

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 17, 2017. 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: All Trustees were present.

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; Kurt Jungwirth, Facilities Operations Manager; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Charles Naumer moved that the Trustees approve the agenda as amended to include the Evergreen Library hillside erosion mitigation contract and under emerging issues. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

MOTION: Charles Naumer moved that the Trustees approve the agenda as amended to include the appointment of a Trustee Liaison to the Foundation Board under emerging issues. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

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

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the July 20, 2017 Board meeting. Seconded by John Bodnar 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 a permanent office coordinator. Flyers for the Fall Whale Sale and the Newsletter were shared with the Trustees.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. A report on the Jeffco Justice Center was included in the board packet. The Trustees were advised that they will be receiving invitations to the presentation of summer reading prize checks.

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. Revenues are looking good, however, not all revenues from property taxes have been received. The Library will meet the vacancy factor and tables with the actual projection will be provided in the August financial report. The books and materials budget will be spent.

There was discussion regarding the 2016 planning budget for the Columbine Library remodel project, the carryover to 2017, the 2017 Columbine construction budget and current expenditures. In response to a request from Trustee Bodnar that moving forward the Library just has one budget, not a planning budget, construction budget, etc., the Executive Director advised the Board that the Library has a planning budget to determine what the construction costs will be for the project. Trustee Bodnar requested more detailed information and clarification of the Columbine Library remodel project budget and multi-year budgeting process including what was approved, when it was approved and how much was approved. The Library will prepare the information and provide it to the Board.

There was discussion on what happens to the project funds that are not spent, including options on what can be done with those funds. Examples noted were:

- The financials are showing that there will be \$42,187 unencumbered for the Edgewater project at the end of 2017. Will those funds automatically be added to next year's (2018) budget?

- If there are leftover funds from the Columbine Remodel project can the Board classify those funds back into the sorter fund?

Gloria Overholt advised the Board that there are options regarding leftover project funds including adding to the fund balance and submitting budget amendments for those funds to be used elsewhere. The use and options for leftover project funds will be included in the project budgeting information that will be prepared and provided to the Board.

There was discussion on the fund balance and the maximum fund balance level according to the Board's policy. Trustee Naumer asked if the Library is comfortable that the fund balance will be under the maximum level. Gloria Overholt advised the Board that it is too early in the year to comfortably state what the ending fund balance will be and that the Library will have a better idea in September.

Public Services

Columbine Library Remodel Project Update

Dan Killian, Senior Project Manager, NV5, provided an update on the Columbine project. The exterior is almost finished with landscaping taking place next week. On the interior, all the dry wall is completed with the first primer coat. Painting and flooring are scheduled for next week as well. Work on the wood windows will begin in the next week or two. The second metal screen wall for the top of the mechanical enclosure is underway. Upcoming key decisions include coordinating the next steps for sorter and A/V installation. The project budget remains on track. In response to questions, the Board was advised that:

- NV5 believes that the dry rot situation with the wood windows is well in hand.
- A structural engineer was consulted regarding the steel supports on top of the trash enclosure. Some testing was done to see how that wall was built and if it would hold for wind, etc. The design was modified to limit the impact on exterior space. The metal screen panel is designed so no one has to see the mechanical unit.

Edgewater Library Project

Paul Wember, President, Wember Inc., provided an update to the Board. Community meetings are tentatively schedule for the end of next month. The intent is to receive questions, get feedback and see what the community wants. That information is used to develop something more architectural and then take that back to the community. The community responses will be shared with the Board. The kick off meeting with the architect took place last week. There is a better understanding of what the main building will look like with a very high level look at conceptual spaces. The architect for the city, NV5, and Wember, Inc. are negotiating the move-in schedule. The process is complex as it includes the various city departments including the police department. In response to a question, the Board was advised that Construction Manager at Risk (CMaR) is a form of construction

delivery based on fees and qualifications. Paul Wember noted that he will share a glossary of terms with the Board.

In response to a question, the Board was advised that a breakdown of major categories for the Edgewater Library Project budget will be provided.

