

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

January 17, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, January 17, 2019 – LAKEWOOD LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda <i>Call for motion and second</i>
4. Action	Approval of Minutes <i>Call for motion and second</i> <ul style="list-style-type: none"> • December 13, 2018 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> • Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update – Donna Walker • Finance Department – Barbara Long <ul style="list-style-type: none"> ▪ Financial Reports ▪ <u>Pine Library Gift</u> <i>Call for motion and second</i> • <u>Budget Adjustment/Transfer</u> <i>Call for motion and second</i> • Facilities and Construction Projects – Steve Chestnut <ul style="list-style-type: none"> ▪ Belmar Redesign Phase II <i>Call for motion and second</i>
8. Action as Needed	<p>Consent Agenda (4.3.4)</p> <p><u>Sunshine Resolution</u></p> <ul style="list-style-type: none"> • <i>Action Item:</i> Call for Motion: Trustees approve the Sunshine Resolution LB-01-17-19 <p><u>Chair Appointments:</u></p> <ul style="list-style-type: none"> • <i>Action Item:</i> Chair appoints committee to review Board Bylaws (4.4.2D) • <i>Action Item:</i> Chair appoints nominating committee for Board officers (4.4.2D) • <i>Action Item:</i> Chair appoints Trustee representative to Foundation Board <p><u>Adopted 2019 Governance Process Calendar</u></p> <ul style="list-style-type: none"> • <i>Informational:</i> 2019 Governance Process Calendar as adopted at the December 14, 2017 Library Board meeting.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>9. Emerging Issues Action as Needed</p>	
<p>10. Action as Needed</p>	<p>Ends</p> <ul style="list-style-type: none"> • Trustees review Global Ends Statements – Charles Naumer • 2019 Strategic Plan Q&A - Donna Walker • 2020 Board Strategic Planning – Charles Naumer
<p>11. Action as Needed</p>	<p>Governing Policies: Management Limitations (Monitoring Reports)</p> <ul style="list-style-type: none"> • No items
<p>12. Suggest Agenda Items</p>	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <ul style="list-style-type: none"> • February 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room • February 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room • March 14 – Extended Study Session – Pam Nissler Administration Conference Room • March 21 – Board Meeting – Lakewood Library Meeting Room • April 11 – Study Session – Pam Nissler Administration Conference Room • April 18 – Board Meeting – Arvada Library Meeting Room
<p>13. Discussion</p>	<p>Board Questions or Comments Related to Items on the Meeting Agenda</p>
<p>14. Discussion</p>	<p>Evaluate Board Meeting (4.1.9)</p>
<p>15. Information</p>	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
<p>16. Adjournment</p>	

APPROVAL OF MINUTES

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

December 13, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on December 13, 2018. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba

Trustees not present: Pam Anderson.

Guests: None

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

APPROVAL OF AGENDA

MOTION: Debra Deal moved that the Library Board of Trustees approve the agenda as amended to move the 2019 budget adoption ahead of the monthly financial report. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the November 8, 2018 Study Session as presented. Seconded by Deborah Deal the minutes were approved by all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the November 15, 2018 Board meeting as presented. Seconded by Jeanne Lomba the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom and Alice Atkins, Golden residents, expressed appreciation to the Board and staff for their work over the last year and extended their best wishes for the coming year.

FOUNDATION REPORT

Jo Schantz, Library Foundation Executive Director, addressed the Board and provided an update on the activities of the Foundation. The Foundation is \$50,000 over budget in year-to-date income. Recent receipts include \$12,404 from Colorado Gives Day and \$6,243 from holiday book sales at the Columbine and Lakewood libraries. The Foundation submitted \$241,000 in grant requests and received \$77,000 to date. The Foundation office will be closed between Christmas and New Year's Day.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In addition to the meetings in the report, the Executive Director attended the West Metro Chamber's Diversity Board meeting which included representatives from the Black Chamber, Hispanic Chamber, Asian Chamber and LGBTQ Chamber. It was an excellent opportunity to discuss and promote the Library and the services available to diverse populations. In response to questions, the Board was advised that:

- The Board of County Commissioners (BCC) cancelled the December quarterly meeting with the Library Board. The Elected Officials/Personnel Board meeting that was scheduled for the same day was also cancelled.
- The Executive Director will provide more information on the meeting with the City of Arvada, scheduled for December 18, at the next Board meeting
- The community is enjoying the Edgewater Library and there have been no reported incidents.

