

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

May 16, 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 May 16, 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, Charles Jones, Jeanne Lomba and Stanley Harsha.

Trustees not present: Pam Anderson.

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; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects and Planning; Paola Vilaxa, Public Services Manager; Clarice Ambler, Public Service Coordinator; Brad Green, Systems Security Manager; 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.

Guests: Michael Dobbs, Safety and Compliance, Jefferson County.

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 provided public comment instructions.

There were no public comments, and the Chair closed the public comment portion of the meeting at 5:33 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 April 18, 2024 Board Meeting Minutes
- B. Library Board of Trustees Authorize the Third Amendment to the Inter-agency Memorandum of Understanding with the Jefferson County Business and Workforce Center.

MOTION: Jeanne Lomba 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.

(Note: At 5:35pm Library staff were notified that the ZOOM link on the website only listed the join by telephone link. At 5:37pm the website was corrected to include the full meeting link.)

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is preparing for the Whale of a Used Book Sale, at the Jefferson County Fairgrounds, May 30 – June 2. The fundraising update included grants from the City of Lakewood, \$9,000 for the Create Space at Belmar Library; Ent Credit Union \$300 for 1000 Books Before Kindergarten; and Applewood Community Foundation, \$1,000 for the Library Summer Challenge. The Foundation needs donations of gently used books, CDs, and DVDs.

Jill Fellman, Library Board liaison to the Foundation attended the Friends annual meeting and noted it was a delightful experience.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Library is participating in the Jeffco Gives Employee Food Drive Contest and shared the QR Code to donate and select the Library. The Executive Director is meeting with Joel Newton, Executive Director of the

Edgewater Collective. The Edgewater Collective is repurposing a local school and are interested in partnering with the Library in some way. The first Collective Bargaining meeting is scheduled for May 31. The Executive Director, Lisa Smith, Director of People and Culture, and Julianne Rist, Director of Public Services will attend to listen to representatives from staff and AFSCME.

B. South County Library Update

The Executive Director advised the Board that the site search continues, and the Library anticipates bringing an update to the Board in June.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library has comments back and have some dates for Arvada City Council and Planning Commission hearings. The Library is working on how to engage the board in these meetings. The Arvada City Council first reading is June 17, the Planning Commission Public Hearing is June 18, and the City Council Public Hearing is July 15. The Library will make sure the Trustees receive invitations. Steve Chestnut, Director of Facilities and Construction Projects worked to get the schedule moved up from the original August 7 date. An RFP for the architect is on the street.

In response to a question, the Board was advised that the Library anticipates Trustee involvement as advocates and will provide the dates and details of the meetings to the Trustees

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (April)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the April financial tables. The Library received an increase of \$1.2 million in investment income and that adjustment is expected in the May financials. It was noted that last year there was a decrease in investment income. This year the total for 2023 is just over \$3 million.

In Table 1, the Library is tracking in all areas where expected with revenue and expenditures on target. In Table 2, all areas are trending as they should be. Treasurer's fees track against revenue. In last month's financials indirect charges showed at zero. Those charges have posted and are tracking where they should be. In Table 3, there is a new project, the Evergreen Library roof repair. The Board will learn more about the project over the next couple of months and the amount will be offset through insurance that will show as it flows into the project.

The carryforward request processed this week, and the Board will see everything even out in next month's financial report.

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

B. Long Term Financial Forecast

Matt Griffin advised the Board that tonight the Library will bring forward the 2025 draft budget as an opportunity for discussion. The Library will guide the Board through the draft budget for feedback and set the stage for dialogue on the assumptions. The draft budget will be brought back to the Board at the June Study Session incorporating Board feedback for further discussion.

The Chair advised the Board that tonight is an opportunity to ask questions, review capital planning and gauge the Board's comfort level with the fund balance. Board questions and feedback are welcome throughout the draft budget review. The Library will take this information to finalize what they will present next month.

Purpose and Outcome

The purpose and outcome is to share progress on the draft 2025 budget using the strategic plan as guidance, review the assumptions, and provide the opportunity for discussion and input on long term implications. The topics on the agenda includes revenue, expenditures, 5 and 10 year forecast and the fund balance.

