

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 21, 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 August 21, 2025. The executive session was held in the Pam Nissler Conference room in Library Administration.

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), Charles Jones (Secretary), Renny Fagan and Jill Fellman.

Absent: Pam Anderson.

Staff present: Donna Walker, Executive Director; Matt Griffin, Chief Strategy & Operating Officer; Lisa Smith, Chief People & Culture Officer; Bernadette Berger, Chief Technology & Digital Innovation Officer; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Library Planning & Policy Senior Advisor; 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; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; Katie O'Loughlin, Administrative Coordinator Supervisor; Aaron Cameron, Technical Support Technician Sr.

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 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. The Chair provided additional information on how to participate in public comment.

The Chair advised the Board that no online public comments were received. There were no in-person or virtual public comments and the Chair closed the public comment portion of the meeting at 5:35 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 July 17, 2025 Board Meeting
- B. Terminate Conifer Library Art Wall Naming Agreement dated March 2, 2025.
- C. Authorize the Executive Director to execute an IGA with the Wheat Ridge Urban Renewal Authority, pledging 100% of the Library's incremental property tax revenue from the Clearvale URA for a period of 25 years.
- D. Authorize the Executive Director to execute an IGA with the Wheat Ridge Urban Renewal Authority, pledging 100% of the Library's incremental property tax revenue from the Lutheran Legacy Campus URA for a period of 25 years.

**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**

Renny Fagan provided an update on the activities of the Foundation and highlighted items from the written report.

## **EXECUTIVE DIRECTOR REPORT**

### A. Executive Director Report

Any questions. The Raise A Reader event is the last Saturday in September. This is a free event that encourages families to read together and focuses on early literacy. The Trustees were encouraged to attend. Invitations to the Evergreen Library Outdoor Reading Deck Opening and the Conifer Grand Opening were sent to the Trustees.

### B. Capital Building Projects Update

- South County. The project is moving along and JCPL is providing some interim services and outreach. The Magic Rob program had 79 participants. The library naming process that Elise Pennington brought to the Board earlier this summer is getting a lot of engagement.
- Northwest Jeffco Library. The library naming process for Northwest Jeffco is moving along. Noted in the Executive Director's report are the documents signed on behalf of the owner. The bookmobile was at the Freedom Social. Bryan Kratish, Northwest Jeffco Library Manager attended Whisper Creek's national night out event and found many people that weren't aware that a library is coming. Bryan will focus on outreach in other areas and work on having a story walk on the trail.
- Arvada Redesign. As noted in the written report the Executive Director signed a minor modification as owner. The project is moving into construction development and the donor book will be finalized at the end of the month.

- Conifer Library. The Library moved out of the school completely, which is a big milestone for JCPL and the school. Move-in activities are taking place. Jo Schantz, Jefferson County Library Foundation Executive Director and the Executive Director have a meeting scheduled with a donor next Thursday.

There were no questions from the Board.

## OPERATIONAL UPDATES

### Strategy and Operations

#### A. 2025 Midyear Report

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and presented highlights of the 2025 Midyear report. This is a time to reflect on JCPL's work during the first six months of the year and how that work has continued to evolve to meet the needs of the community. The Board also receives updates from the Executive Director on a monthly basis. JCPL is advancing every major building project and meeting huge milestones during the first six months of 2025. The Midyear report shows how JCPL is progressing in the annual plan. This is not just about buildings. There are strong accomplishments in fundraising, reducing tax support and real momentum going into the second half of the year. There are teams behind each project meeting deliverables and keeping the projects on track.

In response to questions, the Board was advised that:

- The Radically Welcoming User Experience project is to develop a fully upgraded approach to providing a radically welcoming patron experience relative to onboarding. The first project will wrap up in September with the outcome coming forward with an audit of current processes to onboard new users and recommend a strategy including what steps to take like new materials, software needs, etc. The plan will be presented to the steering committee on September 10. The next project is implementation.
- The focus of the project is on people who are new library card holders and what the process is like for them, what materials they get, etc. during the first three months of having a new library card.

Matt Griffin highlighted some data points in the report that are tracked on a monthly basis. Visits and engagement in person is up nearly 4% compared to this time last year. More people are walking through our doors and engaging with our staff. The Net Promoter Score (NPS) is up from 84 to 85, which in the world of NPS represents growing satisfaction amongst our users. Market penetration went from 39% to 40%, which may sound modest but considering the population of the County it indicates a lot of people are engaging in our services. Digital circulation jumped 13% over last year helping drive the 2% overall increase in collection use. Physical collection use dipped slightly. There was an 8.5% decline in program attendance compared against midyear 2024. Last year JCPL programs included an extraordinary event with Jaqueline Woodson that had an impact on 2024 program attendance.

