

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

December 14, 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 December 14, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:33 p.m.

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

Trustees not present: 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; 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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Perri Gardner, Construction Project Manager; Paola Vilaxa, Public Services Manager Patron Experience; Cheryl Murphy, Technology and Innovation Services 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: Jill Fellman 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 advised the Board that there were no public comments received via the online form. 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.

Items on the Consent Agenda

- A. Approve November 16, 2023 Board Meeting Minutes
- B. Trustees Adopt 2024 Governance Process Calendar (4.3.2 and 4.3.2B)

MOTION: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. Colorado Gives Day raised more than \$31,000. The end of year appeal will be going out next week. Grants received include \$3,000 from the Sam S. Bloom Foundation for the 1000 Books before kindergarten program; and \$5,000 from the Virginia Hill Foundation for general support to the Foundation. The Foundation offices will be closed for the holidays from December 23 through January 1. The Whales Tale Two bookstore in the Belmar shopping center held a grand opening on December 1. The new bookstore is open Wednesday through Sunday, and the Foundation is working to get volunteers to increase open hours to seven days a week. The annual Friends meeting is scheduled for April 19, 2023. Jo Schantz expressed appreciation for the invitation to the dusty boots tour at Evergreen and noted it was wonderful to see the progress on that library.

Trustee Fellman expressed appreciation to the Foundation and extended best wishes for a happy holiday.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that last week was the completion of JCPL's first leadership academy. The yearlong professional development program was developed by Lisa Smith, Director of People and Culture and her team. Holiday Open Houses are being held in all library locations. Last Friday, Lakewood Library's Open House had 138 people attending the make your own holiday tree competition. The winner's trees are displayed out front in the Lakewood Library.

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

B. South County Library Update

The Executive Director introduced Lizzie Gall, Assistant Director of Public Services for Resources and Programs, who provided an update on the South County Advisory Council. The first meeting of the council was held on December 5, at the Ridge Recreation Center. The recreation center is in the library service area where JCPL currently has several offsite services. 18 members were selected for the council out of 42 applications. Council members are representative of the demographics the Library hoped to capture including people with disabilities, representatives from the Hispanic community, different age groups, super users of the Library as well as infrequent users. 14 members attended the first meeting. During the first meeting, the members defined group norms, reviewed the purpose of the council, noting that decision making lives with the Library Board of Trustees. The members reviewed the history of the project and received a brief overview of the market analysis that was presented to the Board. During the group activity, council members shared their thoughts on a South County library location, size, sustainability, and technical requirements. The council members are an incredibly engaged group of volunteers, and the Library will be digging into their responses. The next meeting is scheduled for January and there will be monthly meetings moving forward.

The Chair expressed her appreciation and noted that it is very exciting to see that the South County Advisory Council has started their engagement.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library held a staff design charrette meeting with the architects to get JCPL ready for next week's community stakeholder design charrette meeting. Ten stakeholders in that community accepted invitations to the meeting including developers and individuals with construction experience. The architects will take JCPL staff's initial thoughts from the staff design charrette meeting and bring those to the stakeholder meeting next week to help design something for the neighborhood meeting. The neighborhood meeting is a requirement for the zoning application.

D. Philanthropy Project Update

The Executive Director advised the Board that the consultant's recommendations were presented to her last week, and she then shared them with the executive team. The Library has more questions about those recommendations and will be meeting with the consultant next week.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (November)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the November 2023 monthly financials. The Board was advised that the Library's financials are on track.

In response to a question, the Board was advised that the salaries and benefits line item reflects vacancy savings.

There were no further questions from the Board on the November financials.

B. 2024 Budget Adoption. Library Board adoption of Final recommended 2024 budget and authorize the Executive Director to implement the spending plan.

The Executive Director advised the Board that nothing has changed in the budget from what was presented in November. The Library had built minimum wage into the budget following the State minimum wage. The Library has been investigating minimum wage and the 2024 budget can carry a higher amount. Starting December 31, 2023, our staff currently earning minimum wage will be moving to \$15.02 per hour. The Denver area market is showing a salary increase around 3%. Jefferson County decided to do a 5% increase. The Library has decided to move toward that 5% in a different way to allow flexibility and will do a compensation study for library employees. That project will be led by Lisa Smith, Director of People and Culture if the Board authorizes that project next month, it will take place in the first quarter of 2024. Our standard employees will receive a 3% increase starting January 14, 2024 and an additional one-time payment of 2% of their annual salary at the end of this year. This expenditure will come from salary savings.