Revenue Forecast

Revenue from property tax is estimated at \$57.6 million, factoring in a 1% increase over 2024, a non-assessment year. Historically there has been a 4% increase in non-assessment years. The Library wants to remain bearish and build the budget on conservative figures. The revenue forecast includes 4.5 mils in 2025 and beyond.

In response to a question, the Board was advised that the legislation and ballot measures would impact 2025 assessed values that are paid the following year, 2026. In terms of long term projection for 2026, the Library built in a 3% increase. In terms of the potential impact of legislation and ballot measures, that will not take effect until 2026.

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k
Investment Income	\$193k
Contributions and Donations	\$250k
E-Rate Reimbursement	\$165k
Total	\$58.4M

In response to questions, the Board was advised that:

- Library fees are charges for damaged and lost children’s materials. The Library stopped fines and anticipates stopping those children’s damaged and lost fees at approximately \$15,000 per year to stop that charge.
- The Library prefers a bearish approach on investment income based on how variable it can be. Toward the end of the year, the Library does receive an estimate from the Treasurer’s office that gets built into the actual budget.
- The Library will look into the idea of a contingency mechanism for investment income and project scopes of work to trigger funding for certain items that may be removed from the project due to lack of funding. It was noted that sometimes investment income is a negative amount.
- The Library will have Bridget Beatty, fundraising consultant, present the fundraising plan to the Board in June. The contributions and donations amount combines the Library Foundation donation of \$100k and the Library’s fundraising plan of \$150k. The \$150k for the Library’s fundraising is based on what the consultant believes is possible. At mid-year 2025 the Library will review to see if there is a need to make an adjustment in other spending.

Expenditures

There are three types of expenditures, Operating, Debt and Capital.

Operating

- Salaries and Benefits \$26.5M
Assumptions:
 - 3.5% increase for 2025
 - \$1.2M Vacancy Savings
 - New FTE’s:
 - Outreach Librarian
 - Technical Support Tech Sr
 - Total JCPL FTE’s = 293.5

In response to questions, the Board was advised that:

- The Library is building the draft budget based on our known FTE and expected percentage increase in compensation. Conversations based on negotiations have not happened yet. There is a cut off in law when reaching a negotiated agreement and a timeframe of the Board of County Commissioners approval of the budget. What might impact 2025 vs. 2026 depending on how long any negotiations may take.
- The draft budget includes a 3.5% salary increase and a 6% increase overall for salaries and benefits. The Library does not yet have final benefits figures from County.
- The compensation study recommended that the Library build in a 3.5% salary increase to put us closer to midpoint for most employees which is market.

- Supplies \$1.9M
 - Tangible goods and materials essential for day-to-day operations, including utilities (heat, power), plumbing & janitorial supplies, special event materials, and general supplies.
- Books and Materials \$7.8M
 - There is a reduction in 2025 in the books and materials budget driven by having no opening day collections which are accounted for in other ways. Additionally, the Library is no longer in a growth phase of our collection and is maintaining the current level.

In response to a question the Board was advised that:

- The Library’s books and materials target was the 75th percentile in multiple areas and JCPL is now at those levels.
- Services and Charges \$8.1M
 - Expenditures associated with external services and fees critical for JCPL’s operations, such as building rent, third-party vendors, software maintenance agreements and SaaS subscriptions and the Library’s contingency budget.
- Interdepartmental \$3.2M
 - Direct: Expenses incurred directly from transactions between departments, reflecting usage-based charges
 - Indirect: Shared costs providing general support across different divisions

Total operating expenditures \$47.6M.

- Salaries and Benefits at 56% of operating expenditures
- Books and Materials at 16% of operating expenditures

In response to a question, the Board was advised that at the June Study Session the Library will provide the chart that shows operating expenditures staying below revenue.

