

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 15, 2026**

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 January 15, 2026. 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), Pam Anderson, Renny Fagan and Jill Fellman.

Absent: Nikki Jain Brown.

Note: Trustee Nikki Jain Brown arrived at 5:41pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Bernadette Berger, Chief Information Officer; Matt Griffin, Financial Strategy Consultant; Lisa Smith, Chief People and Culture Officer; Elise Pennington, Director of Communications and Engagement; 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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; 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: 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.

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

PUBLIC COMMENT

The Chair advised the Board that no online form public comments were received and there is no one signed up for in-person or virtual public comment.

The Chair closed the public comment portion of the meeting at 5:34 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 December 11, 2025 Board Meeting Minutes
- B. Adopt the Sunshine Resolution LB-01-15-26
- C. Approve Midwest Tape Hoopla Contract Renewal

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 Jo Schantz Hall, Foundation Executive Director. Jo Schantz Hall provided highlights of her report including Library Giving Day on April 1; there are more than \$400,000 in grant requests pending The Spring Whale of a Book Sale is May 28-31 at the Jeffco Fairgrounds. Trustees were invited to attend. A pancake breakfast will be provided by the South Jeffco Rotary with a portion of the proceeds going to the Foundation. The Friends Annual Meeting is March 13, at the Wheat Ridge Recreation Center.

Trustee Renny Fagan noted his appreciation for the work of the Foundation and the opportunity to attend holiday gatherings with both the Foundation and Library Boards.

EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS

A. Executive Director Report

The Executive Director advised the Board that her report is still in the old report format and next month's report will have different look with a request for feedback from the Board on what they are interested in seeing. The administration restrooms will take a little longer and won't be completed by January 30. The AFSCME vote on the Collective Bargaining Agreement is not expected this week. The Library and AFSCME are working on red lines and making progress.

Note: Trustee Nikki Jain Brown arrived at 5:41pm.

Trustee advocacy opportunities include a Colorado Association of Libraries (CAL) webinar advocating for any and all libraries on January 20. The Executive Director will share more information with Trustees interested in attending. The PLA conference early bird registration is available and Trustees were advised that hotels fill up quickly and it would be helpful to know if anyone is interested by the end of January. The PLA conference is in Minneapolis, Minnesota on April 1-3.

The Chair noted that she loves the mindful space program for teens in Conifer and it is a great

concept.

Trustee Renny Fagan asked to be connected with the Colorado Association of Libraries (CAL) Legislative Committee. The Executive Director will send Trustee Fagan contact information.

B. Capital Building Projects Update

- Arvada Redesign: Working on three things in the written report; Move out, Launch interim services and initiate construction. Move out is complete. Waiting on permits and JCPL is doing what it can to move permitting along.
- Deer Creek: Communication to the public about the new name went out. The South County Advisory Council meeting is on January 27 at 5:00 pm.
- Northwest Jeffco: No updates at this time.

The Chair asked the Executive Director to let the Board know if they can help with the Arvada Redesign permitting.

There were no questions from the Board about the Executive Director's report.

C. Adopt Global Ends 1.0-1.3 and Policies 3.4 Monitoring the Executive Director's Performance and 4.9.5 Library Books & Materials Budget Policy

The Chair noted that the Board reviewed the Global Ends and Policies 3.4 and 4.9.5 at the meeting last week and called for a motion and second.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees adopt the new Board Ends 1.0 through 1.3 and Governance Policies 3.4 and 4.9.5. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

D. 2026+ Strategic Plan Duration

The Chair noted that the Board reviewed the recommendation on the 2026+ Strategic Plan duration at the meeting last week and called for consensus. There were no questions or discussions and the Board reached consensus on the recommended duration of the 2026-2029 Strategic Plan and for the staff to move forward.

E. 2026 Annual Plan

The Executive Director introduced the topic and thanked the Board for their feedback last week. The team has made some adjustments incorporating Board feedback on performance metrics and where projects are placed in the plan. This information is included in the Board's information packet.

Matt Griffin, Financial Strategy Consultant presented the adjustments to the 2026 Annual Plan with a high level look at the framework and walked through the changes and rationale. A

handout was shared with the Board, and will be included in the information packet, that included the vision, mission, Board ends, strategic objectives and JCPL values. The underlying architecture of the annual plan shows how objectives and ends interact and align, and how the annual projects fit into those objectives. It demonstrates how JCPL approaches business conversation around strategic planning and how they live and connect in a particular year. The plan is viewed as a whole on how resources are distributed and aligned; where staff time, resources, and efforts are going across those objectives. This refined framework/architecture is also included in the memo in the Board packet.

Since last week the most significant changes relate to the placement of capital projects. This is not a change to the projects themselves but more accurately reflects the nature of work in 2026 and impact this year.

