

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 12, 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 December 12, 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), Renny Fagan, Jill Fellman and Charles Jones.

Trustees not present: Pam Anderson.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; 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; Kelci Rude, Administrative Coordinator Supervisor; Katie O’Loughlin, Administrative Coordinator Supervisor; Brad Green, Technology and Innovation Systems and Security Manager; 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 Charles Jones, the motion passed by unanimous vote of all Trustees present.

**EXECUTIVE SESSION:**

At 5:32 pm, the Chair called for a motion to adjourn the regular Board meeting and reconvene in Executive Session.

**MOTION:** Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Property. Statutory citations authorizing an executive session for this 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 Stanley Harsha, the motion passed by unanimous vote of all Trustees present.

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

The Chair called the Executive Session to order at 5:36 pm with the following Trustees present, Jill Fellman, Stanley Harsha, Charles Jones, Renny Fagan 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; Bernadette Berger, Director of Technology and Innovation Steve Chestnut, Director of Facilities and Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

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 5:58 pm Charles Jones 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 6:07 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Stanley Harsha, Charles Jones, Renny Fagan and Emelda Walker.

The Chair provided the following Executive Session Summary:

#### **EXECUTIVE SESSION SUMMARY:**

The Library Board of Trustees met in Executive Session regarding the South County Library Property 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 additional information on how to participate in public comment.

The Chair advised the Board that no online public comments were received. Christine Catramados, Jill Hinn, Anna Sparlin, Katie Connolly, Sammi Johnson and Annette Guillaume addressed the Board and provided public comment regarding disparity in page salaries, surplus library funds, library director raise, 9.9% wage increase for pages, Edgewater minimum wage, JCPL negotiator, temporary status, benefits, sick and vacation leave, page responsibilities, living wage, turnover, service model, opportunities for growth, and radically welcoming values.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 6:32 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 December 12, 2024 Consent Agenda:

- A. Minutes of November 21, 2024 Board Meeting
- B. Trustees adopt 2025 governance process calendar (4.3.2 and 4.3.2B)
- C. STAT Courier Contract Renewal

**MOTION:** Jill Fellman 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.

### **FOUNDATION UPDATE**

Jill Fellman, Board Liaison to the Foundation provided an update on the activities of the Foundation and noted the report is in the Board's information packet. Kirstin Kraig of Whale's Tale Books was among the winners receiving a \$500 holiday bonus from author James Patterson who has awarded bonuses to independent bookstore employees since 2015.

## EXECUTIVE DIRECTOR REPORT

### A. Executive Director Report

The Executive Director advised the Board that this week JCPL leadership attended a Strategic planning workshop for 2026 and beyond to mine the insights, issues and opportunities from over 8,000 survey responses. The workshop was led by Matt Griffin, Director of Business Strategy and Finance, and the strategic planning consultant. The Library will bring information to the Board in January for engagement.

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

### B. Capital Building Projects Update

- **South County Library:** JCPL appreciates our partners at County for their engagement with this project, the location and extent process and additional traffic study. The South County Advisory Council has paused in December but will meet on January 6<sup>th</sup> and have a celebration of their work. JCPL staff is doing the first walk through tomorrow to see what the Library might want to keep that was left behind.
- **Northwest Jeffco Library:** The community engagement report will be presented tonight. JCPL's fundraising consultant is meeting with U.S. representative Brittany Pettersen next week to inquire about opportunities for congressionally directed spending for this project.
- **Arvada Library Redesign:** JCPL held a redesign charette with stakeholders, and is making progress on the conceptual design
- **Conifer Library:** The Library is waiting to hear about the El Pomar grant, their board decides today. Conifer has completed Design Development. Next steps are a review of Construction Documents and asking for pricing from the General Contractor. The landlord has approved the design. The Conifer Holiday parade had the theme of Storytime and library staff were asked to be judges for parade floats. There was a nice article in the *Canyon Courier* about the parade.

### C. Gardner Family Foundation Naming Agreement

The Executive Director acknowledged that this is a special agreement for JCPL. The Executive Director met with the donor, a new member on the Foundation board, who was very eager to put money into something JCPL couldn't afford, the Evergreen Library outdoor reading space. The \$50,000 donation will cover 1/3 of the \$150,000 cost. The additional funds will come from some of the remaining funds in the construction budget. JCPL plans to begin construction in the spring.

**MOTION:** Charles Jones moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between the James J. and Joan A. Gardner Family Foundation, the Jefferson County Library Foundation, Inc., and the

Jefferson County Public Library. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

The Chair advised the Board that JCPL has paid off the debt that has been held for 20 years. JCPL is now a debt free organization.

