

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

March 21, 2019

**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 March 21, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson, John Bodnar and Kim Johnson

Guests: No guests.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rebecca Winning, Director of Strategy and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Brian DeLaet moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Deborah Deal moved approval of the minutes of the February 14, 2019 Study Session as presented. Seconded by Brian DeLaet the minutes were approved by majority vote of all Trustees present.

**MOTION:** Brian DeLaet moved approval of the minutes of the February 21, 2019 Board meeting as presented. Seconded by Jeanne Lomba the minutes were approved by majority vote of all Trustees present.

**PUBLIC COMMENT**

There was no public comment.

**FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director, provided an update to the Board on the activities of the Foundation. The March Madness book sale is March 22 and 23, at the Arvada Library. A

new fundraising event, Library Giving Day is April 10. JCLF is one of only two library foundations participating in Colorado. The Spring Whale of a Used Book Sale is scheduled for May 31 through June 2 at the Jeffco Fairgrounds. The Foundation Board retreat was held in February 22, and came up with a three-year strategic plan. Grants received include \$3,500 from the Golden Civic Foundation for the Golden Library's Summer Reading program and \$5,000 from the Melvin and Elaine Wolf Foundation for Summer Reading.

## EXECUTIVE TEAM OPERATIONAL UPDATES

### Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Executive Director extended an invitation to a couple of Library programs. The Evergreen Library is hosting the Q's and Brews Trivia event at the Lariat Lodge Brewing Company on April 2; and the Women's Empowerment Seminar on March 30, at the Edgewater Library. The Executive Director attended the State of the County event on March 13. It was a good opportunity to promote Library services and learn about the challenges and opportunities facing the County. At the last Board meeting, the Trustees asked for information about programming and meeting rooms. That information follows:

#### Programming percentages:

- 63% are Story Times
- 15% are other children's programs
- 5% are teen programs
- 14% are adult programs
- 3% are all ages

#### Space use:

- **Meeting Room Use:** In 2018, our Meeting Rooms were used over 9,000 times. Meeting Rooms were used by outside groups 1,759 times ( or 26% of total) by nearly 975 different groups. On average, they were occupied 72% of the time.
- **Study Room Use:** Our study rooms were used 27,766 times. They were fully utilized at 3 locations: Belmar, Columbine and Standley Lake. System-wide, they were utilized (on average) 84% of the time.

The Chair expressed appreciation to the Executive Director for everything she did to get the Board ready for strategic planning – it was a great way to start the process. The Chair congratulated Julianne Rist for being accepted in the Measures that Matter working group. In response to a question, the Executive Director advised the Board that while the State of the County event focused on businesses and partnerships, there may be some advocacy opportunities for the Board. The event was sponsored by the Jeffco EDC. An email was sent to the Board with links to the Library's video that was part of the presentation at the event. A link to the entire presentation will be sent to the Board.

## **Budget and Finance Department**

### Financial Report

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information on the February financial report. The 2019 budget has been updated to include carryover funds and is reflected in the capital tables. Revenue received through the end of February shows property tax receipts through January but February property tax has not yet posted. Expenses are on track for this time of year. Debt service payments will be made in June.

## **Facilities and Construction Projects**

### Landscape Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information about the one-year renewal contract with Environmental Designs, Inc. The Library is recommending that the relationship with this vendor be continued for another year. In response to a question, the Board was advised that the exact amount of the contract for last year would be provided. Trustee DeLaet noted that the contract did include an escalation for renewals. It was noted that the escalation in minimum wage is reflected in the Library's contracts.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign a one-year renewal contract with Environmental Designs, Inc., in the amount of \$82,080. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

## **Strategy and Engagement**

### Edgewater Naming Agreement

Rebecca Winning, Director of Strategy and Engagement, addressed the Board and introduced the topic.

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign the naming agreement with Sara Cassidy to name a small study room at the Edgewater Library for a \$5,000 donation from the Colin Cassidy Memorial Fund. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

In response to a question, the Board was advised that there were twenty naming opportunities at Edgewater and five have been allotted.

## **CONSENT AGENDA**

### **Trustees Elect Board Officers**

The Chair advised the Board that the slate for Library Board officers as recommended by the Nominating Committee was presented in their Board report.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees approve the slate of officers as presented by the Nominating Committee. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

### **Bylaws Committee report to the Board**

The Chair advised the Board that the Bylaws Committee (Trustees Pam Anderson and Deborah Deal) recommended no amendments to the bylaws.

**MOTION:** Deborah Deal moved that the Library Board of Trustees accept the recommendation of the Bylaws Committee to make no amendments and to adopt the Bylaws as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

**ENDS**

### 2020 Board Strategic Planning

The Chair advised the Board that at the end of the extended Study Session, it was decided that the Executive Director would debrief with the Executive Team then meet with the Chair and Vice-Chair to work on next steps for moving forward. The Executive Director noted that the Library has started working toward the next level of strategy and will come back to the Board with options. The Executive Director expressed appreciation to the Board for their engagement in the strategic planning process.

### **BOARD SCHEDULE – NEXT MEETINGS**

- April 11 – Study Session – 5:30 pm – Pam Nissler Conference Room
- April 18 – Board Meeting – 5:30 pm – Arvada Library Meeting Room
- May 9 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- May 16 - Board Meeting – 5:30 pm – Columbine Library Meeting Room
- June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- June 20 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room

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

The Trustees were provided with copies of JCPL's *Connect* magazine.

### **ADJOURNMENT**

The Board meeting was adjourned at 5:58 p.m.



For: Pam Anderson, Secretary