In response to questions, the Board was advised that:

- Active households may have multiple cards or one card for everyone in a home. Active cardholders are measured differently and can fluctuate.
- Peer comparisons and market penetration in comparison to other libraries like us will be brought to the Board with the year-end report. JCPL will have some benchmarks on how JCPL fits into the market for the Board to review at that time.
- JCPL is watching the physical collection trends. JCPL is an outlier in collection use from our peers. At midyear, JCPL is still at three million physical items checked out. For a library of JCPL's size, it reflects the collection budget and our community's interest in our materials.

Matt Griffin presented additional impacts outside the core data. JCPL eliminated all fines for overdue, lost or damaged children's books and materials. This was a big step to remove barriers. JCPL added a holds locker to the Golden Library and expanded interim services in South County. The Jefferson County School Board honored JCPL's PowerOn Jeffco program for its impactful work in closing that digital divide. JCPL heads into the second half of the year with the momentum to finish the year in a strong position, not just for the second half of the year, but for the next strategic plan.

Trustee Emelda Bing Walker congratulated the Executive Director noting that it was a lot of work and the impact of the statements from patrons shows that the services JCPL provides exceeds expectations. Trustee Walker noted that the weekly updates from the Executive Director, particularly the patron comments from a variety of different communities really touches her heart.

The Chair expressed appreciation to the Executive Director and staff on the appropriate progress the team was able to accomplish in 6 months. The Chair further noted that having all these service accomplishments on top of multiple capital projects is amazing.

Trustee Renny Fagan noted that he was happy to see that JCPL offered the Power On Jeffco digital literacy training in both English and Spanish.

The Trustees expressed appreciation to the Executive Director and Library staff for the amazing progress and hard work represented in the midyear report.

## **Finance and Budget**

### **A. Financial Report (Julu 2025)**

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and provided information on the monthly financial report. Property tax at this point in the year is tracking as expected to collect the vast majority of what was budgeted. Some additional property tax will trickle in over the remaining months of the year. On Table 4, revenue shows some State grants related to the car charging stations and a grant around collections. A \$60,000 grant from Colorado Gives Foundation was also received.

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

### **Facilities and Construction Projects**

#### **A. Lakewood Renovation/Restroom Project**

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and provided information on the project. The project is more than just an upgrade. It is part of JCPL's commitment to making spaces welcoming and accessible. Even though gender neutral restrooms were not required JCPL and the Board chose to move forward. This project aligned with our values and responsibility to serve all members of community. The project was brought forward to the Board and included in the 2025 budget and 5 year capital plan. The contract is the next step in executing on that plan.

The Chair advised the Board that the 10 year plan includes a full renovation of this branch and is tied to the evaluation of an operations center. The inclusivity value is why the decision was made to move up this project ahead of the full project. This is important work to continue to move forward and the budget increase is expected in the current climate.

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to enter a contract with TCC Corporation in the amount of \$516,444.97 for renovation of the Lakewood and Administration restrooms. Seconded by Renny Fagan 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**

Adopt Policy Governance Monitoring Reports: 2.5 – 2.9; 3.3 Delegation to the Executive Director; and 4.9.5 Library Books and Materials Budget Policy

In response to a question, the Board was advised that Monitoring Reports are brought to the Board for review annually. If no changes are recommended it means that the Library is still in compliance.

**MOTION:** Emelda Bing Walker moved that the Library Board of Trustees Adopt Policy Governance Monitoring Reports: 2.5 – 2.9; Policies 3.3 Delegation to the Executive

Director; and 4.9.5 Library Books and Materials Budget Policy. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

## **BOARD SCHEDULE – NEXT MEETINGS**

### 2025 Board Meeting Schedule

- 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
- October 9, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 16, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

### **EXECUTIVE SESSION:**

At 6:11 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session and adjourn the regular Board meeting at the conclusion of the Executive Session.

**MOTION:** Emelda Bing Walker moved to adjourn the Regular meeting of the Library Board of Trustees, reconvene in Executive Session AND adjourn the Regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for these topics are:

#### (1) Library Services for the Wheat Ridge Community

- 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.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

#### (2) Collective Bargaining. Statutory citation authorizing an executive session for this topic:

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

Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair announced a break to allow the Board and staff to clear the room, leave the existing ZOOM meeting, move to the Pam Nissler Conference room in Library Administration and if virtual, join the Executive Session using the information provided in the separate invitation.

The Chair called the Executive Session to order at 6:21 pm with the following trustees present: Renny Fagan, Jill Fellman, Charles Jones and Emelda (Bing) Walker. Also present were Donna

Walker, Executive Director; Kurt Behn and Eric Butler, County Attorney's Office, Steven Spirn Consultant; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; Julianne Rist, Library Planning & Policy Senior Advisor; Elise Penington, Director of Communications & Engagement; 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:** Jill Fellman moved to adjourn the executive session. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 7:29 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning:

### (1) Library Services for the Wheat Ridge Community

- 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.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

### (2) Collective Bargaining. Statutory citation authorizing an executive session for this topic:

- 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.

Charles Jones, Secretary