

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

January 16, 2025

**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 January 16, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Emelda (Bing) Walker (Vice-Chair), Stanley Harsha (Secretary), Jill Fellman, Pam Anderson, Renny Fagan, and Charles Jones.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Library Planning & Policy Senior Advisor; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Chief Technology & Digital Innovation Officer; Matt Griffin, Chief Strategy & Operating Officer; Lisa Smith, Chief People & Culture Officer; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Katie O’Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor

There were additional Library staff members attending the meeting.

**APPROVAL OF AGENDA**

**MOTION:** Stanley Harsha 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.

Christine Catramados, Kerry Auld, Lainie Miller, and Jill Hinn addressed the Board and provided public comment regarding including the JCPL values in the next strategic plan, including a commitment to staff in the next strategic plan, daily work that pages complete, Executive Team pay and reorganization, 2024 and 2025 job posting pay rates, staffing levels at locations, staffing level evaluations, and staffing levels related to 2026+ strategic plan.

The Chair advised the Board that no online public comments were received.

The Chair closed the public comment portion of the meeting at 5:43 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 December 12, 2024 Board Meeting Minutes
- B. Adopt the Sunshine Resolution LB-01-16-25-01
- C. Approve Baker & Taylor Boundless Contract Renewal
- D. Approve Midwest Tape Hoopla Amendment to Extend and Renew Contract
- E. Approve 2025 Operating Agreement for Digital Literacy Training Partner Site, Jefferson County Public School

**MOTION:** Jill Fellman moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Bing Walker 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. The Whales Tale 2 bookstore is moving to 363 S Teller in Belmar. There have been four areas claimed for the Conifer Naming rights. Library Giving Day is April 1 this year. The Friends annual meeting is April 11. Warren Tech is partnering with the Foundation to develop an inventory system that will facilitate seeing inventory across both stores. The Spring 2025 Whale Sale is May 29-June 1 at fairgrounds, and the Foundation is looking for volunteers.

There were no questions, Trustee Fellman stated she was pleased to see the Foundation working with Warren Tech. Trustee Fellman also shared that the Friends Annual event provides a great opportunity to listen to local authors.

## EXECUTIVE DIRECTOR REPORT

### A. Executive Director Report

The Executive Director advised the Board that the County is activating its extreme weather response for overnight sheltering. The library works in concert with the County. We are information brokers in this process; we help connect patrons with the resources that can help in their situation. We do provide a limited number of small secondary items such as mittens or bus passes if someone is in dire need.

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

### B. Capital Projects Updates

- **South County Library:** The South County Advisory Council met in early January. They toured the Bradford building and had a celebration of their work. Fourteen of the sixteen members want to continue to meet and provide support on the project. During that meeting they also provided feedback on Express services. Rene Yaws, our South County manager, is creating community engagement activities with our vendor, and we also have our community open house dates scheduled for February 22 and March 1. The Board is welcome to attend those, and we will also be working on a photo opportunity for the Board at the new building.

The Chair welcomed staff and attendees to join the Board in a toast celebrating the 9 years of work on the South County Library. The Chair expressed thanks to the Board, Library staff, and citizens for getting us to this point.

- **Conifer:** We did get the El Pomar grant, we received \$25,000 for Conifer. That is a contribution towards Capital. Contributions with naming are very important for this grant. We have our design pricing underway, and we will bring that to the Board when it's ready.
- **Northwest:** The design team will begin their work tomorrow; we have completed our program of service. This is new work for us as it is a ground up build.
- **Arvada:** We are making good progress with our search and plans for an alternative service location during the redesign construction. Julianne Rist and Donna Walker will be meeting with the city planner around a potential easement, and we will see if it can help expand space at that location.

### C. Laura L. Coffey Naming Agreement

The Executive Director shared that the donor was a previous story time attendee when their children were young, and they are a longtime supporter of the library. This donation is \$5,000 for the Children's Area.

**MOTION:** Pam Anderson moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Laura L. Coffey, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

#### D. Judith & Mark Cook Naming Agreement

The Executive Director shared that the donors are new Conifer area residents who want to support the library in their new community. The Executive Director confirmed that we are not sure how they found out about the naming opportunity. This donation is \$10,000 for the Community Room.

**MOTION:** Stanley Harsha moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Judith & Mark Cook, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

#### E. Conifer Area Council Naming Agreement

The Executive Director shared that the Conifer Area Council had been advocating for a different type of Conifer Library for some time, and they have been great partners to the Library in this process. This donation is \$5,000 for a Study Room.

**MOTION:** Jill Fellman moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between the Conifer Area Council, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

### **OPERATIONAL UPDATES**

#### **Business Strategy & Finance**

##### **Finance and Budget – Monthly Financials**

###### **A. Financial Report (November & December)**

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and provided information on the November 2024 and December 2024 monthly financials. He noted that the December Table 1 shows the YTD end of December, but it doesn't mean things have stopped moving. We will continue to see adjustments in both directions over the next few months across line items. The total revenue exceeded budget by 4.4 million. This was primarily driven by property tax. We would not describe that as an overcollection, our forecast happens early. The investment income also exceeded estimates, and those will also be adjusted here. We monitor these into next year and we will keep an eye on material changes. In December Table 2, our total operating expenses ended under by 3.1 million. This was primarily driven by the Library books and materials line item. We were 1.4 million under in that. Our Northwest opening day collection was budgeted for 1.26 million, and that was not spent due to project timelines. This will be moved and budgeted in the appropriate year. The total salaries and benefits ended 2% below forecast. Final Table shows our Grants/funds/donation and this shows \$140,000 under budget. We will collect that in the next few months and accrue it to 2024. We will see changes over the next several months, there are no concerns from us about these items.

