

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

January 18, 2018

**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 January 18, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson.

Guests: Paul Wember, President, Wember, Inc.

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

**APPROVAL OF AGENDA**

**MOTION:** Brian DeLaet moved that the Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Charles Naumer moved approval of the minutes of the December 14, 2017 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

There was no public comment.

**FOUNDATION REPORT**

Jo Schantz, Executive Director of the Foundation provided an update on the activities of the Foundation. The December financials were presented to the Foundation Board at their meeting. A verbal summary was provided; 2017 revenues \$557,664, expenses \$464,950. A \$20,000 emergency fund was set up in a savings account. The Foundation expects to add at

least \$20,000 to the endowment fund. An invitation to the Friends Annual Meeting was extended to the Library Board. The luncheon event is February 2, at the Wheat Ridge Recreation Center. The March Madness book sale will be held at the Columbine Library on March 16 and 17.

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

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. Group 4 held a meeting with the Combined Management Team and received wonderful feedback from staff. Group 4 will be presenting to the Trustees at the February Board meeting. The Trustees received a revised 2018 Strategic Plan Scorecard with the visits per capita measures as requested by the Board at the January Study Session.

### **Budget and Finance Department**

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

### Financial Reports

The Trustees were provided with the preliminary financial report for December 2017. The report is preliminary because expenditures from 2017 are still accruing. Salaries and benefits are expected to come in below budget. Some additional revenue will be received when the County does their investment income allocation, which usually occurs in February. The Trustees were provided with information on the fund balance including how it is calculated and measured against the fund balance policy. The Trustees were asked for comments on the report and asked if they found it helpful. The Trustees indicated the report was very helpful and expressed appreciation to Gloria for the information. The Board was provided with the project to date financial information for the Columbine Library Remodel project and the Edgewater Tenant Finish project. The Columbine project is still accruing expenses related to the sorter.

In response to questions, the Board was advised that:

- Salaries and benefits are coming in below budget. Included in the reduction is the salary and benefits association with the vacant Director of Budget and Finance position. Gloria Overholt serves in a part time, non-benefited capacity as the interim Director of Budget and Finance.
- Revenues from fines and fees came in lower than projected. Downloadable materials do not accrue fines and that accounts for some of the reduction in that revenue.
- Projections are calculated by the Director of Budget and Finance and are based on knowledge of how the Library finances work. When a new director comes on board, it may take some time for them to come up to speed.

- The financial reports are prepared when the books close and the second payroll of the month has been posted. Preparing the reports prior to these events would not provide the Trustees with accurate financial information.

The Library recognized that the Board may not have time for a thorough review of the financial reports before the Board meeting and suggested adding a financial review topic to the Study Sessions. Instead of having two monthly financial reports prepared for the Board to review (an estimated report and an actual report), this approach would allow the Board more review time and another opportunity to ask questions. The Chair advised the Trustees to send questions about the financial report to her and she would forward them to the Executive Director so staff could gather the information and have responses for the Board at the Study Session.

### Pine Library

The Trustees discussed the annual gift to the Pine Library. In response to questions, the Board was advised that:

- The Pine Library is located in Jefferson County and serves Jefferson County residents.
- Past gifts have been utilized by the North Fork Library Association to pay for a variety of needs including insurance and a new bathroom.
- The patrons of the Pine Library and the North Fork Library Association have expressed their preference to operate the Pine Library as a small community run library.
- The Library provided the Pine Library with assistance with their internet service set-up.
- The Trustees were encouraged to attend the Pine Library's Annual Potluck. Invitations are extended to the Library Board each year.

**MOTION:** Deborah Deal moved that the Library Board authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2018. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

### **Public Services**

#### Edgewater Library Update

Paul Wember, President of Wember, Inc., addressed the Board. The project team and architectural team transitions are going very well. The design team has made progress on the floor plan and shelving options and advance design has begun on ceiling plans. The furniture and fixtures meetings will be scheduled as soon as the walls and ceiling plans have been developed. The team visited the offices of Humphries Poli and experienced a

virtual tour of the architectural model. The team is planning to bring the portable virtual equipment to a future Board meeting so the Trustees can experience a 3-D view of the Edgewater Library.

Pat Klein, Director of Information Technology, shared his video of the construction progress for weeks eight and nine. The City of Edgewater has posted the video on their website.

## **CONSENT AGENDA**

### **Sunshine Resolution**

**MOTION:** Kim Johnson moved that the Library Board of Trustees adopt the Sunshine Resolution LB-01-18-18. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

### **Chair appoints Trustee representative to Foundation Board**

The Chair announced the appointment of Deborah Deal as the Trustee representative to the Foundation Board.

### **Nominating Committee Appointments**

The Chair announced the appointments of Brian DeLaet and Deborah Deal to serve on the committee to nominate board officers.

### **Bylaws Committee Appointments**

The Chair announced the appointments of Kim Johnson and Pam Anderson to serve on the committee to review the By-Laws.

The Chair advised the committee members to contact Amber Fisher with any questions about process and guidelines for serving on the committees.

### **2018 Governance Process Calendar - Informational**

The Trustees were provided with the 2018 Governance Process Calendar as adopted at the December 14, 2017 Library Board meeting.

### **ENDS**

The Trustees were provided with the 2017 Year End Strategic Priorities and the 2018 Strategic Priorities. There were no question from the Board.

The Executive Director advised the Board that 2019 Strategic Planning will be a topic at the March Study Session.

## **GOVERNING POLICIES**

### **Monitoring Executive Director's Performance**

The Chair called for Consensus to delay the Executive Director's performance and compensation review (4.3.6) to the February 15, 2018 Library Board Meeting.

The Board reached consensus to delay the review. In response to a question, the Board was advised the policy states that the review will be conducted during the month of the employment anniversary date, not a specific month.

## **BOARD SCHEDULE – NEXT MEETINGS**

- February 8 – Study Session – 5:30 pm – Administration Conference Room
- February 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 8 – Study Session – Administration Conference Room
- March 15 – Board Meeting – Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

### **Board Study Session Attendance Confirmation**

Trustees Bodnar, Deal, Johnson, DeLaet and Hill-Nichols confirmed that they will attend the February 8, 2018 Library Board Study Session. Trustee Naumer will not be in attendance.

## **ADJOURNMENT**

The regular Board meeting was adjourned at 6:15 p.m.



Kim Johnson, Secretary