Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 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 October 16, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

- Congratulations on reappointments of Charles Jones, Jill Fellman and Kim Johnson
- Welcome and introductions new Trustee Nikki Jain Brown

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

Absent: Pam Anderson.

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; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Kelci Rude, Administrative Coordinator Supervisor, Ryan Turch, Technology and Innovation Operations Supervisor.

There were additional Library staff members attending the meeting.

Guest: Meghan Bentheimer, Eppstein Uhen Architects (EUA), Steven Spirn, Consultant

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Emelda Bing Walker, 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 form public comments were received and there are no virtual public comments.

Anna Sparling, Christine Catramados and Katie Conway addressed the Board and provided public comment regarding the union compensation proposal, wage survey, leave accrual policy, family leave program, and the bereavement leave policy.

The Chair thanked the public comment participants and closed the public comment portion of the meeting at 5:45 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 Minutes of September 18, 2025 Board Meeting
B. IGA with Jefferson County Sheriff's Office for a camera installation at the Evergreen Library

> **MOTION**: Emelda Bing Walker 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

The Chair called on Trustee Fagan for an update on the activities of the Foundation. Trustee Fagan noted the Fall Whale of a Book Sale on October 16-19.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Library will share more information on the scheduled events happing at the South County location.

The Executive Director provided an update on the asbestos spill in the administration wing of the Lakewood Library and Library Administration building: The Library is at the two week mark in the incident that occurred on October 2. When JCPL was given permission to reopen the Lakewood Library this past Monday, staff from across JCPL jumped in to help get the library ready to serve our public. The Administration wing remains temporarily closed. Ongoing impacts to services and support teams are being managed through our incident response team. The Executive Director commended the many staff actively supporting this effort to fully reopen all areas of JCPL. The Library continues to work with the required regulatory agencies and certified experts to comply with legal requirements, testing and abatement. A meeting with all parties is scheduled for tomorrow morning where JCPL expects to learn more about next steps.

Baker & Taylor, the Library's primary vendor for print materials, is closing their business in

January 2026. This situation has created significant delays in receiving new titles. Collections Services Staff are working tirelessly to replace the cancelled orders with our secondary vendor, and plan for the longer-term impacts of this situation.

B. Capital Building Projects Update

- Conifer: The Library is planning a donor event and other "grand opening" events to replace our cancelled events.
- Northwest Jeffco:. Bryan Kratish, Northwest Jeffco Library manager is attending the Three Creeks K-8 Fall Fest and the Leyden Rock Fall Fest, coming up next week and working on a creative tech program for adults and a Trunk or Treat event.
- South County: Rene Yaws, South County Library manager continues working on offering fun programs and activating spaces at that location including a Trunk or Treat, author visit, family fun night, creative tech Halloween party and a Jack O Lanterns program with the bookmobile. JCPL is in the conceptual design stage for what library services will work at that location.
- Arvada Redesign: JCPL is excited to bring forward the redesign update and pricing. EUA and JCPL will present information later on tonight.

C. Beaulieu Naming Agreement – Art Wall Conifer Library

The Executive Director advised the Board that Kelly Beaulieu is on the Conifer Area Chamber. She is very excited that Conifer will finally have its own full-fledged library and thinks it will be a huge asset to the community.

> **MOTION**: Emelda Bing Walker moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Kelly Beaulieu 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. Arvada Library Redesign Update and Guaranteed Maximum Price (GMP)

Guest: Meghan Bentheimer, Eppstein Uhen Architects (EUA)

The Executive Director addressed the Board and introduced the topic noting that JCPL is excited to bring forward the design and pricing for the redesign of the Arvada Olde Town Library. Over the last several months, EUA architects worked with staff and the community in redesigning the Arvada Library location. JCPL is pleased to share high-level elements of the design and how these elements meet the themes discovered in our community engagement.

Meghan Bentheimer with Eppstein Uhen Architects (EUA) addressed the Board and provided information on the Arvada Library Redesign.

In response to questions the Board was advised that:

- The design includes moving the stairwell, replacing the elevator in its same location with new technologies and a new cab.

- EUA and JCPL researched other urban libraries and conducted interviews with urban library managers.
- EUA does think long term, 15-20 years especially with public spaces and built in flexibility for easier design updates so the Library can rearrange space as needed.
- A fence will separate the outdoor space and town square with gates to egress so there is no outside access to that patio. While the Library would like the fencing to be higher currently there are Olde Town Arvada requirements and restrictions. The Library would like to have continuing conversations with the City about the concerns with after hours and how easy the current fence height would be to scale.
- The Library anticipates multiple uses for the outdoor space including any type of event that could be held outside from book clubs to children's programming and crafts. Part of the request from the City of Arvada was to activate this area and show things going on in the Library's outdoor spaces. JCPL hopes to show positive community activities in those spaces and have other opportunities for programming.
- The Library held many conversations with the City of Arvada about our community space including investment to activate the space. EUA presented to the Olde Town Arvada Design group.
- JCPL anticipates similar staffing with the redesign.
- JCPL does not anticipate moving patron facing staff spaces or services from the Arvada Library.
- Arvada Library Staff participated in the design including lighting. There are two window wells in the break room for daylight access. Staff typically handle materials/work in their spaces 4 hours per day with 4 hours working with the public.

