Board that she is working with the Executive Director on a service acknowledgment for Trustee Charles Naumer and will bring that forward in October. She noted that if he is able to attend the October Board meeting, we will put this acknowledgment at the beginning of the agenda.

### **EXECUTIVE SESSION:**

At 6:04 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 CRS 24-6-402(4)(f) Personnel Matters to review the Executive Director’s performance and compensation. Seconded by Jill Fellman 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 6:10 pm.

The Chair called the Executive Session to order at 6:11 pm with the following Trustees present, Jeanne Lomba, Jill Fellman, Charles Jones, and Pam Anderson. Also present was Amber Fisher, Executive Assistant, Office of the Executive Director. The Executive Director joined the Executive Session at 7:14 pm.

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 7:30 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 7:40 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jeanne Lomba, Jill Fellman, Charles Jones and Pam Anderson. Also, present were Donna Walker, Executive Director; 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 Personnel Matters related to the Executive Director's performance and compensation. The Trustees held that discussion, and this summary is provided as required by Colorado Statute.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize a 5% increase to the Executive Director's salary and a \$5,500 one-time merit bonus. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Board expressed appreciation to the Executive Director for her exceptional leadership.

#### **ADJOURNMENT**

The meeting was adjourned at 7:41 pm.

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

Jill Fellman, Secretary