

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 11, 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 December 11, 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), Pam Anderson, Nikki Jain Brown, Renny Fagan, Jill Fellman and Charles Jones.

Absent: None.

**Staff present:** Donna Walker, Executive Director; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Steve Chestnut, Director of Facilities and Construction; Bernadette Berger, Chief Information Officer; Matt Griffin, Chief Strategy and Operating Officer; Lisa Smith, Chief People and Culture Officer; Julianne Rist, Library Planning and Policy Senior Advisor; Amy Bentz, Assistant Director of Library Design Projects and Planning; Jessica Paulsen, Assistant Director of Public Services 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; Katie O'Loughlin, Administrative Coordinator Supervisor, Kelci Rude, 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair thanked the Lakewood Library staff for providing meeting overflow space in the Children's area. While providing overflow space is not required, an exception was made to accommodate as much public participation as possible.

The Chair asked that anyone online wanting to provide public comment sign up by 5:35 pm by sending a chat message to the meeting host with their name and topic.

## **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 several online form public comments were received and sent to the Trustees.

Rosalie Rodriguez, Anna Sparlin, Grace Peterson, Annette Guillaume, Amy Christiansen, Jess Villanueva, Cosmo Wright, Jill Hinn, Sammi Johnson, Dawn Allbee, Shannon Pagliaro, Mindy Mohr, Derek Hammer and Brad Bruce provided public comment regarding building closures, reserve fund, staffing practices, union negotiations, living wage, raises, safety at work, impasse, page duties, end of year bonus, mediation, benefits, values, workplace culture, Arvada renovations and minimum wage.

The Chair thanked the public comment participants and closed the public comment portion of the meeting at 6:09 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 adopt the Minutes of the November 13, 2025 Special Board Meeting
- B. Library Board of Trustees adopt the Minutes of the November 20, 2025 Board Meeting
- C. Library Board of Trustees adopt the 2025 Governance Process Calendar (4.3.2 and 4.3.2B)
- D. Library Board of Trustees authorize the STAT Courier Contract Renewal
- E. Library Board of Trustees authorize the contract for Removal, Reinstallation, and Equipment Purchase of Arvada Automated Materials Handling System
- F. Library Board of Trustees authorize the 2026 Contract Amendment for Sierra ILS, Innovative Interfaces, Inc.

**MOTION:** Jill Fellman 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 Jo Schantz, Foundation Executive Director. Jo Schantz provided highlights of her report including an overview of community connections and recent funding updates including the receipt of \$2,500 from Ent Credit Union and \$10,000 from the Laguardia Family

Foundation. CO Gives Day raised almost \$22,000. The 2026 Friends Annual meeting is scheduled for March 13; Shelley Read is featured author. The Foundation and Warehouse will be closed Dec. 24- Jan. 1.

## **EXECUTIVE DIRECTOR REPORT**

### **A. Executive Director Report**

The Executive Director advised the Board that there will be Noon Years' Eve events happening at all locations and Board members are welcome to attend. The Executive Director asked that she be advised if any Board members are considering attending PLA.

### **B. Capital Building Projects Update**

- Deer Creek Library: Library name communications have gone out to staff. The project is in the schematic design stage, and the team is impressed by architect plan.
- Arvada Redesign: Moveout is planned for early January. The move into the alternative space will span a few days. This Saturday Arvada Library is hosting a "farewell for now" event for the community.
- Conifer: The Open House event took place last week. The Executive Director thanked Trustee Walker for attending, along with commissioners, community partners, and community members. JCPL received great comments from the public.
- Northwest Jeffco: Staff have developed new names to consider. Naming will be brought back to the Board in January.

The Executive Director thanked each board member for their volunteer service on the Board and shared her appreciation for their dedication now and for the future.

## **OPERATIONAL UPDATES**

### **Strategy & Operations**

#### **Finance and Budget**

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

Matt Griffin, Chief Strategy and Operating Officer, addressed the Board and provided an overview of the monthly financials. On Table 1, it was noted that November revenue has not been recorded due to timing of the meeting. It will be reflected in next month's financials. Financials are in line with expectations and there were no concerns to highlight.

There were no questions from the board. The Chair advised that if Board members had follow up questions, they could be directed to her.

##### **B. 2026 Recommended Budget**

Matt Griffin, Chief Strategy and Operating Officer, advised the Board that there have been no changes since the discussion last month. Two additional pieces of information were brought forward in response to a request from the Board at the November meeting.

#### **Annual Repair and Maintenance (ARMs)**

The ARMs were broken out of the Capital category and displayed as their own line item. There is \$1.6 million allocated for annual repair and maintenance. Previously that was added to the Capital line. The total expenditure remains the same. This table is for the clarity and visibility of the breakout of repair and maintenance.

### Carryforward Process

Once we have year-end actuals in January, our financial team conducts an internal review and identifies any projects that are eligible for carrying forward. Divisions review the funds needed to continue any work into 2026 that doesn't have funding available in 2026. In that situation, unspent money from 2025 can be carried into 2026. JCPL brings this information to the Board for review and approval at the February board meeting, explaining the need for carryforward. After this, there is more internal processing that takes a few months. Carryforwards typically go back into the budget in May or June.

The current estimate across all capital projects is anticipated at around \$30 million. We would see this added to the budget around May or June. We are anticipating around that number to be brought back to the Board in February 2026.

In response to questions the Board was advised that:

- In Table 1, the \$28 million in the proposed 2026 budget does not include carryforward. Carryforwards will be added after they are processed and will be included in the amended budget we track against for the remainder of the year.
- The fund balance doesn't take into account the spending plan or budget. The fund balance is not part of the budget but is part of the financials. The fund balance amount is not included in the monthly financials; the Board sees it on an annual basis because it ebbs and flows month to month. JCPL internally monitors the fund balance each month.

The Board commented that JCPL's effort to make all the phases with budget and strategic planning digestible is appreciated. And JCPL continually trying to communicate clarity when there is less clarity in the public dialogue is appreciated, as it's not simple or easy to understand. It is a milestone moment to adopt budget at the end of the year. The Board thanked the staff for the significant lift throughout the year.

The Chair acknowledges that the Board made that task more complicated when encouraging an aggressive capital building phase, to add and renovate branches that sorely needed that work, noting it's difficult to anticipate when capital funds will be spent. They must be in a budget but it's unknown when the appropriate property or a building will become available. The Chair extended her gratitude to the team.

**MOTION:** Pam Anderson moved that the Library Board of Trustees adopt the 2026 budget and authorize the Executive Director to implement the spending plan contained therein. 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**

Informational Only: Adopted 2026 Board Meeting Schedule

## **BOARD SCHEDULE – NEXT MEETINGS**

### 2026 Board Meeting Schedule

- January 8, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- January 15, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

The Chair noted that she received correspondence via a scanned letter that was received very late and not included in the public comment form. The Chair will check with Board members for receipt and will send as needed.

At 6:29 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

**MOTION:** Nikki Jain Brown moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

### (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.

The Chair called the Executive Session to order at 6:40 p.m. with the following trustees present: Renny Fagan, Pam Anderson, Nikki Jain Brown, Charles Jones, Jill Fellman, and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office, Steven Spirn Consultant; Bernadette Berger, Chief Information 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 Kelci Rude, Administrative Coordinator Supervisor.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

At 7:49 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 Emelda Bing Walker, 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.

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

Charles Jones, Secretary