

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 18, 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 September 18, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Guests: Steven Spirn

Staff present: Donna Walker, Executive Director; Julianne Rist, Library Planning and Policy Senior Advisor; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Steve Chestnut, Director of Facilities and Construction; Bernadette Berger, Chief Technology and Digital Innovation Officer; Matt Griffin, Chief Strategy and Operating Officer; Lisa Smith, Chief People and 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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Kelci Rude, Administrative Coordinator Supervisor, 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: Pam Anderson 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 Board received public comment on:

Shirley Johnson and Punky Kiefer expressed appreciation for the new Conifer Library.

Christine Catramados commented on collective bargaining.

The Chair advised the Board that five online public comments were received.

The Chair closed the public comment portion of the meeting at 5:41pm.

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 August 14, 2025 Special Board Meeting
- B. Library Board of Trustees approve Minutes of August 21, 2025 Board Meeting
- C. Library Board of Trustees authorize the CoCal Landscape Snow Removal Renewal Contract
- D. Library Board of Trustees authorize the Bear Creek Snow Removal Renewal Contract

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

The Chair called on Trustee Fagan for any information not provided in the Foundation. Trustee Fagan did not have any additional information to add to the report but wanted to remind the Board about the Whale Sale event coming up soon. Trustee Fellman provided congratulations to the Foundation on their Dine and Donate event; the restaurant had a Foundation volunteer greeting diners and it provided a nice touch of connection.

There were no questions from the Board.

Statement from the Board Chair:

Last week, a tragic event unfolded at Evergreen High School. In the midst of uncertainty and fear, our Evergreen Library team responded with courage and compassion, sheltering students and community members and supporting first responders as the situation developed. For several hours, the library was a place of safety and calm until students were safely transported to a reunification center to reconnect with their families. We are deeply grateful to the Evergreen Library team for being a source of protection, comfort and care during such a critical moment. Across our library system, staff also rallied in support. Leaders navigated roadblocks to assist onsite, colleagues from other locations stepped in to cover shifts so Evergreen Library staff could

rest and recover, the Library's People and Culture team coordinated onsite counseling and teams across the organization collaborated on timely messaging for staff and the community. The County and Sheriff's Office have commended the Library's swift and compassionate response and community members expressed their appreciation.

The Board would like to thank our team for your caring response. Our hearts remain with the Evergreen community and all those affected by this tragedy.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that JCPL continues to support the Evergreen community. Resilience 1220 provides resources and community counseling, and they received the cookies meant for the grand opening event that JCPL cancelled. Evergreen High School has been closed; we have kept our Teen spaces open and available for the students and provided extra games and snacks. Evergreen and Conifer libraries, along with other businesses, are taking part in the Thank the Responders initiative. There are many supports being offered to our staff and the community.

Conifer Library had 450 people come through on Saturday. Staff adapted some of the planned activities. Conifer is reporting 150-200 people coming in per day and JCPL is receiving positive comments and compliments about the space.

B. Capital Building Projects Update

- Northwest Jeffco: JCPL is setting up partnerships with Digital Teacher Librarians (DTLs). Bryan Kratish, Northwest Jeffco Library manager, is attending Leyden Rock Fall Fest. There were 16 people at Storytime and it is nice to see the community using library services before we have a physical space. Pricing for Schematic Design has come in, and JCPL continues to work with the vendors on that budget.
- South County: The South County Advisory Council continues to meet. Cynthia Kiyotake, Chief Libraries and Inclusion Officer, led an activity with the Council around joy and what gives them joy, leading towards the "other reasons to visit". JCPL staff are continuing programming. JCPL completed a naming feedback activity at the last advisory council meeting. Rebecca Winning (former Communications Director) will be doing an author visit program.
- The Executive Director will be signing a "cash in lieu" for a traffic signal pursuant to the Bradford Road Improvements Agreement that was approved in January 2025.

OPERATIONAL UPDATES

People & Culture

A. Memorandum of Understanding, Proposed County Benefit Changes

Lisa Smith, Chief People and Culture Officer, addressed the Board. The Board packet included a Memorandum of Understanding (MOU) for the Board to review. This agreement would be

between AFSCME and JCPL. The MOU outlines the changes that the County will be working on next week. County's proposed changes will reduce health insurance premiums and increase employer coverage costs; all changes benefit employees. JCPL wants to get this MOU in effect to ensure that bargaining unit employees can continue with benefits into 2026, and that they can take part in open enrollment in October.