In response to a question, the Board was informed that the variance in expenditures in Table 1 is the result of the intricacies of having a single year budget tied in with a multi-year project. There was no true underspend, it is budgeted for in case it is needed and then we carry over the unspent dollars into the year when we believe we will need those funds.

In response to a question, the Board was informed that Erate will be reflected later based on when we receive it. It will be accrued to 2024.

In response to a question, the Board was informed that the electric vehicle charging stations do carry an expense for patrons, depending on how long someone uses them for. Our charging policy is posted on our website. Patrons get a certain amount of free charging and then there is an expense associated with continued charging. The Library has the ability to adjust the fee policy.

## **B. 2025 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects**

### Global Ends 1.0-1.4

The Chair noted that she had not received any questions or comments from the Board on the Global Ends. The Chair asked for consensus from the Board in support of the current Global Ends Statements. The Board indicated consensus.

### 2025 Annual Strategic Plan

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and provided information on revisions from the previous week.

- There was a change within the creation of a South County program. This was based on the scope for South County and Express Library South. There were no changes to the deliverables, just how they are grouped together and managed together.
- The second change based on feedback was the addition of the deliverable for finalizing grant and naming solicitation for Conifer
- The third change was the Express Library South name change

The Chair informed the Board that they were being asked for consensus on the 2025 annual strategic plan reflecting these changes.

The Executive Director reminded the Board that this is the organization's performance plan for the year. The consensus is the thumbs up from the Board so that she can implement this plan. It does not mean that this cannot change- the Board can ask for more or we can bring something else forward, but this sets us on a path.

The Board indicated consensus.

## **Public Services**

### Pine Library Resolution

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, introduced the topic.

The relationship with Pine goes back to the late 1970s. We help with their Wi-Fi and internet costs, as well as providing materials and an annual gift. Our Mountain Libraries manager regularly goes to their board meetings and attends events. This is a great way to support a community on the edge of the county. The \$2,000 2025 annual gift covers insurance costs for the year.

The Chair informed the Board that she had asked the Executive Director to research using a resolution for this instead of the previous procedure where the Board saw an annual request to approve the monetary donation. This felt like a better way of managing this since the Board already approves the budget, and the budget includes this. The Chair asked the Board for questions.

In response to questions the Board was advised that the Pine Library is a volunteer organization in the community, and not a JCPL location. It is a 501c3 organization. We do not have any other information on other types of support they may receive.

**MOTION:** Pam Anderson moved that the Library Board of Trustees adopt the Pine Library Resolution LB-01-16-25-02 as presented. Seconded by Bing Walker the motion passed by unanimous vote of all Trustees present.

The Chair informed the Board that the resolution stands until it doesn't, but the donation amount will be reviewed annually as part of the budget process.

## **Facilities & Construction Projects**

### Bradford Road Improvement Agreement

Steve Chestnut, Director of Facilities and Construction, addressed the Board. The Location & Extent (L&E) is completed. The next step is to enter into an improvement agreement, which would ensure that the library will contribute to traffic mitigation prior to permitting. We do have a not to exceed cost, but we are still working on the agreement. Attorneys are drafting and revising the improvement agreement, and we are asking the Board to approve this agreement.

The Chair addressed the Board and confirmed that there is no draft agreement to review at this time. The Board is being asked to approve the agreement contingent upon the financial cap and attorney review and approval. The Board does not have to act tonight, but it will help with the process if the Board is willing to give that conditional approval to the Executive Director.

In response to questions, the Board was advised that the Library and County are in conversation around the need for another traffic study and mitigation. We did have a traffic study as part of L&E, and they had a few requirements which we verbally agreed to. Now we are looking at what the traffic studies say and what level of mitigation is required. Our legal counsel feels this is low risk. The cost may be lower than the not to exceed amount.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the Bradford Road Improvement Agreement with Jefferson County, provided that the Library obligation in the agreement does not exceed \$120,000, and pending final review

and approval by signatory parties and legal counsel. Seconded by Jill Fellman 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**

### **Bylaws Committee Appointments**

The Chair announced the appointments of Renny Fagan and Bing Walker to serve on the committee to review the By-Laws.

### **Nominating Committee Appointments**

The Chair announced the appointments of Pam Anderson and Jill Fellman to serve on the committee to nominate Board officers.

The nominations will be brought to the Board in February and the election will be held in March. New officers will take seats in April. The Board is electing all positions this year. The Chair serves a two-year term and the Vice Chair and Secretary each serve a one-year term.

### **Foundation Board Trustee Representative Appointment**

The Chair announced the appointment of Renny Fagan to serve as the Trustee representative on the Foundation Board.

The Chair thanked Trustee Fellman for her work in this role.

The Chair noted that the 2025 Governance Process Calendar was adopted last month.

## **BOARD SCHEDULE – NEXT MEETINGS**

### **2025 Board Meeting Schedule**

- February 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

- March 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

No questions or comments or evaluations.

### **EXECUTIVE SESSION:**

At 6:31 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:** Pam Anderson 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 topic is:

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

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

The Chair announced an eight-minute break to allow the Board and staff to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 6:39pm with the following Trustees present: Charles Jones, Jill Fellman, Stanley Harsha, Pam Anderson, Renny Fagan, and Emelda (Bing) Walker. Also present were Steven Spirn, Donna Walker, Executive Director; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; Elise Penington, Director of Communications and Engagement; 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**

**MOTION:** At 7:28 pm Jill Fellman moved to adjourn the Executive Session. Seconded by Stanley Harsha 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