

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 20, 2019

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Edgewater Library, City Council Chamber room, on June 20, 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), Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: John Bodnar

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; Sandie Coutts, Director of Employee Relations and Development; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Kim Johnson 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.

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: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Brian DeLaet the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board on the activities of the Foundation. The Spring Whale used book sale raised \$3,000 more than

2018 or \$76,000, Jo expressed appreciation to Trustee Deal who stepped up and helped as a volunteer. Grant responses are slow; however, over \$75,000 in grant proposals have been submitted. The Kinder Morgan Foundation did respond with \$5,000 for summer reading. The Library Board expressed their appreciation for the hard work involved in the Whale Sale and extended their congratulations for the success.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Urban Libraries Council 2019 Forum is coming up in October and it is a great conference for Trustees. The October Board meeting could be rescheduled to accommodate Trustee attendance at this conference. The Colorado Association of Libraries conference is in September and offers specific trainings and sessions for Trustees. Charles Naumer is on a panel. More information on both of the conferences is included in the Executive Director's Board report. The Trustees were asked to contact Amber Fisher if they would like to attend any of the conferences. The Executive Director noted that Sandie Coutts, Director of People and Culture recently earned her Senior Certified Professional credential from the International Public Management Association for Human Resources. Monica Rezac, former manager of statistics who has been working with JCPL on several projects, successfully defended her dissertation and now has a Doctorate in Research Methods and Statistics.

The Executive Director advised the Trustees that Barbara Long, Assistant Director of Finance and Budget, is presenting information in response to questions the Trustees asked at the May Study Session regarding Library positions and the historical use of fund balance.

Barbara Long addressed the Board and presented information on Library positions and the historical use of fund balance. During the discussion of the proposed 2020 budget at the Study Session, Trustees had some questions about staffing additions in the proposed 2020 budget including where are new positions are being added and how they fit into the historical context of JCPL staffing, in particular the layoffs in response to budget pressures. There was also a question about the historical use of fund balance for operations during 2009 – 2011. Nineteen of the twenty-four positions will be added in Public Services and the five other positions are in infrastructure. Of the nineteen public service positions, 10.5 are replacing temporary positions.

Information was presented showing how JCPL's staffing has changed over time since the economic downturn of 2009. The measure of FTE shown included hours worked by temporary staff which is a common measure used in libraries and defined by the Public Library Data Service (PLDS) survey. The number of authorized positions in the budget

document represents only standard (benefit eligible) employees. In 2016 the Library restored and expanded hours and in 2018 FTE were added for the new Edgewater Library.

To put this in the context of cost, Salaries & Benefits have increased by half as much as revenue. In 2009 the Library's Salaries and Benefits as a percentage of operating cost was 62%, in 2020 it will be 56%. The 2020 FTE is still lower than in 2009.

In answer to the question regarding the use of fund balance, the Trustees were provided with information on budgeted use of fund balance for operations compared with the actual use of fund balance for operations. Throughout the time period (2010 – 2013), JCPL never used as much of the fund balance as was budgeted, but in 2010 significantly less was spent on capital than budgeted (\$3M budget vs, \$271K) actual and the total use of fund balance was just over \$1M.

- Actual 2010: \$1,054,308 total use of fund balance; \$782,883 for operating
- Actual 2011: \$599,028 total use of fund balance; \$94,295 for operating
- Actual 2012: \$213,294 total use of fund balance all for capital
- Actual 2013: no use of fund balance – fund balance increased by \$642K

Even in difficult times (2009-2015) the fund balance never dipped below \$10 million.

The Trustees were advised that Amber Fisher will send the presentation document to the Trustees and post the information in the June Board report on the website

Finance and Budget Department

Financial Reports

Barbara Long presented information on the May 2020 financial reports. Revenues are coming in. Property tax revenue represents seventy-one percent of the budgeted revenue for 2019. Library Foundation support is exceeding the budget. The first interest only debt service payment was made. The Library will have more detailed projections in vacancy savings at the end of June. In May, the Library Board approved a budget transfer of \$250,000 to fund library alternative services (book locker and vending machine). This project is not reflected in the May financial tables but will be included in the June tables.