Debt

There is no debt in 2025

Capital Expenditures

- Annual Repair and Maintenance (ARM) \$1.4M
 - Costs to preserve and repair JCPL facilities and equipment
- South County \$6.1M
 - Funding available in 2025 to secure location and begin design process.
 - Remaining funding available in 2026
- Northwest Jeffco \$14.5M
 - All funding for Northwest Jeffco becomes available in 2025

- Arvada Redesign \$14.0M
 - All funding becomes available in 2025
 - Each year the Library revisits and refines ROMs. There are a few areas identified with more accurate pricing increasing the budget by \$109,000. The \$14.0M incorporates that increase.

2025 Changes:	Increase Requested
Alternative Services	\$ 34,000
Community Room	\$ 45,000
Add to the Architect Scope for FF&E	\$ 30,000
Total Increase to ROM	\$ 109,000

- Library Refreshes \$750k
 - Pilot project to refresh specific library elements between major renovations
 - Details are not yet determined
- Administration Reconfiguration \$250k
 - Maximize the efficiency of the admin space
- Lakewood Restrooms \$500k
 - Renovating restroom facilities at the Lakewood library location to bring them up to current accessibility standards and promote inclusivity for staff and patrons.

Total Capital Expenditures \$37.8M

In response to questions the Board was advised that:

- The Lakewood and Library Service Center are the only locations that do not have gender neutral restrooms. Under the new law, the Library is grandfathered in, however, the Library feels that this is something we need to do to continue to be radically welcoming to all patrons and staff.

Total 2025 Operating and Capital Expenditures \$85,473,646

- Total Capital 44%
- Total Operating 56%
- Total Debt 0%

B. 5-year Capital Improvement Projects (CIP)

The short term capital improvement plan is a higher level plan showing projects over several years. The difference is that it shows budget allocation years not project completion years. The five year capital improvement plan (2025-2029) is what the Board authorizes to submit to County.

Short Term Capital Improvement Plan



Project	2023	2024	2025	2026	2027	2028	2029
South County Library			30,849,540				
South County Express Library		650,000					
Evergreen Library Remodel	5,200,048						
Northwest Jeffco Library		25,970,270					
Arvada Redesign		14,895,781					
Conifer Opportunity		2,500,400					
Golden Opportunity					6,468,000		
Library Refreshes			750,000				
Bookmobile Replacement							
Document Management System	160,000						
Unspecified Opportunity							4,950,000
Offsite Services					175,000		
Library Location Holds Lockers	205,000						
Data Warehouse		125,000					
Admin Reconfiguration			250,000				
Lakewood Restrooms			500,000				



In response to requests and questions, the Board was advised that:

- The Library will look at repeating the library refresh with some repeat frequency.
- The Library is continuing to include the Golden opportunity and has a meeting scheduled in early June with the city manager about the Heart of Golden Project to have conversations about the Library’s participation. The timing on that project is currently unclear. It is the Library’s understanding that Golden will go out for COPs. If that happens, they will have a timeline. The information the Library has right now doesn’t warrant moving that project in the Library’s capital plan.
- The Lakewood restrooms project has been priced. The library refresh amount can be any number of things like what it would take to replace carpet, or if staff determines it would be better to replace shelving. The refresh can be any update to a more modern standard. The Lakewood restrooms are a separate project.
- Library staff are embarking on writing a master plan for alternative services this year that will help JCPL know where we need to bring offsite services. The team did a evaluation on holds lockers and achieved that objective. It is now time to assess, and the Library feels good about those services in 2025. If the assessment indicates the need for more holds lockers, that will be brought back to the Board. Whether or not the holds lockers in South County will still be needed after the new South County library is built is unknown, however the lockers are portable and can be moved to where there is a gap in service.

Fund Balance Boundaries

The impact of this plan on the fund balance shows that the lowest the fund balance would go is \$18 million in 2026. At that lowest point the fund balance is \$3.1 million above the minimum requirement.

In response to questions, the Board was advised that:

- The fund balance number listed for 2024 is based on the Library's budget. It is correct that number is probably higher because capital spending is not happening as fast as planned and the Library won't spend to budget in 2024.

