

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 16, 2016



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, June 16, 2016 – EVERGREEN LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Action	Approval of Minutes for Call for motion and second <ul style="list-style-type: none"> • <u>MOTION</u>: To approve the minutes of the May 19, 2016 Board Meeting
5.	Public Comment
6. Information	<ul style="list-style-type: none"> • Foundation Report – Jo Schantz • Host Report – Monica Rezac, Manager, Mountain Libraries and Staff Training
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance Department • <u>Columbine Library Remodel Project Owners Representative Contract</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract for the Owners Representative services related to the Columbine Library remodel, and the additional Library service point. • <u>Etkin Johnson Lease Amendment</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract amendment with Etkin Johnson for space lease at 10790 W. 50th Ave., Wheat Ridge, Co. for the period 08/01/2017 to 07/31/2018. • <u>Standley Lake Boiler Replacement Project</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake Library.
8. Action as Needed	Consent Agenda (4.3.4) <ul style="list-style-type: none"> • <u>Informational Only</u>: Adopted 2017 Governance Budget
9. Emerging Issues	

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none"> • No items
11. Action as Needed	Governing Policies: Management Limitations (Monitoring Reports) <ul style="list-style-type: none"> • No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none"> • June 18 – Policy Governance Training – 9:00-2:00 – Administration Conference Room • July 7 – BCC & BOT Quarterly Meeting – 10:00-11:00 – 5th Floor • July 14 – Study Session – 5:30 pm – Administration Conference Room • July 21 – Board Meeting – 5:30 pm – Golden Library Meeting Room, 1019 10th Street, Golden • August 11 – Study Session – 5:30 pm – Administration Conference Room • August 18 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room, 8485 Kipling Street, Arvada • August 29 – Library Budget Presentation – 1:15-2:15 – BCC Board Room • September 1 – BCC & BOT Quarterly Meeting – 10:00-11:00 – 5th Floor • September 8 – Study Session – 5:30 pm – Administration Conference Room • September 15 – Board Meeting – 5:30 pm – Belmar Library Meeting Room, 555 S. Allison Parkway, Lakewood
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

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

May 19, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 19, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:34 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis, Deborah Deal and Charles Naumer.

Trustees not present: Travis Blacketter

Guests: Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Gloria Overholt, Director of Finance; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; Pat Klein, Director of Information Technology; 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 Library Board of Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Charles Naumer moved approval of the minutes of the April 5, 2016 Special Board meeting. Seconded by Deborah Deal the minutes were approved by unanimous vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the April 14, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

MOTION: Deborah Deal moved approval of the minutes of the April 21, 2016 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 book drives launched in April; the FirstBank locations generated 18 boxes of books (600 pounds) and NREL generated 59 boxes (1600 pounds). The speakeasy series kicked off with 60 people attending and more events in the series are being planned. The Rare and Novel event is scheduled for November 17, and will have a Sherlock Holmes theme (Holmes for the Holidays) and will be held at Baldoria on the Water. Several meetings were held with Kiwanis and Rotary Clubs to spread the word about the Foundation. The spring whale sale will be held at the Jeffco Fairgrounds on June 3, 4 and 5. The Foundation is adding a book drive to the event. There will be an early bird special June 3, in the morning and a preview night on June 2, for Friends of the Library members. Educators, military and friends members are invited for the half-price sale on June 4. The Foundation was successful in getting sponsors for the spring whale sale totaling \$5,250.

The Trustees asked whether or not the November, Library Board meeting could be rescheduled as it currently conflicts with the Rare and Novel event. The Trustees expressed appreciation for the outstanding work on getting sponsors for the whale sale.

HOST REPORT

Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services, provided the host report. Increasing library hours has been the best thing ever; every week we see more and more people lined up at 9:00 am. The story times are growing and the Library is offering more opportunities for families with children to participate. Holds at the Columbine Library increased by more than 800 compared to April of 2015. There are 94 volunteers working at Columbine helping shelve books. Columbine is able to get holds on the shelf within an hour of being processed. As part of the services to kids and families, the Library has outreach programs to low income families including visits to all the Head Start locations in Jefferson County. As part of increased efforts to reach parents who can get kids to the libraries, once a month library staff set up a table in the lobby to hand out programs and invite parents to the storytimes. The Trustees expressed appreciation to Barbara and her staff for their dedication and work with families.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Trustees that the Greenway Trail dedication on the Standley Lake Library grounds will be held June 4, at 11:00 am. The governor of Colorado is scheduled to attend

the event. The Library Board received a presentation and approved the Greenway Trail project last year. There was great turnout for the community meetings to receive input on library services in South County and more information will be shared with the Board later this year. The Library is completing the interview process for the Director of Finance position.

