

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 20, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Golden Library meeting room on July 20, 2017. Library Board of Trustees Vice-Chair, Charles Naumer called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Julia Hill-Nichols

Guests: Dan Killian, Senior Project Manager, NV5; Paul Wember, President, Wember, Inc.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Pat Klein, Director of Information Technology; 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 and Budget; Susan Wilson-Madsen, Budget and Finance Manager 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 Kim Johnson the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Deborah Deal moved approval of the minutes of the June 8, 2017 Study Session. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the June 15, 2017 Board meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Jo Schantz provided an update on the activities of the Foundation. The Foundation has hired two new staff members; Allison Lawsten, contract bookkeeper and Tiffany Fulbright, temporary administrative assistant. There is a volunteer thank you picnic for the whale sale and foundation volunteers in August. In September there are a series of restaurants participating in fundraising events – if you dine at the restaurant and mention the Foundation a percentage of the meal will go to the Foundation. The Foundation received a grant from Solera Bank of \$1,500 for Raise-A-Reader and \$1,000 from Walmart Community Grants for general operating.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. In response to a question, the Executive Director advised the Board that Resilient Jeffco is an initiative brought forward by Mary O'Neil, County Budget Director in response to concerns about revenue trends. All Jefferson County elected officials and personnel board members were invited to participate in the proactive initiative to look at efficiencies and different ways of operating. The Board of County Commissioners have requested a rescheduling of the September quarter meeting (from September 14 to September 28). The Trustees were asked to respond to Amber Fisher with their availability. The Pine Library annual meeting is July 29. The Executive Director will email information on the annual meeting to the Board.

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.

2018 PowerPoint Budget Presentation (BCC Meeting August 14)

The Board was advised that the presentation was developed using the template sent from the County. In response to questions, the Board was advised that:

- The Library anticipates an increase in cost of benefits and should have the final numbers in August.
- The full 215 FTE is being requested in the budget and includes staffing for the Edgewater Library.
- The difference between the revenue amounts \$40,023,672 and \$41,016,922 reflect the additional revenue from state grants, charges for services, fines, etc. (\$40,023,672 is revenue from property taxes only).
- The Library is not aware of any special concerns of the Board of County Commissioners about the budget.

The Trustees expressed appreciation to Gloria Overholt and Susan Wilson-Madsen for their work on the budget and budget presentation.

2018 Budget Cover Letter

The Trustees were advised that the cover letter states that the requested mill levy may be adjusted as the final assessed property valuations are determined.

MOTION: Deborah Deal moved that the Library Board of Trustees accept the 2018 budget cover letter including the revision as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Budget to Actual Tables May 2017

The Trustees were advised that the financial report for May 2017 was included in their board reports.

Budget to Actual Tables June 2017

Gloria Overholt advised the Board that revenues are on track except for fines and contributions from the Foundation which will both fall short. The Library is expecting an increase in investment income. Salaries and benefits are lower than budgeted and vacancy savings are on track. In response to questions, the Trustees were advised that:

- There will be a large purchase in Collections for the Columbine Library opening day collection. Also, the Library typically makes a large books and materials purchase in the Fall when many new titles are released.
- The Columbine remodel budget shows as adjusted because funds allocated for planning that were not spent for the project in 2016 were carried over to 2017.
- The Columbine remodel budget is currently projected at the full Board authorized amount for the project. As the year progresses, the budget will be adjusted to reflect the amount actually expended.

Public Services

Second Quarter 2017 Statistics

Donna Walker, Director of Public Services presented information on the second quarter 2017 statistics. The Board was advised that a correction to the memorandum regarding adjustment of key performance indicators will be forthcoming. The second quarter KPI's were influenced by the closure of Columbine as one of our busiest library branches. Upon excluding Columbine from the system totals, JCPL shows increases in all main use parameters, such as visits, circulations, and program attendance. The numbers confirm that JCPL continues on its path to excellence, and community use of the library keeps growing and building upon the service improvements realized since the passing of the mill levy.

The Board was advised that the Library will be investigating the decline at Conifer and will report back.

Columbine Library Remodel Project Update

Dan Killian, Senior Project Manager, NV5, provided an update on the Columbine project. There has been a lot of progress; dry wall is finishing up, tile, carpet and paint are moving along. Coordination meetings are taking place regarding the shelving, furniture, fixtures, and sorter coming back into the building. Fransen Pittman (FP) and their electrical subcontractor have submitted rebate paperwork to Xcel Energy as part of the interior LED lighting retrofit. FP received notification in late June that we have received a pre-approval rebate of \$25,506 for the retrofit work. Additionally, the pre-approval letter indicates that because of the retrofit Xcel estimates an annual energy cost savings of \$17,929 at the Columbine Library building. Similar to last month, there have been some unanticipated project revisions which have resulted in a change order request from Fransen Pittman. The revisions associated with Owner Change Order (OCO) #2 include the removal of the bollard lights at the north side of the parking lot, the addition of a new flag pole light, and reframing at the interior Powerwall to accommodate the new shelving. OCO #2 has been issued to JCPL for approval and totals \$9,176.00. Once approved, a budget transfer will be conducted to move the funds from project contingency to Fransen Pittman.

Fransen Pittman had their glazing contractor look at the southwest facing curved window wall in an effort to determine the cause of the water intrusion and subsequent damage to the adjacent wood at the interior. It appears that the windows are no longer leaking. Additionally, Fransen Pittman has an allowance within their GMP for repair of damaged wood by the millwork subcontractor. Depending on the extent and severity of the damage, additional money may be required above the allowance amount to repair; however, this will be monitored. Project budget is maintained at a not to exceed amount of \$4 Million.

