

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

July 25, 2019

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Pam Nissler Conference Room at Library Administration, on July 25, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Secretary), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Kim Johnson

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant 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:** 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.

**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:** Deborah Deal 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**

In response to a question from the Chair, Trustee Deal advised the Board that the grants listed in the Foundation report for general operating support is for the Foundation's bills.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board. The Executive Director noted the Safety, Security and Social Work section of her report and advised the Board that the Library will be adding Narcan (Naloxone) to the AED's. The Library made the decision to add that measure to its life-saving toolkit. Narcan training started yesterday. The Library has received a civil rights complaint. The complainant alleges that he was removed from the library due to his hearing disability and not because of his behavior. In response to questions, the Board was advised that:

- The civil rights issue is a complaint, not a lawsuit
- The civil rights complaint is related to the Arvada Library
- Narcan (Naloxone) is used to reverse opioid overdoses
- The Narcan will be housed in the AED (automated external defibrillator) units. When the AED units are accessed, an alarm does sound.
- Senate Bill SB227 allows naloxone with AEDs in public settings

### **Finance and Budget Department**

#### Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the June 2020 financial reports. Property tax revenue for June had not yet posted and there will be an update next month. Investment income trending above budget. The big story is capital funding where you can see the line item for alternative services. Another highlight is that the Edgewater project is officially complete and the final number is in the capital report and the more detailed project report showing a savings of just under \$350,000. This month for the first time there is a project report for the Belmar Library reconstruction project.

In response to questions, the Board was advised that:

- Under the 2018 timeline on n the Belmar Library project detail report, there is a typo showing a remaining 2017 budget. That should be the remaining 2018 budget.
- The Library does anticipate spending the remaining amounts in ARM 02, Furniture and Equipment and ARM 03, Computer Replacement Plan.

#### Edgewater Library Project Closeout

The Board congratulated the library on completing the project and coming in under budget.

### **Facilities and Construction Projects**

#### Intergovernmental License Agreement Authorization – City of Arvada

Steve Chestnut, Director of Facilities and Construction projects introduced the topic and asked if there were any questions. There were no questions from the Board.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the License Agreement with the City of Arvada for the exterior space at the Arvada Library. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### Lease Agreement Authorization – Facilities & Foundation Space

Steve Chestnut advised the Board that information regarding the lease agreement was provided at the last Board meeting and in the current Board report. In response to questions, the Board was advised that:

- The lease agreement includes the space for the Library Foundation
- The Library is comfortable with the amount of space
- There is a for lease sign at the location, however, the Library has not made any inquiries and does not have information on what space may be available.
- The new owner purchased the building in January and the Library is comfortable with the new owner.
- The cost per square foot is \$8.15.
- The common area maintenance (CAM) cost is noted in the reports and can increase or decrease every month based on the maintenance performed.
- The Library agrees that moving to another building would cost more.

The Chair noted that as the Board discussed last month, the five-year term of the lease agreement fits well with the long-term master facilities plan.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign the 5-year lease agreement with BPAZ Holdings 15, for the property at 10790 W. 50<sup>th</sup> Avenue. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

#### Library Service Center (LSC) Garage Authorization

Steve Chestnut addressed the Board and introduced the topic. In response to questions, the Board was advised that:

- The Trustee is correct that this is the Library Service Center (LSC) located on 38<sup>th</sup> avenue.
- The Trustee is correct that several years ago a portion of the LSC did have to be removed because it was not structurally sound.
- The proposed garage will address staff safety issues related to loading and unloading materials and will protect those materials. The loading and unloading area is on the

north side of the building and is subject to ice and snow buildup. The garage would significantly reduce the possibility of injury to staff and damage to materials.

- The Library is comfortable with the solution to construct a pre-engineered steel garage.
- The significant cost differences in the RFP responses were related to a vendor proposing to build a wall out of block, breaking the thermal envelope on the building, installing fire systems and other items the Library did not believe was a necessary or financially wise investment to make in the building.
- The pre-engineered steel structure may not be especially esthetically pleasing. The proposal for an esthetically pleasing structure was \$500,000 and not a wise investment. The Library will make every effort to select a finish that is as esthetically pleasing as possible.
- The Library is not sure what is meant by whether or not the garage will be “bolted down”. The garage will be solidly constructed. For example, the Edgewater Library is a pre-manufactured steel structure. The Library is comfortable with the selected vendor.
- The pre-manufactured steel structure’s useful life is 20 years.
- During construction, loading and unloading will take place through the front doors.
- Construction should start in 6 weeks and be completed before winter. The RFP required that the structure be completed before the end of the year.
- The original project budget was \$160,000 and the recommendation is to increase that budget by \$9,531.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the contract with DSRW Enterprises Inc. dba, Calahan Construction Services, to build a pre-engineered steel structure as specified in RFP 19-05, in the amount of \$169,531. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### Belmar Library Reconstruction Phase II Authorization

Steve Chestnut introduced the topic and advised the Board that with the completion of design and development, phase I of the contract is now completed. The next phase of the Fransen Pittman contract is phase II construction and permitting.

Trustee Lomba noted that she is uncomfortable with the \$7 million for a building that is not in disrepair and whether or not three bathrooms were needed. She further stated that she does not care about the site work, but wants to cut down the inside and wanted to know what caused it to go from \$6.7 to \$7.0 million. She noted that if we need to build a new library because we cannot find a structure we might need the funds.