#### Finance and Budget

A. 2025 Budget Adoption. Library Board adoption of Final recommended 2025 budget and authorize the Executive Director to implement the spending plan.

Matt Griffin, Director of Business Strategy and Finance advised the Board that there were no new updates since the presentation of the 2025 budget last month.

The Chair noted that she did not receive any questions from the Board about the 2025 budget.

**MOTION:** Stanley Harsha moved that the Library Board of Trustees adopt the 2025 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.

#### Business Strategy

A. South County Library Property

- Purchase and Sale Agreement (PSA) Amendment

Matt Griffin, Director of Business Strategy and Finance, provided information on the Purchase and Sale Agreement (PSA) amendment. Three areas of the amendment were highlighted, a reduction in total purchase price, a waiver of further inspection, and closing within 20 days of successful location and extent.

**MOTION:** Charles Jones moved that the Library Board of Trustees authorize the Executive Director to sign the Amendment to the Purchase and Sale Agreement between JCA Bradford LLC and the Jefferson County Public Library for the South Jefferson County Library property located at 11100 Bradford Road, Littleton, as described in the Agreement and subject to the terms and conditions contained therein. Seconded by Jill Fellman, the motion passed by unanimous vote of all Trustees present.

- Resolution authorizing Chair to sign Closing Documents

Matt Griffin, Director of Business Strategy and Finance advised the Board that this resolution is a requirement from the title company to authorize the chair to sign closing documents on behalf of the Board.

**MOTION:** Jill Fellman moved that the Library Board of Trustees adopt Resolution LB-12-12-24 approving and ratifying the Amendment to the Purchase and Sale Agreement, and authorizing Kim Johnson, Chair of the Board of Trustees of the Jefferson County Public Library to execute all documents necessary to Closing in a form approved by the County Attorney. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

## **Communications and Engagement**

### **A. Northwest Jeffco Library Community Engagement Report**

Guests: Anderson Hallas and Radian

Elise Penington, Director of Communications and Engagement, addressed the Board and introduced the topic. The Library is excited to bring the results of the Northwest Jeffco Library community engagement. JCPL partnered with Anderson Hallas and Radian for this project. Anderson Hallas and Radian have experienced architects, engagement professionals, and designers who worked on the community engagement efforts. In addition, Elise expressed appreciation to JCPL staff across the organization who were involved in making the engagement a success.

Elise Penington introduced presenters from Anderson Hallas, Wells Squier, Principal and Rebecca Silver, Senior Project Manager; and from Radian, Dee Dee DeVuyst, Executive Director. There were additional representatives from Anderson Hallas and Radian attending the meeting.

Some highlights of the information presented on the Northwest Jeffco Library Community Engagement report included:

#### **Key Community Engagement Goals**

- Encourage community members to share their preferences for library services and programs.
- Facilitate inclusive engagement on indoor and outdoor space design to identify preferred aesthetics and functionality.
- Gather feedback and priorities to ensure the library's design aligns with this community's unique needs and context.
- Honor this diverse, multi-generational community's perspective with an emphasis on youth and teens.

## Overall Key Themes - Design

- **Community-Focused Design:** Accessible, welcoming, and safe spaces that cater to diverse age groups with flexible areas and dedicated spaces for kids, teens, adults, and study/work.
- **Biophilic and Natural Elements:** Incorporation of nature indoors and outdoors through biophilic design, abundant natural light, and high ceilings.
- **Comfort and Functionality:** Comfortable, versatile seating and balanced, colorful interiors that avoid overstimulation.
- **Contextual Harmony:** A design that aligns with and enhances the character of the surrounding neighborhood.

## Overall Key Themes – Programming and Resources

- **Enhanced Collections and Access:** Expand physical and digital collections, offer a "Library of Things," and after-hour options like express library services, 24/7 hold lockers and/or drive-through drop-offs.
- **Advanced Technology and Creative Spaces:** Include makerspaces, co-working areas, and access to advanced tech like 3D printing and VR.
- **Diverse Programming for All Ages:** Host varied programs indoors and outdoors for adults, teens, and children.
- **Flexible and Inclusive Spaces:** Dedicate areas for co-working, study, and creativity to meet diverse community needs.

## ENGAGEMENT OPPORTUNITIES



- Community Stakeholder Interviews
- Community Survey
- Staff Survey
- 5 Community Events
  - ◆ Sticker Votes
  - ◆ Written Feedback
  - ◆ Interviews
  - ◆ Focus Group
  - ◆ Collaging
  - ◆ Mad Libs

## Community Survey Results

- Visitors envision the library as welcoming, supportive, safe, peaceful, community-oriented, convenient, and comfortable.

