

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**August 11, 2016 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Lakewood/LSC Parking Lot Contract Authorization
- New Procedure For Preparing Financial Statements
- Columbine Library Project Architect
- Review Adjustments to 2016 Board Study Session and Meeting Schedule
- Policies: Election Financing Policy/De-accessioned Library Materials and Board Governance Policy 4.1
- Review Budget Presentation

**Call to Order**

The Study Session was called to order at 5:30 p.m. by Brian DeLaet, Chair.

**Trustees present:** Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Deborah Deal and Charles Naumer.

**Trustees not present:** Ben Davis

**Guest(s):** None

**Staff present:** Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Pat Klein, Director of Information Technology; Julianne Rist, Assistant Director of Public Services; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Lakewood/LSC Parking Lot Contract Authorization**

Steve Chestnut and Richard Sosa presented information on the Lakewood/LSC Parking Lot project and contract. On June 7, 2016 the library issued a Request for Proposal (RFP) for reconstruction of the parking lots, drives, and some of the curb/sidewalks at the Library Service Center and the Lakewood Library. At the Lakewood Library, the project will involve reconstructing the main parking lot, treatment and or replacement of unacceptable soils or sub-base, repair section of concrete drainage pan, repair of selected sidewalk flatwork, removal and replacement of damaged curb and gutter, installation & maintenance of temporary fencing to preclude unauthorized access, traffic control, striping of lot, and painting of handicap designated areas. At the Library Service Center, the project will involve reconstructing the western half of the parking lot, treatment and

or replacement of unacceptable soils or sub-base, removal and replacement of damaged curb and gutter, traffic control, striping of lot and painting of handicap designated areas.

A total of three vendors participated in the mandatory walk-thru and bid on this project. After review by the evaluation committee, Martin Marietta was selected as the vendor for this project. The contract with Martin Marietta is not to exceed the price of \$336,553. The funds for this project are budgeted in the 2016 Capital Budget. The current schedule for the project is set to begin in early September and weather permitting, completed in approximately 18 days. Eight of those days will require closing the Lakewood Library; however, limited services (holds pickup and returns) are being planned. In response to a question from the Trustees, Steve Chestnut advised the Board that there is always a potential for change orders and any such orders will be verified against the specifications in the responses to the RFP.

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Martin Marietta for the Parking Lot Reconstruction Projects at the Lakewood Library and Library Service Center in an amount not to exceed \$336,553. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

### **New Procedure for Preparing Financial Statements**

Richard Sosa presented information on the proposed new process to provide financial statements to the Board as quickly as possible. The delay has been in waiting for transactions to close in the JDE system. The proposed approach and process will provide relevant, timely and consistent financial information. At the end of the month, the Library's Finance Department will run month end reports, at the same time every month to establish a data cut off. The financial statements will be prepared, estimates calculated and the tables will be prepared. The financial statements will be provided to the Board the same time they receive the board report (one week before the Board meeting). When the Library receives notification from the County that the books have been closed, the Library Finance Department will reverse the estimates and enter the actuals. The financial reports will be reconciled and major changes will be provided in the Board's red folders at the meeting. In this approach for processing financial information, the use of estimates will be primarily for payroll. For internal monthly financial statements, the use of estimates (accounting accruals) is allowed. The estimate is reversed and cleared away, and replaced by the actual transaction after the County closes its financial books for the month. New or changed information will occur between month end and the date when the County closes its books (approximately 15 days).

The proposed process will provide timely financial information to the Board, eliminate the need to re-schedule the Board meetings one week later in the month and assist and

facilitate in the oversight role to citizens and stakeholders. The benefits to Library Finance includes providing a second review from accounting to analyze, reconcile and adjust transactions through the date the County closes the books; allows Finance to explain, in a structured manner, the changes occurring from the end of the month to County close via a red folder update; and allows Finance to process the financial statements in the same consistent manner, no matter when the County closes the books.

In response to a question, Richard Sosa advised the Board that if the cutoff date falls on a Saturday, Finance will run the report on Friday; if the cutoff date falls on a Sunday, Finance will run the report on Monday. In response to a question, Richard advised the Board that at the Board meeting, the board will receive a report that shows only what changed; only major transactions will be reported, not every nickel and dime. In response to a question, Richard advised the Trustees that the biggest transaction that will occur is the second payroll of the month and the Library has the history of payroll data to use for the estimate.

The Board of Trustees expressed appreciation to Richard for presenting a good solution that gets the Trustees the information they need and that doesn't require rescheduling meetings.

### **Columbine Library Project Architect**

Steve Chestnut and Julianne Rist presented information on the Columbine Library project Architect. Three firms responded to the request for proposal. All three have a lot of depth in their experience. The Library's project team will hold interviews on Monday, August 15, with the three firms and will come to the August 18, Library Board meeting with a recommendation.

### **Review Adjustments to 2016 Board Study Session and Meeting Schedule**

The Trustees reviewed the proposed adjustments to the remaining meetings scheduled for 2016. After some discussion the Chair confirmed consensus that the Board accepts the revised schedule as presented.

### **Policies: Election Financing Policy/De-accessioned Library Materials**

The Trustees reviewed the Election Financing Policy/De-accessioned Library Materials.

**MOTION:** John Bodnar moved that the Library Board of Trustees adopt the Election Financing /De-accessioned Library Materials Policy as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

**Policies: Board Governance Policy 4.1**

The Trustees reviewed Board Governance Policy 4.1. After some discussion the Chair confirmed consensus that the Library Board of Trustees agreed to uphold Governance Process Policy 4.1: Governing Styles and Values as adopted at the May 19, 2016 Library Board Meeting.

**Review Budget Presentation**

The trustees reviewed the speaking points and presentation for the budget meeting with the Board of County commissioners. Brian will introduce Richard Sosa to the Board of County Commissioners. Amber Fisher will provide background information to the Chair.

In response to questions from the Trustees, Richard Sosa and Donna Walker advised the Board that background information on the budget items will be available at the August 29, 2016 budget presentation meeting, including bullet points for the Edgewater project. In response to a question from the Trustees, Amber Fisher will send the Board the Fehringer Ranch report.

**ADJOURNMENT**

The study session was adjourned at 6:12 p.m.

A handwritten signature in black ink, appearing to read 'John Bodnar', written in a cursive style.

John Bodnar, Secretary