

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

May 21, 2020

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on May 21, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:36 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman, and Jeanne Lomba.

Trustees not present: Pam Anderson.

Trustee German Zarate-Bohorquez joined the meeting at 5:56 pm and is noted below at the point he joined the meeting.

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 Oeltjenbruns, Employee Relations Manager; Brad Green, IT Security and Systems Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O’Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee’s webpage. Comments will be acknowledged in the minutes of the meeting. No public comments were received.

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 as presented. Seconded by Jill Fellman the motion passed by majority vote of all Trustees present.

Items on the Consent Agenda for May 21, 2020

1. Minutes of the April 23, 2020 Board Meeting as presented
2. Intergovernmental Agreement with the Foothills Park & Recreation District
Board of Trustees authorize the Executive Director to enter into an Intergovernmental Agreement with the Foothills Parks & Recreation District to place the alternative delivery systems at the Ridge Recreation center.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Kettering Family Foundation gave \$5,000 for summer reading. She reported that as this meeting was starting she received an email from Community First Foundation. The Foundation had asked for \$45,000 and will receive \$12,000. Library Giving Day was successful with the Foundation receiving close to \$6,000. Efforts continue to find locations for popup book sales and planning continues for the fall book sale scheduled for the third week in October. The Foundation is launching a ticketed fund raising series, authors in the afternoon, currently scheduled to begin on November 6.

Trustee Zarate-Bohorquez joined the meeting at 5:56 pm.

In response to questions, the Board was advised that:

- The length of the pause on the Gates Family Foundation funding for the Belmar Outdoor Adventure Space is unknown. The Foundation is hoping they will look at that funding by the end of the year.
- The \$12,000 the Foundation received was related to the Communities First Foundation response to Covid-19.

Trustee Kim Johnson acknowledged the hard work Jo Schantz has been doing with pursuing funding opportunities related to Covid-19. The Foundation is working hard to figure out how to move forward with book sales including the whale sale and popup sales. It is challenging in this situation to find locations.

The Board expressed appreciation to the Foundation for their continuing efforts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director addressed the Board and provided information on teen programming in response to a request at the May study session. Programming for teens over the summer

includes our teen group helping with online content, summer reading, virtual programs and their own social media accounts. They have been promoting summer reading and the teen advisory board and teen volunteers are working to connect with our seniors who may be feeling isolated. There are coding camps, robotic programs, book groups, dungeons and dragons, escape rooms and opportunities for teens to earn community service hours.

Curbside service started last Saturday at Standley Lake and Wheat Ridge is now up and running those services as well. The pilots are getting good use and we will speed up bringing on other locations. Golden and Evergreen will come up this week and Arvada, Columbine, Lakewood and Edgewater will come on line with curbside and returns by the end of next week.

In response to the interest expressed regarding patron feedback, the Library is experiencing what would be expected in terms of patron comments. There is a three to one ration of positive to negative comments. Half of the communication from patrons are questions about their accounts with the most frequent question being when I can return my stuff.

In response to questions, the Board was advised that:

- With any new service there is an uptick in communication.
- The Executive Director has discretion regarding patron comments and when they come before the Board. The Library receives all types of comments all the time as part of daily operations and responds to them. If something raises to a level that causes concern or are unusual, the Executive Director would advise the Board.
- The Library follows state laws regarding patron privacy and does not keep a record. Patron comments are records that are not kept unless there is a clear need to keep them. When a new library is opened we request input from the community to inform us and keeps that input but they are cleared out after a certain amount of time.
- Curbside services are by appointment. With two locations there is a steady flow and it is a mediated service limited to picking up holds. The library does expect it to pick up as more people are aware of the service. Only 12% of people did not show up for their appointment. There were 13,000 items on hold across the system last week and we will see how many of those holds get picked up. The service is being well received and the library has received many nice comments from patrons.

The Board expressed appreciation to the Library for working to get curbside service up and running and acknowledged the huge amount of work required to provide this service. The Executive Director inquired if there were any questions about her monthly report. There were no further questions from the Board.

Facilities Master Plan

The Chair introduced the topic and noted that to reach alignment, the first thing we need to look at is the facilities master plan. He then turned the topic over to the Executive Director.