Budget and Finance Department

2018 Budget

Barbara Long, Interim Director of Budget and Finance, provided an overview of the 2019 budget. The 2019 budget continues to keep the Library's promises to the community by ensuring appropriate staffing, investing in capital development and improvement and addressing the Library's strategic priorities. The changes between the draft budget submitted in June and the final budget include:

- Increased total budgeted revenue by \$50k
- Decreased budget expenses by \$243k
- Adjusted budgets for Belmar Renovation and South County Library projects
- Reduced budget for Library Books & Materials by 4250k
- Decreased the use of Fund Balance from \$2.47M to \$1.93M

In response to questions, the Board was advised that:

- The reduction in the books and materials budget of \$250,000 is a reflection of the Belmar Library renovation project not being completed in 2019 and would therefore not need an opening day collection.
- Planning for South County was included in the 2019 budget and reflects the Board's request to accelerate that project. The South County location has not been determined.
- If both the Belmar Library and South County were to open in 2020 it would require the use of fund balance reserves.

The Chair expressed appreciation to the staff for their work on the budget and keeping the promises to taxpayers.

Trustee Bodnar noted that he is not comfortable with the Belmar project placeholder in the budget and would not be voting in favor of the 2019 budget.

MOTION: Kim Johnson moved that the Library Board of Trustees adopt the 2019 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, addressed the Board and presented information related to the November financial report and the information on operating and capital budgets. In response to a question, the Board was advised that:

- The opening day collection is included in the overall library books and materials budget and is not an addition to the collection budget.

Trustee Bodnar expressed appreciation for the information on operating and capital budgets.

Facilities and Construction Projects

Kleen Tech Janitorial Services Contract

Steve Chestnut addressed the Board and provided information on the janitorial services contract.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the not to exceed amount of \$487,000. Seconded by Brian DeLaet voting was suspended for further discussion.

In response to a question, the Board was advised that the contract term is for one year.

The Executive Director expressed concern with the “not to exceed” addition to the motion. Trustee Bodnar advised the Board that he would amend the motion to remove the “not to exceed” statement.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the amount of \$487,000. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present

Employee Relations & Development Department

Service Highlights – Social Work Coordinator

Sandie Coutts, Director of Employee Relations and Development introduced Debra Walsh, Social Work Coordinator. Debra addressed the Board and provided information on her background and her work with the Library. Over the last six months part of the onboarding process included meetings Library staff and external agencies (County Public Health, Jefferson Mental Health, Jeffco Action Center, the Homeless and Substance Abuse Coalitions, ,etc.). In support of patrons, drop in hours have been established at Arvada and Belmar, where anyone in the community can come in for assistance. Ms. Walsh has met with 59 patrons and provided guidance and support to staff at other library locations working with 20 additional patrons. Additionally, people come in with concerns about relatives and they are provided with guidance and links to resources. Debra expressed appreciation to the Library Board for their recognition and support of this important work.

In response to questions, the Board was advised that:

- The system would be well served by having more social workers.
- The Library is working toward training for Library staff to help them with their encounters with patrons
- There are flyers about the social worker, however, the Library is trying to manage capacity
- Logistics make responding to calls from other locations challenging (i.e., if a call for assistance came in from Columbine, by the time Debra traveled from Arvada to Columbine there is a good chance the patron needing assistance would be gone).

The Board expressed appreciation to Debra for her work and dedication to providing services to the communities.

CONSENT AGENDA

Adopt 2019 Governance Process Calendar

MOTION: Kim Johnson moved that the Trustees adopt the 2019 Governance Process Calendar as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Emerging Issues

In response to a concern raised by Trustee Deal, the Executive Director advised the Board that she will include information on what the Library is doing to address safety and security issues from time to time in her Board report.

