

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

June 20, 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 June 20, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:33 p.m.

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

Trustees not present: Charles Jones.

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; 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: Emelda Walker 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.

EXECUTIVE SESSION:

Guest: Kurt Behn, County Attorney’s Office

At 5:34 pm, the Chair called for a motion to adjourn the regular Board meeting and reconvene in Executive Session.

MOTION: Emelda Walker moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding **(1)** Conifer

Opportunity Lease **(2)** South County Library and **(3)** Facilities Warehouse Lease. Statutory citations authorizing an executive session for these topic are:

- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.
- 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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a 4 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session at 5:40 pm.

The Chair called the Executive Session to order at 5:51pm with the following Trustees present, Jill Fellman, Stanley Harsha, Pam Anderson, Jeanne Lomba and Emelda Walker. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; 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; Amber Fisher, Executive Assistant, Office of the Executive Director and Katie O'Loughlin, Administrative Coordinator Supervisor.

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 TO RECONVENE REGULAR BOARD MEETING

MOTION: At 6:15 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 6:31p.m. the Chair reconvened the regular meeting with the following Trustees present: Emelda Walker (Vice-Chair), Stanley Harsha (Secretary), Jill Fellman, and Jeanne Lomba.

Note: Trustee Pam Anderson was not able to rejoin the meeting due to technical issues. Trustee Anderson was able to rejoin the meeting later as noted below.

The Chair provided the following Executive Session Summary:

EXECUTIVE SESSION SUMMARY:

The Library Board of Trustees met in Executive Session regarding **(1)** the Conifer Opportunity Lease **(2)** the South County Library and **(3)** the Facilities Warehouse Lease concerning the purchase, acquisition, lease, transfer or sale of Property, discussion of strategy and instructions to negotiators, and legal advice on specific legal questions. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

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 6:33 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. Approve May 16, 2024 Board Meeting Minutes
- B. Approve 2025 Governance Budget 4.8.2
- C. Adopt 2025 Board Meeting Schedule

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

Jill Fellman, Library Board liaison to the Foundation noted that she received notification from Jo Schantz that the spring whale book sale grossed \$92,550.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that a new project was added for 2024 regarding digital accessibility in response to the Colorado Accessibility Law. This is big work for our team and important work that does impact the Board's webpage to comply with the law. Bernadette Berger, Director of Technology and Innovation is leading the

project. Amber Fisher is working with the project team on what can be done immediately without Board inputs and what will need Board input.

The first collective bargaining meeting was held on May 31 and the Library is in communication with AFSCME about requests for information and a request to meet again on topics discussed at that meeting. There is a long list of information requests to be provided before the first negotiation meeting. Lisa Smith, Director of People and Culture is working with the County Attorney's Office and others on the information requests.

B. Northwest Jeffco Library Update

The Executive Director advised the Board that on Tuesday, June 18, the Arvada Planning Commission voted unanimously on two motions. One was to amend the comprehensive land use plan and the second was to rezone the property. The Executive Director expressed appreciation to all JCPL staff who worked on this and the Trustees who helped with stakeholder engagement. Kim Johnson attended the June 18 meeting to give public comment on behalf of the Library. The next step is to go before the Arvada City Council for approval on July 15.

Trustee Anderson rejoined the meeting at 6:36pm.

The Chair noted that it was a great experience, and the Commission was clearly very supportive of the project.

The Executive Director advised the Trustees that Jefferson County Public Health has a new mobile service clinic on wheels and is planning an unveiling at the Belmar Library on July 10. The Library will keep the Board informed to see any Trustees want to attend the ribbon cutting.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – 2025 Budget

A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2025. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. 2025 5-Year Capital Plan

MOTION: Stanley Harsha moved that the Library Board of Trustees authorize the Executive Director to submit the 2025 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

C. 2025 Proposed Budget Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2025 Proposed Budget Plan to the Board of County Commissioners. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Monthly Financials

D. Financial Report (May 2024)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and Provided a high level review of the monthly financial tables. On Table 1 revenue is trending as expected at the 77% mark and is on track. On Table 2 the operating budget is in a good place trending 5% under the total operating budget which is a perfect place to be at this point in the year. On Table 3 the carryforwards have been applied and the 2024 budget column includes all carryforward amounts. The remaining budgets are accurate as well.

There were no questions from the Board on the monthly financials.

Facilities & Construction Projects

A. Facilities/Warehouse Lease

Steve Chestnut, Director of Facilities and Construction projects address the Board and noted that the current lease expires on July 1 and the recommendation is to stay in that location.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to enter into a 5-year lease extension with Berkley Partners for the spaces at 10790 W. 50th Ave to house the Library's Facilities shops and warehouse at the estimated costs as identified in the memorandum dated June 13, 2024. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Business Strategy

A. South County Library

The Chair noted that this is an item of action following the executive session.

MOTION: Jeanne Lomba moved that the Library Board of Trustees delegate authority to the Executive Director to sign documents necessary for furthering negotiations on potential real estate transactions for the development of a library in South Jefferson County, provided:

- In the Executive Director’s opinion, any such documents are consistent with instructions and advice that have been provided to the Executive Director at an executive session pursuant to C.R.S. 24-6-402(4)(e)(I) (advice to negotiators);
- The documents do not create a binding interest in real property, which shall not include any limited license or access agreements;
- The documents have been reviewed by relevant staff, including but not limited to legal counsel;
- This delegation of signature authority shall expire in one year.

Seconded by Pam Anderson 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

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

- 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
- August 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location. Lakewood Library Meeting Room
- August 15, 2024 – Board Meeting – 5:30pm 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 reminded the Board to complete the County harassment training by the end of June and to let Amber Fisher know when they have completed that training.

ADJOURNMENT

The meeting was adjourned at 6:48pm.

A handwritten signature in black ink, appearing to read "Stanley Harsha". The signature is written in a cursive style with a horizontal line underneath.

Stanley Harsha, Secretary