

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 15, 2019**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 15, 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: All Trustees were present.

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: John Bodnar moved that the Library Board of Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment. The Chair introduced Tava Khdher, an exchange student from Iraq his family is hosting. Tava is participating in the WorldDenver/U.S. Department of State Iraqi Young Leaders Exchange program. The Board and staff welcomed Tava.

APPROVAL OF CONSENT AGENDA

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

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

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board. Highlights included the Raise a Reader event on Saturday, August 10, at the Colorado Railroad Museum. Coors on Tap Credit Union came in as a sponsor. The Volunteer Appreciation luncheon was held on July 26, with 70 guests attending. Several volunteers were recognized including Tyrenny Hidy for the Volunteer Leadership Award; Tom and Donna Kelly for the Volunteer of the Year Award and Deborah Deal for the Elena Grissom Lifetime Achievement award. There are a lot of grants and sponsorships pending (\$100,000). The Foundation usually sees a 25-35% return on proposals. Right now, it is at 15-20%. In response to a question, the Board was advised that on September 6, from 5:00-8:00 pm the Foundation will receive a portion of the proceeds from Food Truck Friday at the Lamar Street Center.

Adelante Presentation

Jennifer Reading, Arvada Library, Diversity, and Inclusion Manager, addressed the Board and handed out interpretation headsets for the presentation. Adelante Jeffco is a network of community members and organizations including Jeffco Public Schools, Jeffco Public Health, JCPL and the Colorado Statewide Parent Coalition. The network aims to identify opportunities and strategies to offer services to Latino families. Adelante brings together families and community leaders with organizations and agencies in true partnership to work together to solve systems issues that affect Latino families and provide tools for effective engagement with Latino communities. The interpretation equipment allows everyone to participate in the language of their heart. The partnership with the Library brings together Latino facing organizations in Jefferson County to work together to improve quality of life, strengthen social ties and remove barriers. The Library's Kids and Families staff are working side by side with Adelante to create change and strengthen trust between the Latino community and the Library. Jennifer introduced Cynthia Zapata, a leader with Adelante and Xiomara Blanco, a leader with Grupo de Apoyo, a Jeffco Parent support group for children with special needs. Grupo de Apoyo helps parents find support and learn about resources and skills that can help children succeed.

Cynthia Zapata addressed the Board, and through the interpreter, shared information on the impact the partnership with the Library has had on the families. We are so grateful for the Library's help. The Edgewater Library is beautiful and the staff are very helpful. Adelante Familias always know what is going on at the Library and they can take their kids to fun activities. They learn so much from the Library, especially the help with technology and learning how to use computers. Thank you, we are so grateful.

Xiomara Blanco addressed the Board, and through the interpreter, shared her experiences in working with the Library. As one of the leaders of Grupo de Apoyo para padres con

ninos con capacidades diferentes (support group for Parents with Kids with Disabilities). We help parents connect to each other and connect to resources in Jeffco. We are very grateful for the Library's help. The Library has provided educational activities for our kids and they always connect our families to good resources. When our kids were bullied, the Library helped our kids talk about their emotions, how they feel and how to express those feelings with their parents. We feel like we have a friend with the Library and they have given us great results with our community. They help us develop our leadership and we are so grateful for the Library's support.

It was noted that the Library appreciates these leaders and their partnership has increased community participation at library events. The festival at the Arvada Library had over 100 people attending. The Board expressed appreciation to Cynthia and Xiomara for sharing their experiences.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Executive Director highlighted the extraordinary service provided by JCPL to the community in the week just after summer reading officially ended.

