

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 21, 2016

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 January 21, 2016. Library Board of Trustees Chair, Brian DeLaet called the meeting to order at 5:30 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), Travis Blacketter and Charles Naumer.

Trustees not present: John Bodnar and Ben Davis

Guests: None

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

APPROVAL OF AGENDA

MOTION: Julia Hill--Nichols moved that the Trustees approve the agenda as presented. Seconded by Travis Blacketter the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Charles Naumer moved approval of the minutes of the December 10, 2015 Board Meeting. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No public comment.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Friends annual meeting is January 29, at the Wheat Ridge recreation center. The Goldilocks and The Little Bear benefit is February 11, at the Little Bear in Evergreen and will include dinner, silent auction and live music. The Speakeasy series, a low-key celebrity focused event series launches on February 26. The Foundation is

partnering with FirstBank for book drives throughout the month of March. The Foundation Board is holding a strategic planning meeting on March 11.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Trustees were provided with the 4th quarter 2015 statistics report and advised to contact the Executive Director with any questions. The Library has scheduled Community meetings for March to present an update on State of the Library focusing on how the Library will keep the promises made during the mil levy campaign. The Community meetings are an opportunity for the Trustees to attend the meetings, hear questions and talk about their work as Trustees. The dates and times of the meetings will be provided. The Library is continuing work on the conveyance of land with the City of Arvada.

Finance Department

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The preliminary December financial data indicates the Library will come in under budget and approximately \$800,000 will go into the fund balance.

Transfer funds from Professional Services to Snow Removal

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the line item budget transfer of \$175,000 from Professional Services line item to the Snow Removal line item. Seconded by Travis Blacketter the motion passed by unanimous vote of all Trustees present.

2017 Budget Preparation

The Trustees were advised that the 2017 budget process is underway. The timeline and specific activities for budget planning is outlined in the Finance Department's board report.

CONSENT AGENDA

Trustees Adopt the Sunshine Resolution

MOTION: Julia Hill-Nichols moved that the Trustees adopt the Sunshine Resolution LB-01-21-16. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Bylaws Committee Appointments

The Chair announced the appointments of Travis Blacketter, Charles Naumer and John Bodnar to serve on the committee to review the By-Laws.

Nominating Committee Appointments

The Chair announced the appointments of Julia Hill-Nichols and Ben Davis to serve on the committee to nominate board officers. The committee will report back to the Board in February, 2016. The Trustees will elect officers at the March, 2016 board meeting.

Chair appoints Trustee representative to Foundation Board

The Chair advised the Trustees that Julia-Hill Nichols has indicated an interest in continuing to serve as the Trustee representative on the Foundation Board. The Chair announced the appointment of Julia Hill-Nichols as the Trustee representative to the Foundation Board.

Emerging Issues

Charles Naumer proposed that the Library Board have a study session dedicated to some of the issues in the Aspen Institute document. The Executive Director advised the Trustees that the Public Library Association Conference (April 5-9) in Denver will be a good source of information on how other libraries are utilizing the information in the Aspen Institute report. The Trustees and Senior Management Team agreed that JCPL does not want to aspire to be average, but to be exceptional. The Senior Management Team will work to schedule the study session to discuss the Aspen Institute report.

ENDS

2016 Strategic Priorities

The Executive Director advised the Trustees that the Senior Management Team is working to pull together some additional information and follow-up on questions received from Trustee Naumer about the 2016 Strategic Priorities.

Governing Policies: Management Limitations (Monitoring Reports)

Monitoring Executive Director's Performance

The Chair called for a consensus of the Board to delay the Executive Director's performance and compensation review (4.3.6) to the February 18, 2016 Library Board Meeting. The Board reached consensus.

BOARD SCHEDULE – NEXT MEETINGS

- January 23 – New Trustee Orientation – 9:00 – 11:30 – Administration Conference Room
- February 11 – Study Session – 5:30 pm – Administration Conference Room
- February 18 - Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 10 – Study Session – 5:30 pm – Administration Conference Room
- March 16 – BCC Quarterly Meeting – 10:00-11:00 – 5th Floor
- March 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Sandie Coutts, Director of Employee Relations and Development, updated the Board on the Library's recruitment efforts to fill the positions needed to restore open hours. In addition to job postings and other efforts, the Library partnered with the Department of Human Services and the American Job Center in Golden to hold a job fair. Over 130 people attended the job fair and the Library has received over 1300 applications. The Executive Director noted that developing partnerships is included in the Library's 2016 Strategic Initiatives.

Amber Fisher, Coordinator for the Library Board, advised the Trustees of the reporting requirements related to the Bylaws Committee. Specifically, proposed amendments to the Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption. For adoption at the February Board meeting, proposed amendments would be due on February 4. After some discussion, the Board will move the proposed adoption of the bylaws to the March board meeting to allow the Bylaws Committee sufficient time to conduct their work. The Coordinator will provide the Committee with information related to previous revisions to the bylaws and will advise the committee of due dates related to their work.

AJOURNMENT

The Board meeting was adjourned at 6:05 p.m.

A handwritten signature in black ink, appearing to read 'John Bodnar', is positioned above the name and title. The signature is fluid and cursive.

John Bodnar, Secretary