The Executive Director noted that the first time the Board reviewed the facilities master plan was in February 2018 when it was presented by a consultant, Group 4 that worked with a library team. Julianne Rist and Steve Chestnut brought forward recommendations on how we might move forward. The plan looked 20 years out into the future. There were some Trustees currently on the Board who were here then. We brought the plan to the Board last year at the extended study session. We look at the plan every year to update the plan and keep it fresh. The plan in the packet today was originally in the March packet and that meeting was cancelled. We put the plan in the packet for this meeting and in the meantime things changed. The plan was based on continuous growth in the long term financial forecast – the recommendations in the facilities master plan don't match those financial planning scenarios. Last week when we saw some changes and the potential Gallagher impacts the scenarios changed. The purpose of looking at the facilities master plan is to inform the board and familiarize Trustees with it. The plan sets the stage for us to take care of our assets and growing where we need to grow based on demographics and future growth in the county.

The Chair asked if, in terms of this plan and where we are now, there is potentially some flexibility.

The Executive Director responded that there is always flexibility and that's why we bring it forward every year and there are new people on the Board. The chart at the end of the report is in priority order and you can see that Golden came in as new opportunity. The Board will see in that scenario that shows a 15% decline in revenues starting in 2022, that we are recommending a shift there. We are taking care of our assets if we are going into a contraction rather than growth. We bring this back every year for the Board's decision making.

The Chair asked for updates on the Golden project.

The Executive Director responded that the City of Golden was in the middle of their public engagement and were going to go to a vote this November. Their plans have changed and if they go to vote at all it would be November 2021. They will also have a long term facility plan for Clear Creek. Everything has shifted and the Library moved that project out.

Trustee Bodnar asked if he was correct that he read that we are still moving forward with expanding in South County.

The Executive Director responded that as of right now we have stopped all activities for South County. The Library was going to start conversations with the public in April – that all changed. When you look at the long term financial plan we moved it off for the Board to see that. If we're going to see a big contraction coming – moving forward with South County would not be recommended. We have Evergreen coming first as an asset to maintain rather than growth.

Trustee Bodnar stated that he feels South County still needs to be the number one priority and asked to continue that once we come out of this unique situation and that he doesn't see any reason to not do that.

Trustee Fellman noted that she agrees with Trustee Bodnar. Not doing South County tomorrow but she wants to know when we're going to do it and if we have a plan for how and when to prioritize that knowing and understanding it can change.

The Chair noted that there can be more discussion about that during the longer term scenarios discussion. The Chair asked if there were any questions about the master facilities plan. There were no questions from the Board.

Strategy and Engagement - Finance and Budget Department

Long-term Planning Scenarios

The Executive Director introduced the topic and advised the Board that Barbara Long, Assistant Director of Finance and Budget, will walk the Board through the planning scenarios. The Board will see where we moved things around and see what happens. The five year capital plan will be based on input received from the Board today if the Board is ready to do that.

Barbara Long advised the Board that she would present planning scenarios on how the Library is going to plan for the future. The first scenario is a 15% decrease in assessed value and based on that discussion she would like the Board to look at the original long term plan which is based on the Library's experience in the last recession which was a 5% decrease. In that scenario, the largest decrease in assessed value was 5%, then there was a period of time where it is flat and then we started seeing increases. The key lines to look at in the scenarios is total operating expenses. South County is the same timeline and opens in 2022 and immediately the room between sources and operating dollars becomes much smaller and this scenario causes some problems at the end – which could be seen as reasonable. In switching to the next scenario, last Tuesday the Library saw information from the State Division of property tax and their assessment rate. In order to stay in compliance with Gallagher residential drops from 7% to 5% and that means it's a larger decrease in the next assessment year and it's a much more dramatic decrease than what we were looking at which was based on the last recession's impact on property values. This second scenario is responding to that news. Under this 15% scenario we have sources in 2020 and 2021 with no changes and then a 15% drop.

Because the effect of such a steep drop in revenue and the gap it creates there is a cut to salaries and benefits to 2020. A cut in the current year budget allows for sources to exceed operating expenses. But in the capital plan there is nothing in that plan until the second year of the next assessment. That is driven by the operating costs that we would see when we open South County and the desire not to have operating go above total sources until revenue comes back up to point where we can afford it. It looks pretty drastic but allows some room to

maneuver – essentially using the fund balance we have now to be able to allow for capital projects and alternative services in the future. It includes taking care of assets. Not putting off maintenance and taking care of the assets the library owns now. This is something to look at each year, and as we get more current information. A key driver is the next assessment in 2022 projecting a relatively steep and unprecedented drop in property tax revenue. The Library realizes this is not a good scenario and it is not developed as completely as we usually have it – but this shows how the library can continue sustainably and the impact of an expansion on those operating costs.