In response to a question, the Board was advised that the variance column in the financial tables is between the projected amount and the budgeted amount. Projections on the actual amount will begin closer to the end of the year when there is more information.

2020 Budget

The Chair asked the Trustees if there were any questions or comments about the proposed 2020 budget that was presented at the May Study Session. There were no questions or comments from the Board.

2020 5-Year Capital Plan

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2020 5-Year Capital Plan request to the Board of County Commissioners (4.2.5 C). Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

2020 Proposed Budget Plan

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to submit the 2020 Proposed Budget Plan to the Board of County Commissioners (4.2.5 C). Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Trustees expressed appreciation for all the hard work that the staff put into developing the budget.

Public Services

Belmar Project Update

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and introduced the topic. The Design and Development drawing (D&D) is about 98% complete. HDR is holding interviews to further refine and will be moving on to construction documents, – then to permitting, then closing and construction. The project team has been holding bi-weekly meetings to continue the design process and Fransen Pittman is working on the costs of construction. It does look like they are within our budget. Alternative Services are still being explored and JCPL is working on the sorter RFP. The team will be reviewing the initial GMP and expects to come to the Board in July with the price for construction and to ask for authorization to move into Phase II of the project.

Information Technology

Belmar Sorter Information

Bernadette Berger, Director of Information Technology, addressed the Board and provided information on the Belmar sorter. The Library anticipates bringing the sorter contract to the next Board meeting for authorization. JCPL posted a Request for Proposal (RFP) for an automated materials handling (AMH) system or book sorter. The RFP includes the AMH for Belmar as well as an option for two additional sorters, the location of which will be

determined later. The Library felt that it was time to reevaluate and update the process based on the findings of a multi-disciplinary committee.

In response to questions, the Board was advised that:

- The current vendor contract does not have the support and training clauses the Library would like to see.
- The Executive Director charged Bernadette with finding the best product moving forward. The current vendor was new to the environment and did not have a fully developed service agreement. They are still supporting Columbine and Edgewater.

Facilities and Construction Projects

Lease Agreement

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and provided information on the lease agreement for Facilities and the Foundation. In July, the Library will ask the Board to approve a continued lease of the facilities space. In January, the building was sold and the Library negotiated a lease agreement with the new owners. The lease is for 13,413 sq. ft. of space that houses the Facilities department, Foundation and warehouse space. Research on industrial rates in the area found that the lease rate is in the median of price range for similar sites. The five-year term of the lease, works well for JCPL and fit in with our Facility Master Plan.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair advised the Board that the Library and Foundation working group worked on the details of the Memorandum of Understanding (MOU). The MOU went into legal review at the beginning of June. The Chair met with the Foundation Board Chair and Vice-Chair last Monday, went through the MOU, and expect that we are close to final agreement. The working group will reconvene in August and the plan is to bring the MOU to the Library Board in August. There will be a joint Board meeting with the Foundation in September.

BOARD SCHEDULE – NEXT MEETINGS

The Board discussed the July meeting schedule and determined that a quorum would not be present for the July 18, Board meeting. The July 11, Study Session will be cancelled and the July 18 Board meeting will be rescheduled to July 25. Official notifications will be sent to the Trustees and posted on the website.

- July 11 – Study Session – CANCELLED
- July 25 – Board Meeting – 5:30 pm – Location to be determined

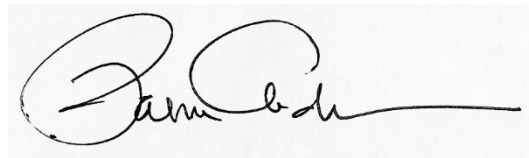
- August 8 – Study Session – 5:30 pm Pam Nissler Administration Conference Room
- August 15 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 12 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- September 19 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm –Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair acknowledged Rebecca Winning, Director of Strategy and Engagement and noted her incredible impact on JCPL. The Board and Library staff are very grateful to have been able to work with Rebecca and thanked her for her wisdom and knowledge and for helping navigate the Library through some challenging times. Rebecca Winning will be deeply missed.

ADJOURNMENT

The Board meeting was adjourned at 6:18pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", with a long horizontal flourish extending to the right.

Pam Anderson, Secretary