Ends

2020 Strategic Planning

Charles Naumer, Chair, advised the Board that at the next Board meeting the Trustees can review and vote on the ends statements. The Chair noted that he had worked on making some changes to the ends statements to reflect the value proposition and sent it to the Executive Director for review and suggestions.

The Executive Director asked the Board to consider extending the March 2019 Study Session to include a strategic planning session. The Library would bring the results of the community input meetings.

BOARD SCHEDULE – NEXT MEETINGS

- January 10 – Study Session – 5:30 pm – Pam Nissler Conference Room
- January 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- February 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- March 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Trustees that the Library and Foundation Working Group will continue meeting. The conversations have been very constructive and the group is focusing on goals. The plan is to renew the agreement in April 2019.

ADJOURNMENT

The Board meeting was adjourned at 6:24 p.m.

Pam Anderson, Secretary

FOUNDATION REPORT

**JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
JANUARY 2019 (December 13 – January 17)
By Jo Schantz**

1. Recent Events

JCLF's Holiday Book Sales

- Friday/Saturday, November 30-December 1, 9 a.m. to 4 p.m. at Columbine Library
 - Friday/Saturday, December 7-8, 9 a.m. to 4 p.m. at Lakewood Library

Total revenue for these two events was \$6,243



**Colorado Gives Day
and our
2018 Annual Appeal**

We garnered nearly \$21,000 from these 2018 end-of-year solicitations (preliminary number)

2. Upcoming Events

- **Friends Annual Meeting** – Friday, January 25, 2019 – 11:30 a.m. to 1:00 p.m. at the Wheat Ridge Rec Center. Our featured author is **Margaret Coel**
- **2019 Board Retreat** – Friday, February 22, 2019 – 8:30 a.m. to 4:00 p.m. at Community First Foundation
- **March Madness Book Sale** – Friday/Saturday, March 22-23 at Columbine Library
- **2019 Spring Whale of a Used Book Sale** – Friday/Saturday/Sunday, May 31-June 2, Jeffco Fairgrounds



3. Fundraising Update

Grants received:

- **El Pomar Foundation -- \$10,000 for the Family Place Library at Edgewater Library**

Grants pending:

- Walmart Community Grants (3 local stores) -- \$10,000 total for coding camps and 2019 Summer Reading
- Rollie R. Kelley Family Foundation -- \$4,500 for audio/visual equipment at Edgewater Library
- Golden Civic Foundation -- \$4,750 for Golden Library's Summer Reading program
- Junior League of Denver -- \$5,000 for Babies First Books (we are invited to submit a full proposal by Jan. 11)
- Melvin & Elaine Wolf Foundation – a menu of requests totaling \$16,902 (per their advice) for Summer Reading, Teen/Tween Coding Camps and **1,000 Books Before Kindergarten**
- Madigan Foundation -- \$5,000 for Summer Reading
- Kerr Foundation -- \$5,000 for Summer Reading

TOTAL AMOUNT OF REQUESTS SUBMITTED TO DATE IN 2018 = \$241,407

TOTAL RETURN ON GRANTS/SPONSOR REQUESTS FOR 2018 = \$87,300 (A 36% POSITIVE RETURN TO DATE)

Special Events revenue: \$5,060 received from *Goldilocks and The Little Bear* fundraiser held on Oct. 25 (\$1,060 from event proceeds, plus \$4,000 from the Theda and Tamblin Clark Smith Family Foundation). This is the 2nd gift from the Clark Smith Family Foundation; they also gave a grant of \$3,500 in October 2018 for Childhood Literacy.

4. News, Meetings and Networking

Special thanks!!! to Board member **Neal Browne** for donating his time and expertise to create a promotional video featuring author **Margaret Coel** (as part of our marketing efforts for the Friends Annual Meeting). You can view it on our website, on our Facebook and Instagram pages, and at:

http://www.mediafire.com/file/3754pdvh10v4f1t/Margaret_Coel_Promo_Video_.mp4/file

My **Leadership Golden** team project is focused on homeless and unaccompanied teens, specifically those attending Golden High School. My group is working with Jeffco Schools' Homeless Liaison Beatriz Monsalve, and we met with Golden High School Counselor Wendy Roberts on Tuesday, January 8, to learn more about how our project can assist this special demographic. We will present our class project to Golden City Council in April, at the conclusion of this year's class session.



