Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 18, 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 June 18, 2026. Library Board of Trustees Chair, Emelda Walker, called the meeting to order at 5:30 p.m.

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

Absent: Trustee Pam Anderson joined the meeting at 5:35 pm as noted below in the minutes.

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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects & Planning; 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: Jill Fellman 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 four online form public comments were received and sent to the Board. Two comments were on the use of AI, one on the CD collection and one on Pride month. No one signed up for in-person or virtual public comment and the Chair closed the public comment portion of the meeting at 5:35 pm.

Trustee Pam Anderson joined the meeting at 5:35 pm.

SERVICE ACKNOWLEDGEMENT

A. Proclamation Honoring Trustee Kim Johnson

The Chair addressed the Board and read the following proclamation acknowledging Trustee Kim Johnson. The Board of County Commissioners appointed Kim Johnson to the Jefferson County Public Library Board of Trustees in 2016. Johnson was elected as Board Secretary in 2017, Vice Chair in 2019 and Chair in 2021. Trustee Johnson helped govern the library through both challenging and exciting times. During her 10-year Board tenure, she has provided leadership and support for many notable and impactful Library initiatives and helped guide them to fruition. These include:

- Expanded library hours
- Increased staffing levels
- Expanded alternative services through holds lockers, returns bins, curbside service and JCPL's new bookmobile
- Reduced barriers to library services by going fine free, eliminating replacement costs for children's materials, implementing auto renewals and launching free printing in our libraries
- Increased digital library access, offerings and ease of use
- Launched curbside services, after-hours phone support and MyJCPL library app
- Constructed the Edgewater Library in partnership with the City of Edgewater and created a new stand-alone library in Conifer
- Remodeled the Columbine, Belmar and Evergreen Libraries, as well as the underway Arvada Library remodel
- Purchased land for a new library in northwest Jeffco, as well as an existing building in southern Jeffco for the future Deer Creek Library
- Created the nation's first free-standing, self-service Express Library in West Arvada
- Installed EV Charging stations at five Library locations
- Supported the implementation of creative technology programming and resources, including the Belmar Create Space and Digital Media Studio
- Launched assistive technology and digitization workstations at five library locations
- Expanded JCPL's fundraising development efforts
- Governed through a global pandemic and recovery
- Launched PowerOn Jeffco Digital Literacy program
- Created and updated JCPL's Facility Master Plan
- Played a key role in advancing the staff compensation study to align staff pay with market rates
- Guided JCPL's inaugural Collective Bargaining Agreement to approval
- Fiscal stewardship leadership

Trustee Johnson took on the additional responsibilities of Chair, Vice Chair, Secretary and serving on the Bylaws and Nominating Committees.

We would like to acknowledge the progress of the Library during Trustee Johnson's tenure and thank her for her volunteer service to the Library and community. We will miss her leadership, experience and persistent pursuit of creating place, supporting equity of access and empowering our people.

Under Trustee Johnson's leadership, JCPL truly has enriched lives and our community by providing equitable and free access to information, experiences and opportunities. Our libraries are essential places in our community for connection, learning, discovery and creation where everyone belongs and feels welcome. Her dedicated service will truly leave a lasting legacy.

B. Naming Agreement

In addition, JCPL's Naming Rights Guidelines allow for naming rights and name recognition opportunities when the Library Board desires to honor an individual, foundation or corporation for outstanding service contributions that are consistent with the mission and vision of the Library.

We recommend that JCPL demonstrate our utmost respect, deepest gratitude and heartfelt wishes for Trustee Johnson with a recognition naming of the Teen Art Wall in the redesigned Arvada Library.

The Trustees individually expressed appreciation to Kim Johnson for her service.

> **MOTION**: Charles Jones moved that the Library Board of Trustees authorize the Name Recognition Agreement between Kim Johnson, the Jefferson County Public Library Board of Trustees and the Jefferson County Public Library. Seconded by Pam Anderson, the motion passed by unanimous vote of all Trustees present.

Kim Johnson addressed the Board and expressed appreciation for the honor.

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 May 14, 2026 Special Meeting
B. Approve Minutes of May 21, 2026 Board Meeting
C. Approve 2027 Governance Budget 4.8.2
D. Adopt 2027 Board Meeting Schedule
E. Golden Urban Renewal Authority Intergovernmental Agreement

> **MOTION:** Nikki Jain Brown moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

Jo Schantz Hall provided highlights of her report including the Spring Whale of a Book Sale that raised $115,000. The Books on Film benefit is July 17 featuring the Odyssey and the Volunteer Appreciation event is July 31 at the Wheat Ridge Recreation Center.

EXECUTIVE DIRECTOR

A. Executive Director Report

The Executive Director advised the Board that on Tuesday evening, the City of Arvada presented JCPL with a proclamation in honor of the Library's programming around Juneteenth. The Executive Director thanked the trustees and staff who attended and expressed appreciation to staff who provide the services and programming that created this opportunity.

The Executive Director acknowledged Kim Johnson and expressed appreciation for her leadership at JCPL.