The Chair asked a clarifying question. In the 15% model – that is taking into account the change in the ratio primarily and not a decrease in property value as a result of the pandemic.

Barbara Long responded that is correct. She took that information from the joint budget committee that showed an impact of the lower 5.88% residential to 2019 assessed value – showing up in current year budget. Their report just showed the impact of that change it was about 12% for Jefferson County and was rounded to 15% to take into account some of those decreases leading into assumption.

Trustee Fellman addressed the Board and noted that looking at the financial assumptions, it shows that staff salaries and staff is taking a cut and she understands that, but she is just not sure that we can maintain a staff with cuts while facilities are being expanded. Looking at the balance between staff and facilities, she is coming down on the side of staff and adequately compensating our people. Facilities can be wonderful but if we don't have good folks in them the services won't be what we need. How do we maintain the quality and excellence we have now at a lower rate. A 15% drop is scary and probably realistic as well. She noted her appreciation of the work on these scenarios but stated that we have to look at that and understand that we can't ask staff to bear the cuts if we move forward and expand facilities.

Barbara Long noted that essentially, a cut in the salaries and benefits budget reflects not hiring positions that we had planned to hire and is a pause in hiring.

The Executive Director clarified that the organizational assessment plan addressed the Library being understaffed for all the lean years. In 2020 and 2021 the hiring plan was spread out and 2021 was going to be our final year – and now we've stopped it. It wasn't a plan to add staff for new facilities, it was a plan to get JCPL to a point of staffing more aligned with our peers. We are holding in place right now. It is hard to envision a growth scenario right now.

Trustee Fellman noted that she agrees we are not in a growth scenario and that we can't expand on the backs of staff and what they do every day. There needs to be some back fill and we need to think about everything else that is happening. She noted that it's really important that we look at staff and make sure we are staffing adequately and appropriately. She noted

that she understands there are a lot of cuts out there, but when we talk about what's happening here we can't stop thinking about staff.

Trustee Johnson inquired about how long the pause in filling positions is in the long term scenarios. Barbara Long answered that they have not been plugged into the scenarios at all.

Trustee Johnson noted that she agrees with Trustee Fellman and she would like to see one of our priorities in these assumptions does look at staffing levels to get to where the intent was and to continue to deliver the services promised in the mil levy campaign. We do want to see our facilities expanded. It is one of our promises, but she does not want to do that in debt. She would like to see South County moved up a little bit – the fund balance is pretty high in this scenario. Knowing that everything changes every day, we take a big deep breath right now. We move South County closer but we take another breath before we move on any property, maybe 2024, and it could be pushed out later. She noted that she worries about the message it sends if we push it too far out. She understands leapfrogging Evergreen and doesn't disagree with that thought process. It's going to be important to pass the budget and the longer term plan, but it is possible we could look at an amended budget next year. There is too much unknown at this point and she wants us to be nimble and responsive but not on the backs of our staff.

Barbara Long expressed appreciation for that feedback. Because there is quite a bit of fund balance now, and absolutely organizations have used fund balance to support operations and services during periods of downturns that is not plugged into the plans. It is certainly something we can do if that is the Board's direction. That approach is something that can be affordable. The next point to revise this plan, in addition to every year, is around August or September of 2021 when we get the assessment information for 2022-2023. It will be a telling point for us to say maybe we start Evergreen earlier. Definitely this plan will change.

Trustee Johnson noted that she appreciates the library looking at additional operating costs for South County and, fund balance aside, that when South County comes on board, we are doing that out of operating income and not out of fund balance right off the bat.

Trustee Bodnar addressed the Board and asked for clarity around the logic behind the 15% reduction, residential versus commercial and Gallagher. Barbara Long responded that Gallagher is in the constitution and requires a ratio of 55% commercial to 45% residential.

Trustee Bodnar inquired about how the income we generate would change that and won't it still be the same amount. Barbara Long responded that the bottom line is that commercial is dropping so residential has to also drop.