The Chair advised the Board that there will be adjustments and there are revenue impacts that can't be seen at this time. There are opportunities for the Board to review large capital expenditures and slow down spending than with operating expenses, taking care of patrons and staff on a daily basis. If something happens with revenue, the Board will have the opportunity to slow something down if needed. The Chair asked the Board if generally speaking, they feel comfortable with the fund balance information. The Trustees present indicated that they were comfortable.

C. Long Term Capital Improvement Plan – 10 years

In the long term capital plan the Operations Center, Lakewood Library and Standley Lake Library come into the picture.

In response to questions, the Board was advised that:

- The library refresh is a concept that the Library would like to test. Part of that concept is to refresh libraries that are further out in the plan. There are also some new standards for shelving. The Library will take another look at the concept and what that concept looks like in terms of financial impact if it is included in the long term capital plan on a repeating, regular basis. The Library will also look at the concept description, so it is clear to the public.

Fund Balance vs. Boundaries

Based on the 10 year capital improvement plan, the impact on the fund balance shows the lowest point remains in 2026. This plan keeps the fund balance within those minimum and maximum guardrails.

Next Steps

- **June:** Board authorizes JCPL to submit the 2025 recommended budget.
- **August:** Preliminary certification of values; revenue projections will be refined.
- **November:** BCC Adoption of 2025 Budget for Jefferson County.
- **December:** Board authorizes JCPL's Executive Director to implement the 2025 spending plan.

In response to a question, the Board was advised that:

- How the new fundraising efforts of \$150k will be incorporated into the financials will depend on the grant request. Some grants require that it isn't budgeted, and some require a match. The focus of the Library's fundraising is on Northwest Jeffco, South County and Conifer as opportunities. Fundraising will be reflected in the monthly financials.

The Chair expressed appreciation for the great presentation and advised the Board to let her or the Executive Director know if they think of more questions.

Public Services

A. Community Resource Coordination

The Executive Director introduced the topic and noted that she is excited for the Board to be introduced to this JCPL staff innovation. Paola Vilaxa, Public Services DEI and Arvada Library Manager and Clarice Ambler, Community Resources Coordinator provided information on the Community Resource service.

Paola Vilaxa expressed appreciation to the Board for the opportunity to present information on the Community Resources Coordinator role and the new model the library is implementing to connect people with basic needs.

DEI Master Plan

The Diversity and Inclusion Core Service ensures welcoming spaces and access to materials, information, and services for people of all backgrounds with a focus on marginalized and underserved populations. The focus is on five communities: people experiencing homelessness and hardship, the LGBTQIA+ community, immigrants and Spanish speakers, Black, Indigenous and People of Color (BIPOC), and people with disabilities.

The service fosters community engagement through respectful and meaningful relations with the people served, engages patrons in lifelong learning, and supports healthy communities across all demographics of Jefferson County. The Library does this by identifying and removing barriers, supporting diverse and inclusive programming, engaging with community members through outreach and creating a safe and welcoming environment for underserved communities.

Community Resources Model

In 2023 when the former Social Worker position became vacant, JCPL evaluated our community needs and decided to change this position to be more patron focused. DEI added the Community Resources Coordinator position to connect people to basic resources, within the scope of the library's mission of providing equitable access to information for patrons of all backgrounds. Through this model the Library is able to connect patrons to existing resources rather than be a provider of services. The Library

provides information about basic resources; partners with local organizations to provide services at the library and refers patrons so they can access navigation. This position also collaborates with other departments in order to provide trauma informed customer services across all JCPL locations.

Benefits

The Community Resources Coordinator comes with a background in social work, allowing for staff and patrons to get expert guidance regarding community resources, at the same time that creates capacity for Diversity, Equity and Inclusion to add a trauma informed approach about services to our diverse communities. More importantly, it is a sustainable model that can expand our reach through partnership and collaboration.