B. 2026 Annual Plan Update

The Executive Director advised the Board that the patron survey went out on the radically welcoming experience. The team is working on Deer Creek pricing. This Saturday is the Juneteenth event from 1:30 to 3:00 at Deer Creek featuring a Colorado jazz band. There is a Pride event Saturday at the Arvada Center. The Executive Director thanked the Trustees who attended the Arvada dusty boots tour. Summer Reading is going gang busters and JCPL's summer camp experience provides an opportunity for access to discovery and creation. NW Jeffco naming is on the agenda for this evening. Administration restroom construction restarted this week and the project to reintegrate staff is moving forward. The Board will hear more about Wheat Ridge in executive session. JCPL completed the in-market community engagement. Collective Bargaining implementation continues with lots of activity over the last week. Progress continues to be made and the staffing analysis starts in July.

Strategy & Operations

Finance and Budget

A. Financial Report (May 2026)

Kirsten Ruiz, Chief Strategy and Operating Officer provided an overview on the May 2026 monthly financials. Property tax revenue of $4.28 million was reported with approximately $19.4 million still expected to be collected. Revenue compares fairly even to prior years at this point in May. A grant of $64,000 was received and another large grant is expected in September. Investment income is tracking as expected. Operating is running according to plan. May financials have not closed yet so we will see some adjustments. Capital outlay overall is underspending. Carryforward is in the budget and fully implemented. The supplemental request is still pending and that salary line item has not been adjusted yet. The Board was advised that the Lakewood restroom project overspend is being reviewed and more information will be brought to the Board.

A. Letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2027. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

B. 2027 5-Year Capital Plan

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to submit the 2027 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

In response to a request, the Board was advised that the contingencies allows the Library to quickly respond to emerging needs through the year and for this board to approve if needed. If not in the budget it would require the Library to go through the supplemental request process. The contingency adjustments are:

- Deer Creek Library increase contingency from $652,450 to $1,602,392
- Northwest Jeffco Library increase contingency from $765,000 to $2,661,138
- Operating contingency increase from $500,000 to up to 3,300,000

C. 2027 Proposed Budget Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2027 Proposed Budget Plan to the Board of County Commissioners. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

People and Culture

A. Executive Director Recruitment Update

Lisa Smith, Chief People and Culture Officer introduced the topic and noted that the recruitment process was presented to the Board last month by Bradbury Miller. The recruitment timeline was presented and after some discussion the Board reached consensus on the timeline. The Board was advised that Bradbury Miller is running focus groups and sent a survey out to staff to gather input on the qualities staff would like to see in an executive director. The Board reviewed the draft job description. There was wide ranging discussion on the job description including:

- Minimum qualifications including MLIS from an ALA accredited program
- Commitment to DEI
- Excellent customer service
- Demonstrated innovation and technology experience
- Alternative qualifications and experience vs. MLIS, MLIS preferred and working toward MLIS
- Years of leadership experience including on a national level

The search committee will provide the Board's job description input to Bradbury Miller.

Communications & Engagement

A. Northwest Jeffco Library Naming

Elise Pennington, Director of Communications and Engagement, introduced the topic and noted that last week the Board was presented with the recommended name for the Northwest Jeffco Library. The Board was asked to officially approve the name Coal Creek Library.

> MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to name the Library to be located at Candelas Parkway and West 92nd Drive, Arvada, Colorado the Coal Creek Library. Seconded by Jill Fellman 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.

Trustee Pam Anderson left the meeting 7:05 pm

Board Governance

A. Trustees elect Vice-Chair for the term June 19, 2026 – March 2027

> **MOTION**: Charles Jones moved that the Library Board of Trustees elect Renny Fagan as Vice-Chair for the term June 19, 2026 – March 2027. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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
- August 13, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 20, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair announced that the board did receive eight emails regarding pride month and they were sent to Board. The Evergreen Library was recognized by the Jeffco Sheriff’s Department for their response and support during a critical incident at Evergreen High School.

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

MOTION: Kim Johnson moved to recess the Regular meeting of the Library Board of Trustees and reconvene in Executive Session. Topics and statutory citations authorizing an executive session are:

Topic: (1) Library Services for the Wheat Ridge Community, Senior Resource Center Lease. Statutory citations authorizing an executive session are:

- 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.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

Topic: (2) Executive Director Recruitment. 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.

Topic: (3) Executive Director Position. Statutory citation authorizing an executive session are:

- Pursuant to 24-6-402(4)(f) Personnel Matters.

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

The Chair announced a 10 minute break to allow the Board and staff to celebrate Kim Johnson, clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 7:28 pm with the following Trustees present: Kim Johnson, Renny Fagan, Nikki Jain Brown, Charles Jones and Jill Fellman. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Kirsten Ruiz, Chief Strategy and Operating Officer; Cynthia Kiyotake, Chief Libraries and Inclusion 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: Kim Johnson moved to adjourn the executive session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:24 pm.

The Chair reconvened the regular meeting at 8:27 pm.

EXECUTIVE SESSION SUMMARY
The Chair noted that the Library Board of Trustees met in Executive Session regarding Library Services for the Wheat Ridge Community, Senior Resource Center Lease, Executive Director Recruitment and the Executive Director Position. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The meeting was adjourned at 8:28 pm.

Charles Jones, Secretary