Trustee Bodnar inquired about the 15% drop in commercial. Barbara Long responded that the information was in the report from the property tax administrator. The assumptions that went

into the 5.88 assessment rate, a drop in oil and gas, a drop in commercial and a slight increase in residential values.

Trustee Bodnar asked about the 5% decrease scenario which is at least for the next year and noted there is no drop in income. Barbara Long responded that it is still the same assessed value with the potential for collection decreases.

Trustee Bodnar noted that there will be no decrease because of the lien sales and then the taxes will get paid. Barbara Long responded that she hopes so, but also thinks we need to plan for things we haven't seen before. Trustee Bodnar stated that is a stretch and that the property taxes will get paid.

Trustee Bodnar asked what the current reserve balance is at the end of 2020. Barbara Long responded that at the beginning it is \$18 million. That is pushing off most of our capital projects – that's \$8 million in both scenarios showing us saving money this year and potentially next year – and pushing off capital projects.

Trustee Bodnar noted that the fund balance at end of 2020 on table 2A is \$38 million. Barbara Long noted that in Table 2A, it reflects having collected over 60% of property tax this year and we do spend that down.

Trustee Bodnar stated that if we don't do these projects we don't we have to add those back in. Barbara Long noted that it doesn't address all those details and the scenarios were prepared for the Board to see the big picture by showing the revenue drop and asked for input from the Board regarding what they would like to do about that drop. Pushing off capital projects does mean those funds are available for other purposes. She noted that she hopes to get some guidance from the Board around what they would like to see in the long term plan that is responsible and realistic, so she can come back and look at the plan in context with the 2020 budget. The input from the Board that would be helpful is what direction should be taken in consideration of the revenue projections, capital projects and the fund balance.

Trustee Bodnar noted that we have \$8 million budgeted this year for capital and if we table those there will be an additional \$8 million in reserve which puts us out of lock with what we told the public we would have. We budgeted in 2020 for \$4 million for Golden and \$4 million for South County. So that scenario does not show that additional \$8 million. We need to be nimble but leave South County as the next project and not move out and then see what the assessor says and move from there.

The Chair stated that in terms of the property revenue and uncertainty with ratio and the possibility that the Gallagher amendment may be on the ballot, those things would impact our situation going forward. It doesn't sound like there will be clarity until after the election if it's

on the ballot. In terms of the assessed value in 2022, that would be a point when we would have more clarity.

Barbara Long noted that it is very speculative and these scenarios are just the big picture economic projections. She noted that the Chair is absolutely right that in the November election if Gallagher is repealed it may be a time to look at a more optimistic scenario in terms of when we'll have more 2022 assessment information. Normally we start looking at projections of value from the State and they are released in April of 2021. That would be the first projection we could use and then what is refined when the preliminary certification of values comes out in late August of 2021. Looking at key dates there is the November election, April of next year and August/September next year to help clarify that property tax. The Chair inquired about doing smaller projects and if that buys a little time. Barbara Long noted that looking at it that way, in terms of the smaller less expensive projects that do not add to operating costs, it would buy more time where an expansion project will add to operating costs.

The Chair noted that in terms of where we have flexibility – we start off with the less aggressive 5% option being optimistic and continue the momentum we already have going – and we have this reserve. He noted at one time the Board was concerned with having too high a fund balance, but he is happy we have that now because it gives flexibility and allows momentum. Looking at that fund balance as something we should pursue, and that is what it is for during difficult times that are unexpected. Potentially we can continue on a more optimistic scenario as long as we have flexibility going forward to change course. We have reserves and we're not in danger at this point of impacting operations. We have revenue to support operations, it's the capital projects in question and that seems like a path forward.

Barbara Long responded that with South County, it is definitely possible to still proceed and purchase something this year if that's the Board's desire. By the time next year rolls around we should have good information on what will happen in the next assessment year. Purchasing something late in the year, and in November if Gallagher fails and we get to April and the news is looking bad, then we might have to sit on that property and not develop it as quickly.

The Chair noted that with South County we could still move ahead and purchase property and we would still have flexibility in a worst case scenario to delay construction.

Barbara Long agreed that there is \$4 million budgeted in the current year for property. We could keep South County first and wait until May to purchase something. There are lots of choices and having a fund balance as the Library has now does create more possibilities.

The Chair noted that he is not as concerned about priority and what goes first as much as having the flexibility moving forward during this time of uncertainty. We will have more clarity in the next 6-12 months.

