

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
July 19, 2018

**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 19, 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), Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson and John Bodnar.

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; Rebecca Winning, Director of Communications and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Charles Naumer moved that the Library Board of Trustees approve the agenda as presented. 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 June 14, 2018 Study Session. Seconded by Charles Naumer the minutes were approved by majority vote of all Trustees present with Trustee Kim Johnson abstaining.

**MOTION:** Charles Naumer moved approval of the minutes of the June 21, 2018 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, Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. Highlights of the audit include net assets increased by 25%,

overall contributions more than doubled, total expenses decreased by nearly 10% and the support the Foundation provided to the Library was nearly nine times the in-kind support that the Library provided to the Foundation. The Foundation volunteer picnic is July 27, at Fruitdale Park in Wheat Ridge and Stouts and Stories/Ales & Tales is having a special benefit September 27, at the Lamar Street Center in Arvada. A \$10,000 grant was received from Verizon Foundation for STEM Girls and Girls Who Code.

## **SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES**

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. There were no questions on the Executive Director's report.

### **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.

#### Financial Report

The report this month included some projections on capital projects (Table 5) with significant savings on the Columbine project and some projects that will not be done this year. Property tax revenue remains the same as last month due to the timing of receipts from the County. Operating expenses are on track.

In response to questions, the Board was advised that:

- The bulk of the revenue will be received by August or September and any variances should be known at that time.
- There are no immediate plans for the Lakewood restroom and fence projects.
- There are no plans to spend the savings from the Columbine project. The \$600,000 was from the contingency fund and not needed for the project.
- For the Edgewater project, \$160,000 was budgeted in 2017 and only \$89,000 was expended.

### **Facilities and Construction Projects**

#### Edgewater Library Project Update

Paul Wember, President of Wember, Inc. shared some photographs of the Edgewater project. Edgewater is well under construction including framing, plumbing and electrical. The City of Edgewater is a little behind and the Library is waiting for the new timeline. The City had to re-pour a section and complete some required fireproofing. There is nothing significant to report on the budget at this time. Next steps include finalizing furniture and signage with Juliann Rist coordinating with the City of Edgewater to make sure we are consistent with the same signage style.

Temporary Construction Easement and Bargain and Sale Deed - LSC/RTD/Wheat Ridge  
Barbara Long introduced the topic and provided brief background information. The temporary easement allows access for construction and transfers a small piece of land for construction of the bus stop and sidewalk. In March, the Library Board authorized the Library to move forward with this approach.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the Temporary Construction Easement and the Bargain and Sale Deed between the Jefferson County Public Library and the City of Wheat Ridge. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

## **Public Services**

### 2018 Strategic Priorities / 2018 Mid-Year Report

Donna Walker, Director of Public Services, addressed board and provided information on the new approach and format for the mid-year report. The new format is easier to read and digest. Statistics focus on the key performance indicators. The Library anticipates that it will meet the benchmark measures and targets noted in the 2018 Strategic Plan Scorecard. Highlights of the report include program attendance and improved scores with all the Edge assessment measurements.

In response to questions, the Board was advised that:

- The Edge assessment results reflect 2018 data. All participants were required to have their data and results submitted in May, 2018.
- The Library is watching the decline in renewals. Last year the Library's renewal numbers went up. JCPL is researching this issue including checking software (Bibliocommons and Innovative Interfaces), making inquiries to the Urban Libraries Council and other library systems. There are a number of factors included in the investigation including the impact of fine free materials, auto renewals, the number of renewals allowed and changes in patron behavior. The Library's data analyst is performing a 90 day study and more information will be provided.

There was Board consensus that they liked the new format of the report.

Charles Naumer advised the Board that he sent an email recapping the Board's past discussions on strategic planning and attached some material for the Board's discussion at the next study session.

## **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 – all trustees present at this meeting are planning on attending.
- 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

#### **ANNOUNCEMENTS / GENERAL INFORMATION**

Rebecca Winning, Director of Communications, advised the Board that the farewell reception for Pam Nissler is scheduled for August 15, 2018 at the Belmar Library, from 4:00 to 6:00 pm. A press release will go out on Monday (July 23). This is a Board hosted event and beverages and hors d'oeuvres will be served and there will be a memory book that people can write in. There will be some time for formal remarks. The Trustees were asked to contact Rebecca with any questions or thoughts on the reception.

Trustee Johnson noted that her daughter is volunteering at the Standley Lake Library over the summer and is really enjoying her time “working” at the Library.

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:14 p.m.

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

Kim Johnson, Secretary