Matt Griffin advised the Board that the information presented tonight is a revisit of last month's 2024 budget presentation.

2024 Highlights

- Improve services for underserved areas: Continue the Northwest Jeffco and South County projects.
- Continue investing in library infrastructure: Evergreen Library remodel and Arvada Library redesign. The Conifer project is proceeding and the 2023 budget for that project will carry forward to 2024.
- Supporting Growth: Addition of 14 FTE

2024 Projected Revenue

Total projected 2024 revenue is \$66,344,939; the vast majority is property tax. During a recent Special Session, the Colorado Legislature passed bill SB23B-001 that will have an impact on Colorado property tax. The Library does not currently have those numbers and expects to receive that information in mid-to-late January 2024. It is anticipated that the Library's property tax revenue will be reduced.

The Library is recommending that the Board move forward and authorize the 2024 budget and spending plan to continue operations in January. This follows the County’s approach. The Board of County Commissioners have already adopted their budget. A budget amendment is expected in the first quarter of 2024. The Library does not expect an amendment to affect operations, but there will likely be a change downward in the Library’s revenue.

In response to a question about a ballpark figure for revenue and what the Library may do differently, the Board was advised that the Library will rely on the County Treasurer’s Office for revenue numbers, and the County does not have that information at this time. It is expected around mid-January 2024. In terms of what the Library might do differently, the recommendation is that because there are so many capital projects coming up in the next 5 years, revenue will be important as the cost of construction and materials continues to increase and that is a field where the cost changes rapidly.

Trustee Anderson noted that there is a 25% expected increase, which is a lot, and she is interested in seeing what the impact to property owners will be and if any other interventions need to be made. She noted that JCPL has moved up capital projects and she does have concerns with that big of a jump given that the Library is currently funded in its capital projects. From a historical perspective that’s a lot.

2024 Projected Expenses

Total projected 2024 expenses is \$66,042,285; operating expenses make up ¾ of that at \$45 million and around \$20 million continuing toward capital projects and final year of debt service.

2024 Capital Investments – Annual Replacement Plan and 5-Year Capital Improvements

| Project | 2024 Budget (Proposed) |
|---|------------------------------|
| Annual Replacement Plan | |
| ARM-01 Capital Maintenance | \$ 250,000 |
| ARM-02 Equipment Replacement | 42,000 |
| ARM-03 Computer 5-year Replacement Plan | 479,200 |
| ARM-04 Book Sorter Replacement | 40,000 |
| ARM-05 IT Infrastructure Replacement | 295,000 |
| Total ARM & Ongoing Projects | \$ 1,106,200 |
| 5-Year Capital Improvement Plan | |
| South County Library | \$ 5,772,052 |
| Evergreen Library Remodel | 983,626 |
| Northwest Jeffco New Build | 11,280,795 |
| Arvada Redesign | 800,000 |
| Library Location Holds Lockers | 52,600 |
| Total CIP | \$ 18,889,073 |
| Total 5-Year Capital Plan | \$ 19,995,273 |

Long Term Plan – Fund Balance

The 2023 numbers are more than where JCPL will end the year. The Library has currently spent \$2.5 million and was projecting \$7 million. The trend the Library’s plan will follow continues to show a very healthy and sustainable long term plan.

FTE – Budgeted Positions Over Time

Budgeted positions over time shows that in 2024 the Library will have 295.5 approved FTE.

Next Steps

As noted before, the Board of County Commissioners adopted the budget on November 14, 2023. The Library recommends that the Board adopt the Library’s 2024 budget and authorize the spending plan.

In response to questions, the Board was advised that:

- The Library is not aware of any plans for the County to go through another budget process in consideration of a downward change in revenue.
- The Library does not anticipate any effect to our current capital projects. The County does have a TABOR limit and the Library has questions about the impact on Library revenue. The Library’s process will be to get the revenue numbers from the County and determine if the budget needs to be amended.
- In terms of a process to change the mil levy, the Library’s understanding is that the mil levy is set once a year and the Library’s mil levy has been set. The Library will check into this further and bring information back to the Board.
- When the Library receives the revenue information, a full budget analysis will be done, and that information will be mapped out to understand what that looks like for the Library so the Board can have a conversation.

