

**Minutes of the Special Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
September 8, 2016

**CALL TO ORDER – SPECIAL MEETING**

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 8, 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), Ben Davis, Deborah Deal and Charles Naumer.

Trustees not present: John Bodnar.

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

**Standley Lake Trailhead Commitment Letter**

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Chair to sign the commitment letter for the Standley Lake Library Trailhead for the Rocky Mountain Greenway Trail as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

The Chair announced that the Library Board will adjourn the special meeting to go into executive session and will reconvene the Special Meeting to address the remaining topics.

Guests: Kourtney Hartman and Joanne Kortendick, County Attorney's Office.

**CALL TO ADJOURN SPECIAL MEETING AND RECONVENE IN EXECUTIVE SESSION**

**MOTION:** Julia Hill-Nichols moved to adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to C.R.S. 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations and C.R.S. 24-6-402(4)(b) consulting legal counsel concerning specific legal questions related to the Arvada Library site. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 5:37 p.m. with the following Trustees present: Charles Naumer, Julia Hill-Nichols, Ben Davis, and Deborah Deal. Also present: Kourtney Hartman and Joanne Kortendick, County Attorney's Office; Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Pat Klein, Director of Information Technology, Steve Chestnut, Director of Facilities & Construction Projects; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Assistant Director of Public Services; and Amber Fisher, Executive Assistant, Office of the Executive Director. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

## **CALL TO ADJOURN THE EXECUTIVE SESSION AND RECONVENE THE SPECIAL MEETING**

**MOTION:** At 6:01 p.m., Julia Hill-Nichols moved to adjourn the Executive Session and reconvene the Special Meeting. Seconded by Ben Davis 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 to consult with legal counsel concerning specific legal questions regarding the Arvada Library site and determine positions relative to matters that may be subject to negotiations. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

### **Draft Library & Foundation Agreement**

The Executive Director advised the Board that the draft Library and Foundation agreement is presented for comments and suggestions and to answer any questions the Trustees may have. The Foundation Board has reviewed the agreement and provided comments. After the Library Board has reviewed the document and comments are received, the Library Executive Director and Foundation Executive Director will meet with the County Attorney for final legal review and signing of the agreement. In response to a question from a Trustee, the Executive Director advised the Board that the current operational agreement between the Library and Foundation is the only existing agreement and it is referenced in the new draft agreement. The draft agreement is between the Library Executive Director and the Foundation Executive Director and no action is required by the Board. The Trustees were asked to provide any comments, questions or suggestions to Amber Fisher by the September 15, 2016 Library Board meeting.

### **Briefing on General Contractor Selection & Contract**

Steve Chestnut advised the Board that eleven contractors responded to the Request for Proposal (RFP). The evaluation team selected four contractors and will conduct interviews next Tuesday, September 13, 2016. The Library anticipates making a recommendation to the Board at the September 15, 2016 Library Board. In response to a question from a Trustee, Steve Chestnut and Julianne Rist advised the Board that the advantage to the Library of having a contractor at the beginning of the process results in fewer change orders, consultation on constructability of the design, more accurate cost estimates, and lining up sub-contractors early enough in the process to stay on the project timeline. Demand for construction services is high and having a contractor on board early in the process will save money by keeping the project on time and on budget. In response to a question from a Trustee, Steve Chestnut advised the Board that communication with Foothills Parks and Recreation is built into the communication plan for the project. The Owner's Representative, NV5; the Architect, Humphries Poli; and the Contractor will work together with the Library on the Columbine remodel project.

### **Draft Edgewater Resolution**

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees adopt the Resolution Supporting the City of Edgewater's Initiative to Build a New Civic Center as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

### **Self- Check RFP**

Pat Klein advised the Board that in early 2016, the Library determined that the current Self Check machines, with credit card readers, do not meet current Payment Card Industry (PCI) standards. Jefferson County was in the process of applying for and subsequently received conditional PCI compliance. One of the exceptions was JCPL's Self Check Stations. JCPL was given an initial deadline of July 31, 2016 to replace or remove the non-compliant credit card equipment. JCPL has asked for an extension of the deadline in order to complete an RFP, purchase stations and then install these stations throughout the Libraries. The Library is the only remaining agency within the County that is not PCI compliant. JCPL received three proposals for the replacement of the Self Check Stations within all the libraries. The proposals range from \$350,000 to \$475,000 with several options that could reduce the costs. In addition, the Library would need to budget for maintenance of the systems which will add annual expenses between \$50,000 and \$90,000 over 5 years. The Library reviewed the proposals and scheduled demonstrations of the proposed systems which occurred this week. Following these demonstration, the committee leading the project will select the company that presents the best options for JCPL. The next step will be to complete the final configurations and costs. Due to the very tight timeline being levied on the Library by the County and the credit card processing bank, the Library needs to

expedite the selection and contract. In order to meet a timeline of December 31, 2016, the Library will need to have the contract signed no later than September 16, 2016.

The Library will request approval from the Board of Trustees at the September 15, Board Meeting for the Library Executive Director to negotiate and execute a contract with the winning bidder not to exceed, \$775,000. The funding for this project is partially in the 2017 budget and the maintenance budget would need to be extended out in the five year plan. Initially the Library had planned on replacing the credit card readers in 2017. After looking at the options the decision was made to not just put a band-aid on the problem, but to fast forward the replacement project and complete part of it this year. Next week, the Library will work with operations staff to review the options; analyze statistics to see how much the self-service stations are being used for credit card transactions, and also look at the point of sale (POS) statistics to see how many are taking cash. The Library will look at all the data to determine how many stations are needed. In response to a question from a Trustee, Pat Klein advised the Board that the contract will be all inclusive and include purchase, installation, licensing and software. The cost will depend upon what features the Library selects (i.e., accepting payments from cell phones); and the number of stations (36 or 45). The worst case scenario is \$775,000. If the bank demands compliance and the Library is not granted the extension to the end of the year; the County may face significant financial penalties and the Library would have to turn off all the machines and would not be able to use self-check machines for any kind of payment. Richard Sosa, Director of Finance and Budget is reviewing the potential costs and looking at contingency funds to support this project.

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

The Chair expressed appreciation to the staff for their work on the budget presentation to the Board of County Commissioners and to the Trustees for their attendance and support at the meeting.

#### **ADJOURNMENT**

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

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

John Bodnar, Secretary