

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

April 18, 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 April 18, 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), Stanley Harsha (Secretary), Jill Fellman and Charles Jones.

Trustees not present: Pam Anderson and Jeanne Lomba.

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; Bernadette Berger, Director of Technology and Innovation; 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; Robyn Lupa, Manager of Kids and Families Services; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor; and Aaron Cameron, Technical Support Technician Senior.

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 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. Todd Norman addressed the Board and provided public comment regarding the denial of his application for the Library to purchase his book. 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 5:38 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 March 14, 2024 Special Board Meeting Minutes
- B. Library Board of Trustees Approve March 21, 2024 Board Meeting Minutes
- C. Library Board of Trustees Adopt Bylaws of the Jefferson County Public Library Board of Trustees
- D. Library Board of Trustees Authorize the Kleen-Tech Carpet Cleaning and Upholstery Contract Renewal

MOTION: Emelda Walker 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

Jill Fellman, Library Board liaison to the Foundation provided an update on the activities of the Foundation. The Friends Annual Meeting is April 19 at the Wheat Ridge Recreation Center. Dine and Donate at 240 Union will be on September 18. The Barnes and Noble Bookfair is scheduled for September 28.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director provided highlights on some items in her Board Report and additional activities. Padma Polepeddi, Assistant Director of Public Services for Community Outreach was elected to the Public Library Association (PLA) Board of Directors at large for a three year term, it is a great honor to be selected for this national board. Robyn Lupa, Manager of Kids and Families Services has been selected as Vice-Chair of the Healthy Jeffco Alliance. Three JCPL staff members, Janell Kerski, Sandi Erickson and Terri Faulkner are nominated for the Triad Children's Champion Awards. At the Good News Breakfast on April 16, JCPL was nominated and won an award for JCPL's cold weather supplies program and received a \$200 check. This program is run by Clarice Ambler, Community Resource Coordinator. The Board of County Commissioners

declared April 7-13, 2024 as National Library Week in Jefferson County and presented JCPL with a proclamation at their hearing on April 9.

The Evergreen Library held its Grand Opening last week. The Executive Director expressed appreciation to the Board for funding of that project. JCPL staff did a great job with all the reopening events and helped create beautiful experiences for the community. Staff is putting together a photo montage of the events that will be shared with the Board.

The Executive Director advised the Board that the joint meeting with the Foundation was held on April 15. Kim Johnson, Emelda Walker and JCPL's fundraising counsel, Bridget Beatty attended the meeting with the Foundation's executive committee. The vision for JCPL becoming its own fundraiser was shared at the meeting and the Foundation was advised that the Library has started that work focusing on grants and major gifts over \$25,000. Bridget Beatty is working on the target for 2025 and will work on a reasonable target for 2024 with this brand new fundraising program.

B. South County Library Update

The Executive Director noted that the South County site search continues. 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 the last meeting had 14 committee members attending in person with 3 attending online. The group talked about new concepts for spaces, open land, storefront pros and cons, and messaging to key audience areas like families with young children and non-users. The group talked about the need for community meeting spaces in the southern region of Jefferson County. Members brainstormed about events and groups to make connections. The members shared that they feel the work of the Council is meaningful and talked about how best to bring back information to the Board and staff. The next meeting is May 13.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library has received rezoning comments and Steve Chestnut, Director of Facilities and Construction Projects is responding. The planning commission meeting is currently scheduled for August 6. The Library is hoping for an earlier date as it is further out than we expected, and Steve Chestnut is working on that.

In response to a question the Board was advised that the only comment of consequence was regarding sewage output. The Library hired Martin and Martin to do an analysis of the previous studies and that report shows the Library is under the original analysis and should be fine.

D. Naming Agreement Evergreen Library

The Executive Director advised the Board that the naming agreement being presented is from Jimmy Haver, a former employee who worked at the Evergreen Library.

MOTION: Emelda Walker moved that the Library Board of Trustees approve the naming agreement between Jimmy Haver, the Jefferson County Library Foundation and Jefferson County Public Library for \$1,000 in support of the self-serve kiosk in the Children's area at the Evergreen Library. Seconded by Stanley Harsha 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 (March)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the March financial tables. He noted that closing quarter one is on track as expected. Revenue shows it is trending above and we will see high months and low months in that trending. Revenue is exactly where expected at this point in the year. The end of quarter review of expenditures shows spending slightly below and the Library expects some fluctuations. Overall, the Library is in a great place and comfortable with spending and revenue at this point. In Table 2, interdepartmental indirect charges show a zero amount. The Library would usually see monthly charges and staff followed up with the County. That charge should be \$406,000 which is exactly at budget and when it flows in, will be indicated in next month's financials. Table 3 shows Evergreen as being over budget due to the carryforward not being received. The Library's carryforward request was brought to the Board of County Commissioners (BCC) on April 16, and there were no questions or concerns. The carryforward request will be brought back to the BCC on April 30 for approval and the process will start to get those funds into our budget tables. The Library expects to report that to the Board in June when the May financials are presented.