MOTION: Pam Anderson moved that the Library Board of Trustees adopt the 2024 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology & Innovation and Public Services

A. Digital Literacy Collaboration Project Presentation (ARPA grant funded)

The Executive Director introduced the topic and noted that she is excited for the Board to hear more about this project that was added to the Library’s 2023 plan.

Bernadette Berger, Director of Technology and Innovation introduced Paola Vilaxa, Arvada Library and Diversity Equity and Inclusion Manager and Cheryl Murphy, Technology and Innovation Services Manager, who will also present information on the Digital Literacy Collaboration Project.

Background

- Statewide digital equity initiative to build digital literacy
- County proposed a partnership in January 2023
- Approved Board of County Commissioners Briefing May 2023
- Awarded \$854,000 in American Rescue Plan Act (ARPA) funding to create a project to engage underserved community members and promote digital literacy to Jeffco communities

The nationwide gap in digital literacy is prevalent in Colorado, and Jefferson County is a perfect example of the lack of digital equity with its blend of rural, city, mountain, and plains. Bernadette Berger noted that she serves on the State's digital equity board and the program that she, Paola and Cheryl are here to talk about helps to bring the Library one step closer to bridging the digital divide. In January 2023 the Library was approached by the County Equity Diversity and Inclusion team regarding a proposed collaboration to utilize ARPA funding to expand on JCPL's Digital Literacy program for first time users and Spanish speakers. Over the following months the Library worked with County to develop a project proposal which was ultimately presented to the Board of County Commissioners (BCC) in May 2023. The project proposal was a success, and JCPL was awarded \$854,000 in ARPA funding to implement a digital literacy collaboration.

Strategic Value

The Digital Literacy Collaboration Project fulfills two major JCPL strategic initiatives and is part of the Library's 2023 Critical Projects to Advance Digital Equity & Inclusion. The two initiatives are:

- Lifelong Learning & Literacy: where Literacy programs and services address specific learning and literacy development needs. JCPL provides opportunities for all ages, backgrounds, and abilities and patrons are met with effective and inclusive technologies and approaches.
- The second initiative is Building Inclusive Community: where Equitable and inclusive practices are embedded in policy, decision-making and partnership development.

Program Details

Cheryl Murphy addressed the Board and provided program details. As part of the program, JCPL will provide six-week basic digital literacy classes for adults in English or Spanish at Title I schools and community partner sites. The course will provide patrons with basic digital literacy training such as sending/receiving emails, navigating the internet and how to create online accounts. If participants don't have a library card, JCPL will enroll them and set them up with a library account. Upon completion of each course, the program will facilitate a Computer Ownership Program that will provide qualifying low-income individuals a free device with one year of internet service included using the funding from Jefferson County through the American Rescue Plan Act (ARPA).

- Six-week basic digital literacy training in Spanish or English for adults

- Enroll participants for a library card and account
- Low-income participants eligible to receive a device through the Jefferson County Computer Ownership Program
- Devices will have one-year of data

As part of the program, JCPL will also be providing personalized one-on-one digital navigation sessions for people who need additional help getting online, using the devices, and acquiring additional digital skills. The goal is to provide patrons with long-term solutions for connectivity and to foster education in digital literacy.

This program is building from two previous JCPL programs. The first program is the Laptop Lending Program, JCPL's partnership with the Jefferson County Workforce Center to make Chromebooks available for checkout. The second is a pilot program where JCPL taught basic digital literacy skills to Spanish speakers. These programs have laid the groundwork for this program and JCPL will be using these as the framework for rolling out this effort.

- One-on-one digital navigation sessions
- Sustainable long-term solutions for connectivity and introduction to resources for technology and digital content
- Building on two previous JCPL programs

Current Activities

Over the last quarter, JCPL has been working on posting and hiring four positions to help roll out this program. The Library has also been working on a rigorous bid process to acquire the laptops, data and peripherals. Other activities include:

- Exploring and developing community partnership opportunities
- Working with Jeffco Public Schools to develop an operating agreement
- Develop a registration process for program participants
- Determining data collection processes
- Selecting a vendor through a rigorous bid process to acquire the laptops, data and peripherals necessary for this grant
- Forming foundational processes for staff and program
- Finalizing the communication plan
- Determining reporting processes

Work Completed To Date

Paola Vilaxa addressed the Board and provided information on the work completed to date. So far, JCPL has been able to hire three ARPA grant funded positions and one AmeriCorps service partner for the team that will implement this project. The Library will have a Digital Literacy Trainer and an Outreach Librarian to deliver instruction and support patrons and partners with resources, plus a Technical Support Technician and a Digital Navigator, who will support the technology and guide patrons towards a sustainable path. These positions end when the grant year or funding period ends.

JCPL is developing agreements with Jeffco Public Schools, who the Library worked with for the pilot program, and the Jeffco Food Council to reach individuals outside of the school system. JCPL has identified other potential partners such as the Developmental Disabilities Resource Center (DDRC), Family Tree and The Action Center. JCPL has selected 10 locations for classes throughout the County.

Program Goals

With the \$854,000 ARPA grant JCPL's goal is to reach over 600 low-income adults in our community in a year. The Library will provide a series of one-hour classes at multiple community sites where the adult attends once per week for six weeks and there are 10 participants per class. There will be two data collection points for the ARPA funded part of this project. Additional goals include:

- Measuring digital literacy outcomes by utilizing pre and post surveys
- The Laptop Ownership Program will give away 600 devices
- JCPL will connect people with life-long technology connectivity and resources through the AmeriCorps digital navigation and existing library programs and resources.

Next Steps

JCPL expects this program to launch in early 2024 and have classes throughout the year in the schools and at community sites. The Library will be onboarding and training the four ARPA and AmeriCorps grant staff members in the coming weeks. JCPL is finalizing the criteria for the Jefferson County Computer Ownership Program, to be compliant with the terms of the grant and is completing the program processes to meet grant and ARPA deliverables.

Summary

Bernadette Berger advised the Board that from start to finish, the Digital Literacy Collaboration Project has been an excellent example of JCPL staff's innovation, and their commitment to building digital literacy within our community. Jefferson County Public Library, Jefferson County, and our community partners want to transform lives through excellent programs and build upon the impact that JCPL staff have already had. JCPL helped a mother connect to PowerSchool to better support her children and be able to access the information the school sends out digitally, connected immigrants and migrants with families in countries of origin and letting them know they are safe, and helped a family save money on food by accessing digital coupons. Additionally, JCPL has connected people to existing Library and County job seeking resources like Book A Librarian, resume writing, and the Jeffco Workforce Center. In an increasingly digital world, where many people are being left behind; not only does this program help the underserved members of our community, it helps connect with the unserved and provide equal access to information and opportunities creating a path forward.

Bernadette noted that working on the program has been an amazing experience and expressed deep appreciation to Paola Vilaxa and Cheryl Murphy for all their hard work. Bernadette advised the Board that the Digital Literacy Collaboration Project has been selected for presentation at the Public Library Association conference in April of 2024. As a final note, the following patron success stories from the previous pilot programs were shared with the Board.

I learned that using computers is safe and not as scary as I imagined it would be. I especially liked learning computer terms. It makes sense to me now. When my kids did online learn I had no idea what my kids or teachers were talking about, it was like a different language to me.

I had lots of fear. I now know functions I wasn't aware of. I feel more confident!

I never had experience using anything digital, I always relied on my daughter. I am still anxious to use it, but glad I am not scared anymore. It's like a muscle, I just have to keep using it to build it.

I didn't know how many resources the library has. I learned so much about the functions of the library website. I started using it to reserve books for my kids. It's fun to pick up their books that I put on hold

The Board expressed appreciation to staff for their work on this amazing project and noted that they are looking forward to hearing updates on the project.

The Executive Director advised the Board that this project was not on anyone's plate in 2023. These three leaders, Bernadette Berger, Paola Vilaxa and Cheryl Murphy stepped forward and brought this project to JCPL.

B. Operating Agreement with Jeffco Public Schools

The Executive Director introduced the topic and advised the Board that the Library is still working on the agreement. It would be helpful to the Library in meeting the timing and other ARPA requirements associated with the Digital Literacy Collaboration Project if the Board would authorize the Executive Director to sign an agreement that is not quite in stone yet.

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to sign the Operating Agreement with Jefferson County Public Schools to act as a community partner site for the digital literacy training program.

Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

Facilities & Construction Projects

A. Evergreen Redesign Project Update

Perri Gardner, Construction Project Manager, addressed the Board and provided an update on the Evergreen Redesign Project. Perri expressed appreciation to the Board for coming to the walk through last week and noted it was great to have the Board there to see the progress. Work is done on the front entry including the concrete refresh, painting, installing limestone columns and the drywall is installed on both sides of the framing. At this point in the project the space begins to come to life. Milestones for the next phase includes flooring and the wall tile for the bathrooms which are on site. The drywall and taping is finished, and painting is the next step. The project is on schedule for a spring opening and on budget. Weekly owner/architect meetings continue, and the team is zoning in on the tasks required to move everything up from basement and into the space. The team is working to get that condensed to be as efficient as possible when the building is handed back over to the Library.

The Chair expressed appreciation for the tour noting that it was amazing to truly see in person how much has changed with the entry area.

In response to a question, the Board was advised that the temporary space is seeing regular use, and the patrons are enjoying that temporary service point.

B. STAT Courier Contract

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that JCPL came to the last renewal of the STAT Courier Contract and issued an RFP for courier services in October 2023. JCPL received 3 responses and determined that STAT Courier was most able to meet the Library's needs. There is a 16% increase primarily due to JCPL's increased offsite services, STAT Courier staff wages and increases in equipment costs.

There were no questions from the Board about the STAT Courier contract.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the one-year contract with STAT Courier Service, Inc. in the base amount of \$438,056.36. 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

No issues.

ENDS

There were no items.

Trustee Fellman left meeting at 6:29 pm.

BOARD GOVERNANCE

Contract Policy Recommendations

Matt Griffin introduced the topic and provided information on the recommendations to change contract policies. The proposal is based around two main objectives; (1) improving operational efficiencies and (2) instituting an authorized signatory system to allow a certain group of employees to sign contracts valued at less than \$50,000. Currently the Board approves any contract \$50,000 and above. This proposal would move that amount to \$100,000. This adjustment would align the Library with Jefferson County standards. As the Library enters a high growth phase these adjustments will contribute to streamlining the decision making process. Historically, the Board has authorized 87 contracts of \$50,000. If that amount was \$100,000 the Board would have seen 14 contracts. Additional historical details and statistics are included in the Board's information packet. The recommended adjustments do not impact the Library's procurement process or RFPs. Right now, only the Executive Director can sign and execute a contract of any value. In conclusion, JCPL is going through a high growth period with more contracts and there is a benefit in operational efficiencies to be more agile with the decision process and reduce the risk of delays to projects. The Library has a thorough vetting system for contracts including going through the County Attorney's office for review and these changes will complement our existing internal controls and accountability measures.

In response to questions, the Board was advised that:

- Currently, if the Executive Director is not available, the Director of Public Services and the Director of Business Strategy and Finance can sign contracts. This proposal would allow others to sign lower level contracts.
- The Executive Director expects that Division Directors would have signature authority for contracts valued at less than \$50,000. As direct reports, the Executive Director would hold Division Directors accountable.

MOTION: Stanley Harsha moved that the Library Board of Trustees adopt the policy governance recommendations as outlined in the Policy Governance Change Request memorandum dated December 5, 2023. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

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.

2024 Board Meeting Schedule

- January 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- January 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:34 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session. The Chair noted that Kurt Behn and Eric Butler, with the County Attorney's Office will attend the Executive Session.

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

- A. (1) Correspondence to the Board Regarding Safety and Petition for Election regarding Unionization (2) Public Comment Policy. 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)(e)(I) for discussion of strategy and instructions to negotiators.
- B. South County Library. Statutory citations authorizing an executive session for this topic are:
 - Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
 - Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

The Chair announced a 10 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 6:45 pm.

The Chair called the Executive Session to order at 6:45 pm with the following Trustees present, Charles Jones, Stanley Harsha, Pam Anderson, 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; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; Kurt Behn, County Attorney's Office; Eric Butler, 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 7:44 pm Pam Anderson 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 7:48 p.m. the Chair reconvened the regular meeting with the following Trustees present, Charles Jones, Stanley Harsha, Pam Anderson, 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; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; 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 (1) Correspondence to the Board Regarding Safety and Petition for Election regarding Unionization (2) Public Comment Policy and (3) South County Library. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned at 7:49 pm.



Jill Fellman, Secretary