The Chair noted that the Board has discussed this before. Trustee DeLaet noted we are reconfiguring the grounds and there is demo involved. Trustee Anderson noted that the cost escalation of \$300,000 was relatively low for the size of the project and she was not surprised at the amount. Trustee Bodnar noted that he feels like we have busted the budget – giving too much credit to the community and sight lines and that we are changing the entrance, moving the door again and that while we are so far down the line on this project he still does not support the increase in costs.

In response to questions, the Board was advised that:

- There is a lot of site work not because it is in disrepair but because it is a safety issue.
- The redesign to move the bathrooms is also a safety factor. Patrons indicated they were not comfortable with the layout of the library. The Library does believe that three bathrooms are necessary.
- The cost escalation in materials, design, wood and labor is driving the increase.
- The Library did a comparison with Columbine and what it would cost today. Those costs would exceed Belmar.
- The Library is below the national average per square foot for libraries. The American Library Association looked at 30-40 structures and the average cost per square foot was around \$292. The Belmar project is at \$157 per square foot. The Library is taking extraordinary measures to keep our costs down.
- The Belmar Library was built in 2000 and has never been remodeled. There has been some paint and carpet work done. There is mismatched carpet.
- The Library has held off on infrastructure issues at Belmar. It is less expensive to do all the work at the same time.
- The Library did present information to the Board on the expected increase in costs and the factors involved in the increase at the January Study Session and Board meeting.
- The Library did look at a phased approach to the project and it determined that phasing would escalate costs and was more expensive.
- The requested transfer will not increase the overall capital project budget – it is moving the savings from Edgewater to Belmar and the bottom line of the library capital budget will be the same.

The Chair noted that we are pretty far down the line on this project and that these are expensive endeavors. Trustee Anderson noted that there has been a lot of due diligence done by the Library. The demands of that facility and the population that utilizes it warrants this remodel. The community places demands on this facility including when it is used for elections. The escalation in costs as projected by State economists are not going down. We may need to look at our 5-year plan to see how these cost increases will impact our future plans. Typically what happens when you have that robust vision from the

community and the active input from the community, I believe we will be glad we did this.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the notice to proceed with Phase II of the Franssen Pittman contract in the amount of \$4,630,253 and to authorize a budget transfer of \$270,000 from the Edgewater Library project to the Belmar reconstruction project. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with John Bodnar and Jeanne Lomba voting against the motion.

## **Information Technology**

### Belmar Library Sorter Contract Authorization

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. In response to questions, the Board was advised that:

- The Library breaks out the contract separately but the budget for this is included in the Belmar project budget.
- What is exciting and new about this sorter is that it provides a drop and go system – patrons do not have to feed materials through one at a time. The other factor with this system is it will be under warranty and is locally supportable.
- This is a different vendor. Before the Library issued the RFP, we did an evaluation of the existing vendors to see if we could stick with the one of the two. It was the staff's determination that it would be best practice and in the best interest of the Library to issue another RFP.
- There will be local support personnel housed in Denver and our facilities staff can purchase parts locally (from Granger).
- RFID Library Solutions is not a new company. They did not respond to our last RFP because they could not take on any additional orders at the time.
- The Columbine sorter has not performed up to the standard we were promised.

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with RFID Library Solutions, Inc. to provide an Automated Materials handling System for the Belmar Reconstruction project in the amount of \$259,640. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

## **Public Services**

### Baker & Taylor Value Added Services Contract Renewal Authorization

Julianne Rist, Director of Libraries addressed the Board and asked if there were any questions. In response to a question, the Board was advised that the Collections staff evaluate the service to make sure the vendor is meeting expectations including the

product turnaround time. Each Library division has a process of evaluating vendor services and if they are not meeting expectations, the contract is not renewed and the Library issues RFPs. There have been two vendors recently where the Library declined to renew the contracts (Janitorial and Security Services) and issued RFPs for those services.

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Baker & Taylor for print materials in the amount of \$6,500,000. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

#### Ebsco Subscription Services Contract Renewal Authorization

Julianne Rist introduced the topic. In response to a question, the Board was advised that the Library's Collections division has a selection committee that looks at all the magazines and the usage in determining what magazines to purchase.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Ebsco for subscription services in the amount not to exceed \$200,000. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

#### **EMERGING ISSUES**

The Chair advised the Board that information about the Urban Libraries Conference is in the Executive Directors report. Communications will be sent out that we may need to reschedule the October Board meeting. In response to a question, the Executive Director advised the Board that libraries send their executive teams and trustees to this conference. It is a more intimate environment in terms of learning with a focus on something that is trending in libraries or introducing a new national initiative. Where other conferences may have thousands of people, this conference is smaller, with a few hundred attending.

Trustee DeLaet addressed the Board and noted that he was unhappy that a communication went out with his name on it but he had not checked his email and the response had already gone out. He noted that he would appreciate a call if a communication were going out under his name.

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

- 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
- September 19-21 – Colorado Association of Libraries 2019 Conference (CALCON) – Embassy Suites, Loveland
- October 10 – Study Session – 5:30 pm Pam Nissler Administration Conference Room
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – May need to reschedule - 5:30 pm Lakewood Library Meeting Room

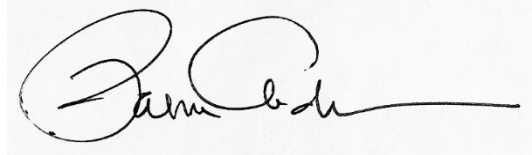
#### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

Trustee DeLaet advised the Board that it has been a pleasure to be part of this Board and that he will not be reapplying to serve on the Board when his term is up September 30. It has been an honor and privilege to serve for the last 9 years.

Trustee Deal advised the Board that she would not reapply as well.

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:38 pm.

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

Pam Anderson, Secretary