Community Resources Coordinator

Clarice Ambler introduced herself and provided information on her background and her role in the position. She noted that she holds an MSW in social work and her background includes experience working with many populations, including older adults, and people with disabilities, mental health challenges, substance use challenges and people experiencing homelessness. Additionally, she has experience in navigating complex systems, such as Medicare, Medicaid, LEAP, SNAP and OEP.

Current Partnerships

Some of the partnerships with community organizations include Hunger Free Colorado which is in our libraries three days per week providing navigation around food resources and food insecurity. Jeffco Eats donates bags with nonperishable foods that are given out to families and folks experiencing hardships. Benefits in Action has been in JCPL's libraries in the past and will be again soon offering benefit navigation and application assistance for things like SNAP, LEAP, Medicaid, Medicare, free phones, etc. Clarice noted that she recently met with Recovery Works, which is one of the largest newest navigation center in Jefferson County. Similarly, the Library formed a partnership with the Action Center.

These partnerships represent a network for warm referrals and information sharing. Some of these organization are present in JCPL's libraries on a usual basis and some on occasion for programming. Regardless of their presence in the libraries, there is a direct contact and a friendly relationship with each of these organization and more.

Patron Supplies

Each of JCPL's library locations have a store of basic necessities that can be given to patrons who ask for them. These items include things like snacks, hygiene supplies and hot/cold weather supplies. These supplies tell patrons that we are a truly welcoming space, and we are happy to provide a little extra support to ensure people can be as comfortable and successful in our space as possible. Our patron experience staff are

incredibly skilled at leveraging these supplies to build rapport and relationships with our patrons. What may be a granola bar one day offered to someone who was struggling, could become an opportunity down the line to connect that patron to life-changing supports. These supplies build trust and relationships while also preserving the basic dignity of our patrons.

Resource Connect

JCPL just wrapped up and evaluated the pilot of this program. Resource Connect was a series of 1:1 appointments offered to patrons in half hour blocks at two locations. Staff was given information on how to sign patrons up for one of these appointments when they encountered someone they believed would benefit. These half hour blocks were opportunities for patrons to center their needs with a community resource expert, who would then help them create a game plan, including a first step/first contact. For instance, if someone came in struggling with food insecurity, the first step might be introducing them to Brandon at Hunger Free Colorado to identify places that could meet immediate needs, connecting them with Benefits in Action for SNAP application assistance, then having them leave with a Jeffco Food bag. One example is a patron who needed glasses. The first step was to connect him with BIA (Benefits in Action), who was coming into the libraries at the time. Once he was set up with Medicaid, there was another meeting that identified options for finding an eye doctor who accepted Medicaid. Importantly, during that second meeting, the first call to a doctor was made together. He had never made a doctor's appointment before and didn't know how, so that first step was taken together, and he made note of the information he'd need to have in the future. The best part is that he now has glasses.

2023 Report

A brief snapshot of some of the programs in 2023, the first year with this position.

2023 Report

	Coffee and Conversations	30 Attendees across three dates "I didn't know everything the library offered!"
	Lunch Box Express and Jeffco Eats	5 locations Over 500 Members of the Community Served
	Patron Supplies	Available at every location
	Resource Connect	102 Patrons Served, 2 locations "It's nice to talk to someone who actually cares."
	Hunger Free Colorado	At 3 locations English and Spanish
	Benefits in Action	At 2 locations "I didn't know where to start."

The Executive Director advised the Board that several years ago JCPL was at the front edge of libraries that had social workers. Staff engaged in evidence based research to develop the current program. Padma Polepeddi, Assistant Director of Public Services for Community Outreach, noted that staff looked at different models that had social workers and the reach was limited as they had to take cases and create referrals which was time intensive. Staff looked at other models where JCPL could do what the Library is meant to do, provide information in a compassionate and trauma informed way. There are three major components sustainability, empowering our population, and having a subject matter expert on staff. Staff provide information patrons so they can go away feeling empowered and having subject matter expert who knows how to address their needs and reach those collaborations to remove access barriers. Leveraging trust with the community with a sustainable model of empowerment. JCPL's patron experience staff are the most knowledgeable about patrons who could benefit from this service.

