

Jefferson County Public Library Board of Trustees
Study Session
August 8, 2019 – 5:30 pm
Administration Conference Room

TOPICS:

- Foundation Memorandum of Understanding (MOU)
- Review Policy Governance Monitoring Reports 2.5 through 2.9
- Reserve Policy Information
- Intergovernmental Agreement (IGA) City of Lakewood – Alternative Services
- Mid-Year Statistics & Strategic Priority Review

Call to Order

Charles Naumer, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson and Deborah Deal

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair advised the Board that there were a couple of items intended for this study session that had fallen off the agenda. The goal is to combine meetings together (have fewer study sessions if they are not needed) and we will continue to move toward that goal.

Foundation Memorandum of Understanding (MOU)

The Chair introduced the topic and provided an update to the Board. There have been seven working group meetings. The purpose of the meetings is to try to create better alignment and work through issues. The first three meetings were listening to frustrations and talking through them. The group started working on the memorandum of understanding (MOU) and return on investment (ROI) expectations. A draft MOU was sent to the Library's attorney who provided comments. The Chair met with Sally Reed (Foundation Board President) and TJ Bowen (Foundation Board Vice-President) and reviewed the draft MOU from the attorney. There were some suggestions regarding voting status for the Library Executive Director and the Library Board liaison to the Foundation. The Library's attorney came back with more substantive comments on the MOU and that draft was distributed at the working group meeting on Monday (August 5). There are still challenges with coming to terms on what the ROI is, Foundation expenses as in-kind to the Library, and intangible value. The

Foundation wants to run the MOU by their attorney and their Board. The initial expectation was that the Library Board would review the MOU and ROI in August and sign the MOU at the September Joint Board meeting with the Foundation. That timeline will be pushed out. In addition, the Chair will need to replace Deborah Deal as the Board's liaison to the Foundation as she is not reapplying to the Library Board.

The Executive Director noted that the Joint Board Meeting with the Foundation in September is being held at the Belmar Library. It would be a good time to do a tour of Belmar with the Foundation Board. Additionally, Julianne Rist will be presenting the Library's 2020 funding request to the Foundation Board in August.

Review Policy Governance Monitoring Reports 2.5 through 2.9

There were no questions about the proposed adjustments to the policies.

Reserve Policy Information

The Executive Director addressed the Board and introduced the topic. In response to a question, the Board was advised that this policy would not change the monthly financial reporting. The Executive Director asked the Board if the policy should stay on the consent agenda for adoption at the August 15, Board meeting. There were no requests to remove the policy from the consent agenda.

Intergovernmental Agreement (IGA) City of Lakewood – Alternative Services

Julianne Rist, Director of Libraries, addressed the Board. The City of Lakewood has been very cooperative in helping the Library find a space for the book lockers and vending machine. The City is providing space right across from the bus station. The City of Lakewood will provide the electrical connection and they are not charging for the space. Attorneys on both sides have reviewed the intergovernmental agreement (IGA) and the Library expects to have the agreement for the Board at the meeting next week (August 15). The Library will ask the Board for authorization to sign the agreement at that meeting.

In response to questions, the Board was advised that:

- There is easy access to the space and public parking
- The City will provide 3 to 4 parking spaces by the machines
- The Library expects the alternative services to start in October so the Library can do a soft test and make sure everything is working properly
- The Library will have signage similar to that used during the Columbine project and the alternative services provided during construction. The signage will direct people to the alternative service options.
- The City of Lakewood was excited about the alternative service delivery plans and were very helpful throughout the process

- The Library will not pursue a leased space for services during construction. The Library did search for a potential lease space as far south as Hampden and as far north as 6th avenue. There were no appropriate/affordable spaces available.

Mid-Year Statistics & Strategic Priority Review

The Executive Director addressed the Board and introduced the topic. In January, the Library presented its 2019 Strategic Plan and called out three areas of focus for our Board: develop and implement an effective and responsive planning process; identify and develop leadership teams; and integrate and executive plans for leading-edge library services, spaces and staffing. The mid-year report includes an update on the Library's progress as well as information on key performance indicators (KPI).

In response to questions, the Board was advised that:

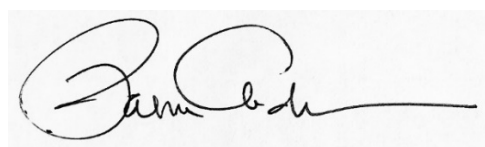
- The Edgewater Library opened in November and staff is working on an evaluation.
- The Library will provide information on the following items at the Board meeting next week:
 - Edgewater usage statistics
 - Percentage of eMaterials as part of overall circulation
 - eMaterial device trainings
 - Book a librarian statistics and eMaterials
 - Number of cardholders
 - Quarters 3 and 4 strategic planning activities
- The Library will email the full 2019 strategic report to the Board
- The benchmarking report is usually presented at the November Board meeting
- Patron survey reports are presented after year end – usually in January or February

BOARD MEETING SCHEDULE

The October meetings will be adjusted to accommodate attendance at the Urban Libraries Forum in Salt Lake City (October 16-18). The October 10, 2019 Study Session will be cancelled and the October 17, 2019 Board Meeting will be rescheduled to October 10. Official notifications will be issued and posted.

ADJOURNMENT

The Study Session was adjourned at 6:17 p.m.

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

Pam Anderson, Secretary