There were no questions from the Board regarding the March financials.

B. Resolution Regarding Purchase of Candelas Point Property

Matt Griffin provided information on the resolution that is before the Board regarding the purchase of the Candelas Point property. At the March Board meeting the Board approved the amendment to the Purchase and Sale Agreement. This resolution is essentially a requirement from the closing company regarding the group of documents required to close on the property. The resolution states that Kim Johnson, Chair of the Library Board, can execute those closing documents on behalf of the Board. This is a procedural requirement of the closing company.

**ADOPT RESOLUTION LB-04-18-24 Regarding the Purchase of
Candelas Point Property**

MOTION: Jill Fellman moved that the Library Board of Trustees adopt Resolution LB-04-18-24 authorizing Kim Johnson, Chair of the Board of Trustees, to execute all Closing documents on behalf of the Jefferson County Public Library Board of Trustees regarding the purchase of the Candelas Point Property. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

Public Services

A. Signature Author Event Presentation

The Executive Director advised the Board that every year the Library holds a signature author event and the Board had asked to hear more about this important event. The Executive Director introduced Robyn Lupa, Manager of Kids and Families Services, who presented information and highlights on the event, An Evening with Jacqueline Woodson.

The Library chose Jacqueline Woodson as someone who is diverse enough, relatable enough and inspiring enough for a wide range of ages. JCPL embarked on a first-ever collaboration with Jeffco Schools on a signature author event. During a year of conversation and planning:

- Jefferson Jr/Sr High was identified as the perfect site for both a daytime and evening program.
- The Schools convened Community of Practice groups to integrate Ms. Woodson's books into the curriculum to support literacy units.
- The Jeffco Schools Foundation contributed \$7000 to support school library and classroom collections of Ms. Woodson's books.
- Teens from Jefferson Jr/Sr High were recruited to act as on-site volunteers, evening ambassadors, and serve on a Q&A panel on stage with Ms. Woodson.

JCPL put forward a funding proposal and the Board of County Commissioners awarded JCPL \$42,000 for this signature event and \$50,000 for the Imagination Library. The book giveaway was made possible by the Stadium Funds. \$12,000 was allocated to give just under 1,000 third graders in all 20 Jeffco Title I schools a book. The first of the days' events took place in the afternoon with a talk from Ms. Woodson for the K-12th grade audience and questions from a student panel of Jefferson High students. Jeffco Schools' Tech Department livestreamed the presentation - a significant budget, resource, and time saver for JCPL.

The program commenced with a warm welcome from Donna Walker, Executive Director. Ms. Woodson shared about growing up in the South and New York City, her journey to

becoming an author, her writing process, and read excerpts from her books. The event was attended by multi-generational families, community members county-wide, and some very special guests including Trustee Jill Fellman and Commissioner Lesley Dahlkemper. Following Ms. Woodson's talk, students had the opportunity to ask pre-written questions.

With 500 seats available at the Jefferson Jr/Sr High auditorium, it was near capacity at both events with only a handful of empty seats. The Library is still gathering data on the livestream student event. So far, 1/3 of the schools responded that 9,560 students participated in the livestream, and we fully expect that number to rise.

In addition to the wonderful collaboration with Jeffco Schools' leadership and the Jefferson Jr/Sr High team, the behind-the-scenes work of JCPL staff is commendable. Staff from the following areas of JCPL all contributed to the success of the event:

- Collections
- Communication & Engagement
- Graphics
- Digital Experience
- Kids & Families: Terri Faulkner
- Programming: Marcy James
- Teen Services: Arra Katona

The Board expressed appreciation and noted that it was an incredible use of those funds and a wonderful partnership with the Jeffco Schools.

The Executive director noted that Robyn Lupa also wrote the successful funding request.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No 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.

2024 Board Meeting Schedule

- 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
- June 13, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- June 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

Note: The joint meeting of the Library Board and Board of County Commissioners has been scheduled for **September 12, 2024 – 4:30-5:30pm**. Hybrid: Virtual via Webex. In-Person Location: BCC Board Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:11 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session AND adjourn the regular meeting at the conclusion of the Executive Session.

MOTION: Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding **(1) Collective Bargaining and (2) Correspondence to the Board regarding safety** AND adjourn the regular Board meeting at the conclusion of the Executive Session. 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.

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

The Chair announced a 9 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 6:19 pm with the following Trustees present, Charles Jones, Jill Fellman, Stanley Harsha, and Emelda Walker. Also present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Public Services; Lisa Smith, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

In addition to the Trustees and staff noted above Eric Butler from the County Attorney's office was in attendance.

The Chair 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 REGULAR MEETING

MOTION: At 7:00 pm Emelda Walker moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session regarding **(1)** Collective Bargaining and **(2)** Correspondence to the Board regarding safety. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.



Stanley Harsha, Secretary