- In Jeffco, the Action Center holds a School Supplies Backpack event that serves about 5000 kids every year. In the first days of August, JCPL staff who had barely wrapped up Summer Reading were at the Action Center talking to families about how the library can help their kids succeed in school and signing up people for library cards.
- At the same time, the Kids & Families team and all library locations were hosting 1000 Books Before Kindergarten Parties, offering breakfast, prizes, and a social event unveiling new literacy toys in our locations to almost 1000 people at all ten of our locations. Media attention through the efforts of the Communications team added a bonus feel-good.
- The Teen and Diversity & Inclusion staff and others were promoting library services at the Jeffco County Fair, talking to almost 1000 people over the course of three hot days under the library tent. That same weekend, the Teen Services staff celebrated a hundred teen volunteers for their work on Summer Reading 2019.
- Programming, Kids & Families, the Communications team and others developed a daylong event to support raising readers in our community, helping parents and caregivers with ideas on how to read, write, sing, talk and play with their little ones. Held at the Colorado Railroad History Museum, this event brought in over 1600 people to play with trains, the library, and each other.

The Executive Director noted that she wanted to share and acknowledge the extraordinary work of library staff in all divisions: Public Services, Communications, Facilities, IT, Finance, ASU, and Employee Relations & Development who support these staff, programs, and services and demonstrate every day the Library's commitment to supporting early literacy and contributing to the social and emotional health of our residents, especially our kids and families.

In response to questions, the Board was advised that:

- During a trip to Chicago, the Executive Director visited the Little Italy branch of the Chicago Public Library. The library is part of an innovative partnership between the Library and the housing authority to co-locate housing with library services.
- The library is a part of the community, provides a community space and revitalizes that community.
- The Little Italy branch is a new library
- The Little Italy branch has become a hub of the community

Mid-Year Report Q&A

The Executive Director addressed the Board and noted that last week the Trustees asked for more information on statistics. The Library is gathering that information. The full Strategic Plan with mid-year updates was emailed to the Board. In response to questions, the Board was advised that:

- JCPL is focusing on Spanish translation because it meets the threshold. There are no other languages in Jefferson County that meet the threshold.
- The number of cardholders did go down last year. JCPL has been cleaning up its data over the last few years and last year was the last of the big number purges. JCPL is through most of the backlog now and those cardholder numbers should normalize.
- Circulation per capita across libraries is going down as a trend.
- There was a much larger change in bandwidth utilization because the Library expanded bandwidth. When bandwidth is expanded, people use it. Patrons do a lot of streaming.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the July 2019 financial reports. Most of the revenue from property tax has been received. Additionally, other revenue is coming in above budget – mostly from investment income. In the operating statement other services and charges is starting to catch up due to expenses related to the programs Donna highlighted. The detailed project budget for

Belmar includes the budget transfer that the Board approved last month. It will be reflected in next month's capital statement.

In response to questions, the Board was advised that:

- The Library does expect to receive all property tax revenue. July revenue has not yet posted. In July last year, the Library received about \$1.5 million in property tax revenue.
- The revenue from investments is expected to come in higher than budget. The County pools all the cash together in their investments. The Library projects that number based on information from the County.
- The Library expects the Belmar project to be completed next year and anticipates that there will be carryover of funds from 2019 to 2020.

Public Services

Intergovernmental Agreement (IGA) – City of Lakewood – Alternative Services Authorization

Lizzie Gall, Assistant Director of Library Experience, addressed the Board and introduced the topic. In response to a question, the Board was advised that the Library expects that the agreement could be extended through an amendment if necessary.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Agreement with the City of Lakewood to place alternative delivery systems within the City of Lakewood property. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

In response to a question regarding the clerestory windows at the Standley Lake Library, the Board was advised that the Library is utilizing the services of an independent consultant to see what alternatives might be available. The Library received one bid in response to the RFP and that bid exceeded the budget by six times.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

BOARD SCHEDULE – NEXT MEETINGS

- 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 – Cancelled
- October 10 – Board Meeting – 5:30 pm – Pam Nissler Conference Room at Library Administration
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – Rescheduled to October 10
- November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- November 21 – Board Meeting – 5:30 pm – Lakewood Library meeting room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he appointed Kim Johnson, who graciously agreed, to be the representative to the Foundation Board beginning in October.

ADJOURNMENT

The Board meeting was adjourned at 6:10 pm.

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

Pam Anderson, Secretary