### Additional Feedback

- Drive-through book return / express library
- Neurodivergent / accessible design
- Dedicated coworking desks
- Larger selection of popular books
- Main concerns: Safety, parking and accessibility

## Staff Survey Results

Three survey questions: Recommendations, library features, and a WOW factor.

- Makerspace & new technology
- Indoor/outdoor areas and programming
- "Library of things"
- Sustainability / natural light
- Meeting room / study spaces
- Social / gathering / transition spaces
- Unique & dedicated program space for kids and teens
- Staff workspace, storage, break areas and bathrooms

## Community Engagement Events

September 14, 2024 | Candelas Festival

September 21, 2024 | Leyden Rock Fall Fest

- 450 Event Attendees

October 9, 2024 | Community Open House

October 12, 2024 | Coffee + Conversation

- 90 Open House Participants

## Engagement Results

<p><b>Building Design</b></p> <ul style="list-style-type: none"> <li>▪ Natural materials</li> <li>▪ Fit with environment</li> <li>▪ Abundant natural light</li> <li>▪ Accessible</li> </ul>	<p><b>Outdoors</b></p> <ul style="list-style-type: none"> <li>▪ Play space</li> <li>▪ Shaded areas</li> <li>▪ Flexible seating</li> <li>▪ Engage with nature</li> <li>▪ Outdoor classroom</li> <li>▪ Shelter from wind</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>▪ Homeschool tutoring space</li> <li>▪ Parent lounge near kids area</li> <li>▪ Programming for all ages</li> <li>▪ Family friendly</li> </ul>
<p><b>Children</b></p> <ul style="list-style-type: none"> <li>▪ Colorful</li> <li>▪ Fun/comfortable seating</li> <li>▪ Interactive play space</li> <li>▪ Enclosed area</li> <li>▪ Outdoor access</li> </ul>	<p><b>Adults</b></p> <ul style="list-style-type: none"> <li>▪ Variety of class options</li> <li>▪ Sit/stand workstations</li> <li>▪ Flexible/comfortable seating</li> <li>▪ Quiet room</li> </ul>	<p><b>Teens</b></p> <ul style="list-style-type: none"> <li>▪ Colorful</li> <li>▪ Fun/comfortable seating</li> <li>▪ Enclosed area</li> <li>▪ Study space</li> <li>▪ Gaming/hang out area</li> </ul>



<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>▪ Flexible workstations</li> <li>▪ Work from home and collaboration spaces</li> <li>▪ Makers space</li> <li>▪ 3D printing</li> </ul>		
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Board comments included:

- Natural elements and colorful – appreciate the examples, it helps puts in context on how it could possibly work – wind and natural light
- Balance of colorful and muted and challenge in design
- Library of things is fascinating
- Makers space –some school library spaces are being transformed into makers spaces
- Tremendous community feedback

In response to questions, the Board was advised that:

- Radian as an organization is focused on language justice and access. All engagement materials were available in English and Spanish and ASL services were offered as an option at all outreach events.
- Staff engaged with elementary and middles schools. At Three Creeks K-8 students engaged in a long 5-week project where they researched what they want their library to look like. Additionally, staff attended all back to school nights and reached many parents.
- There was a lot of discussion about sustainability. Anderson Hallas constantly engages in sustainability conversations as an expectation and mandate to take advantage of every opportunity to achieve the greatest degree of sustainability. The Northwest Jeffco Library is an amazing opportunity for sustainability to achieve as much as we can with use of materials and thoughtful site design.

The Board expressed appreciation to Anderson Hallas and Radian for their community engagement work.

**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**

The Chair noted that the 2025 Board meeting calendar was provided in the information packet and invitations have been sent to the Board.

### **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.

#### 2025 Board Meeting Schedule

- January 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- January 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 13, 2024 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

#### **EXECUTIVE SESSION:**

At 7:29 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding Collective Bargaining and adjourn the regular board 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 Collective Bargaining AND adjourn the Regular Board meeting at the conclusion of the Executive Session. Statutory citation authorizing an executive session for this topics is:

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

Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 7:36 pm with the following Trustees present, Renny Fagan, Jill Fellman, Charles Jones, Emelda Walker and Stanley Harsha. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Elise Penington, Director of Communications and Engagement; Matt Griffin, Director of Business Strategy

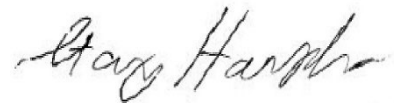
and Finance; Lisa Smith, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

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**

**MOTION:** At 8:22 pm Jill Fellman moved to adjourn the Executive Session. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session concerning Collective Bargaining pursuant to 24-6-402(4) (e)(I) for discussion of strategy and instructions to negotiators. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

A handwritten signature in cursive script that reads "Stanley Harsha".

Stanley Harsha, Secretary