Strategy & Operations

Finance and Budget

A. Financial Report (August 2025)

Matt Griffin, Chief Strategy and Operating Officer, addressed the Board. On Table 1 the property tax item percentage variance rounds to 100%. This is where we expect it to be, and there are no concerns. Investment income is trending up to budget, this is something JCPL monitors, and there are both up and down movements. The library is in a healthy position. On Table 2, operating is trending slightly below budget and is where we expected. Table 3 items are on track, with no issues to report. JCPL does expect to see an increase in spending over the coming months. There are no new updates from last month on Table 4. In summary, the budget is performing as expected and remains on track.

Libraries & Inclusion

A. Evergreen Ballot Box - Elections Use Agreement

Donna Walker, Executive Director, addressed the Board. JCPL has worked with Elections for several years. The Library is asking the Board to allow JCPL's Executive Director to sign the Elections-related agreements without bringing them to the Board.

Trustee Anderson reminded JCPL Leadership and the Board that she can assist with relationship building as needed. Donna Walker thanked her and affirmed that the relationship is strong and processes are working well.

The Chair reminded the Board that this motion would allow the Executive Director to sign all Elections-related agreements, not just the Evergreen Ballot Box and camera agreement.

MOTION: Pam Anderson moved that the Library authorize the Executive Director to sign any agreement, renewal, or amendment to any ballot box and video surveillance use agreement or election site use agreement with the Jefferson County Elections Division, provided that there is no material change to the existing use of Library property.

Seconded by Charles Jones, 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

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Trustee Walker thanked the Chair for acknowledging the tragedy that happened in Evergreen; and thanked Donna Walker for the Library's continued support to the community and JCPL's leadership team for their support to staff.

Trustee Fagan provided an update on his attendance at the Colorado Library Association conference. Trustee Fagan enjoyed participating in the 'Trustee Track' topics; JCPL is lucky to have our Board and processes working well. JCPL staff were well represented at the conference and several staff presented programs.

At 6:03 pm, the Chair called for a motion to recess the regular meeting, reconvene in Executive Session regarding the Memorandum of Understanding between AFSCME-JCPL, Collective Bargaining, and the Executive Director Annual Review.

MOTION: Bing Walker moved to recess the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

(1) Memorandum of Understanding, Proposed County Benefit Changes

- 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.

(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.

(3) Executive Director's Annual Review. Statutory citation authorizing an executive session for this topic:

- Pursuant to 24-6-402(4)(f) Personnel Matters.

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

The Chair announced a 10 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting, and then join the Executive Session in the Pam Nissler Conference Room.

At 8:09pm, the Chair called for a motion to adjourn the Executive Session and reconvene the regular Board Meeting.

MOTION: Emelda [Bing] Walker moved to adjourn the Executive Session of the Library Board of Trustees and reconvene the Regular meeting. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Regular Meeting was reconvened with Library Board of Trustees Chair, Kim Johnson, Emelda Walker (Vice-Chair), Charles Jones (Secretary), Jill Fellman, Pam Anderson, and Renny Fagan present.

The Library Board of Trustees met in Executive Session regarding Memorandum of Understanding - Proposed County Benefit Changes, Collective Bargaining, and Personnel Matters related to the Executive Director. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Chair requested a motion regarding the Memorandum of Understanding.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to enter into the Memorandum of Understanding between JCPL and AFSCME related to Proposed County Benefit Changes. Seconded by Jill Fellman, the motion passed by unanimous vote of all trustees present.

The Chair called for a motion regarding Executive Director review and compensation.

MOTION: Emelda [Bing] Walker moved that the Library Board of Trustees defer a decision on compensation for the Executive Director until after the negotiations on compensation and benefits for represented staff are complete. Seconded by Charles Jones, the motion passed by unanimous vote of all trustees present.

Trustee Walker read a statement from the Board: The Board has full faith and confidence in Donna Walker as our Executive Director and look forward to her continued leadership.

CALL FOR ADJOURNMENT

The Chair adjourned the regular meeting of the Library Board at 8:12pm.

Charles Jones

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.

Secretary