

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 14, 2026**

CALL TO ORDER – SPECIAL MEETING

The special 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 May 14, 2026. Library Board of Trustees Vice-Chair, Emelda Bing Walker, called the meeting to order at 5:30 p.m.

Other Trustees present: Charles Jones (Secretary), Pam Anderson, Renny Fagan, Jill Fellman and Nikki Jain Brown.

Absent: Kim Johnson.

Note: Trustee Anderson joined the meeting at 5:50 pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Kirsten Ruiz, Chief Strategy & Operations Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Elise Penington, Director of Communications and Engagement; Julianne Rist, Library Planning & Policy Senior Advisor; 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; Karen Miller, Bradbury Miller Associates, Briana Trudell, Bradbury Miller Associates; Amber Fisher, Executive Assistant; Kelci Rude, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

People & Culture

Guest: Karen Miller, Bradbury Miller Associates

A. Executive Director Recruitment Hiring Plan

Lisa Smith, Chief People & Culture Officer introduced Karen Miller and Briana Trudell with Bradbury Miller Associates. The Board was advised that information will be provided on the first steps in the hiring process for a new Executive Director and that the contract with Bradbury Miller for recruitment services was fully executed today.

Phase 1: Discovery

- **Kickoff Meeting***. Search Committee and BMA review the process and approve the timeline.

- **Information Gathering.** BMA uses surveys and select focus groups to gather information about the organization, community, and position.
- **Job Announcement*.** BMA drafts and sends announcement to the Search Committee for review/edits and approval.
- **Evaluation Rubric.** Created to minimize bias and allow for an equitable and data-driven evaluation of candidates' skills/abilities that align with the position needs.

Phase 2: Recruit

- **Advertising.** Job announcement is advertised nationally via professional networks and job sites.
- **Recruiting.** Candidates are recruited using professional networks and contacts.
- **Applications Close.**
- **Organizing.** BMA will organize candidate documents and send to Search Committee for easy perusal

Note: Trustee Pam Anderson joined the meeting.

Phase 3: Assessment

- **Candidate Pool Presentation*.** BMA plus Search Committee meet virtually to discuss and review the applicant pool selecting 6-9 candidates for the first round of interviews.
- **Communication.** BMA notifies all applicants on the status of their application and invites selected candidates to continue in the interview process.

Phase 4: Interviews and Final Details

- **Semifinal Interviews (virtual)*.** BMA leads Search Committee through a two-day interview process resulting in 3-4 finalists.
- **Planning.** BMA generates a final interview schedule based on input from the organization. BMA contacts formal references and generates reports.
- **Travel.** Finalists receive travel reimbursement specifics per the organization's requirements and make arrangements as needed.
- **Final Interviews (in-person)**.** BMA manages a one- or two-day interview process, culminating in interviews with Hiring Authority. BMA facilitates discussion with Hiring Authority.
- **Offer + Negotiation** BMA extends the offer on the Hiring Authority's behalf, unless other arrangements are preferred.
- **Background Investigation.** BMA engages an investigative firm to verify candidate credentials and history.
- **Communication** BMA maintains communication with the finalists and Hiring Authority throughout the process.
- **Start Date.** New hire start date is to be determined

Note: * Search Committee Responsibility

** Hiring Authority Responsibility

In response to questions the Board was advised that:

- Phase 1 will take about 2 weeks.
- The rubric is based on and customized to the organization's needs and includes the things typically seen like financial stewardship, communication, union experience and different skills and abilities the Board is looking for in the next leader. The rubric is a new tool in terms of making sure bias is minimized and helps BMA and the Board work together and apply the best HR framework for getting the best information.
- For the surveys full staff participation is recommended. It helps to determine where alignment happens and disconnects too.
- The community members to be included in the surveys and focus groups are determined by the search committee and it is recommended that they should be partners that have regular interactions with the executive director.
- BMA is very thoughtful about how AI is used and very limited in the use of AI for summarizing information in a more succinct way.
- BMA will send the search committee all the candidate information used to build the top 10 candidate list. We will identify who is meeting the qualifications. For example if the posting says an MLIS and 5 years progressively responsible public library experience is required.
- BMA will follow Colorado's Open Meetings Law throughout the process.

At 6:38 pm, the Vice-Chair called for a motion to recess the special meeting and reconvene in Executive Session.

MOTION: Nikki Jain Brown moved to recess the Special meeting of the Library Board of Trustees and reconvene in Executive Session. Topics: (1) Executive Director Recruitment. (2) AmeriForce v. TCC Corporation. Statutory citations authorizing an executive session are:

- 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 Vice 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 Vice Chair called the Executive Session to order at 6:47 pm with the following Trustees present: Charles Jones, Renny Fagan, Pam Anderson, Nikki Jain Brown and Jill Fellman. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Eric

Butler, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Bernadette Berger, Chief Information Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Elise Pennington, Director of Communications & Engagement; Kirsten Ruiz, Chief Strategy & Operations Officer; Karen Miller, Bradbury Miller Associates, Briana Trudell, Bradbury Miller Associates 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: Jill Fellman moved to adjourn the executive session and reconvene the Special meeting. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:08 pm.

The Chair reconvened the special meeting at 8:13 pm.

Note: Trustee Pam Anderson was not in attendance.

It is noted that the Library Board of Trustees met in Executive Session concerning (1) Executive Director Recruitment. (2) AmeriForce v. TCC Corporation pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators and 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.

EMERGING ISSUE

The Vice Chair advised the Board that it is time to reach out to people who might be interested in joining the Library Board. Applications typically open in July, but there is a lot of work that happens before applications open. The Trustees were encouraged to reach out to their networks and for someone interested in being on the Library Board and to put those people in touch with the Executive Director who can provide more information about being on the Board.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

2026 Board Meeting Schedule

- 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
- July 9, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- July 16, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Vice Chair adjourned the special meeting at 8:15 pm.

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

Charles Jones, Secretary