The Trustees expressed appreciation to Meghan Bentheimer for the presentation. Additional comments from the Board included:

- With the redesign the Library looks like it belongs in Olde Town Arvada.
- This is going to be great for all of our patrons.
- Love the homage to Olde Town Arvada, modern with safety aspects in moving the restrooms; and sealing that outdoor patio area.

OPERATIONAL UPDATES

Strategy & Operations

Facilities and Construction Projects

A. Arvada Construction Guaranteed Maximum Price

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided information on the cooperative value engineering process to reach the guaranteed maximum price.

The Chair advised the Board that they could take more time and authorize at next month's Board meeting and noted a concern with the price of materials should the decision be delayed.

In response to a question, the Board was advised that the length of the project is approximately

14 months.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to Proceed with FlintCo LLC for the construction of the Arvada Library Redesign, based on the final Guaranteed Maximum Price of $10,477,490. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

B. Lease for Arvada Alternative Services

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided information on the location, length of the lease, and JCPL responsibility to provide janitorial and some snow removal.

In response to a question, the Board was advised that the length of the lease includes enough time for activities involving moving out of the space.

MOTION: Nikki Jain Brown move that the Library Board of Trustees authorize the Executive Director to enter into the lease agreement with Jefferson County Public School District for the property located at 5751 Balsam Street, Arvada, CO. Seconded by Renny Fagan voting was paused to address an additional question.

In response to a question, the Board was advised that:

- Costs associated with setting up the alternative space including moving in and out are included in the project budget.

MOTION: Nikki Jain Brown move that the Library Board of Trustees authorize the Executive Director to enter into the lease agreement with Jefferson County Public School District for the property located at 5751 Balsam Street, Arvada, CO. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

<u>Finance and Budget</u>

A. Financial Report (September 2025)

Matt Griffin, Chief Strategy and Operating Officer, addressed the Board and provided an overview of the monthly financials. Other revenue, which includes charges for printing and copying fees is trending above budget. JCPL intended to implement free printing this year, however, implementation was pushed to 2026. Other line items around capital coming into the 4th quarter, takes into account multi-year projects and unspent funds are eligible for carryforward next year.

In response to questions, the Board was advised that:

- The Library capital project budgets are budgeted 9 or 10 months ahead of that fiscal year anticipating any and all costs to make sure funds are available. As the project progresses timelines change but the total project budget does not change, just how it is split across multiple years is adjusted. Any funds not spent will move into the following fiscal year.

- As the Library gets into the final months of the year, it becomes more apparent what is remaining in capital budgets and how the projects are trending. The Library conducts an internal review in January and will present carryforward information to the Board for approval when that internal review is completed early next year.
- The Chair will talk with the Vice-Chair and Executive Director at their next meeting to discuss how to bring information to the Board on the fund balance including allocated and encumbered amounts, carryforward, how the fund balance is utilized and capital project budgets. The Trustees indicated consensus on this approach.

Technology & Digital Innovation

A. Purchase of services with Xcite for the Lakewood Library Community Meeting Room AV
Bernadette Berger, Chief Technology and Digital Innovation Officer addressed the Board and asked if there were any questions.

In response to a question the Board was advised that:

- The Lakewood Library community meeting room was upgraded right after Covid with some hybrid technology. The current projector screen is 12-15 years old and recently went down during a meeting. Each year JCPL selects libraries to upgrade AV equipment including better cameras, and microphones to make meetings more participatory.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Xcite Audiovisuals LLC in the base amount of $175,000. Seconded by Nikki Jain Brown 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

- 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

- December 11, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING
The Chair noted that the Board's holiday party invitation was sent to the Board.

Vice-Chair Bing Walker expressed appreciation to the Library for a fantastic all staff conference event. It was an engaging and rewarding experience to see a huge room full of staff having fun with the kaleidoscope theme.

The Chair expressed appreciation to Bing Walker for representing the Board and noted the wonderful efforts of Lisa Smith and staff to make the all staff conference special.

At 6:57 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

> **MOTION**: Emelda Bing Walker moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:
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> (1) Collective Bargaining
> - 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 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 separate meeting invitation at 7:10 pm.

The Chair called the Executive Session to order at 7:10 pm with the following trustees present: Renny Fagan, Jill Fellman, Nikki Jain Brown, Charles Jones and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office, Steven Spirn Consultant; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Matt Griffin, Chief Strategy & Operating Officer; 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.

At 8:17 pm, the Chair called for a motion to adjourn the Executive Session.

MOTION: Nikki Jain Brown moved to adjourn the Executive Session of the Library Board of Trustees.. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session regarding Collective Bargaining. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Charles Jones, Secretary