The **JCLF/JCPL Working Group** with **Donna Walker and Library Trustees Chic Naumer and Deb Deal** reconvened on Monday, January 7. Board members **Sally Reed, Ron Benson and TJ Bowen** and I are continuing the discussion, and we will be updating the Memorandum of Understanding (MOU) between the two organizations.



Our **Program & Events Committee** met on Tuesday, January 8, to discuss potential fundraising events and activities for 2019. We invited **Jennifer Kemps** (Special Events Associate from **Ralston House**) to join us in discussing a possible joint fundraising event that will be held in August 2019 (a walk/run in Belmar).

I participated in the *Libraries of the Future* discussion led by Donna Walker at the Belmar Library on Friday, January 11.

Alison Egbers, our office coordinator, submitted her resignation on January 4, and her last official day is January 18. I have posted the job position on four different job boards, and I have received more than 30 applications to date. First round interviews are slated for Wednesday, and Thursday, January 16 and 17. I hope to have the position filled by the first of February.

I have hired **Jolene Rehaul** (pronounced ROW) as our social media contract worker, and she is working with me to map out social media posts (on Facebook and Instagram) for the upcoming months. Jolene is also helping us with blogs on our website, and she's charging us slightly less than our previous social media contract worker.

I'm continuing to participate in the **Good News Breakfast Steering Committee** and this group met on January 9 to prepare for the 2019 Breakfast celebration that will be held at the Jeffco Fairgrounds on *April 30*. (Note date change from April 23!) This year's theme is **Unsung Heroes: Not all Heroes Wear Capes**, and we are calling for nominations from throughout the Jeffco community.



Joni Inman (Joni Inman Consulting) and I met on January 11 to prepare for the JCLF Board Retreat scheduled for February 22. **Joy Brandt**, a representative from the **Golden Civic Foundation**, requested a site visit and a meeting on January 15 at the Golden Library. We met to discuss JCLF's recent grant request of \$4,750 in support of Summer Reading prizes and incentives for Golden-area participants.

Operational Updates

Executive Director Update

JANUARY 2019 EXECUTIVE DIRECTOR REPORT

SUMMARY OF ACTIVITIES

SEPTEMBER – DECEMBER 2018:

Strategy and Onboarding:

- ✓ Completed a Listening Tour – conversation with 18 staff groups
- ✓ Completed one-on-one meetings with each Trustee
- ✓ On-boarded the new IT director
- ✓ Participated in County-wide strategic planning
- ✓ Ongoing engagement with a Foundation/JCPL working group
- ✓ Initiated evaluation of 2018 FTE additions and exploration of opportunities for executive team structure
- ✓ Reset pace of 2018 projects
- ✓ Revised 2019 Strategic Plan
- ✓ Initiated changes to Long term Strategic Planning process

Community Engagement:

- ✓ Attended or participated in over 30 meetings with community groups or stakeholders
- ✓ Attended one national conference

Publications:

- ✓ PLA Leadership Development Programs Offer Lessons for a Lifetime. (2018, September/October). *Public Libraries*, 57(5), 23-30.

JCPL Capital Projects and Service Highlights:

- ✓ Launched new employee intranet
- ✓ Signature Program: Fandomonium
- ✓ Opened new library in Edgewater
- ✓ Completed conceptual design of Belmar Library redesign
- ✓ Delivery of new cargo van

JANUARY 2019 HIGHLIGHTS

Strategy and Planning:

- Hold 6 community input meetings for long-range planning
- Reorganize Executive Team
- Closeout 2018 Year-end Strategic Plan and Statistics
- Develop Long-term Strategic Planning Project Plan
- Create 2019 Scorecard

Community Engagement

- Participate in Jeffco's Bright Futures Roadmap – a public/private partnership of Jeffco community leaders in education, health, business and local government.
- Three staff attending ALA mid-winter conference – professional development and committee work

Safety and Security

- Met with the Arvada City manager's office team and follow up walk through at the Arvada Library to collaborate on addressing safety concerns.
- New Safety and Security Coordinator started Jan 6th – experience in New York and Denver Police Departments, U.S. Army, CO Department of Transportation, FEMA, 9/11, other crisis response events and many more credentials too numerous to name.