Finance Department

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The monthly financial statements indicate that revenues and expenditures are in line with projections. Some of the capital projects are scheduled to start later this summer and the Board can expect to see more expenditures in that area.

Cabling Contract

Pat Klein, Director of Information Technology, advised the Board that the cabling contract is part of E-Rate. Last month the Board approved contracts for Century Link to provide connections and Sentinel to provide equipment replacement. The Library did not receive responses from the first round of RFPs and reissued the RFP for cabling. The Library received several responses in the second round and selected Avant Datacomm Solutions. The Library will be replacing cable that is inadequate and does not meet standards. The Library is limited in where they can place computers and improving the cabling will help address that issue. Improvements to Wi-Fi will also be made where needed. For example, Wi-Fi at Columbine Library is inadequate and does not reach the entire building including the Library Manager's office.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a multi-year contract with Avant Datacomm Solutions in the amount not to exceed \$200,000 for cabling in the libraries. Seconded by Charles Naumer the motion passed by unanimous vote of all trustees present.

Proposed Financial Policies: Election Financing Policy – De-Accessioned Library

Materials

MOTION: John Bodnar moved that the Library Board of Trustees adopt the Election Financing Policy – De-Accessioned Library Materials Policy as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

2017 County Budget Guidelines

Gloria Overholt, Director of Finance provided a summary of the 2017 County Budget Guidelines and the 2017 Library Budget Timeline:

- Merit Increases – 2.6% increase
- Health Benefits – 7%-10% increase
- Business Cases will be accepted in priority order

- Capital requests will be accepted – previously approved projects will receive priority consideration
- July 22 – budgets and supporting document are due

Library Budget Timeline

- June 16 Board Meeting – Introduction to 2017 Budget Plan
- July 14 Study Session – Library Board reviews 2017 Budget Plan
- July 21 Board Meeting – Board approves 2017 proposed budget for submittal

In response to a question from the Board, Sandie Coutts, Director of Employee Relations and Development stated that no official directives regarding minimum wage have been provided. In response to a question from the Board, Sandie Coutts advised the Board that the Library has until December 1, to address the exempt status directive.

Gloria Overholt advised the Board that the Library is projecting a request for a 4.5 mill levy for 2017 and will get input from the Board at the June 16, Board meeting.

Fixed and Controlled Asset Audit

Lisa VanderHeyden, Manager of Contracts and Project Planning, provided summary information on the results of the fixed and controlled asset inventory. The audit has been substantially completed and a reconciliation of the information is underway. The goal of the project is to further compliance with the Board's governance policy 2.4, asset protection and formalize the Library's process for maintaining asset inventories. Historically, the County has maintained fixed asset reports for those capital assets over \$5,000 in value, extrapolating their data from our issued purchase orders. The Library's Information Technology department has maintained a separate inventory of controlled technology assets. This project validates and updates both schedules and expands on the inventory (to include group counts of tables, chairs, shelves, etc.) to offer a more complete picture of both fixed and capital assets in our facilities. The auditing process included physically pulling serial number and asset tag numbers from all equipment at all Library facilities and adding new asset tags for items not previously tagged. The reconciliation process includes comparing both County and Information Technology inventories to match up serial numbers and/or asset tag numbers. Some of the outcomes from this project will include ongoing fixed and controlled asset inventory processes, improved inventory tracking processes, accurate asset valuations to update its Furniture, Fixture and Equipment valuations for insurance coverage and ultimately tie the Library's asset inventory to the future upgraded service ticketing systems to track asset repairs and modifications to provide better predictive maintenance and replacement information.

CONSENT AGENDA

Trustees Adopt Proposed 2017 Governance Budget

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt the proposed 2017 Governance Budget as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

GOVERNANCE POLICIES

Governance Process: Policy 4.1: Governing Styles and Values

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt Policy 4.1: Governing Styles and Values as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

EMERGING ISSUES

No issues were brought forward.

