

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 21, 2018

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 21, 2018. 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), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: None.

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the May 10, 2018 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the May 17, 2018 Board meeting. Seconded by Pam Anderson the minutes were approved by majority vote of all Trustees present with Trustee Bodnar abstaining.

PUBLIC COMMENT

There was no public comment.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Board that this would be Gloria Overholt's last Board meeting. The Trustees expressed appreciation to Gloria for her many contributions to the Library and her service to the citizens of Jefferson County.

Budget and Finance Department

Barbara Long, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

2019 5-Year Capital Plan

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to submit the 2019 5-Year Capital Plan request to the Board of County Commissioners (4.2.5 C). Seconded by Deborah Deal the motion passed by majority vote with Trustee Bodnar voting against the motion.

Trustee Bodnar noted that he objected to the placeholders for the projects.

2019 Proposed Budget Plan

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to submit the 2019 Proposed Budget Plan to the Board of County Commissioners (4.2.5 C). Seconded by Pam Anderson the vote was delayed for further discussion.

Trustee Bodnar restated his objection to the placeholders for projects. Trustee Bodnar noted that he does not want to see a placeholder that high. Trustee DeLaet stated that if we give them a \$6.5 million budget they will spend to that budget.

The Executive Director advised the Board that the Library does not provide the budget in the Requests for Proposals (RFPs).

Trustee DeLaet noted that the budget for Belmar is \$2 million more than Columbine and the infrastructure items were only \$1 million so where is the other \$1 million. Trustee Bodnar noted that if he was a contractor and saw the \$6 million budget I would know that is what I could spend. The budget information is public so they would see that number. It was noted that they have to look out for the public trust.

Steve Chestnut, Director of Facilities and Construction projects addressed the Board and noted that the sorter and infrastructure items like the boiler, chiller, AHU and parking lot are included in the Belmar project budget. Alternative services during the Columbine

closure were \$2,000 per month and it is unlikely the Library will find lease space for that amount for the Belmar area. Belmar has underground heating and piping and there may be some remediation work due to a coolant leak under the floor. At Columbine, the Library reused many materials and none of the items that were utilized at Columbine will be available for Belmar. The Library looks out for the public trust just as much as the Board.

Trustee Anderson noted that seeing the Belmar budget proportionally much more than the Columbine budget, and the budget presentation slide did not add up to \$2 million, and that may be where the difficulty is with Board understanding. Trustee Anderson stated that she understands the perspective about the placeholder; however, there is a policy perspective if you go over budget. It is much worse to say we went over budget because we did not budget enough. Trustee Anderson noted that she is comfortable with the budget amount.

The Chair advised the Board that there is a motion before them and called for a vote.

2019 Proposed Budget Plan

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to submit the 2019 Proposed Budget Plan to the Board of County Commissioners (4.2.5 C). Seconded by Pam Anderson the motion passed by majority vote of all Trustees present with Trustees Bodnar and DeLaet voting against the motion.

The Chair stated that she felt compelled to say to the Board and to the Executive Director, that she has the utmost respect for the staffs' desire to do their very best for the citizens of Jefferson County, and also feels compelled to say that she believes that the various partners the Library has used for Columbine and Edgewater have really done their best for the Library and she has never felt that the Board was being hoodwinked.

Financial Report

Barbara Long, Interim Director of Finance and Budget, addressed the Board and provided an overview of the financial report for May 2018. Operating expenses are on schedule for this time of year and there were significant property tax receipts. Salaries, benefits, and other operating costs are on budget or under budget. There will be some increases in supplies for the Summer Reading program that will be reflected next month. Progress on the Library's capital projects are reflected. At the beginning of June, there will be some large construction draws. The Library will be monitoring salaries very closely as it adds new positions.

Public Services

Serial Contract Authorization

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with EBSCO within the approved 2019-budgeted amount. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Serial Contract Authorization

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a renewal of the contract with MidWest Tape within the approved 2018/2019 budgeted amount. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Facilities and Construction Projects

Edgewater Sorter – PV-Supa Contract

Pat Kline, Director of Information Technology, addressed the Board and noted that the costs are listed separately because they are allocated in two different budgets. However, the contract is negotiated with both costs. The Board was advised that in general, sorter maintenance contracts are negotiated as a percentage of the cost of the sorter. Those maintenance costs are typically 12 to 15 percent. The Library's sorter maintenance on this contract was negotiated at 8 percent.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign the contract with PV-Supa for the Edgewater Library sorter including maintenance within the approved 2018/2019 budgeted amount. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Belmar Library – Owner's Representative Authorization for Phase II

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that information on the NV5 Owners Representative services contract was presented at the June 14, 2018 Study Session.

In response to questions, the Board was advised that:

- The costs will be reflected in a multi-year budget with \$62,000 budgeted for 2018 and estimated costs for 2019 at \$150,000.
- It is not an hourly rate contract.
- The costs are based on a schedule and will depend upon whether the schedule lengthens or shortens.
- The total estimated cost is \$212,000

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to execute the Notice to Proceed to NV5 as stipulated in the August 2016 contract within the approved 2018/2019 budgeted amount. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

In response to questions, the Board was advised that:

- The brick planters at the Lakewood Library/Administration building are being removed because they are structurally unsound.
- The Library's facilities staff are performing the work on the Lakewood planters.
- The brick seating area near the front entrance of the Library Administration building is scheduled to be removed as it is also structurally compromised.
- The Evergreen hillside project is complete. There will be some maintenance involved related to the retaining pond that will be performed by Library facilities staff.

Communications Department

Edgewater Naming Agreement – Mariola

MOTION: John Bodnar moved that the Library Board of Trustees approve the Donation and Naming Agreement between Margaret Mariola, the Jefferson County Library Foundation and the Jefferson County Public Library, in the amount of \$5,000 for a small study room in the new Edgewater Library. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Edgewater Naming Agreement – Anonymous

MOTION: Kim Johnson moved that the Library Board of Trustees approve the Donation and Naming Agreement between the anonymous donor, the Jefferson County Library Foundation and the Jefferson County Public Library, in the amount of \$7,500 for the large study room in the new Edgewater Library. Seconded by Brian DeLaet the passed by unanimous vote of all Trustees present.

2020 Strategic Planning

The Chair noted that the 2020 Strategic Planning discussions are scheduled for Board Study Sessions beginning in August 2018.

BOARD SCHEDULE – NEXT MEETINGS

- July 12 – Study Session – CANCELLED – Administration Conference Room
- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room
- August 9 – Study Session – 5:30 pm – Administration Conference Room
- August 16 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room

- September 13 – Study Session – 5:30 pm - Administration Conference Room
- September 20 – Board Meeting – 5:30 pm – Belmar Library Meeting Room

Employee Relations and Development

Executive Director Recruitment

Sandie Coutts, Director of Employee Relations and Development, advised the Board that the recruitment process is on schedule and the two-day interview portion was completed. There were more than 100 people at the public forum event and feedback has been positive.

ANNOUNCEMENTS / GENERAL INFORMATION

There were no announcements.

CALL FOR EXECUTIVE SESSION

MOTION: At 6:06 pm John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4) (e) (I) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, Brian DeLaet and Deborah Deal. Also present: Pam Nissler and Sandie Coutts. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND RECONVENE THE REGULAR MEETING

MOTION: A motion to adjourn the Executive Session and reconvene the regular meeting was approved by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(4) (e) (I) to discuss positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned.

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

Kim Johnson, Secretary