Information Technology Department

Pat Klein, Director of Information Technology provided information on the activities of the IT department. The Board was advised that since the August Study Session, two meetings were held with the vendor to further negotiate the terms of the contract. The Library reviewed the original list of services included in the \$220,000 contract and negotiated for the essential services and yearly maintenance. In response to questions, the Board was advised that:

- The technical services include training, the development of new pages and new functions within the intranet.
- The support hours will last a year and the hours that are not used will roll over to the next year.
- The project will utilize virtual servers.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Bross Group for software, discovery, installation, configuration and 3 years of maintenance services related to the Intranet Project in the amount not to exceed \$168,050. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Recommendation of the Bylaws Committee

Charles Naumer advised the Board that the bylaws committee looked at the process for electing officers, reviewed other bylaws and consulted with Amber Fisher. The committee determined that the Library Board Bylaws and the current nominating committee process are structured and in line. The recommendation of the Bylaws Committee is that there are no changes to the Bylaws. It was noted that it is incumbent on the Board to be aware of any Trustees who wish to serve as an officer.

CONSENSUS: The Library Board of Trustees accepted the recommendation of the Bylaws Committee that there are no changes to the Bylaws.

EMERGING ISSUES

Evergreen Hillside Mitigation Contract

Steve Chestnut, Director of Facilities and Construction Projects and Kurt Jungwirth, Facilities Operations Manager presented information on the Evergreen Library hillside

project. Last year the Board was advised that the Library contracted for a geotechnical firm to confirm surface movement of the hillside and what needed to be done to prevent further degradation of those soils. The result of that study/evaluation determined that the soil movement was surface and there was no danger of a major slide occurring. The study also recommended some measures to mitigate the erosion and surface water issues that are causing problems inside the building. Those recommendations were built into a civil design which includes a concrete spillway and clean out. That design was engineered by Martin/Martin Engineering. The Library issued an RFP and had one response from Environmental Logistics. In response to questions, the Board was advised that:

- The project involves installing a panel to help large swells of water and sediment to move away from the building.
- The project does not involve work on the actual hillside.
- The sediments that accumulate will be manually cleaned out on an annual basis.
- The Library will not receive any financial assistance from the County or the Sheriff's Department as it involves the Library's property.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Environmental Logistics for services related to mitigating erosion of the hillside at the Evergreen Library in the amount of \$70,745.50. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Trustee Liaison to the Foundation Board

The Chair advised the Board that both Deborah Deal and Kim Johnson stepped forward to serve as the liaison to the Foundation Board. The Chair recommended that Deborah Deal step in and complete her one year term and that at the end of the term the Board revisit the appointment of a liaison to the Foundation Board. The Chair expressed appreciation to Trustees Deal and Johnson for so graciously stepping forward.

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Chair's recommendation and appoint Deborah Deal as Liaison to the Foundation Board. Seconded by John Bodnar, the motion passed by unanimous vote of all Trustees present.

GOVERNING POLICIES: MANAGEMENT LIMITATIONS (Monitoring Reports)

Policy 2.1: Treatment of Patrons

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Policy 2.5: Financial Planning, Budgeting

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.5: Financial Planning, Budgeting as amended to reference the entire Fund Balance Policy instead of specific sections. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.6: Compensation and Benefits

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.6: Compensation and Benefits as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.7: Emergency Executive Director Succession as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.8: Board Awareness and Support

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.8: Board Awareness and Support as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.9: Materials Selection

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.9: Materials Selection as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- September 28 – Board & BCC Quarterly Meeting – 9:30-10:30 am – 5th Floor Conference 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 Executive Director noted that the budget presentation meeting with the Board of County Commissioners went very well. Trustee Naumer noted that there was acknowledgement and appreciation that the Library's mill levy was under the maximum.

ADJOURNMENT

The Board meeting was adjourned at 6:50 p.m.

A handwritten signature in cursive script, appearing to read "Kimberly Johnson".

Kim Johnson, Secretary