

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 8, 2026**

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online vial ZOOM and in-person in the Lakewood Library meeting room on January 8, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Emelda [Bing] Walker (Vice-Chair), Charles Jones (Secretary), Pam Anderson, Renny Fagan, and Nikki Jain Brown.

Absent: Jill Fellman.

Staff present: Donna Walker, Executive Director; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Elise Penington, Director of Communications and Engagement; Julianne Rist, Library Planning & Policy Senior Advisor; Matt Griffin, Finance & Strategy Consultant; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amy Bentz, Assistant Director of Library Design Projects and Planning; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; Katie O'Loughlin, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

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.

Executive Director and Strategy & Operations

A. Board Reviews New Global Ends Statements 1.0-1.3

The Executive Director advised the Board that they will be voting on the new Ends Statements at the Board meeting next week. There were no questions from the Board.

B. 2026 Annual Plan

The Executive Director introduced the topic and noted that the annual plan is part of policy governance and is the annual performance plan for the Library. The 2026 plan is ambitious and achievable. The plan is in addition to all the other things the Library does every day in service to the public. Projects are grouped under objectives that connect to the Board's Ends. The plan is flexible with multi-year initiatives built in; as projects shift they can move under other objectives. The projects have deliverables and some have potential metrics. The draft plan is being presented for Board discussion and input.

Matt Griffin, Finance & Strategy Consultant, provided a recap of the overall strategic plan

framework, and how the plan fits together underneath the mission, vision and Board ends. The 2026 Annual Plan reflects the first year of execution under the new strategic plan. It is not exhaustive of all work but the higher level strategic projects that work to meet objectives and ultimately the Board Ends. The Library will bring this topic back next week in a more refined version and have more Board conversation.

Every project has identified deliverables and what they mean; concrete outputs, milestones or major activities JCPL thinks the Board and public want to be aware of with demonstrated progress of work throughout year. There is an accountability question; did JCPL do the work with clear measures of how projects are progressing

There are potential metrics in some projects; data points that the work is expected to influence this year. Results are not always immediate but it is expected that some projects will move data points meant to indicate movement toward an objective. Real time feedback; is the work we're doing truly influencing the objective we're setting out to achieve? Is the work moving the needle and the data should give us the answer to that. Some projects will track immediately and some will take time to build the foundation metrics or after the project enters implementation.

Taking all of those together this structure should allow JCPL to have clear line of ends to objective to projects and are they achieving what we want them to achieve.

In response to questions, the Board was advised that:

- The strategic plan structure has remained over the previous few years and the philosophy of organizing projects underneath an objective or initiative has been consistent and organized in a way that shows exactly what each project is working toward. Metrics are a piece new for this year.
- As projects progress we will gain an understanding of those potential metrics that are moving needle the most and where to put resources.
- There will be challenges with overall success measures, how many visitors, collection use in 2026, etc. The Arvada Library will be closed for the whole year and we know fewer people will be using the library. When we add two new libraries those numbers will go up. If we meet these metrics it will show our messaging turning our temporary users to regular users, and we are increasing community use with more new patrons regularly using the library.
- The Communications and Engagement team is developing the patron survey that will measure patron comfort in using the library, access to programs, etc. Part of the project will be making the overall experience better and making sure patrons know all the benefits that come with their library card. We will be trying to reach new people that just moved to Jeffco, providing a great experience and continuing to learn how we can make a better experience.
- The Library has a careful balance with AI (artificial intelligence) and wants to partner with County where possible. The Library has opportunities for different ways of utilizing AI. County is not teaching patrons and preparing the workforce of the future. The Library has programs and people come to us as a trusted resource and we need to prepare our staff to answer questions. JCPL has been piloting an AI tool. We converse

with County constantly and will move forward together and in partnership as much as possible.

The 2026 annual plan reflects the first year of execution under new strategic plan. It is not exhaustive of all work but the higher level strategic projects that work to meet objectives and ultimately ends. The Library will take the Board's input and bring the 2026 annual plan back in a more refined version for more conversation next week.

C. 2026+ Strategic Plan Duration

The Executive Director introduced the topic and noted that the Library has a recommendation for the Board's consideration on the duration of the 2026+ Strategic Plan.

Matt Griffin advised the Board that the Library is recommending that they adopt a 4-year strategic plan, 2026-2029 ending with 2029 designated as a transition and building year for the next strategic plan. Rationales for this recommendation include the capital project timelines, workforce, and operating realities. A 4-year plan will align with capital project timelines with two significant facilities coming on line in a tight window. A 4-year plan gives time to open, operate and stabilize before looking at strategy again. Although not yet ratified the Collective Bargaining Agreement (CBA) is expected for a 3-year period. The staffing model analysis will run through 2030 and a 4-year duration will provide an overlap so the Library is not doing a new strategic plan and staffing analysis in the same year. This will allow the Library to apply those findings and use 2029 as bridge to build the next strategic plan. The final rationale is the ability to focus in on 3-years living and working in the plan with more data in early year 4 to build a new strategic plan.

In response to a question the Board was advised that updates and progress on capital project deliverables are reported monthly in the Executive Directors report.

The Chair advised the Board that the 2026+ Strategic Plan duration will be brought back to the Board at next week's meeting.

D. Deer Creek Library Additional Architectural Design Services

Amy Bentz, Assistant Director of Library Design Projects and Planning introduced the topic and advised the Board that additional scope items were identified at the completion of the Conceptual Design Phase, requiring additional design fees.

In response to questions the Board was advised that:

- Part of the additional design fees involved the area where the current meeting room is located and enclosing the area all along the west side to make the children's area.
- The \$141,600 is the amount the Board previously approved for potential alternates including entitlements, surveying, storm and irrigation. The Library has not needed to utilize those funds yet.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to amend the contract for additional design services with Eppstein

Uhen Architects, Inc. for the Deer Creek Library at a base cost of \$104,950. Seconded by Pam Anderson, the motion passed by unanimous vote of all Trustees present.

Communications & Engagement

A. Northwest Jeffco Library Naming

The Chair advised the Board that the Northwest Jeffco Naming agenda item will be brought back next month.

Board Governance

A. Board Reviews Draft Sunshine Resolution LB-01-15-26 for adoption at the January 15, 2026 Board meeting.

The Chair noted that the Board will adopt the Sunshine Resolution next week on the consent agenda.

BOARD SCHEDULE – NEXT MEETINGS

- January 15, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 19, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 19, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

EXECUTIVE SESSION:

At 7:10 pm, the Chair called for a motion to adjourn the special meeting and reconvene in Executive Session.

MOTION: Emelda Bing Walker moved to adjourn the Special meeting of the Library Board of Trustees and reconvene in Executive Session. Topic and Statutory citations authorizing an executive session are:

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 Nikki Jain Brown, the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute short 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 7:17 pm with the following Trustees present:

Kim Johnson, Renny Fagan, Charles Jones, Nikki Jain Brown, Pam Anderson and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Matt Griffin, Finance & Strategy Consultant; Bernadette Berger, Chief Information Officer; Elise Pennington, Director of Communications & Engagement; and Amber Fisher, Executive Assistant.

Trustee Renny Fagan left the Executive Session at 7:52 pm.

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

The Chair adjourned the executive session at 8:14 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning Collective Bargaining. Statutory citations authorizing an executive session for this topic:

- 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.

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