Columbine Library Remodel – Update Video

Pat Klein, Director of Information Technology shared a video of the construction progress at the Columbine Library.

Columbine Library Remodel – Change Orders - Fransen & Pittman

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to make a payment to Fransen Pittman in the amount of \$9,176 for Owner requested change orders related to the Columbine Library remodel project. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

In response to a question, the Board was advised that the sorter is not reflected in the Columbine remodel budget at this point.

Columbine Library Remodel – Change Orders

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the construction schedule for the project has reached the point where the project may be delayed if future change orders have to come before the Board. Due to the construction timeline and Board of Trustees meeting dates it was proposed that the Board authorize the Executive Director to approve payment for any potential change orders that might occur in the last 10 weeks of construction. The stipulation to that authorization is that the Library will not exceed the budget already authorized by the Board for the project.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to make payments on any future change orders related to the Columbine Library Remodel Project as long as they fall within the Board authorized budget for the project. Seconded by Kim Johnson the vote was suspended to address a request for further discussion and clarification.

After some discussion it was clarified that the request from the Library for the Board to authorize future change orders is related to the \$4.0 million not to exceed budget for the project and not the total Board authorized project amount of \$4.25 million.

MOTION: Brian DeLaet moved to withdraw the previous motion. Seconded by John Bodnar, the motion to withdraw passed by unanimous vote of all Trustees present.

The Board was advised that they would still receive information on all change orders.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to make payments on any future change orders related to the Columbine Library Remodel Project as long as they fall within the \$4.0 million budget for the project. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Edgewater Library Project

Paul Wember, President, Wember Inc., provided an update to the Board. There has been great progress on the project including procuring the design team, including the architect, for the tenant finish, furniture design and mechanical design. The design advisory team submitted an RFP for architectural services and interviewed two very qualified firms. The team did unanimously select Humphries Poli. Throughout the negotiating process, some costs were reduced relative to final fees and total scope. The design committee asked Weber Inc., to look into a raised floor mechanical system. After the analysis, it was

determined that the increased costs did not provide long term value and we are not pursuing that option for this project. Some of the next steps in the project include finalizing shared costs with the City of Edgewater; completing the intergovernmental and lease agreements; scheduling design meetings with the City of Edgewater team; and working on an RFP for general contractors.

Edgewater Library Project – Architect Contract Authorization

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Humphries Poli Architects for architectural services related to the Edgewater Library Project in the amount of \$97,500. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Communications Department

JCPL Guidelines for Naming and Name Recognition

Rebecca Winning, Director of Communications presented information on the guidelines for naming and name recognition. The Trustees were advised that most of the changes were grammatical with one exception; the art walls which was adjusted to a 10-year term to coincide with the update cycle for libraries. In response to questions, the Board was advised that:

- Naming terms are standard practice. It seriously complicates the administration of naming agreements if everyone has a different term.
- The 10-year term is considered a long term and is standard.
- Terms are different; for example, the term for the naming of an entire library is 30 years.
- The Library had a Harvard PHD volunteer who researched and helped develop the guidelines. Some adjustments were made for what the Library felt the market would bear.
- All naming agreements would still come to the Board for approval.

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Guidelines for Naming and Name Recognition as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

EMERGING ISSUES

Draft Letter to the Board of County Commissioners – Quarterly Meetings/Agenda
The Vice-Chair introduced the topic. The Trustees reviewed the draft letter.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Chair to sign and submit the letter to the Board of County Commissioners regarding agendas for the quarterly meetings as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

ENDS STATEMENTS

Review of 2nd Quarter Strategic Priorities

The Executive Director advised the Board that the 2nd quarter update of the strategic plan was provided in the Board report. The Library has moved some of the projects within the plan; early literacy training and records management are moving into 2018. The records management project was initially part of the intranet project. However, responses to the RFP came in at twice the budgeted amount for the combined records management and intranet project. The Library is going to move forward with the intranet portion of the project in 2017. The delays in some projects are due to a larger emerging issue related to compliance with privacy requirements and direct service options. In order to comply with ALA guidelines on patron privacy, JCPL will take the time necessary to review current practices and policies. Another added project is related to eliminating fines for children's materials and the corresponding process adjustments and patron communications.

BOARD SCHEDULE – NEXT MEETINGS

- August 10 – Study Session – 5:30 pm – Administration Conference
- August 14 – Trustees Present Budget to BCC – 9:00 am – BCC Board Room – 5th Floor
- August 17 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 28 – Board & BCC Quarterly Meeting – 9:30-10:30 am – 5th Floor Conference Room
- September 14 – Study Session – 5:30 pm – Administration Conference Room
- September 21 – Joint Board Meeting – Library & Foundation Boards – 4:45-5:30 pm – Belmar Library Meeting Room
- September 21 - Board Meeting – 5:30 pm – Belmar Library Meeting Room
- October 12 – Study Session – 5:30 pm – Administration Conference Room
- October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The vice-chair asked the Board if they wanted to continue rotating locations for board meetings next year. Trustees Naumer, Deal and DeLaet indicated they would like to continue the rotation.

Trustee Bodnar noted that he has received feedback on the new check-out stations and that the feedback was positive.

Trustee DeLaet noted that Axis 360 works great and he loves the service.

The Executive Director advised the Board that she has asked for copies of the applications for the Library Board.

ADJOURNMENT

The Board meeting was adjourned at 6:57 p.m.

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

Kim Johnson, Secretary