

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2020**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on January 16, 2020. 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, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; 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 Jill Fellman 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: John Bodnar moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Jill Fellman the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

There was no verbal report. The board received a written report in their board packet.

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 in addition to hiring Rex Whisman as the Director of the Strategy and Engagement division, another key position was filled. Deidre Keating has been hired as the Assistant Director of Community Engagement. Her start date is February 3, 2020. All director level hires are now complete.

The Executive Director extended an invitation to the Trustees to attend the signature event, Romance in the Rockies at the Arvada Center on January 25.

The Executive Director shared two patron comments thanking the Library for services.

In response to a question, the Board was advised that the Library is tracking patron use of the payment features on the self-serve machines. It was noted that while the Library implemented fine free, there are still fees related to materials that are not returned or damaged and the machines provide a method for payment of those fees. At this time, the Library is not planning for the sale of those machines.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The financial report is a first look at 2019-year end and is preliminary. There are projections on both operating (table 3) and capital (table 5). The Library is still receiving invoices and is expecting payroll expenses to be posted. Many of the capital projects are not confined to one year but will continue to finish up in 2020. There is a slightly different presentation for fund balance reflecting the reserve. Next month and in March, the Board will receive more information as 2019 year end is not truly complete until the County audit is conducted. Additionally, next month the Library will present the carry forward request.

In response to questions, the Board was advised that:

- On salaries and benefits, there was no increase in benefits for 2019. Also, the Library may not have filled benefited FTE positions as quickly. It was noted that sometimes employees decline benefits.
- For the document management system, the Library decided to take an approach to start with a pilot to make sure the system worked well for the Library. The Board approved the contract for \$80,000. The way the financial system works, the

contracted encumbrances do not display as the system zeroes out those amounts. The anticipated amount to be carried forward for the document management system is \$80,000.

Pine Library

MOTION: Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba, voting on the motion was suspended for additional discussion.

Trustee Bodnar proposed increasing the amount of the contribution to the Pine Library by \$500 for a total of \$1500. After some discussion, the following amended motion was presented.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,500 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Facilities & Construction Projects

Belmar Library Renovation Project Update

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and introduced Erik Griffith, Fransen Pitman Project Manager who provided an update on the Belmar Library Renovation Project. The renovation is moving along nicely, the weather has been cooperating and at this stage of the project, unforeseen surprises should be minimized. For the exterior work, the piers (structural footings) been poured and steel erection is planned for next week. All structural concrete items, retaining walls for landings and ramps, are complete. For the interior, all electrical, plumbing and mechanical within the walls have been completed. Drywall is underway with good progress including taping and mudding. Inspectors have signed off on the restrooms and wall and floor tile are scheduled for next week. Most of the doorframes are in and frames for the glass doors are roughed in. Ceiling paint is substantially complete. The walk through to confirm all final locations for electric and data outlets, security access for doors as well as final locations for electrical floor boxes are complete. The team is getting ready for paint and other finishes. The ballot box has been approved and will be incorporated. The fire sprinkler permit and fire alarm permit are done. For the project risks, the remaining exterior work is at the mercy of Mother Nature. Signage meetings are scheduled for next week with JCPL and HDR, the architect.

In response to questions, the Board was advised that:

- There are no outstanding permits
- The project remains on budget
- RFI stands for Request for Information
- The ballot box was approved by the County
- Completion remains scheduled for Spring 2020

STAT Courier Contract

Steve Chestnut introduced topic and provided an overview of the STAT Courier renewal contract. In response to questions, the Board was advised that:

- The renewal contract cost has escalated 2% and the fuel surcharge is included
- The increase in the scope of work includes patron services for the Conifer Library book drop that was added last year and the holiday book sale.
- Both the Conifer book drop and holiday sale were designed to enhance patron's library experience.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with STAT Courier Service in the amount of \$258,366 for delivery services. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Kleen-Tech Services Corporation

Steve Chestnut introduced the topic and provided information on the renewal contract with Kleen-Tech Services. The Library and Kleen Tech were negotiating and adjusting the renewal contract. The new contract cost includes a 5.98% increase in pricing over 2019. This increase is primarily due to the State required increase in minimum wage (\$12.00 per hour) for 2020. The 2020 renewal is the last one permitted under the original contract. Following best practices, JCPL will go out to bid for janitorial services this year and initiate an RFP in the 2nd quarter of 2020 with a proposed start date of January 1, 2021 for the selected vendor. The lead-time is needed to allow enough time for responding vendors to schedule walk-throughs at all JCPL locations.

In response to a question, the Board was advised that JCPL is happy with the services provided by Kleen Tech.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Kleen-Tech Services Corporation in the base amount of \$495,000 for janitorial services. 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

There were no emerging issues.

ENDS

Global Ends Statements

The Chair introduced the topic and advised the Trustees of the work performed last year addressing the Global Ends Statements. The Chair asked for and received consensus from all Trustees present that they were happy with the Ends Statements.

Draft 2020-2025 Strategic Plan

The Executive Director introduced the topic and advised the Board that the Library is very excited to get feedback from the Board on the draft 2020-2025 Strategic Plan. The plan is considered a living document that will be revisited in the weeks ahead. Rex Whisman, Director of Strategy and Engagement, shared a presentation with the Board on the 2020-2025 Strategic Plan and facilitated a discussion to receive input from the Trustees. After the discussion, the Trustees were asked to indicate their impressions with the draft plan and responded positively. The Trustees were advised that their comments and suggestions would be reviewed and incorporated. Performance targets and success measures for the 2020-2025 strategic plan will be a topic for the March Study Session.

BOARD GOVERNANCE

Sunshine Resolution

MOTION: Kim Johnson moved that the Library Board of Trustees adopt the Sunshine Resolution LB-01-16-20. Seconded by Jill Fellman the resolution was adopted by unanimous vote of all Trustees present.

In response to a question, the Board was advised that Library Board meeting notices are also posted on the public website jeffcolibrary.org. Additionally, the Trustees were advised that recent changes to the open meetings law would be addressed at the February Study Session and Amber Fisher will be providing information to the Bylaws Committee.

Bylaws Committee Appointments

The Chair announced the appointments of Jeanne Lomba and German Zarate-Bohorquez to serve on the committee to review the By-Laws. Any proposed amendments to the Bylaws will be submitted to the Trustees at least 14 days prior to their proposed adoption.

Nominating Committee Appointments

The Chair announced the appointments of John Bodnar and Jill Fellman to serve on the committee to nominate board officers. The committee will report to the Board at the

February Board meeting with the proposed slate of officers. The Trustees will elect officers at the March Board meeting.

Foundation Board Trustee Representative Appointment

The Chair announced the appointment of Kim Johnson to serve as the Trustee representative on the Foundation Board.

BOARD SCHEDULE – NEXT MEETINGS

- February 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration – Jeanne and Kim will not be present
- February 20, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 12, 2020 – EXTENDED Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- March 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- April 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Board was introduced to Katie O'Loughlin, Administrative Coordinator. Katie will be providing support to Amber Fisher and will be an additional resource to assist with the work of the Board.

ADJOURNMENT

The Board meeting was adjourned at 7:23 pm.



For: Pam Anderson, Secretary