

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
February 18, 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 February 18, 2016. Library Board of Trustees Vice-Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: John Bodnar (Secretary), Travis Blacketter, Ben Davis and Charles Naumer.

Trustees not present: Brian DeLaet

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

**APPROVAL OF MINUTES**

**MOTION:** Travis Blacketter moved approval of the minutes of the January 14, 2016 Study Session. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

**MOTION:** Charles Naumer moved approval of the minutes of the January 21, 2016 Board Meeting. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

Alice Atkins addressed the Board and noted that many people in the community have commented on how happy they are that the libraries will be restoring hours. The Trustees thanked Mrs. Atkins for her comments.

## **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. Twenty volunteers attended the Foundation's town meeting to discuss the whale sales and staff changes. It was very productive and helpful for people to feel comfortable about the changes and to provide input on the sales and other Foundation activities. The Foundation is restructuring staffing. The position of Community Resource Manager has been eliminated and the Foundation's accountant is leaving in March. Sarah Whalen has moved up to the position of Administrative Coordinator. The recruitment is underway for an office manager that will also take on the accountant's responsibilities. The other position is for an hourly part-time warehouse coordinator who will work with volunteers, arrange for training and work on book sales. The Foundation is hoping to have staff in place by mid-March. The Foundation is also looking at taking over online book sales. A strategic planning meeting for the Foundation Board is scheduled for March. Other programs the Foundation is working on include the Speakeasy Series and the Titanic Tea Party. More information on those events will be coming out soon. Westerra Credit Union has agreed to be a sponsor at \$2,500 for the Spring Whale Sale. The Foundation is working with the Library on sponsors for the Summer Reading Club.

## **HOST REPORT**

Debbi Mikash, Manager of Collections and the Wheat Ridge Library provided the host report. Wheat Ridge is gearing up for open hours with new employees coming on board, setting up training, finalizing work schedules and making room for work spaces. The Collections Department is buying to the new budget. For the Lucky Day Collection, we used to buy 32 copies and now we're buying 64 copies. The old budget allowed for the Library to purchase 50 DVDs and now we're purchasing 75 DVDs. The new collections budget plan allows for 101% more on adult print material and 160% more on children's print materials. The Collections department continually monitors the hold lists and believes the new budget and spending plan will help address the long wait times for materials. The Trustees expressed appreciation for the work of the Collections Department.

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

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. In response to a question from Trustee Naumer, the Executive Director advised the Board that the software to help dyslexic students has been implemented in Denver schools and the Denver Public Library. Jefferson County Schools is starting to put that software in the schools and Denise Delgado with the school's foundation is fundraising to support this initiative. Students have this software available in school but after school and in the summer the software is not available. By having the software in the libraries it would be available to students after school and allow for participation in summer reading. The Library is planning for the initiative this year and hopes to implement it next year.

## **Library Audit**

The Executive Director addressed the Board and noted that at the February 11, Study Session; the Trustees were advised that there was going to be an audit involving the flow of funds from the Foundation to the Mil Levy Campaign. At that time, the Library believed that the purpose of the audit was to make sure that any accounting errors on the part of the Foundation, the Library and the County were corrected. The Library believed that the audit was being performed to assure that the errors were corrected and the two checks were properly tracked and reported. The Executive Director shared a timeline and advised the Trustees that the timeline shows the sequence of events and the honest mistakes made by all parties and how they were addressed. The day after the February 11, Study Session, the Executive Director and Gloria Overholt attended a meeting with Holy Bjorklund, County Director of Finance and IT and Deborah Freischlag, County Director of Accounting where they advised the Library that the Board of County Commissioners had commissioned a forensic audit requesting records for the time period of January 1, 2014 through January 31, 2016. The Trustees were provided with copies of the letter from EideBailly, CPAs & Business Advisors addressed to the Board of County Commissioners and the draft scope of work document that show the records being requested. The Executive Director advised the Board that the County already has most of our records in their J.D. Edwards system.

There are two requests that need clarification; a copy of Library operating policies and procedures and a copy of Library supported activities. The Library would like clarification on the specific operating policies and procedures that are being requested and a definition of Library supported activities. The Library has many policies and procedures and held over 7,000 library programs in 2015. The Library has good business practices in place and has been held up as an example of a well-run organization by the Commissioners. The Library is confident that this will be reflected in the audit.

The Executive Director advised the Board that the Jefferson County Library Foundation is an independent 501(c) 3 organization with its own governing board, its own policies and its own financial advisors. It is audited annually and complies with all requirements and filings related to non-profits. The Library has no authority over the Foundation. The Executive Director has advised the County that any requests for Foundation records must go directly to the Executive Director of the Foundation. The Foundation is run by a competent Executive Director, Jo Shantz and the Library has no concerns about the findings of the audit of the Foundation.

The Board was advised that the County Commissioners have commissioned and paid for the audit and the County is expecting reimbursement from the Library for the entire cost of the audit which is \$16,000. This expense is not in the Library's 2016 budget and the Board will need to provide direction to the Library regarding this expense.

