

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
February 20, 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 February 20, 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), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Pam Anderson. Trustee Lomba left the meeting at 6:37 pm.

**Staff present:** Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Sandie Coutts, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

**APPROVAL OF AGENDA**

**MOTION:** Kim Johnson 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:** Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez, voting on the consent agenda was suspended for further discussion.

In response to questions, the Board was advised that:

- More detailed information on the Bookmobile is not yet available and will be provided to the Board later.
- The Library is not asking for additional funds. The budget supplemental request is a recognition of additional revenue that the Library paid into County Fleet's replacement fund.
- The budget supplemental request is to move that money from County Fleet to the Library's replacement fund for the bookmobile.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez 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. The Foundation is a beneficiary of the fifth Annual Jeffco International Women's Day event on March 6. The Friends Annual Meeting is scheduled for March 13, at the Wheat Ridge Recreation Center featuring the author, Barbara Nickless. Invitations were extended to the Library Board to attend the Friends event. The March Madness Book and Gift sale is scheduled for March 20 and 21 at the Golden Library. The spring 2020 Whale of a Used Book Sale is scheduled for May 28-31, at the Jefferson County Fairgrounds. The Foundation has entered into a contract with Empty Shelves, a book re-sell vendor. The vendor is paying the Foundation \$4500 per month for access to Foundation books. Grants and sponsorships include \$3900 from the Believe in Reading Foundation for the Babies First Books program, and \$5000 from MDU Resources for the 1,000 Books Before Kindergarten program. There are a couple of pending Belmar Library naming rights agreements including \$5,000 from the Bank of Colorado and two \$1,000 naming opportunities from Fransen Pittman.

Kim Johnson, Trustee Representative, provided an update to the Board and expressed appreciation to Jo Schantz for securing the naming opportunity with Bank of Colorado. Bank of Colorado will be holding a grand opening of a branch on Union and will present a check to Jo Schantz and Donna Walker. The Foundation Board is aware of potential challenges with Jeffco Fairgrounds and is holding discussions on what to do if that location becomes unavailable for the book sales.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Report**

The Executive Director addressed the Board and inquired if there were any questions about her monthly report. In response to questions, the Board was advised that:

- The story times at the Golden Library were so well attended that they became overcrowded. At the time the Golden Library was remodeled, there were no codes regarding posting capacity maximums. That has now been adjusted and the Library is posting for maximum capacity in the meeting room.
- As a part of the Library's initiative to remove barriers, the ticketing system for story times was discontinued. At Golden, story time demand is twice the current room capacity – between 40-45 for each story time. An additional five story times were added to the schedule at Golden, and times were adjusted to accommodate parents. Attendance for each story time is monitored and limited to 45.
- The meeting room is the largest area in the Golden Library for story times.
- When the Golden Library was remodeled the budget was limited at \$250,000 and expansion of that library was not feasible with that budget and limited as there was no land available for expansion

#### 2019 Strategic Plan Achievements Q&A

Donna Walker, Executive Director, addressed the Board and introduced Julianne Rist, Director of Libraries. Julianne provided information on the Edgewater Library that the Board requested at the February Study Session. During the first full year of operation at the Edgewater Library, programs increased 131%, with 411 more programs in 2019 than in 2018. Program attendance increased 115%, with 6,659 more people attending programs. Library cardholders increased 20%, with 2,753 more cardholders in that zip code area. Patrons' with circulation increased 12% or 524 people. Visits increased 98% with 74,000 more people coming through the doors. Circulation increased 97%, over 100,000 more items in the new location.

The Chair thanked the Library for providing that information and noted that the Board wanted to see what kind of trends might be seen for South County, using the Edgewater Library as an example.

Motion to Adjourn Regular Meeting for a tour of the Lakewood Sorter and Library to You Lobby Service.

**MOTION:** Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees for a 15-minute recess. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Motion to Reconvene Regular Board Meeting

**MOTION:** John Bodnar moved to reconvene the regular meeting of the Library Board of Trustees. Seconded by German Zarate- the motion passed by unanimous vote of all Trustees present.

### Service Highlight - Raise a Reader

Cindy Jaye, Public Services Programming Manager, addressed the Board and provided information on the Library's Raise a Reader signature event. Raise a Reader is a signature event that took place last August at the Colorado Railroad Museum. It was a ton of fun and very successful. JCPL generally offers 2-4 signature events per year. These are centrally planned, large scale; multifaceted events that we hope will be attractive to Jeffco residents that live throughout the county. Raise a Reader set goals of preparing our youngest residents to learn to read, while also educating their adults on the importance and ease of teaching pre-literacy skills. The Board was provided with bandanas that were giveaways at the event. The bandannas provide a written message to the parents, in a format that they will keep and use over and over again. Additionally, the bandanas can be used in early literacy activities – playing peak-a-boo, tracing letters, etc. The attendance goal for Raise A Reader was to have 1000 people attend. That goal was exceeded with 1,619 attendees. Raise a Reader took place at the Colorado Railroad museum. This is a 5-10 acre campus with trains and train paraphernalia scattered throughout. Participants had access to the entire museum and were welcomed to take rides on the historic steam locomotive. Additionally, JCPL had literacy stations throughout the campus. At each station there was a fun activity the kids could do that would prepare them to learn to read and there were staff available providing information and education to the parents. JCPL is planning to hold this event again this year on August 8.

In response to a question, the Board was advised that:

- One of the challenges was parking, which was limited. The programming team is taking that into consideration as it plans goals for this year's event.

