

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 16, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Evergreen Library meeting room on June 16, 2016. Library Board of Trustees Vice-Chair, Julia Hill-Nichols called the meeting to order at 5:35 p.m. Other Trustees present: John Bodnar (Secretary), Ben Davis, Brian DeLaet and Charles Naumer.

Trustees not present: Deborah Deal

Guests: Monica Rezac, Manager, Mountain Libraries and Staff Training

Staff present: Pam Nissler, Executive Director; 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, Director of Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: John Bodnar moved that the Library Board of Trustees approve the agenda as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the May 19, 2016 Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No Public comment.

FOUNDATION REPORT

Julia Hill-Nichols reported on the activities of the Foundation. The Foundation Board did not meet this afternoon. The Spring Whale Sale was held last weekend and the Foundation is working on a report on the analysis of that sale. The Foundation Executive Director, Jo Schantz and Julia Hill-Nichols will attend a non-profit legal clinic presented by Holland and Hart for Colorado non-profit organizations. The Foundation will be matched up with an attorney to look at all the various functions should be audited in a non-profit organization.

The Foundation is addressing best practices and ongoing issues of how to bring in more money for the Library. In response to a question from a Trustee, Julia noted that the world of book sales is changing and it is an issue all library foundations are experiencing and the Foundation is working to address those issues.

HOST REPORT

Monica Rezac, Manager, Mountain Libraries and Staff Training provided the host report. Monica welcomed the Trustees to the Evergreen Library. Like all locations there is a lot going on in the Evergreen and Conifer libraries. Over 300 people attended Evergreen Library's summer reading kickoff event and currently has 1,600 signups for summer reading. The door count at Evergreen is up over 9%; we are bringing people in to the library with interesting new programs and offerings. Evergreen is partnering with the Lariat Brewing Company Lodge to hold a trivia night at the Lariat. One of the co-owners is a former page and leads the library's high altitude gardening group. At the Conifer Library one of our staff members is an artist and illustrator and leads open art workshops where people come to the library to collaborate with each other on their artwork and receive guidance. Evergreen staff has received positive feedback from patrons on some space changes. The teen area moved from the back of the library where it was next to a quiet area, to the front of the library. Staff is enjoying the increased volume of positive comment cards due to leadership teams' work on strategic plans and the Library's mission, vision and values. The Library is also benefiting and enjoying the fresh energy from our new staff members. Monica shared one of the comment cards from a patron expressing appreciation for the library. Staff training is in an operational mode supporting the strategic initiatives of other core services, keeping the trainings moving forward and following up with staff to make sure they are receiving the training they need.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The quarterly meeting with the Board of County Commissioners is July 7, 10:00-11:00 am. Some topics to consider for the meeting are the Library's strategic priorities and fulfilling the promises to our citizens. The Board Chair will contact the commissioners to see if they have any agenda items to include for the meeting. In response to a question from a Trustee, Pat Klein, Director of Information Technology, advised the Board that the single filter system will apply to all patrons and staff and fully complies with the Board's intent and with Colorado and Federal laws regarding internet filtering.

Finance Department

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The final numbers for 2015 are reflected in the financial tables. Going forward in 2016 revenues and expenditures are on track with budget.

Owners Representative Contract

In response to a question from a Trustee, Julianne Rist, Assistant Director of Public Services provided information on the role of an owner's representative. An owner's representative is an investment that will help assure that we deliver a quality project and provide cost savings during the project. Having an expert in the field looking out for the Library's interests is critical and is a standard practice. The Library has used an owner's representative on past construction projects including the Belmar and Arvada libraries and the Lakewood library remodel. The owner's representative will help prepare scope and budgets for the Columbine project, as well as being the expert for technical requirements in the RFP and selection process for an architect and general contractor. During the design phase they will help ensure a good return on investment on the choices made and ensure that permitting is done in a timely manner. They keep the project on schedule, ensure budget discipline and often save money by identifying issues that can be addressed before a change order is needed. A request for proposal (RFP) was released on May 18, 2016 and closed on June 3, 2016. Six firms submitted proposals. The proposals were evaluated on price, ability to meet the Library's needs, experience and reference. Four firms were invited for in person interviews. The interview committee unanimously selected NV5 as the top choice for owners' representative.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with NV5 for Owner's Representative Services related to the Columbine Library remodel in an amount not to exceed \$107,735. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Colorado Industrial Portfolio, LLC - Lease Amendment

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign contract amendment number six with Colorado Industrial Portfolio, LLC for space lease at 10790 W. 50th Ave., Wheat Ridge, Co. for the period August 1, 2017 to July 31, 2019 in the amount of \$93,891. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Standley Lake Boiler Replacement Project

Steve Chestnut, Director of Facilities and Construction Projects provided an overview of the Standley Lake boiler replacement project. The boiler is 25 years old and the annual inspection, a requirement by the state of Colorado, found that the boiler is leaking.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake Library in an amount not to exceed \$75,000. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

2017 Proposed Budget – Fulfilling Our Promises

Gloria Overholt presented information on the 2017 proposed budget. The Board was advised that this is a review and a detailed budget will be presented at the July Study Session. The Board will be asked to authorize the Executive Director to submit the budget at the July Board meeting.

