

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

May 16, 2019

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 16, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Brian DeLaet (Note: Brian DeLaet arrived at 5:44 pm after the Golden Civic Center presentation)

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rebecca Winning, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; 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 Pam Anderson the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Kim Johnson moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Pam Anderson the consent agenda was approved by unanimous vote of all Trustees present.

Trustee Bodnar advised the Board that he would like more timely information on consent agenda items.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board on the activities of the Foundation. There was a meeting with the Buell Foundation about an \$18,000 proposal. Library staff (Robyn Lupa and Barbara Yeutter-Roig) also attended the meeting and answered questions about library programs including a thousand books before kindergarten and raise a reader. Jo Schantz reported that she had finished the leadership Golden class and it was a valuable experience connecting with businesses and associations in Golden. The Foundation hired Kyle Cooper, a social media specialist who brings valuable experience to the Foundation. The Whale of a Used Book Sale will be held from May 31 to June 2 and the Friends preview is May 30. Trustee Deal noted that the Foundation Director saved a lot of money by going to Leadership Golden, which is free, as opposed to Leadership Jeffco.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that the Library was utilizing off duty officers to assist with security at the Arvada Library. The number of incidents has declined and the Library reduced the number of hours for Arvada police security presence at Arvada.

Golden Civic Center

Julianne Rist, Director of Libraries, introduced Lizzie Gall, Assistant Director of Library Experience, to the Board. Lizzie has been with the Library for almost two years. In addition to her responsibilities at JCPL, she is active on a national level including serving as the Chair of the American Library Association's Notable Books Council. Lizzie presented information on the Golden Civic Center opportunity. At the May Study Session, the Board asked for more information on this potential opportunity. An overview of what that opportunity might look like and a summary of the project was presented to the Board.

This opportunity is still in the early stages. The city has been in negotiation with Coors and has reached an agreement on Terms of purchase. The City will be in due diligence through July, with a potential closing date in August. Through that due diligence, the Library hopes to learn more to help inform its conversation, including if the building can support the load weight of a library collection. The building is 160,000 square feet with 70,000 square feet allocated for the City. The Library does not have firm details at this point, but is estimating the potential footage for a library to be 20,000-25,000 square feet of leased space. The square footage was identified to bring the Library to the goal of 0.5 to 0.6 square foot per capita, for the Golden Library service area, at a potential capital cost of \$4.4 million. As the City of Golden is making plans to move to a new centralized civic center, the city is also working on plans to develop the creek along the current library location. The current Golden Library is owned by the Library and was built in 1961. It has had several renovations over the years with the most recent update in 2015. The Golden Library is 12,600 square feet.

In response to questions, the Board was advised that:

- With respect to the floor layout, the Library does not yet know what the opportunity would be.
- The Library plans to bring back additional information, including the value of the current Golden Library, after the City of Golden has closed on the building.

The Chair advised the Board that it is still a very fluid situation and it is premature to make any decisions. The Chair participated in the tour of the building last month and it may be possible to arrange another tour for the Trustees at some point in the future.

Trustee DeLaet joined the meeting at 5:44 pm.

The Board thanked Lizzie Gall for the presentation.

Finance and Budget Department

Financial Report

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information on the April financial report. Property tax is coming in as expected for this time of year. Expenses are on track and the first charges from the County are coming in. Some interest income has also posted.

In response to a question, Julianne Rist advised the Board that eBooks continue to be more expensive than traditional paper books and the process for acquiring eBooks is still complicated.

In response to a question, the Executive Director advised the Board that the Edgewater Project still has some outstanding expenses and has not yet closed. Some things had to be fixed to the Library's satisfaction. The Board will receive a full closeout report on the Edgewater Project as soon that project is fully closed.

5-Year CIP and Long-term Financial Plan

The Chair introduced the topic and asked if the Board was prepared to reach consensus and provide direction to the Library on the 5-Year Capital Improvement Plan options. The Chair noted that the Library was prepared to present the information again if there were additional questions. After some discussion, the Chair confirmed that the Board had reached consensus on Option 3, Purchase and Refurbish a Building. The Chair further confirmed with the Executive Director that this was the direction from the Board, and that this is the information the Library needed to move forward with the 5-Year Capital Improvement Plan.