JCPL Capital Projects and Service Highlights

- Started New Cargo Van Service for expansion of service to senior living communities will expand library hours by adding more stops to more locations with this more portable service.





SUMMARY OF EXECUTIVE DIRECTOR ACTIVITIES, JANUARY 2019

ACTIVITY	PURPOSE	IMPACT
JCPL + JCLF Working Group	Create understanding of each Board's expectations about financial reporting and fiduciary responsibility.	Made progress towards goals. Gained in mutual understanding.
Elected Officials Swearing In Ceremony	Witness new elected officials swearing into office.	Library was present to welcome newly elected officials.
Community Input Meeting – Volunteers <i>Scheduled for January 9th</i>	Relationship building; input gathering for strategic planning	
West Metro Chamber Board gathering <i>Scheduled for January 9th</i>	Relationship building with other Board members.	
Elected Officials/Personnel Board <i>Scheduled for January 10th</i>	Participate in county-wide planning and decision-making.	
Front Range Public Library Directors meeting <i>Scheduled for January 11th</i>	Learn about services and issues in nearby libraries. Build relationships with other library executives.	
Community Input Meeting – Foundations <i>Scheduled for January 11th</i>	Relationship building; input gathering for strategic planning	
Welcome/Orientation : Jeffco Elected Officials <i>Scheduled for January 14th</i>	Learn about County internal departments and processes. Be oriented to County in new role.	
Community Input Meeting – Teens/Higher Education/Economic Development <i>Scheduled for January 14th</i>	Relationship building; input gathering for strategic planning	
Child and Youth Leadership Commission (CYLC) Child Welfare subcommittee <i>Scheduled for January 16th</i>	Liaise between CYLC and subcommittee. Take next steps with Lock it Up campaign.	
Community Input Meeting – Faith-based and Human Services <i>Scheduled for January 16th</i>	Relationship building; input gathering for strategic planning	
Colorado State Library Board Training Advisory Group <i>Scheduled for January 22nd</i>	Advise State Library decision making on what board training to offer and how to offer	

West Metro Chamber Board of Directors <i>Scheduled for January 23rd</i>	Participate as a board member with the business community on economic success initiatives	
Community Input Meeting - Mayors and City Managers <i>Scheduled for January 23rd</i>	Relationship building; input gathering for strategic planning	
Communities that Care Strategic Action Planning Retreat <i>Scheduled for January 24th</i>	Give direction and input on Jeffco Public Health initiative that addresses protective factors for youth	
American Library Association Mid-Winter Conference – Seattle <i>Scheduled for Jan 25-29th</i>	Participate in PLA Leadership Development Committee; learn about trends and initiatives; meetings with vendors; meeting with other stakeholders	
Community Input Meeting – Early Literacy and Elementary Education <i>Scheduled for January 30th</i>	Relationship building; input gathering for strategic planning	



Operational Updates

Finance Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report
Date: January 2019

A. **Budget to Actual Tables**

The Budget to Actual Tables for December 2018 will be forwarded before the meeting and will include the analysis discussion.

B. **Pine Library Contribution**

Jefferson County Public Library provides an annual gift to the North Fork Library Association to support the Pine Library's operating expenses. This gift helps pay for the Library's insurance, as that cost alone would consume almost the entire Pine Library income each year.

In 2016, 2017 and 2018 the Jefferson County Library Board granted Pine Library \$1,000. In the 2019 Jefferson County Public Library budget, \$1,000 has been set aside for this gift.

Action Item: I recommend that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support operating expenses of the Pine Library in 2019.

