

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**March 9, 2017 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Preview of March Columbine Community Meetings
- Organizational Analysis Information
- Patron Database Maintenance
- Edgewater Update
- Trustee E-Mail and Phone Practices
- Draft Study Session Schedule (March thru June 2017)
- Nominations for Board Officers

**Call to Order**

The Study Session was called to order at 5:32 p.m. by Brian DeLaet, Chair.

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

**Trustees not present:** Charles Naumer

**Guests:** Kelly Wemple, Designer, Humphries Poli Architects

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; 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.

**Preview of March Columbine Community Meetings**

Kelly Wemple, Humphries Poli Architect reviewed the Columbine community meeting presentation with the Board. There are two community meetings scheduled: Saturday, March 11, 10:00-12:00 noon and Wednesday, March 15, 6:00-8:00 pm. The presentation included the vision for the Columbine Library: The library is a customizable experience. It fits them just right. They can use the library alone or engage with each other. They find just the right help at just the right time and place. The vision also reflects the Board's end statements of providing equal access to resources and technologies, encouraging a sense of community participation and collaboration,

advancing community education/outcomes, maximizing the return on the communities shared investment, and creating safe and inviting spaces for the residents of Jefferson County. The design reflects the community's input gathered over the last few months. The presentation included the existing site and floor plans and the proposed site and floor plans. The proposed plans were thoughtfully developed to maintain those areas the community wanted to keep and to address those areas the community felt needed improvement. The design theme for the remodel was based on lyrics from the Colorado State Song "Where the Columbines Grow". The timeline for the remodel project anticipates a closure in April with a five month construction phase and a reopening in September. The Board was presented with information on the plan for alternative services while the Columbine Library is closed for construction.

In response to questions, the Board was advised that:

- The trash bin location has been addressed
- The material selection for the sliding glass doors was made based on aesthetics and budget
- The service hours at the alternate leased location were determined based on several factors including the times of highest volume usage, library services offered at the lease space and number of staff available (some staff will be assigned to other locations that will be impacted by the closure).

### **Organizational Analysis Information RFP**

Sandie Coutts, Director of Employee Relations and Development advised the Board that the Library has issued a Request for Proposal (RFP) for organizational analysis services. The Library wants to make sure it has the right positions, in the right place, doing the right work. The Library would like to have its organizational chart and strategic plans reviewed as well as those of other similar libraries, to make sure JCPL has the appropriate positions doing the right things to meet its goals.

### **Patron Database Maintenance**

Julianne Rist, Assistant Director of Public Services presented information on the Library's annual maintenance of the patron database. The Library follows the State Library recommended practice for maintenance of its patron database. Accounts that have not had any activity for three years are deleted. There are accounts that have not had any activity for 8 years, but are still in the database due to fines and fees attached to them. While the number of accounts is not large for any one year, the total is a significant amount. In addition, the national credit reporting agencies place new, significant restrictions on accounts eligible for submittal. The new rules no longer allow the reporting of fines, tickets, and other assessments. The consumer reporting agencies have clarified that all library debt is encompassed in this exclusion. This means that

new accounts will not be credit reported. The library will continue to contract with UMS using their “Gentle Nudge” process in an effort to ensure materials are returned or money is collected. The Board was advised of the timeline for deleting the appropriate accounts from the patron database. In 2017, the Library will delete more accounts than it had in previous years. In response to questions, the Board was advised that:

- There will be no dollar affect as the accounts were not counted as revenue
- The accrual of fines tops out at a maximum of \$4.00 per item
- Fees for lost material is based on the replacement cost of the lost item
- The Library typically purges between 20,000-25,000 accounts per year

### **Edgewater Update**

Donna Walker, Director of Public Services, provided information on the timeline for the tenant finish for the Edgewater Library project. The JCPL Edgewater Library webpage has an overview page for the Edgewater Civic Center Project. The City of Edgewater is planning to build a new Civic Center in Walker Branch Park. The new facility will house administrative offices, the police department, a fitness center and gymnasium, public meeting space – and a 10,000 square foot library. Jefferson County Public Library is partnering with the City to design and finish the library space. The City hopes to complete the design phase by August, with completion slated for 2018. There are two sets of community open houses to gather resident feedback. The Library is participating in the open houses being held at the Edgewater Municipal Building, 2401 Sheridan Blvd. on:

Wednesday, March 15, 6-8 pm, or  
Saturday, March 18, 1-3 pm  
Wednesday, March 29, 6-8 pm, or  
Saturday, April 1, 10-12 am

The Library has been working with the City of Edgewater on an intergovernmental agreement (IGA). The Edgewater City Council approved the IGA and the Library’s attorney is providing a final review. The Library anticipates bringing the IGA to the Library Board at the April Study Session.

The Executive Director participated in the City of Edgewater’s selection of their owner’s representative and architect. The Library’s project team is recommending that the Library have an owner’s representative and construction manager for the Library’s portion of the project. The Library had anticipated utilizing NV5 for the Edgewater project; however, NV5 was selected by the City of Edgewater as their owner’s representative. The Library anticipates bringing the request for authorization to sign a

contract with Wember, Inc. for owner's representative services for the design phase and construction phase of the project to the March Board meeting.

In response to a question as to why the Library needs an owner's representative for the Edgewater project, the Board was advised that:

- The Library needs to have a representative at the table throughout all the phases of the project to represent the Library's interests and maintain its building program.
- The Library does not have the staffing to accommodate the demands of the services that are provided by an owner's representative
- The owner's representative will attend all design and construction meetings to make sure that all elements of the project will also work for the Library. For example, the placement of the elevators, fitness center, restrooms and common areas will all be important factors in the Library's operation.

### **Trustee E-Mail and Phone Practices**

The Chair reminded the Board that Trustee email accounts are provided by the Library for the Trustees to use for Library business. The Library Board is subject to the Colorado Open Meetings Law.

### **Draft Study Session Schedule (March thru June 2017)**

The Trustees were provided with a draft study session schedule with anticipated topics for March, 2017 through June 2017. The Executive Director advised the Board that she has asked the members of the Policy Governance Committee (Trustees Hill-Nichols and Naumer) to meet with her and Susan Spero, of Spero & Company Consultants to work through a process to address getting the strategic planning discussions in the Study Session schedule.

### **Nominations for Board Officers**

The Trustees were provided with information on the procedure to complete the process for Board Officer Nominations. After some discussion, the Board reached consensus on the slate of officers and agreed to proceed with voting by secret ballot at the March 16, 2017 Board meeting. The slate of officers for the secret ballot is: Brian DeLaet for Chair, Julia Hill-Nichols for Chair; Charles Naumer for Vice-Chair; and Kim Johnson for Secretary.

### **Columbine Library Remodel Project Discussion**

In response to a question from a Trustee regarding unisex restrooms, Julianne Rist advised the Board that the project team did consider a unisex restroom; however, the space required for ADA compliance was prohibitive within the confines of the current

footprint. Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the project team will take this back to the architects for another review.

**ADJOURNMENT**

The study session was adjourned at 6:45 p.m.

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

John Bodnar, Secretary