

Jefferson County Public Library Board of Trustees
Study Session
October 11, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Financial Review
- Firewall Contract
- LSC HVAC Contract
- Naming Agreement – Betty Harmon
- CLiC Courier Agreement
- 2020 Strategic Planning – Board

Call to Order

The Study Session was called to order at 5:33 p.m. by Charles Naumer, Chair.

Other Trustees present: Pam Anderson (Secretary), John Bodnar, and Jeanne Lomba.

Trustees not present: Kim Johnson, Deborah Deal and Brian DeLaet

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Library Programs and Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Welcome to New Trustee, Jeanne Lomba and Reappointment of John Bodnar

The Trustees welcomed Jeanne Lomba to the Board and congratulated Trustee Bodnar on his reappointment.

All Staff Conference

The Chair advised the Board that he attended part of the All Staff conference and expressed appreciation to the Library for a great event. It was evident that the staff is excited about Donna Walker's leadership. Morale was high and Donna gave a great State of the Library address.

Financial Review

There were no questions from the Trustees.

Firewall Contract

Bernadette Berger, Director of Information Technology, addressed the Board and presented information on the firewall contract that will enhance the Library's security platform including protecting the Library's email and networking from malware and data loss. Sentinel Technologies was selected for this project because they were chosen to install, configure and maintain network equipment through an RFP in 2016 and through subsequent E-Rate procurement processes. Using Sentinel for this project provides consistency for JCPL's network

In response to questions, the Board was advised that:

- This is not new technology but it is new to the Library.
- This protection is more robust than what the Library currently uses and will be an additional level of protection to make sure the Library does not have any compliance issues.

Library Service Center HVAC Contract

Steve Chestnut, Director of Facilities and Construction Projects, presented information on the Library Service Center (LSC) HVAC system replacement and upgrade. The LSC houses the network server room that has environmental air requirements. The current system includes two stand-alone air conditioning systems, both of which are beyond their serviceable life. The Library issued an RFP and the facilities review team concluded that Building Technology Systems was the best fit and provided the most value for the money.

In response to questions, the Board was advised that:

- The current equipment is working; however, the Library would like to move forward in order to replace the systems before they fail.
- In 2014, the Library replaced the LSC air handler; however, the cooling tower and air conditioners were not replaced.

Edgewater Library Naming Agreement - Betty Harmon

Rebecca Winning, Director of Communications, introduced the topic and presented information to the Board. In 1997, the Betty Harmon Endowment Fund was established with the Jefferson County Library Foundation, with instructions to use the funds to support the Edgewater Library. Recently, the Foundation disbursed funds from the endowment, totaling \$26,024.68, to support the new Edgewater Library. The Library now has the opportunity to fulfill that endowment and recognize the contribution by naming the Edgewater Library Children's Story Time area in honor of Ms. Harmon.

The Board was advised that they will be asked to authorize the Executive Director to move forward with the naming agreement at the October 18, Library Board meeting.

In response to a question, the Board was advised that the endowment was restricted to benefit the Edgewater Library and the “odd” amount most likely reflects the interest earned in that endowment fund since 1997 when the fund was established.

Colorado Library Consortium (CLiC) Courier Agreement

Julianne Rist, Director of Library Programs and Services, addressed the Board and provided information on the CLiC agreement and services. For years, the Library has participated in the statewide courier service, along with over 300 other libraries, to facilitate the movement of library materials. The service is economical and the Library would not be able to replicate or manage the service.

In response to a question, the Board was advised that:

- The increase in cost has averaged between three and five percent per year
- The service level remains the same with deliveries five days per week
- Denver Public Library and Jefferson County Public Library are the largest users of the service

2020 Strategic Planning – Board

The Chair noted that the 2020 Strategic Planning discussion would take place at the October 18, Board meeting to allow more Trustees to participate. The Library Board and the Senior Management Team have been engaged in strategic planning discussions working toward the 2020 Strategic Plan. The next discussion will include metrics, measures and outcomes. Amber Fisher is working on the process for copyright permission to utilize published information related to those topics.

ADJOURNMENT

The study session was adjourned at 5:57 p.m.



For: Pam Anderson, Secretary