

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 16, 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 April 16, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

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

Absent: Pam Anderson

**Staff present:** Donna Walker, Executive Director; Bernadette Berger, Chief Information Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Kirsten Ruiz, Chief Strategy and Operating Officer; Lisa Smith, Chief People and Culture Officer; Elise Pennington, Director of Communications and Engagement; Julianne Rist, Library Planning and Policy Senior Advisor; 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; 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 Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

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

The Chair closed the public comment portion of the meeting at 5:33 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 March 12, 2026 Special Meeting
- B. Approve Minutes of March 19, 2026 Board Meeting
- C. Adopt Bylaws for the Jefferson County Public Library Board of Trustees
- D. Authorize Intergovernmental Agreement (IGA) for Arvada Library Emergency Egress and Maintenance

**MOTION:** Nikki Jain Brown 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**

Jo Schantz Hall provided highlights of her report including community connections meetings, funding requests, Library Giving Day, spring Shred-A-Thon on April 18 at the Jeffco Fairgrounds, Books On Film Benefit on July 17, and the spring Whale of a Book Sale May 28-30.

In response to a question, Jo Schantz Hall advised the Board that the Shred-a-Thon raises approximately \$4,000.

### **EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS**

#### A. Executive Director Report

The Executive Director advised the Board that she attended the Jeffco EDC Board of Governors Luncheon where the EDC shared information on their changes in leadership. JCPL's free printing and copying services went live yesterday with a soft launch.

#### B. 2026 Annual Plan Update

The Executive Director advised the Board that the Library will complete design/development for Deer Creek in April and interim services continue. Yesterday, the team had a finishes meeting where the manager gets to have some fun and create ambiance. The Arvada redesign construction continues and staff are planning a dusty boots tour for June 4. The Board and city leaders will receive an invitation. Kirsten Ruiz, Chief Strategy and Operating Officer, is working with her team on Northwest Jeffco pricing for the 2027 budget. The Northwest Jeffco naming survey went out and 500 people already responded. The Lakewood Library will close to replace shelving, clean the carpets and to upgrade the audio visual system in the meeting room. The Board will get to experience a library refresh at next month's Board meeting.

In response to a question, the Board was advised that the Lakewood Library will be closed for two weeks during the refresh.

There has been a lot of activity with Wheat Ridge. The team met with stakeholders today and shared the Library's community engagement. The Executive Director noted that she would send more details on the Wheat Ridge community engagement in an email to the Board. The collective

bargaining bilingual differential pay will be initiated in paychecks tomorrow for 31 staff. The second labor management committee meeting was held today. Next week all managers and supervisors will attend more training at the Wheat Ridge Recreation Center.

Jessica Paulsen, Assistant Director of Public Services for Customer Experience will be leaving JCPL to be the Director of Public Services at Denver Public Library. JCPL is happy for Jessica but sorry to see her go.

## **Libraries and Inclusion**

### **A. Imagination Library Report**

Briana Francis, Kids and Families Manager, presented information on Imagination Library, an amazing program for children age 0-5. Started by Dolly Parton, the program expanded from Tennessee to other countries. In Colorado, the program gave away its three millionth book last month.

- Parents and caregivers can enroll any child under five.
- A new book arrives by mail each month.
- When the child turns five, they receive their last book and become an Imagination Library graduate
- 315 million books in the hands of children since 1995
- Children receive special birthday messages from Dolly herself.

In 2023, Jefferson County received \$1.1 million from the sale of the Broncos stadium, and \$50K of that funding was awarded to the library by the County commissioners so we could support Imagination Library Colorado. Imagination Library Colorado (ILCO) administers the program (approving registrations, coordinating book mailings, etc.). JCPL promotes the program within the community.

- \$2.60 per book
- Colorado Department of Early Childhood (CDEC) covers half the cost
- JCPL funds 7,692 books each year
- 4,671 Jefferson County children enrolled
- Six percent opted for bilingual books

In response to questions, the Board was advised that:

- Imagination Library is mindful of the sustainability of the program. Once funding is secured additional zip codes are opened to the program.
- Eligibility is any child 0-5.
- The local affiliate does follow up periodically and do a survey on how the program is performing
- 30 of the 41 zip codes are open to the program in Jeffco.

The Trustees expressed appreciation to Briana for the wonderful work on the Imagination Library program.

B. Jefferson County Public Health & JCPL Memorandum of Understanding Pilot of JCPL Location for Field Delivered Therapy (FDT)

**MOTION:** Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to sign the Memorandum of Understanding between Jefferson County Public Health and Jefferson County Public Library to pilot a location for Field Delivered Therapy (FDT). Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

**Strategy & Operations**

Finance and Budget

A. Financial Report (March 2026)

Kirsten Ruiz, Chief Strategy and Operating Officer presented information on the March 2026 monthly financials. Overall, JCPL remains on track with its budget, and there are no significant financial concerns to report at this time. \$6.07 million of Real Property Tax revenue was recorded. Year-to-date, 42% of the budgeted annual collection has been received, which is as expected at this point in the fiscal year.

Kirsten Ruiz presented sample financial reports for the Board's review and feedback. After some discussion, it was noted that the Board will have further conversations about the financial data they would find most meaningful at the next Board meeting.

**ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

**EMERGING ISSUES**

No issues.

**ENDS**

There were no items.

**BOARD SCHEDULE – NEXT MEETINGS**

2026 Board Meeting Schedule

- May 14, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- May 21, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 11, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 18, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

At 6:31 pm, the Chair called for a motion to recess the regular meeting and reconvene in Executive Session.

**MOTION:** Emelda Bing Walker moved to recess the Regular meeting of the Library Board of Trustees and reconvene in Executive Session. Topic and statutory citations authorizing an executive session are: Executive Director Recruitment.

- 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 Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute 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 6:38 pm with the following Trustees present: Emelda Bing Walker, Renny Fagan, Charles Jones, Nikki Jain Brown and Jill Fellman. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Elise Pennington, 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.

## **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION**

**MOTION:** Nikki Jain Brown moved to adjourn the executive session and reconvene the regular meeting. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 7:29 pm.

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

## BOARD GOVERNANCE

**MOTION:** Renny Fagan moved to authorize the Executive Director to enter into contract with Bradbury Miller Associates for executive search services pending the outcome of reference checks done by staff. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

The Chair introduced the topic of a Board search committee and the composition of that committee. She noted that the Board received legal advice that there is no limit on the number of Board members that can serve on the search committee. The Board discussed the time commitment, process for Board input and selecting a candidate, ways the Board could ask for search committee updates, and what other members, including community leaders and staff could be on the committee. It was noted that the recruitment firm will likely have recommendations on the process with more detailed information and that the Board will be able to provide input. There are parts of the process that will take place in the Board's public meetings including the development of qualifications and a job description. The Board will have additional discussions on the search committee and recruitment at the next Board meeting.

The meeting was adjourned at 7:48 pm.

A handwritten signature in black ink, appearing to read "Charles Jones". The signature is written in a cursive, flowing style with a large, prominent "C" and "J".

Charles Jones, Secretary