### **Finance and Budget Department**

#### Financial Report

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The Board was provided with an overview of the January 2020 financial statements. The first month of the year does not show much activity. The numbers for 2019 have been updated and reflect where the Library ended up for the year. January statements include some property tax revenue, although most property tax is received in February, April and June. Debt service payments occur twice a year, interest only payment in June and then debt payment in September. On the capital table there are encumbrances rolling forward from the previous year.

In response to a question, the Board was advised that:

- The item on the LSC garage project shows as a credit due to the way the County has the Library recognize retainage. It is recognized as an expense in 2019 and zeroed out until it is paid.

### Belmar Project Financial Report

There were no questions.

### **Facilities & Construction Projects**

#### Belmar Video

The Board viewed a video showing the construction progress on the Belmar Library renovation project.

#### Belmar Library Renovation Project Update

Sarah Lara, Project Director NV5, addressed the Board and provided an update. The steel for the canopy is up and will draw people to the new grand entrance. The exterior concrete is going down. The drywall inside is complete, with paint, slat walls and many of the interior finishes going up. NV5 is managing the budget and schedule around the weather. It is not just snow, but cold weather that impacts pouring concrete. The team is working on a plan to coordinate bringing interior items inside while the exterior is still be completed. Fransen Pittman has a construction contingency budget to manage around the weather.

In response to questions, the Board was advised that:

- The plan for the high windows is to install vertical wraps that still allow a sight line through to the windows.
- A dry sprinkler is not pressurized; there is no water in it until it needs to be used
- Weather related issues are handled as part of the construction contingency budget.
- Some of the weather mitigation methods include using special blankets to cover concrete when it snows and snow and mud removal to keep the concrete dry and warm to protect it during curing.
- The schedule delays are included in the planning and the budget is fine as it stands today.
- Schedule delays may affect cost as many of the services are based on how much work is completed in a month. Each week work gets pushed out may cost another month of service. Fransen Pittman does have a construction contingency budget for these costs. NV5 is holding on to its contingency budget at this time.

Trustee Lomba left the meeting at 6:37 pm.

## **Strategy and Engagement**

### South County Community Engagement

Rex Whisman, Director of Strategy and Engagement, addressed the Board and presented information on the South County community engagement plan. Over the last few months, the Trustees have participated in input meetings and the community engagement planning process. The Trustees role was defined:

**Budget:** be responsible for resource allocation and capital oversight. Focus on long-term impact of project and return on investment for “ownership” (residents) by representing the taxpayers.

**Advocacy, Outreach and Engagement:** be the conduit linking the ownership (residents) to the operational by being ambassadors, defining and communicating the message, being able to explain the “why” of the project.

**Strategy:** assess and represent the needs of the community through your public process and defining a vision for the successful outcome.

The Board participated in the strategic framework including the new ends statements and strategic priorities.

#### Ends Statements

- Equity of Access
- Create Place
- Provide Leading-Edge Services
- Maximize Value

#### Strategic Priorities

- Create Libraries for the Future
- Reach More People
- Focus on Building Literacies
- Become the Third Place
- Grow Sustainably

The Board participated in input meetings to develop the fact sheet. JCPL, in collaboration with HDR, are holding planning meetings for moving forward with community engagement. Community engagement provides education and awareness, validates the site selection process, helps create the program of service and informs the guiding principles for design. The Board was provided with the fact sheet and a proposed community engagement schedule. Moving forward, there will be additional opportunities for Board participation and engagement, including input and output meetings.

Rex expressed appreciation to the Board for their active participation in the early sessions to create the fact sheet. JCPL plans to begin the engagement process and direct people to online engagement opportunities in a few weeks and is working on content for the online meeting.

After some discussion, the Board reached consensus to adjust the fact sheet to remove the change in the number of mills in the mil levy reference. Rex Whisman will make that revision to the fact sheet.

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

No items were removed from the consent agenda.

#### **EMERGING ISSUES**

There were no emerging issues.

#### **ENDS**

No items.

#### **BOARD GOVERNANCE**

##### **Nominating Committee Appointments**

Trustees John Bodnar and Jill Fellman, members of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Kim Johnson for Vice-Chair, and Pam Anderson for Secretary. The Trustees indicated acceptance of the nominations. The Chair confirmed that the Board accepts the nominations as presented for one-year terms April 2020 to March 2021 and advised the Board that this item will be on the Consent Agenda for the March 19, 2020 Board meeting

##### **Bylaws Committee**

German Zarate-Bohorquez, member of the Bylaws Committee, advised the Board that the Committee will schedule a meeting and hopes to report in March.

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

Trustee Fellman advised the Board that she will be out for the March meetings and noted that the April 9, Study Session is scheduled on Passover. The Executive Director advised the Board that she did notice the April 9 date and she is doing everything possible so that there will not be a Study Session.

In response to a question, the Executive Director advised the Board that the March 12, extended Study Session is where the Board participates in strategic planning and provides

input for the 2021 budget. The Library has a budget development schedule to follow and will continue to work on planning for the March extended Study Session. Planning will be as flexible as possible to include as many Trustees as possible.

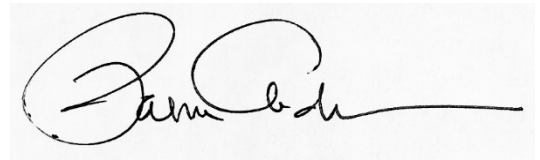
The Executive Director advised the Board that there will be a joint meeting with the Board of County Commissioners and Library Board on March 19, 2020. The Board noted possible meeting topics as Belmar and South County.

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

There were no announcements.

#### **ADJOURNMENT**

The Board meeting was adjourned at 7:01 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", written on a light-colored rectangular background.

Pam Anderson, Secretary