

Jefferson County Public Library Board of Trustees
Study Session
August 10, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Columbine Library Remodel Project – Furniture, Fabrics, Finishes Presentation
- Intranet Vendor Information

Call to Order

The Study Session was called to order at 5:30 p.m. by Julia Hill-Nichols, Chair.

Other Trustees present: Kim Johnson (Secretary) and John Bodnar

Trustees not present: Brian DeLaet, Charles Naumer and Deborah Deal

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Gloria Overholt, Interim Director of Budget & Finance; Steve Chestnut, Director of Facilities & Construction Projects; Julianne Rist, Director of Public Services; Danny Lagage, Operations Manager - Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Columbine Library Remodel Project – Furniture, Fabrics, Finishes Presentation

Julianne Rist, Director of Public Services and Barbara Yeutter-Roig, Columbine Library Manager, presented information and samples of the furniture, fabrics and finishes for the Columbine Library remodel. In response to questions, the Board was advised that:

- All materials (fabrics, finishes and furniture) were selected for their ease of cleaning and durability.
- The Library will keep the Board updated on the schedule. The tentative schedule for the grand opening is October 21.
- There is a dusty boots tour scheduled for August 17, 3:30-4:30.

Intranet Vendor Information

Danny Lagage, IT Operations Manager presented information on the Intranet Project. JCPL has a strategic goal of implementing a new comprehensive Intranet. This project is scheduled to be completed 4th quarter of 2017, with additional training and knowledge

of use to be completed in the first quarter of 2018. The intranet will give employees access to documentation, announcements, and training materials. A modern intranet will enable JCPL staff to share information across the organization; it will be easier to set up and share appointments and information, while giving employees the ability to collaborate and communicate more efficiently. These benefits will ultimately allow staff to better serve the patrons of JCPL. The Intranet will work in conjunction with the Document Management System, which is scheduled to be deployed in 2018.

The Library received six responses to the RFP with bids ranging from \$127,000 to \$405,000. The original project also included a Document Management System; however, due to budget, focus and prioritization, senior management made the decision to complete the Intranet project in 2017 and then focus on the DMS in 2018. Of the six vendors, three were interviewed for Intranet only services and pricing. The bids came back ranging from \$60,000 - \$90,000. The budgeted amount is \$79,000.

Based on the interviews, references and cost associated with each solution, the Intranet Project Team is recommending that the Library move forward with final negotiations with Bross to develop a contract with a timeline for completion by the end of 2017. JCPL is also looking at maintenance and support in addition to purchase, installation and software. The Library anticipates bringing the contract authorization request to the Board at the August board meeting.

ANNOUNCEMENTS AND INFORMATION SHARING

The Library budget presentation to the Board of County Commissioners (BCC) is Monday, August 14, 9:00-10:00 am. (Julia, Kim & Charles). Gloria, Pam, Donna.

In response to a question, the Board was advised that the Library anticipates the BCC appointments to the Library Board will take place in September.

The Trustees were advised that a photographer will be present at the August 17, Library Board meeting to take candid pictures of the Board at work and this activity will not interfere with the meeting.

The Chair advised the Trustees that due to challenges with accommodating the length of time to attend Foundation Board meetings and Library Board meetings, she can no longer serve as the representative to the Foundation Board. Foundation Board meetings are held once per month just prior to the Library Board meetings. The Chair asked the Trustees to give some thought to appointing a new representative and further discussion can be held at the Board meeting next week.

ADJOURNMENT

The study session was adjourned at 6:13 p.m.

A handwritten signature in black ink, appearing to read "Kim Johnson". The signature is written in a cursive style with a large, prominent "K" and "J".

Kim Johnson, Secretary