

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
November 16, 2017

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on November 16, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Pam Anderson, John Bodnar and Brian DeLaet.

Trustees not present: Deborah Deal

Guests: Paul Wember, President, Wember, Inc.

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Rebecca Winning, Director of Communications; Steve Chestnut, Director of Facilities and Construction Projects; Gloria Overholt, Interim Director of Finance Budget; Pat Klein, Director of Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Brian DeLaet moved that the Trustees approve the agenda as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Charles Naumer moved approval of the minutes of the October 12, 2017 Study Session. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

**MOTION:** John Bodnar moved approval of the minutes of the October 19, 2017 Board meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

There was no public comment.

## **FOUNDATION REPORT**

Jo Schantz, Executive Director of the Foundation provided an update on the activities of the Foundation. The Fall Whale sale raised \$64,000. Jo Schantz shared the brochure for the Royal Tea for Royalty event held last week where Tami Shrader received the legacy award. Holiday book sales are coming up next month as well as the end of year campaign. Two grants were received, \$1600 from the City of Wheat Ridge and \$2500 for general operating expenses from the Foundation at Rolling Hills.

## **SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES**

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. The Lunch Box Express program by Jewish Family Services was very successful. The Wheat Ridge Library served 504 lunches, the Lakewood Library served 1,118 lunches, the Belmar Library served 1,760 lunches and the Arvada Library served 1,236 lunches.

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the Library received notification that hail damage sustained at the Library Service Center, Lakewood/Administration and Belmar will be covered by insurance. The claim is being handled through County Risk and the amount of reimbursement has not yet been received. The Library will keep the Board advised.

### **Budget and Finance Department**

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department. The Board was advised that Section C in the report is in response to questions from the Board regarding the status of 2017 Capital Projects.

In response to questions, the Board was advised that:

- Most of the RFID pads Library staff uses are seven years old and failing. The Library is purchasing 80 RFID replacement pads. There are approximately 100 total RFID pads that staff use for checking in and checking out materials and other collection administration tasks.
- The placement of items in the Annual Replacement & Maintenance (ARM) budgets and items in the individual capital projects budgets is determined, in part, on the amount of the item. If an item is \$10,000 or more it is called out separately.
- The Sorter Replacement Sinking Fund will be replenished in 2018 by \$350,000 bringing the fund to approximately \$700,000; however, the Library is planning to replace two sorters in 2018.
- Debt Service is billed and paid at the end of the year.
- The fund balance at the end of October was \$26 million; however, that will be spent down by approximately \$9 million by the end of the year.

- The projected year-end 2017 contributions from private sources will be corrected to \$75,191.
- The Library expects to have final numbers for the carry forwards by February 2018.
- The 80 replacement RFID pads are not an additional purchase. They are included within the original project budget approved by the Board. No additional Board approval is expected.
- The Library will not purchase the two RFID self-check kiosks for Edgewater as noted in the report. The kiosks for the new Edgewater Library will be included in the budget for that project.

## **Public Services**

### Edgewater Library Project

Paul Wember, President, Wember Inc., provided an update to the Board. Paul Wember expressed appreciation to the Library's Edgewater team for their exceptional support and teamwork. The initial community meetings have been completed and communication with the City's Owners Representative and design team are going well. The design team is now involved in reviewing the community inputs and understanding what the community wants and needs in their library. The team is slowing down to make sure it gets everything right before moving on to the technical aspects of the project. This slowing down will not reflect on the budget or schedule. The team received a robust response from the community through both the online survey and in-person community meetings. There were more than 60 people at the last community meeting and discussion about the spaces (teen, children's, quiet area, etc.) provided a lot of information to incorporate into the plan in order to reflect the community. In response to a question, the Board was advised that a draft floor plan is being developed to incorporate the community information and will be shared with the Board at the December meeting.

## **Communications Department**

Rebecca Winning, Director of Communications addressed the Board and provided information on the CORA policy.

### Colorado Open Records Act (CORA) Policy

**MOTION:** Brian DeLaet moved that the Library Board of Trustees approve the Colorado Open Records Act (CORA) Policy as presented. Seconded by John Bodnar the motion was approved by unanimous vote of all Trustees present.

## **Facilities & Construction Department**

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided an overview of the negotiations with Kleen Tech Services.

### Kleen Tech Services Contract

**MOTION:** Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Kleen Tech Services to provide janitorial services for the period January 1, 2018 through December 31, 2018, in the amount of \$414,653, with the option for an additional 2 years, 2019 and 2020,. Seconded by Pam Anderson the motion was approved by unanimous vote of all Trustees present.

### **CONSENT AGENDA**

#### Proposed 2018 Governance Process Calendar

The Trustees reviewed the proposed 2018 Governance Process Calendar for adoption at December 14, 2017 Board meeting. The Executive Director advised the Board that the proposed adjustments to the calendar reflect the new schedule for reporting progress on the strategic priorities from quarterly to six months.

### **BOARD SCHEDULE – NEXT MEETINGS**

- December 14 – BCC & Library Board Quarterly Meeting – 11:30-12:30 – BCC Board Room, 5<sup>th</sup> Floor
- December 14 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- January 11 – Study Session – 5:30 pm – Administration Conference Room
- January 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 8 – Study Session – 5:30 pm – Administration Conference Room
- February 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 8 – Study Session – Administration Conference Room
- March 15 – Board Meeting – Lakewood Library Meeting Room

### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

Trustee DeLaet advised the Board that he visited the Lakewood Library on Sunday and could not find a parking place. He noted how great it was to see how popular the Library is with the community. Trustee Johnson noted that during a strategic planning meeting with Jeffco Schools, she received a comment that the schools could learn a lot from the Library in its interest in becoming a community hub.

### **CALL FOR EXECUTIVE SESSION**

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

**MOTION:** John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees at 6:11 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402 (4)(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order with the following Trustees present: Charles Naumer, John Bodnar, Brian DeLaet, Kim Johnson and Pam Anderson. Also present was Pam Nissler, Executive Director, Sandie Coutts, Director of Employee Relations and Development; Rebecca Winning, Director of Communications; and Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

### **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING**

**MOTION:** John Bodnar moved to adjourn the Executive Session at 6:18 p.m. and reconvene the regular meeting. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute: The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

The Chair announced that Pam Nissler, Executive Director has submitted her notice of intent to retire effective August 31, 2018. The Library Board will appoint a formal search committee to manage the recruitment and comply with the legal requirements in the open meetings law. Part of the work will include developing the job description, recruitment timeline and providing for community input.

The Board reached consensus and directed Sandie Coutts, Director of Employee Relations and Development to begin the process and provide the Board with recommendations and options for moving forward with the recruitment at the December Board meeting.

The Chair advised the Board that she would send a notice to the Board of County Commissioners (BCC). In addition to the notice to the BCC, staff will be notified and a press release announcing Pam Nissler's retirement will be issued. The Board will be copied on all the communications.

### **ADJOURNMENT**

The regular Board meeting was adjourned at 6:27 p.m.



Kim Johnson, Secretary