The Trustees discussed the information presented and agreed that asking for clarification on the two requests noted by the Executive Director was appropriate. The Trustees discussed the expectation of reimbursement for the cost of the audit and agreed that it wasn't equitable or appropriate for the Library to bear the full cost of the audit. The Trustees discussed the independent status of the Foundation and agreed that the Library has no authority over the Foundation or the records being requested.

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize the Executive Director to comply with the request for records to the best of her ability, to advise the County to contact the Foundation directly with any request for Foundation records and that the Executive Director is not authorized to cover the cost of the audit at this time. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

### **Finance Department**

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department.

### **Pine Library – North Fork Library Association**

Trustee John Bodnar recommended that the annual gift to the North Fork Library Association be increased from \$500 to \$1,000. It was noted that for many years the annual gift was \$1,000 and was reduced to \$500 when the Library had to reduce expenditures. The Director of Finance and Budget advised the Trustees that their budget would accommodate the increase.

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2016. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

### **Replacement of Library Servers**

**MOTION:** Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign a contract with III, Emeryville, CA, in the amount of \$99,380 for the replacement of 2 servers for Sierra Application and Sierra Databases. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

### **2017 Budget Preparation**

The Trustees were presented with a preliminary timeline for the 2017 Budget preparation. The timeline indicates the Board's activity and responsibility relative to the 2017 budget.

The Trustees were advised that the County has not closed the January books so the information in the financial report is preliminary.

## **CONSENT AGENDA**

### **Nominating Committee report to the Board**

Ben Davis, member of the nominating committee advised the Trustees that the recommendation of the committee is to keep same slate of officers. The nominations are: Brian DeLaet for Chair, Julia Hill-Nichols for Vice-Chair, and John Bodnar for Secretary. After some discussion, the Trustees were asked if they accepted the nominations as presented for voting at the March 17, 2016 board meeting. The Trustees indicated acceptance of the nominations for officers as presented.

## **EMERGING ISSUES**

### **Library Board Meeting Locations**

John Bodnar proposed that the Library Board alternate meeting locations between the libraries that have meeting rooms. The Board reached consensus to rotate meetings to other libraries based on staff discretion and availability of meeting rooms. New schedules with locations will be provided as soon as meeting room reservations are confirmed.

### **Library Board Reconsideration**

Julia Hill-Nichols asked the Board to reconsider a direction to staff that the Board reached by consensus at the November 20, 2014 board meeting. The direction asked the staff to look into working with two companies that look at things like phone bills to see if there are areas where cost savings could be captured. Given the extensive amount of work the Library has already done in this area there would be little benefit and the effort would take up substantial staff time. In response to a question, it was noted that Trustee DeLaet was aware of this issue and approved the reconsideration being brought to the Board. After some discussion the Board reached consensus to withdraw the direction to staff.

## **GOVERNING POLICIES**

### **Management Limitations (Monitoring Reports)**

#### **Policy 2.0: General Management Constraints**

**MOTION:** Travis Blacketter moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.1: Treatment of Patrons**

**MOTION:** John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

**Policy 2.2: Treatment of Staff**

**MOTION:** Ben Davis moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by Travis Blacketter the motion passed by unanimous vote of all Trustees present.

**Policy 2.3: Financial Condition and Activities**

**MOTION:** Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

**Policy 2.4: Asset Protection**

**MOTION:** Travis Blacketter moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

**BOARD SCHEDULE – NEXT MEETINGS**

- March 10 – Study Session – 5:30 pm – Administration Conference Room
- March 16 – BCC Quarterly Meeting – 2:30-3:30 5<sup>th</sup> Floor (Julia, Charles, Ben, John)
- March 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

In response to a question from Trustee Bodnar, the following Trustees indicated that they would attend the March 16, quarterly meeting with the Board of County Commissioners: Julia Hill-Nichols, Charles Naumer, Ben Davis and John Bodnar.

**ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

**CALL FOR EXECUTIVE SESSION**

Trustees review Executive Director's Performance and Compensation (Policy Governance 4.3.6).

**MOTION:** John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees at 6:47 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Travis Blacketter the motion passed by unanimous vote of all Trustees present.

The Vice-Chair called the Executive Session to order at 6:55 p.m. with the following Trustees present: Charles Naumer, John Bodnar, Julia Hill-Nichols, Ben Davis, and Travis Blacketter. Also present was 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.

At 7:24 p.m., at the request of the Trustees, Pam Nissler, Executive Director joined the Trustees in Executive Session.

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

**MOTION:** At 7:42 p.m. John Bodnar moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

The Vice-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(f) Personnel Matters to review the Executive Director's performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

**MOTION:** John Bodnar moved that due to the outstanding work, passion and drive to keep the Library moving forward, Pam Nissler receive a bonus of \$5,000. Seconded by Travis Blacketter the motion passed by unanimous decision of all Trustees present.

### **ADJOURNMENT**

The Board meeting was adjourned at 7:45 p.m.

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

John Bodnar, Secretary