BOARD SCHEDULE – NEXT MEETINGS

- June 9 – Study Session – 5:30 pm – Administration Conference Room (John out)
- June 16 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room, 5000 Highway 73 – (Deborah Out)
- June 18 – Policy Governance Training – 9:00-2:00 – Administration Conference Room
- July 7 – Library Board and Board of County Commissioners Quarterly meeting – 10:00 – 11:00 am, 5th Floor Conference Room
- July 14 – Study Session – 5:30 pm – Administration Conference Room
- July 21 – Board Meeting – 5:30 pm – Golden Library Meeting Room, 1019 10th Street

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that Travis Blacketter has accepted a position in Washington, DC and submitted his resignation effective June 12, 2016.

Trustee Davis reported on his experience attending National Library Legislative Day in Washington, DC. There was impressive representation in the contingent from Colorado and the number of contingents from other states across the U.S. Meeting with congressional aides and legislative assistants was an eye opening experience relative to what has to be done to get some of the points across about libraries. Trustee Davis particularly enjoyed talking with members of the Colorado contingent and the roles Trustees play in different parts of the state. Trustee Bodnar also attended and noted the great representation from Colorado libraries. John noted the opportunity to talk about some of the issues and show support for libraries and the issues facing congress including the confirmation of the Librarian of Congress who is the first actual librarian to be nominated for the position. The Colorado contingent also advocated for the importance of LSTA funding and the electronic communication privacy act. Rebecca Winning, Communications Director, had the

opportunity to attend and found it very educational and encouraged others to take advantage of the opportunity to represent libraries at this level. Ben and Rebecca also expressed appreciation to John Bodnar for leading the group and being a fabulous tour guide.

ADJOURNMENT

The Board meeting was adjourned at 6:33 p.m.

John Bodnar, Secretary

FOUNDATION REPORT

The Foundation Report will be provided at the meeting

Operational Updates

Executive Director Update

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10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

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To: Library Board of Trustees
From: Pam Nissler, Executive Director
Re: Executive Director Update – June, 2016

Internet filtering

We have had to make some changes in how we filter internet traffic for our patrons due to an upgrade that we needed to implement. In our old setup, we had two separate web filters, one for adults and one for children and staff. With the upgrade, we discovered that the new service would not provide for dual filter setups and therefore, to continue with two types of filters, we would need to purchase and implement a second service.

In addition, when we prepared to replace the PC Reservation System, we discovered that the new system could not manage two separate filters. It would require that we incur additional expense and build a work around to try to accommodate two separate filters.

Upon further research, we discovered that the CIPA requirements, that you have directed the library to comply with, do not require separate filtering for adults and children. They simply require the library to protect children from exposure to pornographic images. Given that you have directed the library to block pornographic images on all patron computers, there was no reliable way to ensure the child protection without applying the same filter for both children and adults.

For these reasons, it is our intention to implement a single filter that will apply to all patrons and staff equally. While this is a slight change in practice, it still fully complies with the Board's intent and with Colorado and Federal laws regarding internet filtering.

This slight change in practice led to a review of our three existing library policies and guidelines for internet use. For clarity, we consolidated the three policies and guidelines that were posted on our website and on our staff intranet into one comprehensive policy.

Audit

The policies that you approved last month regarding the library's stance on providing any financial or political support for pending ballot measures have been submitted to the County Audit Committee.

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10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

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Upcoming Board meetings

It is important that you attend both the July 14th study session and the July 21st Board meeting. The study session will provide you with detailed information regarding the 2017 budget. The formal board meeting will require that you approve the 2017 budget and that you direct the library to submit it along with the Board's budget cover letter.

Other meetings

In addition, I participated in the following meetings:

- An all-day SMT retreat on establishing the 2017 strategic initiatives
- Interviewing of candidates for the Budget and Finance Director position
- The kick-off of the school district's summer school literacy program
- Monthly meeting with Ralph Schell
- Monthly meeting of the elected officials personnel board
- Monthly CYLC meeting.

