

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 17, 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 July 17, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

Other Trustees present: Emelda [Bing] Walker (Vice-Chair), Pam Anderson, Renny Fagan and Jill Fellman.

Absent: Charles Jones.

Staff present: Donna Walker, Executive Director; Matt Griffin, Chief Strategy & Operating Officer; Julianne Rist, Library Planning & Policy Senior Advisor; Lisa Smith, Chief People & Culture Officer; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Amy Bentz, Assistant Director of Library Design Projects and Planning; Jessica Paulsen, Assistant Director of Libraries & Inclusion for Customer Experience; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; 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: Emelda Bing Walker moved that the Library Board of Trustees approve the agenda as presented. Seconded by Pam Anderson, 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 additional information on how to participate in public comment.

The Chair advised the Board that a number online public comments were received and provided to the Trustees. The Chair noted that she also sent emails that were sent to the Executive Director email account and addressed to the Board.

Lauren Seegmiller, Jill Hinn, Sammi Johnson, Jenny Crownover, Brad Bruce, Emily Batista and MaryJo Sobocinski, addressed the Board and provided public comment regarding dress code, library neutrality, disability pride month, history of disability laws, dress code petition and collective bargaining negotiations.

The Chair thanked the public comment participants and closed the public comment portion of the meeting at 5:57 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 minutes of June 12, 2025 Board Study Session
- B. Library Board of Trustees approve minutes of June 18, 2025 Board Meeting
- C. Library Board of Trustees authorize Midwest Tape Audio/Visual Contract Renewal
- D. Library Board of Trustees authorize Xcite Agreement and Purchase for Conifer Community Room Audio/Visual

MOTION: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation and highlighted items from her written report.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and noted she received news yesterday from Bridget Beatty that she had secured a \$60,000 grant from the Colorado Gives Foundation for early learning and education. JCPL's Technology and Digital Innovation team is participating in the 2025 Jeffco Tech Showcase next week. In addition to being nominated for several awards. The team will staff a dedicated booth to highlight the wide array of technology resources we offer.

B. Capital Building Projects Update

- South County: As a result of great outreach efforts, staff were invited to a neighborhood open house. Rene Yaws, South County Manager is doing monthly

outreach story times to day cares and promoting summer challenge and interim services. Great promotions from JCPL's communications team and staff working behind scenes.

- Northwest Jeffco. On Tuesday the Executive Director and staff met with Gabe Martinez from Senator Bennet's office to tour the site and provide information on a grant request for \$600,000 in congressional spending.
- Arvada Library Redesign. Staff are reviewing bigger ticket design items to evaluate options, like elevators and pricing was received yesterday. Staff are picking out finishes and fixtures and participating in the process is fun for staff.
- Conifer Library. The Executive Director sends progress picture to the Board every week. Internet service to Conifer is expected soon. Right now it looks like the grand opening is scheduled for September 13 with a VIP event on September 12. The Board will receive invitations.

The Executive Director and Julianne Rist, Library Planning & Policy Senior Advisor met with the City of Wheat Ridge today on some of the planning the City is doing. The Library will be bringing more information to the Board.

There were no questions from the Board.

OPERATIONAL UPDATES

Strategy and Operations

Finance and Budget

A. Financial Report (June 2025)

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and provided information on the monthly financial report. Matt reported on the year-to-date end of June financials and reviewed the close of quarter two, a good time to check for alignment with expectations and forecast into the second part of the year. Property tax revenue is at 98% which comes in earlier in the year and is exactly on trend. Investment income is trending up and is monitored closely as it can fluctuate throughout the year. There is negative reporting within grant funds that is tied to the State grant. This is a temporary timing issue and next month the Board will see that reverse out. Operating expenditures salaries and benefits is trending below slightly and overall is tracking as expected. Total operating is at 47% a strong position for closeout of quarter two. Treasurers' fees are trending against budget. On Table 3, there are no specific call outs this month and spending is underway.

There were no questions from the Board.

Strategy & Operations

A. Resolution Regarding Capital Project Authority to Execute

Matt Griffin, Chief Strategy & Operating Officer, advised the Board that the reason the Library is bringing this resolution forward is that when JCPL does capital projects like

renovations or new buildings there are filings like zoning requests that need to be filed through the city or County as part of the standard design and construction process. The resolution gives the Executive Director ongoing permission to sign routine documents only for capital project the Board has approved. The resolution doesn't allow the Executive Director to sign anything that would change who owns the property. Giving this authorization is needed to help keep the capital projects on schedule and still allows the Board to be in charge of major decisions.

In response to questions, the Board was advised that:

- The documents are not dollar related, and no dollar amounts are associated with the documents.
- The number of documents and frequency does depend on the project and the authorities JCPL is working with.
- The types of documents required include the architects' identifying certain things the cities require and is hard to forecast.
- JCPL currently has two documents related to the resolution; one for Arvada Redesign and one for Northwest Jeffco.
- The documents are public documents.

The Executive Director advised the Board that she would include information on the documents signed under this resolution in her monthly report to the Board.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt Resolution LB-07-17-25 Capital Project Authority to Execute as presented. 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

2025 Board Meeting Schedule

- August 14, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

- August 21, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 11, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 18, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Trustees that there was no correspondence other than the previously noted emails from the Executive Director email account where it does seem the intent was to communicate with the Trustees.

EXECUTIVE SESSION:

At 6:27 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 citations authorizing an executive session for this topic 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 Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair announced a ten 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 6:37pm with the following Trustees present: Pam Anderson, Renny Fagan, Jill Fellman and Emelda (Bing) Walker. Also present were Eric Butler, Deputy County Attorney, Steven (Steve) Spirn; Donna Walker, Executive Director; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; Elise Penington, Director of Communications & Engagement; Brad Green, TDI Systems and Security Manager and Amber Fisher, Executive Assistant.

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: Emelda Bing Walker moved to adjourn the executive session. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:04 pm.

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 and 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. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

A handwritten signature in black ink, appearing to read "Charles Jones". The signature is fluid and cursive, with the first name "Charles" and the last name "Jones" clearly distinguishable.

Charles Jones, Secretary