

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

May 19, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 19, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:34 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis, Deborah Deal and Charles Naumer.

Trustees not present: Travis Blacketter

Guests: Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services

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

APPROVAL OF AGENDA

MOTION: Julia Hill-Nichols moved that the Library Board of 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 April 5, 2016 Special Board meeting. Seconded by Deborah Deal the minutes were approved by unanimous vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the April 14, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

MOTION: Deborah Deal moved approval of the minutes of the April 21, 2016 Board Meeting. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No Public comment.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The book drives launched in April; the FirstBank locations generated 18 boxes of books (600 pounds) and NREL generated 59 boxes (1600 pounds). The speakeasy series kicked off with 60 people attending and more events in the series are being planned. The Rare and Novel event is scheduled for November 17, and will have a Sherlock Holmes theme (Holmes for the Holidays) and will be held at Baldoria on the Water. Several meetings were held with Kiwanis and Rotary Clubs to spread the word about the Foundation. The spring whale sale will be held at the Jeffco Fairgrounds on June 3, 4 and 5. The Foundation is adding a book drive to the event. There will be an early bird special June 3, in the morning and a preview night on June 2, for Friends of the Library members. Educators, military and friends members are invited for the half-price sale on June 4. The Foundation was successful in getting sponsors for the spring whale sale totaling \$5,250.

The Trustees asked whether or not the November, Library Board meeting could be rescheduled as it currently conflicts with the Rare and Novel event. The Trustees expressed appreciation for the outstanding work on getting sponsors for the whale sale.

HOST REPORT

Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services, provided the host report. Increasing library hours has been the best thing ever; every week we see more and more people lined up at 9:00 am. The story times are growing and the Library is offering more opportunities for families with children to participate. Holds at the Columbine Library increased by more than 800 compared to April of 2015. There are 94 volunteers working at Columbine helping shelve books. Columbine is able to get holds on the shelf within an hour of being processed. As part of the services to kids and families, the Library has outreach programs to low income families including visits to all the Head Start locations in Jefferson County. As part of increased efforts to reach parents who can get kids to the libraries, once a month library staff set up a table in the lobby to hand out programs and invite parents to the storytimes. The Trustees expressed appreciation to Barbara and her staff for their dedication and work with families.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Trustees that the Greenway Trail dedication on the Standley Lake Library grounds will be held June 4, at 11:00 am. The governor of Colorado is scheduled to attend

the event. The Library Board received a presentation and approved the Greenway Trail project last year. There was great turnout for the community meetings to receive input on library services in South County and more information will be shared with the Board later this year. The Library is completing the interview process for the Director of Finance position.

Finance Department

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The monthly financial statements indicate that revenues and expenditures are in line with projections. Some of the capital projects are scheduled to start later this summer and the Board can expect to see more expenditures in that area.

Cabling Contract

Pat Klein, Director of Information Technology, advised the Board that the cabling contract is part of E-Rate. Last month the Board approved contracts for Century Link to provide connections and Sentinel to provide equipment replacement. The Library did not receive responses from the first round of RFPs and reissued the RFP for cabling. The Library received several responses in the second round and selected Avant Datacomm Solutions. The Library will be replacing cable that is inadequate and does not meet standards. The Library is limited in where they can place computers and improving the cabling will help address that issue. Improvements to Wi-Fi will also be made where needed. For example, Wi-Fi at Columbine Library is inadequate and does not reach the entire building including the Library Manager's office.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a multi-year contract with Avant Datacomm Solutions in the amount not to exceed \$200,000 for cabling in the libraries. Seconded by Charles Naumer the motion passed by unanimous vote of all trustees present.