Trustee Johnson noted that she agrees that South County, even in the worst-case should be moved earlier than where it is now. She noted that she has concern with the purchase of a building this year. We don't really know if we'll find a building and is that all we're going to look at – it boxes us in to say only move forward if we can do option A. It was the preferred option but I don't want to sit on a property and in the worst-case scenario we couldn't move to construction. I don't want the library to own property to sit on. I would like to see what things look like in 6 months. If South County is built and operational in 2022 we hit our reserve floor in one year.

Trustee Bodnar expressed that he doesn't believe that's true and asked if that includes the \$8 million or would that have to be added back in. Barbara Long noted that it does include the \$8 million – starting with our balance then spending – it includes that \$8 million already.

Trustee Johnson noted that on the 5% model, looking at a projected reserve balance of \$19 million, and if we build and open South County in 2022 – now we're locked into operating it – and if income drops in 2022 in the worst case scenario, we have a deficit of \$3 million each year that would have to come from fund balance. All capital projects would cease and we would hit the fund balance floor in a year or two. We need to put the brakes on to give time for some clarity.

Trustee Bodnar stated that under the 5% do we have room to add that \$1.5 million. Barbara Long responded that she thinks we do for a period of time, and 5% does show South County opening in 2022, it opens and we don't run out of money until five years later. She noted that the reserve fund goes down - which is \$4.6 million below the minimum – under the optimistic scenario and with South County opening in 2022.

Trustee Bodnar asked if that is with the other capital projects in there. Barbara Long responded yes, with the other capital projects. Trustee Bodnar noted that if we kept moving forward we wouldn't take huge hit with the fund balance with Golden and Evergreen off the books.

The Chair noted that the goals of this conversation are to give staff some direction in terms of what we want to see. There were some really good questions and what he heard was that the Board did not want to burden staff with any of the scenarios moving forward. He noted that he also heard that the Board would like to continue with the plan in place and give Barbara Long time to look at the numbers as they come in. We want to give clear direction to Barbara Long and to the Executive Director and give them a sense of where we're leaning, 5% or 15%.

The Chair noted that it might be a good time to get consensus in terms of the more optimistic 5% scenario or the 15% scenario. Then next to determine what would be helpful for us to get alignment between the facility master plan and the budget.

The Executive Director addressed the Board and stated that what the Library can use today and what the Library needs to hear from the Board, is what they want the Library to plug into the planning scenario. More optimistic and keep South County or whatever that consensus is so we can bring that back to the June Study Session. Then we can see what happens with those numbers and have that next level of decision making. Right now the question is what model we should use. We can stretch out the budget process a little bit as this is not a normal year.

Barbara Long added that she would like to refine the projections and perhaps lay out a path forward to the point when they will need to be realigned again. For example, what are the scenarios the Board would like to see and then lay out the next decision point. For the more optimistic scenario, the November election would be a decision point if Gallagher remains the law of the land and we may look at a revision of the scenario at that point.

The Chair asked each Trustee to provide their comments to reach a consensus on what direction to provide.

The Chair indicated his preference for the more optimistic 5% scenario given the fact that there is a good reserve fund and there is flexibility with the capital projects.

Trustee Johnson stated that she is not comfortable with either scenario, one is too optimistic and one is too pessimistic and that she wants to land somewhere in the middle. The big concerns are on the revenue side for the 5% scenario and that the revenue comes back so quickly and that is not likely to happen. She would like to see a scenario that is not that rosy but not as bad as the other 15% scenario.

Trustee Fellman noted that she agreed with Trustee Johnson. Ideally, she likes the optimistic scenario, but realistically, there are too many unknowns and uncertainties with what will happen over the next few months. She noted that she is very committed to doing South County as soon as we can and at the same time have some breaks until November or December.

Trustee Lomba noted that she agrees that South County is a priority and we have made that commitment. Moving ahead, she prefers the optimistic model and keeping South County first.

Trustee Zarate-Bohorquez noted that he prefers the optimistic scenario and taking another look in six months, in November, when we will have a better view. He noted that we should continue with South County at \$4 million.

Trustee Bodnar noted that time will tell more and there is room in the fund balance right now. We can get that updated with Golden shelved because we're still carrying that. He noted that he is hoping the Library can show that Golden project moved away and in the fund balance. He noted that his preference is the 5% scenario and keeping South County.