- Deer Creek is repositioned under increased community use of their library reflecting the interim service work happening this year and focused on getting more library users into the system and increasing use in that community. This does not change the trajectory of project work but reflects that the impact this year is around increasing community use of their library.
- Northwest Jeffco moved under make every visit an exceptional experience. While project planning continues, much of the 2026 work centers on engaging the community. As an example, the location manager is working to shape and bolster connections in the community and reflects the emphasis on that work.
- Wheat Ridge is being clarified to reflect the focus on shape services and spaces to encourage learning and discovery. The 2026 work is around shaping future services and spaces and primarily listening through engagement and understanding of the Wheat Ridge community. The focus is on what the community wants for services not finishing out the capital project in 2026. The positioning is to align the actual work happening this year.

Other adjustments are to the potential metrics incorporating the Board's feedback. The refined metrics are integrated throughout the plan and reflected in the Board's packet. Within the capital projects is an important shift in how potential metrics are framed. Instead of ties to entire projects the metrics are connected to specific interim services or community engagement metrics.

Regarding splitting of interim services and capital projects the outcome the Library came to is to tie those metrics to one interim service and allows the rest of project to continue. The same outcome is applied to community engagement and tied to specific areas of projects. This allows the Library to more clearly track the impact of the work happening this year while also recognizing that the projects span multiple years.

The 2026 annual plan reflects and represents the first year of execution under 2026-2029 strategic plan, reflecting commitments this year and aligns with objectives and allocation of resources. The plan is being presented for Board consensus and upon consensus staff will move forward with the annual plan.

In response to questions, the Board was advised that:

- Community engagement is formal and specifically facilitated to receive input through a variety of methodologies. Community outreach is similar but less formal. For example with Northwest Jeffco the location manager is doing outreach by going to schools and getting to know the principals and groups in northwest Jeffco. The manager is going to community fairs, back to school events and holding some programs but not in a library space. Another example is the South County Advisory Committee which is considered part of a formal community engagement.
- For metrics, as an example, the Library will be looking at Arvada interim services and is it telling us something. If not, the Library will bring it back to the Board. The 2026 annual plan is a living document and changes throughout the year but not without informing the Board. JCPL's data team will have a new Chief Strategy and Operations Officer coming in with their own ideas on measurements and metrics. The Library feels that the potential metrics in the 2026 annual plan are pretty good and we will see how good as we start measuring.

The Chair expressed appreciation to the Library for their work on the 2026 Annual Plan. Trustee Nikki Jain Brown noted that the plan is really well done and makes a lot of sense showing the work and what specifically we will hold ourselves accountable for over the year.

The Chair called for and received Board consensus on the 2026 Annual Plan and for the staff to move forward.

F. Financial Report (December 2025)

Matt Griffin, Financial Strategy Consultant addressed the Board and provided an overview of the monthly financials. On Table 1, year-to-date December 2025 the figures reflect preliminary year end results. In and out adjustments will be happening over the next couple of months. Any material changes will be communicated to the Board. Property tax revenue for December has not yet been received. The Library expects this line item to net to zero. On investment income, fourth quarter numbers have not yet been received. To clarify investment income, the figure shown does represent real cash within the JCPL fund balance. It is possible to see reduction based on the quarter's earnings and this line item as a whole can fluctuate in both directions.

In response to questions, the Board was advised that:

- The Library does not manage its own investments. They are pooled with all County funds and managed by the County Treasurer's Office. The Library is not aware of their strategies and does not control the investments. The Library does not determine the percentage of funds invested.
- The investment income is received quarterly as liquid available to be spent as well as all JCPL fund balance amounts except for the restricted funds.

On Table 2 the salaries and benefits line item is driven by benefits and vacancies and is on trend. Services and charges are under budget due to timing and scope of consulting and professional

fees and legal services. There will be adjustments over the next few months as invoices get closed out. On Table 3 capital year-to- date encumbrances, there is a delay in the financial systems but the Arvada encumbrances will disappear. There will still be adjustments to costs allocated and invoices paid. All items are eligible for carryforward and that will be brought to the Board for discussion in February. This should not be coincided with underspend but what funds are needed to carry forward to continue with the projects. Carry forwards will be discussed in detail next month.

In response to a question the Board was advised that the Library reviews the carry forward eligibility of items in the ARMs to see if they can be carried forward into next year's ARMs depending on what the funds were for. The Library reviews the intent and purpose of those funds.

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

Chair Appointments:

Bylaws Committee Appointments

The Chair announced the appointments of Nikki Jain Brown and Renny Fagan to serve on the committee to review the By-Laws.

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Kim Johnson to serve on the committee to nominate Board officers. The nominations will be brought to the Board in February and the election of officers will be held in March.

The Chair advised the committees that Amber Fisher will send information about serving on the committees to the committee members.

Foundation Board Trustee Representative Appointment

The Chair announced the reappointment of Trustee Renny Fagan to continue to serve as the Trustee representative on the Foundation Board.

Informational: The 2026 Governance Process Calendar as adopted at the December 11, 2025 Library Board meeting was provided to the Board.

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

At 6:22 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:

(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 6 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 6:30 pm with the following Trustees present: Renny Fagan, Pam Anderson, Jill Fellman, Nikki Jain Brown, Charles Jones and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office, Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Matt Griffin, Financial Strategy Consultant; 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 6:48 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 cursive script, appearing to read "Charles Jones". The signature is written in black ink on a white background.

Charles Jones, Secretary