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

Finance Department



memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables
- Columbine Library Remodel Project Owners Representative Contract
- Etkin Johnson Lease Agreement
- Standley Lake Boiler Replacement

date: June 16, 2016

A. Budget to Actual Tables

The Budget to Actual Tables for the period ending May 2016 will be prepared as soon as accounting period 05 is closed and the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

B. Columbine Library Remodel Project Owners Representative Contract

On May 18 the library issued a Request for Proposals (RFP) for Owners Representative/Construction Management services related to the Columbine Library Remodel Project, and for the development and completion of an approximately 10,000 sq.ft. tenant finish space to expand library services elsewhere in Jefferson County. The purpose of the owners' representative is to help monitor the entire design and construction process to assure the Library's interests are expressed and protected. A total of 13 firms are eligible to bid as a result of submitting Notice of Intent to Bid or attending the Pre-Bid walk. The due date for proposals is Friday, June 3, 2016. Short-listed vendors will be invited to interview with the selection team of Pam Nissler, Steve Chestnut and Julianne Rist.

The selection team will recommend a firm prior to June 16th. A request to authorize the Executive Director to execute a contract for professional services is required at this time.

Funds of \$90,000 for Phase 1 are approved in the 2016 budget for the planning process, and constructions costs will be included in the proposed 2017 budget for the Board's approval.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract for the Owners Representative services related to the Columbine Library remodel, and the additional Library service point.

C. Etkin Johnson Lease Amendment

The Library has leased space for Support Services (Facilities) and the Library Foundation at 10790 W 50th Ave., Wheat Ridge CO since August 2003. It has been the practice to renew at least a year in advance of the expiration of the present term in order to lock in rates and to ensure that our required spaces remain available. The library has conducted some very basic price comparisons and believes that the rates offered are competitive.

The Library has requested a 2-year lease extension in order to re-evaluate need and lease rates again in 2018.

Etkin Johnson has extended a contract for renewal at a rate increase of \$.50/sq. ft. /yr. to \$7 for year 08/01/2017 through 07/31/2018, and an additional \$.25/sq. ft. /yr. to \$7.25 for year 08/01/2018 through 07/31/2019. A monthly "basic rent" cost comparison is provided below for reference:

Current Lease	08/01/2016 – 07/31/2017	Annual Basic Rent \$87,184
Proposed Lease	08/01/2017 – 07/31/2018	Annual Basic Rent \$93,891

Funds have been budgeted in Facilities for 2016 and will be requested in the 2017 and 2018 budget.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract amendment with Etkin Johnson for space lease at 10790 W. 50th Ave., Wheat Ridge, Co. for the period 08/01/2017 to 07/31/2018.

D. Standley Lake Boiler Replacement Project

The Standley Lake boiler is recommended for replacement in 2016. Replacement of the boiler will place all of the HVAC equipment under the control of our HVAC contractor, allowing for additional efficiencies in the maintenance of the equipment. The new equipment will provide higher efficiency ratings, resulting in reduced operating and maintenance costs.

The Library issued a Request for Quotation on May 23, 2016, with a Quotation due date of June 13, 2016. Funds in the amount of \$75,000 for the boiler replacement are included in the 2016 adopted budget.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake Library.

CONSENT AGENDA

TO: LIBRARY BOARD OF TRUSTEES

FROM: BRIAN DELAET, CHAIR

DATE: May 19, 2016

RE: **ADOPTED** - POLICY 4.8.2: GOVERNANCE BUDGET – **2017** – **ADOPTED**

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate ⁽¹⁾.
- C. Auditing and other third party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Account Category	Account Number	Account Description	2017 Adopted 05-19-16
426000 - Supplies	426100	General Supplies	250
433001 – Professional & Technical Services	433001	Professional & Technical Services	500
435600 – Dues, Meetings, Training	435625	Food/Beverages	4600
	435630	Professional Dues	450
	435635	Business Meals	200
	435640	Training and Education	4140
	435660	Conferences and Trade Shows	2400
435800 – Travel, Freight and Delivery	435850	Mileage	1500
	435860	County Travel	12800
		TOTAL	\$26,840

⁽¹⁾State Conference: 7 @\$340.00 – CAL, Fall 2017 = \$2,380; National Conference(s): 5 @\$2560.00 (NLLD, Washington DC – May 2017; PLA Annual Conference, 2017; ALA Annual Conference, 2017= \$12,800)

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Lakewood, CO 80215
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