Trustee comments indicated a preference for the optimistic 5% scenario by a majority of four to two.

The Chair asked a clarifying question – if South County were to remain a first priority in the optimistic scenario, is the next step purchasing a building or if that doesn't work, buying property.

The Executive Director advised the Board that we paused our South County community engagement because of the Covid-19 emergency. If we moved forward with a purchase this year, we would need to start our community engagement. It would be hard to get a sense of what people want within this current situation and we wouldn't want to purchase anything before we received that community input. If the Board is looking to do a purchase this year, it takes time to do all the legal work. In the timeline for South County we had 9 months to find property. She noted that she does not think we'll sign a bill of sale in 2020.

The Chair noted that he does not believe that the six Trustees are that far apart and in getting more detail on the optimistic scenario. He noted that the Board is interested in the different scenarios that allow us to keep momentum moving forward and asked if the Library has enough information from the Board to move forward.

Barbara Long addressed the Board and asked if there was consensus on including additional salary costs to add staffing according to the organizational plan.

The Chair stated that yes, there is interest in that and he would like to hear context around that from the Executive Director on what we can do without putting stress on staff – we don't want to put the burden of moving forward on staff and he wants to make sure we understand that. There was no call for consensus regarding staffing.

The Executive Director noted that this is going to take some magic – it would help to go back and look at the different scenarios. She noted Trustee Johnson's concern that the revenue came back too quickly in the 5% scenario.

Trustee Johnson stated that it is so hard to tell – the assessment is so lagging and she is just not sure it's going to be 5% and then flat and then start to increase. We may see two cycles of decrease. It is more that when you get out to years 5 and 6 – and she feels that it is a little too optimistic.

The Executive Director noted that and clarified that Trustee Johnson feels the recovery seems too fast.

Trustee Johnson stated that it does feel too fast for her, and with the \$1.5 million added to the operating budget she wants to make sure we are not overly optimistic. That is a significant addition to operating costs when we add South County.

The Executive Director acknowledged that yes it is significant and that once those costs are included she is not sure the numbers will work.

Financial Report (April)

Barbara Long addressed the Board and provided a summary of the April financial tables. Property tax revenue is on track and we are at the same place as last year in terms of percentages.

In response to questions, the Board was advised that:

- The tables reflect the budget as it was approved.
- Barbara Long will adjust the projected year-end 2020 column on table 5 to zero to show that the funds for the Golden project will not be spent. It could be shown as projected savings.
- In reference to the salaries tracking a little below, normally projections start in June and then they are reviewed every month. There are vacancy savings and with hiring on hold we can anticipate more savings.
- In table 3, investment income, what is reflected is the first quarter earnings on the County investment portfolio and it is tracking within the budget. The County's investment portfolio is conservative government investments.

Belmar Project Financial Report

There were no questions or comments regarding the Belmar Project Financial report.

Facilities & Construction Projects

Belmar Library Project Update & Video

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and a video of the Belmar Library project was shared. In response to a question, the Board was advised that the parking lot access points remain the same and the Library will look at the possibility of signage to make sure that is clear to patrons.

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

The 2021 Board Governance Budget was provided for the Board's review. Approval of the 2021 Board governance budget will be on the consent agenda for the June Board meeting.

The 2021 Board Meeting Schedule was provided for the Board's review. Approval of the 2021 Board meeting schedule will be on the consent agenda for the June Board meeting.

In response to a question, the Board was advised that meeting room reservations for Edgewater are made through the City of Edgewater and no reservations are being accepted at this time. Amber Fisher will continue to work with Edgewater to schedule a Library Board meeting at that location.

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Trustees that the Board will continue to hold virtual meetings in June and may take a vote in June regarding in person meetings. The Chair further advised the Board that he is looking at cancelling the July Study Session as we have in the past.

- June 11, 2020 – Study Session – 5:30 pm – Online via WebEx
- June 18, 2020 – Board Meeting – 5:30 pm – Online via WebEx
- July 9, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via WebEx
- July 16, 2020 – Board Meeting – 5:30 pm – To be determined - Golden Library Meeting Room or Online via WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a copy of the response to a patron was sent to the Board via email.

ADJOURNMENT

The Board meeting was adjourned at 7:40 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", written over a light gray rectangular background.

Pam Anderson, Secretary