

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

March 10, 2016

**CALL TO ORDER – SPECIAL MEETING**

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Library Administration Conference room on March 10, 2016. Library Board of Trustees Chair, Brian DeLaet called the meeting to order at 5:31 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Travis Blacketter, Ben Davis and Charles Naumer.

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

**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.

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.

**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 Benjamin Davis the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 5:35 p.m. with the following Trustees present: Charles Naumer, John Bodnar, Julia Hill-Nichols, Ben Davis, and Travis Blacketter. Also present: Kourtney Hartman and Joanne Kortendick, County Attorney's Office; 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. 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 6:04 p.m. John Bodnar 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.

**MOTION:** Julia Hill-Nichols moved that two Trustees, the Executive Director and the attorney's meet with the Mayor of Arvada to discuss the Arvada Library site. Seconded by Travis Blacketter the motion failed as further discussion indicated a consensus to amend the motion.

**MOTION:** Julia Hill-Nichols moved that the Executive Director and Trustees Brian DeLaet and John Bodnar meet with the Mayor of Arvada to discuss the Arvada Library site. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

The Trustees requested that Library staff provide background information on the previous site of the Arvada Library, which is now the Arvada food bank.

### **Planning for the March 16, Quarterly Meeting of the Library Board and Board of County Commissioners**

The Trustees discussed the agenda for the March 16, 2016 quarterly meeting with the Board of County Commissioners (BCC). In response to a question, the Chair advised the Trustees that he had not received a response from the BCC regarding any topics they would like to add to the agenda for the quarterly meeting. The Trustees reviewed, and were asked for input, on a presentation on the Library's 2016 Strategic Priorities to consider presenting for the meeting with the BCC. Rebecca Winning was asked to make some adjustments to the presentation notes and send the document to the Trustees.

### **Community Meetings**

The Trustees discussed the schedule for the Community Meetings to determine Trustee attendance. After some discussion the Trustees agreed to check their schedules. Rebecca Winning will send information on the Community Meetings to the Trustees.

- Charles Naumer: Saturday, March 12, 1-2 p.m. - Evergreen Library
- To be determined: Saturday, March 19, 1-2 p.m. - Arvada Library
- Julia Hill-Nichols: Monday, March 21, 5:30–6:30 p.m. - Columbine Library
- Brian DeLaet: Thursday, March 31, 5:30-6:30 p.m., Lakewood Library

### **Draft Fund Balance Policy**

Gloria Overholt provided a brief history of the Library Board's fund balance policy and presented a draft with proposed changes. Trustee Bodnar suggested that the sinking fund for equipment replacements be included in the calculation of the maximum amount of the fund balance. The Trustees discussed the sinking fund and suggested that Library Staff rename the sinking fund to reflect and clarify the purpose of that fund. The Director of Finance advised the Trustees that the draft fund balance policy will be included on the agenda for further discussion at the March 17, 2016 Library Board meeting.

### **ADJOURNMENT**

The Special Board meeting was adjourned at 6:55 p.m.

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

John Bodnar, Secretary