Jefferson County Budget Philosophies & Policies

- Fund balances are available only for expenditures of a one-time nature
- Salaries & Benefits: remain competitive in the market place
- Five-year Capital Plan: Projects shall have an implementation plan that can be executed in the requested year rather than be a placeholder.
- Maintenance of Assets: Assets shall be maintained at recommended service levels.

Fulfilling Our Promises

1. Restoring Library Hours
2. Restoring Investments in Books and Materials
3. Providing Access to Updated Technology
4. Repairing and Refurbishing Existing Facilities

The proposed 2017 budget utilizes a 4.500 mill levy calculation for property tax revenue for 2017. Final data on salaries and benefits have not yet been received from the County. The Library books and materials budget reflects the financial policy to maintain a responsible level of access to books and materials for Jefferson County residents as defined by demand and use measures of holdings per capital, circulation per capita and annual turnover rate.

The Board reviewed comparison 2016 to 2017 charts on supplies, services, operating capital and intergovernmental costs as well as the Library's 2017 debt service payments. In response to a question from a Trustee, Gloria Overholt and Pam Nissler advised the board that once the estimated \$14 million in delayed maintenance and infrastructure projects were addressed, paying off debt would certainly be a scenario for the Board to discuss. The Board reviewed information on capital projects related to annual replacement and maintenance projects and the list of proposed 2017 capital projects.

The Board was presented with information on the Library's fund balance reserve policy and the minimum and maximum reserve amounts under the proposed 2017 budget are in compliance with that policy.

The Board reviewed the next steps for the 2017 budget:

- Study Session July 14th
 - Adjustments to the draft budget

- Review 5 year projections
- Draft of Trustee's budget cover letter to Commissioners
- Board Meeting July 21st
 - Review of 2017 Proposed Budget
 - Authorize Executive Director to submit budget
 - Sign the Trustee's budget cover letter

EMERGING ISSUES

Evergreen Library Hillside

The Executive Director noted that there was an update on the erosion issue at the Evergreen library. Steve Chestnut advised the Board that the Library has initiated the process to evaluate the hillside to make sure it is strictly an erosion issue and not actual movement of the hillside. The report from Martin and Martin will be shared with the Board. This is an ongoing issue for the Library and several discussions over the last 3-4 years have been held with the County who owns part of the hillside. Last year the issue was significantly worse and a pond formed behind the Evergreen Library. The Library will investigate options to deal with the issue.

Standley Lake Greenway Trail Project

The Library has been approached regarding the Standley Lake Greenway Trail Project. Last year the Library Board wrote a letter in support of the project which was part of the American Great Outdoors initiative with the Department of Public Transportation. Grant funding for that project did not go through. The City of Arvada has approached the Library again regarding that project because a potential new source for grant funding has been identified. The Library will be working with the City of Arvada to develop a draft memorandum of understanding and schedule a presentation on the project for the Library Board's review and consideration at the August Board meeting.

Wheat Ridge Library Windows

The Senior Resource Center has contacted the Library about replacing the windows in the leased portion of the building that holds the Wheat Ridge Library. The Library is in the process of getting quotes.

Golden Library One-Day Closure

The Golden Library will be closed for one day on June 23, to address a sewage system blockage. The repair requires breaking up the floor in front of the accounts desk to fix the blockage, pouring cement to repair the floor and replacing the carpet. The blockage has caused flooding in the public meeting room and in the staff room.

Tenant Finish

Trustee Bodnar asked for some clarification on the tenant finish notation in the Finance Department report. The Board was advised that the Owner's Representative RFP included a potential Phase II for services related to tenant finish for a 10,000 square foot facility. No project or location has been identified for tenant finish services. The contract with NV5 provides that if the Library, at its sole discretion, determines that it wants to continue the relationship and explore Phase II, a Statement of Work further clarifying the requirements and timeline of the tenant finish project will be provided by the Library and the consultant shall provide a cost proposal based on that Statement of Work. Phase II would require Board authorization.

BOARD SCHEDULE – NEXT MEETINGS

- 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

Trustee Bodnar noted that the City of Arvada's Sand and the City event is next weekend, June 25 and 26. The Library's team performed very well at the practice.

ADJOURNMENT

The Board meeting was adjourned at 7:17 p.m.



John Bodnar, Secretary