Proposed Financial Policies: Election Financing Policy – De-Accessioned Library

Materials

MOTION: John Bodnar moved that the Library Board of Trustees adopt the Election Financing Policy – De-Accessioned Library Materials Policy as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

2017 County Budget Guidelines

Gloria Overholt, Director of Finance provided a summary of the 2017 County Budget Guidelines and the 2017 Library Budget Timeline:

- Merit Increases – 2.6% increase
- Health Benefits – 7%-10% increase
- Business Cases will be accepted in priority order

- Capital requests will be accepted – previously approved projects will receive priority consideration
- July 22 – budgets and supporting document are due

Library Budget Timeline

- June 16 Board Meeting – Introduction to 2017 Budget Plan
- July 14 Study Session – Library Board reviews 2017 Budget Plan
- July 21 Board Meeting – Board approves 2017 proposed budget for submittal

In response to a question from the Board, Sandie Coutts, Director of Employee Relations and Development stated that no official directives regarding minimum wage have been provided. In response to a question from the Board, Sandie Coutts advised the Board that the Library has until December 1, to address the exempt status directive.

Gloria Overholt advised the Board that the Library is projecting a request for a 4.5 mill levy for 2017 and will get input from the Board at the June 16, Board meeting.

Fixed and Controlled Asset Audit

Lisa VanderHeyden, Manager of Contracts and Project Planning, provided summary information on the results of the fixed and controlled asset inventory. The audit has been substantially completed and a reconciliation of the information is underway. The goal of the project is to further compliance with the Board's governance policy 2.4, asset protection and formalize the Library's process for maintaining asset inventories. Historically, the County has maintained fixed asset reports for those capital assets over \$5,000 in value, extrapolating their data from our issued purchase orders. The Library's Information Technology department has maintained a separate inventory of controlled technology assets. This project validates and updates both schedules and expands on the inventory (to include group counts of tables, chairs, shelves, etc.) to offer a more complete picture of both fixed and capital assets in our facilities. The auditing process included physically pulling serial number and asset tag numbers from all equipment at all Library facilities and adding new asset tags for items not previously tagged. The reconciliation process includes comparing both County and Information Technology inventories to match up serial numbers and/or asset tag numbers. Some of the outcomes from this project will include ongoing fixed and controlled asset inventory processes, improved inventory tracking processes, accurate asset valuations to update its Furniture, Fixture and Equipment valuations for insurance coverage and ultimately tie the Library's asset inventory to the future upgraded service ticketing systems to track asset repairs and modifications to provide better predictive maintenance and replacement information.

CONSENT AGENDA

Trustees Adopt Proposed 2017 Governance Budget

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt the proposed 2017 Governance Budget as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

GOVERNANCE POLICIES

Governance Process: Policy 4.1: Governing Styles and Values

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt Policy 4.1: Governing Styles and Values as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

EMERGING ISSUES

No issues were brought forward.

BOARD SCHEDULE – NEXT MEETINGS

- June 9 – Study Session – 5:30 pm – Administration Conference Room (John out)
- June 16 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room, 5000 Highway 73 – (Deborah Out)
- June 18 – Policy Governance Training – 9:00-2:00 – Administration Conference Room
- July 7 – Library Board and Board of County Commissioners Quarterly meeting – 10:00 – 11:00 am, 5th Floor Conference Room
- July 14 – Study Session – 5:30 pm – Administration Conference Room
- July 21 – Board Meeting – 5:30 pm – Golden Library Meeting Room, 1019 10th Street

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that Travis Blacketter has accepted a position in Washington, DC and submitted his resignation effective June 12, 2016.

Trustee Davis reported on his experience attending National Library Legislative Day in Washington, DC. There was impressive representation in the contingent from Colorado and the number of contingents from other states across the U.S. Meeting with congressional aides and legislative assistants was an eye opening experience relative to what has to be done to get some of the points across about libraries. Trustee Davis particularly enjoyed talking with members of the Colorado contingent and the roles Trustees play in different parts of the state. Trustee Bodnar also attended and noted the great representation from Colorado libraries. John noted the opportunity to talk about some of the issues and show support for libraries and the issues facing congress including the confirmation of the Librarian of Congress who is the first actual librarian to be nominated for the position. The Colorado contingent also advocated for the importance of LSTA funding and the electronic communication privacy act. Rebecca Winning, Communications Director, had the

opportunity to attend and found it very educational and encouraged others to take advantage of the opportunity to represent libraries at this level. Ben and Rebecca also expressed appreciation to John Bodnar for leading the group and being a fabulous tour guide.

ADJOURNMENT

The Board meeting was adjourned at 6:33 p.m.

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

John Bodnar, Secretary