The Board expressed appreciation to the staff for developing this incredible service to our communities. In response to a request, the Board was advised that they will be provided with the PowerPoint presentation.

Facilities & Construction Projects

A. Columbine Roof Replacement

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and noted that Michal Dobbs, from County Safety Compliance and Risk Management, is in attendance to answer questions. Steve provided a brief history on the roof replacement project and how JCPL will navigate the project. Michael Dobbs was instrumental in helping JCPL navigate FEMA (Federal Emergency Management Agency), state applications and insurance through the County.

In addition to insurance claims, the Library is eligible to seek funding from FEMA to offset the costs. The Library joined the County in applications to FEMA and the State of Colorado. The Library is covered by County insurance that may help cover costs and the Board of County Commissioners will make the decision about that reimbursement. The library joined the County in making application to FEMA for those grants. They have been approved so JCPL should be aligned to receive 80% reimbursement at the completion of the project. The remaining amounts should be covered by insurance and the State of Colorado to cover both the Columbine and Evergreen Library roofs.

The Library is asking now for authorization to proceed with the Columbine roof. JCPL does not have numbers back for the Evergreen Library. The Columbine roof is urgent as there are sandbags holding down that roof.

Matt Griffin advised the Board that in order to spend within the capital plan, an associated budget is needed before spending. The County recognizes the Library's

position and the urgency. JCPL will need to process two supplemental budget requests in the coming months to cover those funds and the Library will be bringing those requests to the Board for these projects.

In response to a question, the Board was advised that:

- The Library does anticipate reimbursement for the full cost. The Library is also covered by the County's property insurance coverage for the whole County for anything insurance doesn't cover, the difference between FEMA and the insurance company.

AUTHORIZE COLUMBINE ROOF REPLACEMENT CRW INC CONTRACT

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with CRW, Inc. for the repairs of the Columbine Library roof. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology & Innovation

A. Tier 1 and Tier 2 E-Rate reimbursable services

- Sentinel Technologies Contract
- Malm Electrical Contractors LLC Contract

The Executive Director advised the Board that the E-Rate program is a reimbursement and can be confusing and introduced Brad Green, Systems Security Manager, who will present information.

Brad Green addressed the Board and provided a high level view of the program. E-Rate is a federal program to offset the cost of providing internet access to patrons. There are two reimbursable services, Tier 1: low voltage and access and Tier 2: connection. The program runs from July 1 to July 30, which is offset from our budget calendar and is the reason this is brought to the Board now. JCPL follows an RFP process, and these contracts are specifically for the Arvada Library Redesign, South County Express and Northwest Jeffco projects.

In response to a question the Board was advised that:

- E-Rate is a 5 year allocation of money to the Library and JCPL applies every year to spend. If JCPL doesn't start a project, that money stays in the Library's pool of money and JCPL reapplies. There is some estimating when planning that far out, but if needed the Library releases those funds and reapplies.

**AUTHORIZE THE SENTINEL TECHNOLOGIES & MALM
ELECTRICAL CONTRACTS**

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Library Executive Director to sign the contracts with Sentinel Technologies and Malm Electrical for E-Rate eligible network equipment and low voltage wiring services within the approved budgeted amounts. Seconded by Jeanne Lomba 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.

BOARD GOVERNANCE

- Review 2025 Board Governance Budget (Approval at June Board Meeting Consent Agenda)
- Review 2025 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda).

The Board discussed the proposed 2025 Board meeting schedule and asked staff to come back with a recommendation for what would work best for the June 19, 2025 conflict with the Juneteenth holiday. Some possibilities discussed were the day before (Wednesday, June 18, 2025) or the following week (Thursday, June 26, 2025). Staff will provide the recommendation at the June 13 Study Session for Board approval on the June 20 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

- 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
- July 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

- July 18, 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

The Chair advised the Board that she attended meetings with the Executive Director and each Jefferson County Commissioner to open dialogue regarding collective bargaining. Those conversations were positive and helpful.

ADJOURNMENT

The meeting was adjourned at 7:09pm.



Stanley Harsha, Secretary