Public Services

Belmar Alternative Service

Julianne Rist, Director of Libraries, addressed the Board and introduced the topic. The Board was presented with information at the May 11, Study Session. At that meeting, the Board asked

the Library to look further south for temporary lease space to use during the Belmar remodel. The Library is in the process of exploring temporary lease options. Based on that direction from the Board, the Library is adjusting its recommendation as presented at the Study Session. The Library would like to hold the \$40,000 for alternative services in the Belmar project budget to be used if temporary lease space is found. The Library is asking the Board to transfer \$250,000 from contingency and authorize the Executive Director to sign the contract with D-Tech International to purchase the vending machine and book lockers.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with D-Tech International USA in the amount of \$240,160 and to authorize a budget transfer of \$250,000 from contingency to the project budget. Seconded by Jeanne Lomba the motion was suspended for further discussion.

In response to questions, the Board was advised that:

- The Library is in discussions (including with the City of Lakewood) to secure a space for the alternative services (vending machine and book lockers).
- The Library is not anticipating a cost for the space for these alternative services.
- Electrical and data is required and the Library's Information Technology staff have looked at a cradle point for wireless if the space cannot be hard wired.
- The vending machine and book lockers can be redeployed after the Belmar project is completed.
- The vending machine and book lockers are separate component units and can be deployed separately. The Library may have to purchase a "middle section" with a computer in it if the book locker units were separated.
- Reference checks with users of the machines indicate that some of the units have been in operation for 10 years or more.
- The manufacturer recommends a canopy over the units and the spaces the Library is looking at are covered.
- The funds for the units will come from the contingency budget, not from the Belmar project budget.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with D-Tech International USA in the amount of \$240,160 and to authorize a budget transfer of \$250,000 from contingency to the project budget. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

GOVERNING POLICIES

The Chair noted that at the May 9, 2019 Study Session, the Board reached consensus on the proposed Reserve Policy and that the Library will draft the reserve policy and bring it back to the Board in July or later. The Board also discussed contract limits and the recommendation was to leave the current limits in place.

BOARD SCHEDULE – NEXT MEETINGS

There was some discussion on cancelling the July 11, Study Session.

- June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- June 20 – Board Meeting – 5:30 pm – Edgewater Library Meeting Room
- July 11 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- July 18 – Board Meeting – 5:30 pm – Golden Library Meeting Room
- August 8 – Study Session – 5:30 pm Pam Nissler Administration Conference Room
- August 15 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Amber Fisher noted the May 30 meeting between the Library Board and the Board of County Commissioners (BCC) and asked if the Board would like the Library to prepare any materials. The Board discussed possible topics for that meeting. The Chair will send the BCC an email to check on agenda topics. Trustee Bodnar noted that he plans on attending that meeting.

Trustee Deborah Deal was excused from the following Executive Session.

CALL FOR EXECUTIVE SESSION

MOTION: At 6:07 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)(b) consulting legal counsel concerning specific legal questions. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet, and Jeanne Lomba. Also present: Donna Walker, Kurtis Behn, County Attorney's Office and Amber Fisher.

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: At 6:54 pm, Pam Anderson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

Trustee Deborah Deal rejoined the regular meeting.

The Chair provided the following Executive Session Summary. The Library Board of Trustees met in Executive Session pursuant to C.R.S. 24-6-402(4)(b) consulting legal counsel concerning specific legal questions. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

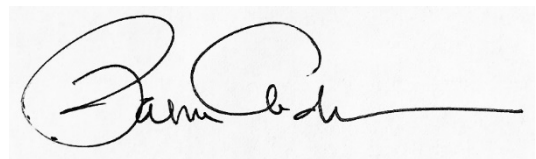
Trustee Deal brought a potential conflict of interest to the Board to request a finding of whether a conflict exists. The conflict concerns potential employment with the Library Foundation, a contractor of the Library.

MOTION: Kim Johnson moved to find that a conflict exists and that the conflict cannot be remedied by recusal from matters concerning the Library Foundation. Seconded by Brian DeLaet the motion was approved by majority vote of all Trustees present with Deborah Deal voting against the motion.

Trustee Deal stated that she did not think that helping the Foundation make more money to give to the Library is a conflict.

ADJOURNMENT

The Board meeting was adjourned at 7:04 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", written over a light gray rectangular background.

Pam Anderson, Secretary