C. **Budget Transfer Request**

The Library's 2019 budget, approved by the Trustees on December 13, 2018, differed from the County adopted budget in two areas: The Library budget includes additional expense of \$92,167 in computer materials and software maintenance, which were missed in the County budget, and a decrease in expense of \$250,000 in library books and materials. The net difference is \$157,833 less than the County adopted budget. This requested budget transfer will move \$92,167 into the computer materials and software maintenance line items and move \$157,833 into contingency. The request for 2018 project carryover will be reduced by the amount of additional contingency funds (\$157,833) which can then be transferred to the appropriate project. County budget staff recommended this approach.

Action Item: I recommend that the Library Board of Trustees authorize a budget transfer of \$157,833 to match the Library's adopted budget with the County budget.

Operational Updates

Facilities & Construction Projects

memorandum

To: Donna Walker, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: Phase II of HDR Architecture Contract for Belmar Redesign
Date: January 8, 2019

Background

In September of 2018, JCPL entered into a two phase contract with HDR Architecture to provide the design and engineering of the Belmar redesign. Phase I of that contract which included conceptual design and engineering analyses was satisfactorily completed in December 2018. Phase II of the contract would move forward with developing Schematic Design, Design Development, Construction Documents and Construction Management services for the redesign and construction of Belmar.

Action Request

I would like to ask the Board of Trustees to authorize you to initiate Phase II of our contract with HDR Architecture for the sum of \$588,780.00. This will provide the services described above through the end of construction closeout.

Consent Agenda

PROPOSED FOR ADOPTION AT
JANUARY 17, 2019 LIBRARY BOARD MEETING

BEFORE THE BOARD OF TRUSTEES

OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: LB 01-17-19

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act"); and

WHEREAS, pursuant to Section 24-6-402(2) (c), the Board is required to give notice of meetings, which notice must be posted in a designated public place within the boundaries of the local body no less than twenty-four (24) hours prior to the meeting; and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates a public bulletin board in each branch of the Jefferson County Public Library as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 17, 2019

ADOPTED 12-13-18

2019 GOVERNANCE PROCESS CALENDAR

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> • Trustees review Global Ends Statements 1.0 - 1.4 • Review of Final 2018 Strategic Priorities • Review of 2019 Strategic Priorities 	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer requests from the previous calendar year Chair appoints Trustee representative to Foundation Board
February		2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board
March			Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		
July	Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.	Mid-Year Statistics & Strategic Priority Review	
August		2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection	
September	Trustees review Executive Director’s performance and compensation (4.3.6)		
October			
November	Trustees review 2020 governance process calendar		
December	Trustees adopt 2020 governance process calendar (4.3.2 and 4.3.2.B) Trustees adopt the annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

Adopt and amend the Board Governance policies
Adopt and amend Ends policies
Approve all supplemental appropriations
Approve fund transfers above the policy limitation
Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
Make determinations regarding naming and recognition requests
Adopt resolutions of support for local election issues
Approve mill levy proposals
Approve annual request from the Pine Library

Ends



MEMORANDUM

TO: Library Board of Trustees
FROM: Donna Walker
RE: 2020 and 2021-2025 Strategic Planning Overview
DATE: January 17, 2019

As you know, one of our 2019 strategic priorities is to develop and implement an effective and responsive process to support long-range planning. With your help, we expect to use this planning calendar to reach the following outcomes:

- a detailed 2020 strategic plan and budget,
- a strategic framework and performance targets for 2020, & 2021-2025, and
- a 5-year capital improvement plan and 10-year forecast.

Here are annual milestone-opportunities for Board engagement and input:

Draft Planning Calendar	
Month	Output
January	Board Finalizes Ends Statements
February	Board Informed on Trends
March (extended Study Session)	Board Provides Input on Performance Targets & Strategic Framework
April	Long Range Performance Targets & Strategic Framework Finalized
May	Board Feedback on 2020 Budget, 5 Year CIP and 10 Year Forecast
June	Board approves 2020 Budget and 5 Year CIP

We look forward to working with you to build leading-edge library services for what's now and what's next in Jefferson County.

ADMINISTRATION

10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY