

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 21, 2024**

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 March 21, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: All Trustees were present with Pam Anderson joining the meeting at 6:05 pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects and Planning; Perri Gardner, Construction Project Manager, Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

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 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 public comment instructions.

There were no online form public comments submitted. Christine Catramados addressed the Board and provided public comment regarding the staff safety petition and Marilyn Saltzman addressed the Board and provided public comment regarding the Conifer Library. The Chair expressed appreciation for the comments.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:37 pm.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

Items on the Consent Agenda

- A. Library Board of Trustees approve Minutes of the February 15, 2024 Board Meeting.
- B. Library Board of Trustees adopt Policy Governance: Monitoring Reports 2.0 to 2.4.
- C. Library Board of Trustees authorize Renewal of Intergovernmental Memorandum of Understanding (MOU) with Jefferson County Schools –E materials.
- D. Library Board of Trustees authorize Baker & Taylor Contract Renewal for Provision of Print Materials, Process, Cataloging and Selection Services.

MOTION: Jill Fellman 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. JCLF was honored as nonprofit of year by the Applewood Business Association on February 22. Library Giving day is April 3 and Library Giving Week is April 1-5. The Foundation held its 3rd annual Books on Film with 60 people in attendance.

The chair congratulated Jo Schantz on the nonprofit of the year award.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Evergreen Library soft opening is on April 1, with fun events planned during that week including tours by community groups. The grand reopening is April 13 and invitations to the VIP reception were sent to the Trustees.

The spring author event featuring Jacqueline Woodson is April 5, 5:30-7:00 pm. The Board was encouraged to register, and the Library has a reserved area for Trustees. Trustee Jill Fellman and Commissioner Dahlkemper are attending. The Belmar and Standley Lake libraries were voting locations for the presidential primary and were the locations with the most votes cast in-person in Jefferson County. The Green Mountain holds locker is now JCPL's official busiest locker in the community. Stakeholder interviews with the City of Arvada are being scheduled and a Trustee from that area, either Charles Jones, Jill Fellman or Kim Johnson, will be asked to join the Executive Director in meetings with elected officials. The Digital Literacy winter class sessions wrapped up with 43 Chromebooks distributed. The spring session starts next week, and 49 people have already signed up with 31 of those being new library card holders.

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

B. Strategic Planning Check In

The Executive Director asked the Trustees if they had any new trends or patterns to bring forward or additional thoughts around the updated Facility Master Plan. The inputs will be used in the development of the 2025 budget that kicks off next week.

There were no further inputs from the Trustees. The Chair noted that she is looking forward to starting the 2025 budget discussions.

C. South County Library Update

The Executive Director noted that Lizzie Gall, Assistant Director of Public Services for Resources and Programs will give an update on the South County Advisory Council. Lizzie Gall addressed the Board and noted that there were 11 participants at the last meeting and a new facilitator, Scott Fister. The primary activity included an introduction to three potential concepts that may come forward for the destination library; repurpose industrial; repurpose a school or place of worship; and partnering with housing developers. Initial reflection back was across the gamut. The input continues to help with communication with the community at large. One thing heard clearly was storytelling and why we need the library and JCPL is integrating that input into early draft messaging.

D. Northwest Jeffco Library Update

The Executive Director advised the Board that the rezoning application was submitted, and the Library is waiting to hear back. Community support efforts continue.

E. Naming Agreement JCLF

The Executive Director advised the Board that she had good conversations with Jo Schantz on the proposed JCLF Board naming agreement for the large study room at the Evergreen Library for a \$5,000 donation. The Executive Director confirmed with Jo

Schantz that the naming agreement donation is on top of JCLF's goal amount for 2024 donations to the Library.

MOTION: Jeann Lomba moved that the Library Board of Trustees approve the naming agreement between Jefferson County Library Foundation and Jefferson County Public Library for the large study room at the Evergreen Library.

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (February)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the February financial tables. He noted that this is the second month with the new tables and welcomed any further comments, changes or requests.

Table 1 shows a negative \$36,000 in grants, funds and donations which is an accounting error that will be corrected and will be zero in next month's financials. The second item to note is the property tax revenue received in February. It looks like it is skewing in terms of revenue and operating expenses, but it is in line with previous years.

Table 2 is on track with what would be expected. Table 3 includes a change based on Board feedback. Originally this table included only projects with budgets. Now all 2024 projects are included and when the carry forwards come through in May, those projects will show those amounts. This change increases visibility into the annual plan.

Additionally, the Evergreen Library project looks like it is over budget, however, that item is waiting on the carryforward and when it is received that project will show that it is not over budget. Table 4 also shows that negative \$36,000 and will also be zeroed out when that accounting error is corrected. The other change based on Board feedback, is pulling out digital equity and funds received. That number will be kept in. Those funds do not flow into the Library fund, they flow into the County grant program.

In response to a question, it was confirmed that the Library expects the carryforward funds to come through after approval by the Board of County Commissioners sometime in May.

B. Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property.

Matt Griffin provided background information on the Purchase and Sale Agreement and the proposed amendment. In July 2023, with approval from the Board, JCPL executed the Purchase and Sale Agreement for that land. From that time to now, the Library has worked through the due diligence items and is working to complete the rezoning.

The cause for the amendment is the seller's concern that it is possible for JCPL to rezone the property and still withdraw from the purchase and the seller would be left with a property that the Library rezoned. The Library, seller and legal counsel for both parties met jointly and worked over many weeks on how best to approach the issue. A proposed amendment was brought forward with clarifying language that JCPL intends to close after rezoning, which was always the intent, and is now put in writing in the amendment. Additionally, when the Library receives verbal approval from the City of Arvada, the closing will take place within 17 days. If there is a delay that is not the fault of the Library, there are an additional 7 days. The \$50,000 in escrow would become non-refundable, but still continue toward the purchase price. The title company has been consulted and they have no concerns with the timeline. The amendment is relatively short and clarifies the Library's intent.

The Board was advised that in April, the Library will bring forward a resolution that is part of the closing documents giving the Chair authorization to close on the property.

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. At this point in the project there are not many line items. There are a lot of teams on site performing detailed work including installing computers, sorter, signage and furniture and collections are on the shelves. The project is on track for opening and under budget.

The Chair reminded the Board to hold the date for the April 12 opening event and noted that she would like to see everyone there.

The Executive Director acknowledged that Jo Schantz and the Foundation are funding the refreshments at the April 12 reception.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

Note: Trustee Pam Anderson joined the Board meeting at 6:05 pm.

BOARD GOVERNANCE

A. Nominating Committee report to the Board: Proposed Slate of Officers

The nominating committee, Jill Fellman and Charles Jones, presented the following slate of officers for election:

The Vice-Chair and Secretary positions are up for election in 2024.

- Vice-Chair: Emelda (Bing) Walker, for the 1-year term (April 2024 to March 2025).
- Secretary: Stanley Harsha, for the 1-year term (April 2024 to March 2025)

MOTION: Jill Fellman moved that the Library Board of Trustees elect Emelda Walker for Vice-Chair and Stanley Harsha for Secretary for one year terms April 2024 to March 2025. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. Bylaws Committee status update (Emelda Walker, Stanley Harsha)

Bylaws committee members, Emelda Walker and Stanley Harsha, advised the Board that the committee reviewed the Bylaws and there are no recommendations for changes. It is noted that the Bylaws will be brought to the April Board meeting for adoption on the consent agenda.

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

- April 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- April 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- May 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room

The Chair noted that as the budget season begins attendance at the meetings becomes very important.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:07 pm, the Chair called for a motion to adjourn the regular meeting AND reconvene in Executive Session.

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

(1) Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property. **(2)** Evergreen Real Estate Group Memorandum of Understanding (MOU) regarding the South County Library Expansion Project. Statutory citations authorizing an executive session for these topics are:

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- 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.

(3) Collective Bargaining. 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)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.

Seconded by Jill Fellman 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 6:20 pm.

The Chair called the Executive Session to order at 6:18 pm with the following Trustees present, Charles Jones, Jill Fellman, Jeanne Lomba, Stanley Harsha, Pam Anderson and Emelda Walker. Also present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

In addition to the Trustees and staff noted above representatives from the County Attorney's office and Library leadership were in attendance for specific topics as noted below:

- (1)** Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property. In attendance, Kurt Behn,

County Attorney's office; Matt Griffin, Director of Business Strategy and Finance; and Steve Chestnut, Director of Facilities and Construction Projects.

(2) Evergreen Real Estate Group Memorandum of Understanding (MOU) regarding the South County Library Expansion Project. In attendance, Julianne Rist, Director of Public Services; Kurt Behn, County Attorney's Office; Matt Griffin, Director of Business Strategy and Finance; Elise Penington, Director of Communications and Engagement; and Steve Chestnut, Director of Facilities and Construction Projects.

(3) Collective Bargaining. In attendance, Eric Butler, County Attorney's Office; and Lisa Smith, Director of People and Culture.

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

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND RECONVENE REGULAR MEETING

MOTION: At 8:10 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

The Chair noted that the Library Board of Trustees met in Executive Session regarding (1) An Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property; (2) Evergreen Real Estate Group Memorandum of Understanding (MOU) regarding the South County Library Expansion Project; and (3) Collective Bargaining. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Chair called for a motion regarding the Amendment to the Purchase and Sale Agreement for the Northwest Jefferson County property.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to sign the Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property and authorize staff to take all necessary actions to proceed to closing as provided in that amendment with the understanding that it is required that Kim Johnson, Chair executes the closing documents. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The regular Board meeting was Adjourned at 8:16 pm

A handwritten signature in black ink that reads "Jill C. Fellman". The signature is written in a cursive style with a large initial "J" and a distinct "C" before the last name.

Jill Fellman, Secretary