

Jefferson County Public Library Board of Trustees
Study Session
January 11, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- 2018 Strategic Plan Changes & Highlights
 - Overview of Public Library Measures; Edge Initiative, Impact Survey and PLA Project Outcome
- Organizational Analysis – Next Steps
- Proposed Sunshine Resolution
- LSC – RTD Bus Stop/Property
- Standley Lake Active Outdoor Learning Environment

Call to Order

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

Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson.

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

Letter to Commissioner Rosier

The Library Board signed a letter to Commissioner Rosier thanking him for his service and extending best wishes.

ALA Midwinter Conference & Staff Presentations

The American Library Association (ALA) Midwinter Conference is being held in Denver, February 9-13. JCPL has four staff members attending the conference. Lizzie Gall, Manager of Patron Experience and the Golden Library, is attending as part of her committee work on the Notable Books Committee for RUSA (Reference and User Services Association). Donna Walker, Director of Public Services is attending as part of her committee work on the PLA Leadership Development Committee.

Meeting Attendance Responses

The Chair asked the Board to respond to quorum determination requests in a timely manner and noted that acceptance of the meeting invitations sent via Outlook at the beginning of the year is not sufficient to determine quorum as Trustees' schedules change throughout the year. The Chair also asked the Trustees to review the Board Governance Policies in sections 3.0 and 4.0 that cover Board protocols as a matter of good practice.

2018 Strategic Plan Changes & Highlights

The Executive Director addressed the Board and presented information on the 2018 Strategic Plan changes and highlights. The Senior Management Team expanded the community outcome goal to broaden the outcome from early literacy to cover other desired outcomes. The strategic focus was enhanced to highlight Board strategic priorities versus staff operational initiatives.

Much of what is reflected in the 2018 Strategic Plan is operational. Library Administration would like to focus the Board's attention on the four key strategic initiatives that will establish a foundation for future success. The four key strategic initiatives for the Board are:

1. Master Facilities Plan. Goal: Assess community needs and interests
Measure: Square footage/capita
2. Executive Director Recruitment. Goal: Execute a leadership succession plan
Measure: Milestones met
3. Edgewater Library. Goal: Expand service in underserved areas
Measure: Square footage/capita
4. Organizational Assessment. Goal: Ensure appropriate staffing levels
Measure: FTE/1000 capita

The scorecard was expanded for 2018 to track new library measures that were introduced last year. The focus is on impacts and outcomes, as well as quantitative data. Those expanded measures include the Edge Initiative, Impact Survey, Public Library Association Project Outcome and the Customer Satisfaction Survey.

The reporting schedule was revised from quarterly to bi-annually to provide the Board with the most meaningful data in scorecard and success measures.

In response to questions, the Board was advised that:

- The Senior Management Team will look at visitors/usage data for the scorecard and respond back to the Board.

- In 2017, the Library focused on supporting a culture of reading and early literacy. In 2018, JCPL will continue to offer support for literacy (summer reading and early literacy initiatives) but also work on the shared outcomes with partners like the Jefferson County Child and Youth Leadership Commission (CYLC), Live Well Colorado and Aging Well to connect patrons with access to government services.

The Board was provided with the draft 2018 Strategic Plan and asked to submit any questions to the Executive Director. The Board will have an opportunity to further discuss the 2018 Strategic Plan at the January 18, 2018 Board meeting. The Board was advised that the results of the 2017 Strategic Plan is included in the January Board Report and will also be discussed at the January Board meeting.

Organizational Analysis – Next Steps

The Executive Director addressed the Board and introduced the topic. The Board received the organizational analysis report from Government Performance Solutions. In December, the Library advised the Board that the Senior Management Team (SMT) would be presenting more information to the Board regarding a phased approach, including a proposal to consider regarding 2018 critical positions. In careful consideration of the findings of that organizational analysis and the recommendations of the consultant, Government Performance Solutions Inc., the Board was presented with a recommendation to address the most urgent staffing needs.

In response to questions, the Board was advised that:

- The Library has the funds to cover the costs of the critical positions within its approved 2018 budget.
- The Library is preparing business cases, which include job descriptions and classifications, and anticipates submitting that information to the County in February or March.
- The Executive Director has requested a meeting with the County Administrator.
- The roles of the two Public Service Managers reflect two of the core services, Kids and Families and Programming. Currently those responsibilities are assigned to the Manager of the Columbine Library and the Manager of the Arvada Library. The Library cannot continue to increase services and take on strategic initiatives without providing additional human resources. The Managers of these core services have reached capacity.
- The Library recognizes the challenges of providing space for additional staff and believes space requirements for these critical positions can be accommodated.
- The Library will present additional information on the critical positions to the Board at the February Study Session.

Proposed Sunshine Resolution

The Board was provided with the proposed Sunshine Resolution for review and will be asked to adopt the resolution at the January 18, 2018 Library Board meeting.

LSC – RTD Bus Stop/Property

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and introduced the topic. JCPL has been approached by the City of Wheat Ridge requesting cooperation in placing a RTD stop at the corner of 38th and Moore, which is at the northeast corner of the Library Service Center (LSC) property. The proposed stop will encroach on the Library's property line and the current configuration will take up approximately 40 square feet of Library property. The Board was advised that a request was made to the City of Wheat Ridge asking that they send a formal written request to the Library Board.

In response to questions, the Board was advised that:

- The Library expects that the property would be deeded over to the City of Wheat Ridge and the Library would hold no further liability for that property.
- The best current information on the timeline is for an April/May start to the project.
- The Library will request information on the City's maintenance plans for that property.

Standley Lake Active Outdoor learning environment

Donna Walker, Director of Public Services, shared information with the Board on the Standley Lake Active Outdoor Learning Environment project. The contracting and design for the project started in earnest in 2017. Now the project has spanned over several budget years and into 2018. This project will be included in the capital project reporting in the 2018 budget. Over the course of several months in late 2016 and 2017, donations totaling \$45,000 were received by the Jefferson County Library Foundation for use at the Standley Lake Library for this project. The next step in the project, with Board approval, will be to bid for a contractor, with the goal of breaking ground this spring. The design team is working concurrently with the Foundation, Promotions & Marketing, and Standley Lake staff on donor acknowledgement, naming and marketing the space, communication during construction, hours and usage guidelines and soliciting donations for future phases. They will also be forging collaborations with the community and Jeffco Open Space, ranging from donations of materials, gardening support, volunteers to help create and maintain the space and nature-based programming. In response to a question, the Board was advised that the draft design with conceptual photographs would be provided to the Board.

Board Meeting Attendance Confirmation

Trustees Bodnar, Deal, Johnson, DeLaet, Naumer and Hill-Nichols confirmed that they will attend the January 18, 2018 Library Board Meeting.

ADJOURNMENT

The study session was adjourned at 6:28 p.m.

A handwritten signature in cursive script that reads "Kim Johnson".

Kim Johnson, Secretary