

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 18, 2020

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on June 18, 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), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez

Trustees not present: John Bodnar.

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 Pam Anderson 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 Kim Johnson the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for June 18, 2020

1. Approve the minutes of the May 14, 2020 Study Session
2. Approve the minutes of the May 21, 2020 Board Meeting
3. Baker & Taylor Contract Renewal Authorization
 - Authorize the Executive Director to sign the second renewal of the Baker & Taylor contract within the approved 2020 budget.
4. 2021 Governance Budget 4.8.2
 - Trustees adopt the proposed 2021 Governance Budget
5. 2021 Board Meeting Schedule
 - Trustees approve the 2021 Board Meeting Schedule.
6. City of Lakewood Agreement Extension
 - Authorize the Executive Director to sign the extension of the Intergovernmental Agreement with the City of Lakewood to place the alternative delivery systems within the City of Lakewood property through December 31, 2020.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is planning on reopening for book donations on July 1, and will follow all safety measures. There are lots of pending grants and a proposal for \$15,000 in special funds related to Covid was submitted. The Gates Family Foundation is reviewing a \$110,000 proposal for Belmar's Outdoor Adventure Space. The Foundation is hoping for an answer in September. The Finance Committee will vote next week on whether or not to pursue the loan opportunity related to the Economic Injury Disaster Loan (EIDL) program. The Foundation is eligible for a \$150,000, 30-year term loan.

Kim Johnson expressed appreciation to the Foundation for their continued efforts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director addressed the Board and noted that the Library is moving forward with the strategic plan. Julianne Rist will be presenting information on the many aspects of the Library's return to service. The Library submitted the special Cares Act Institute of Museum and Library Service (IMLS) grant for \$134,000. The grant focuses on the digital divide and staff did a great job putting the grant application together. Summer reading is

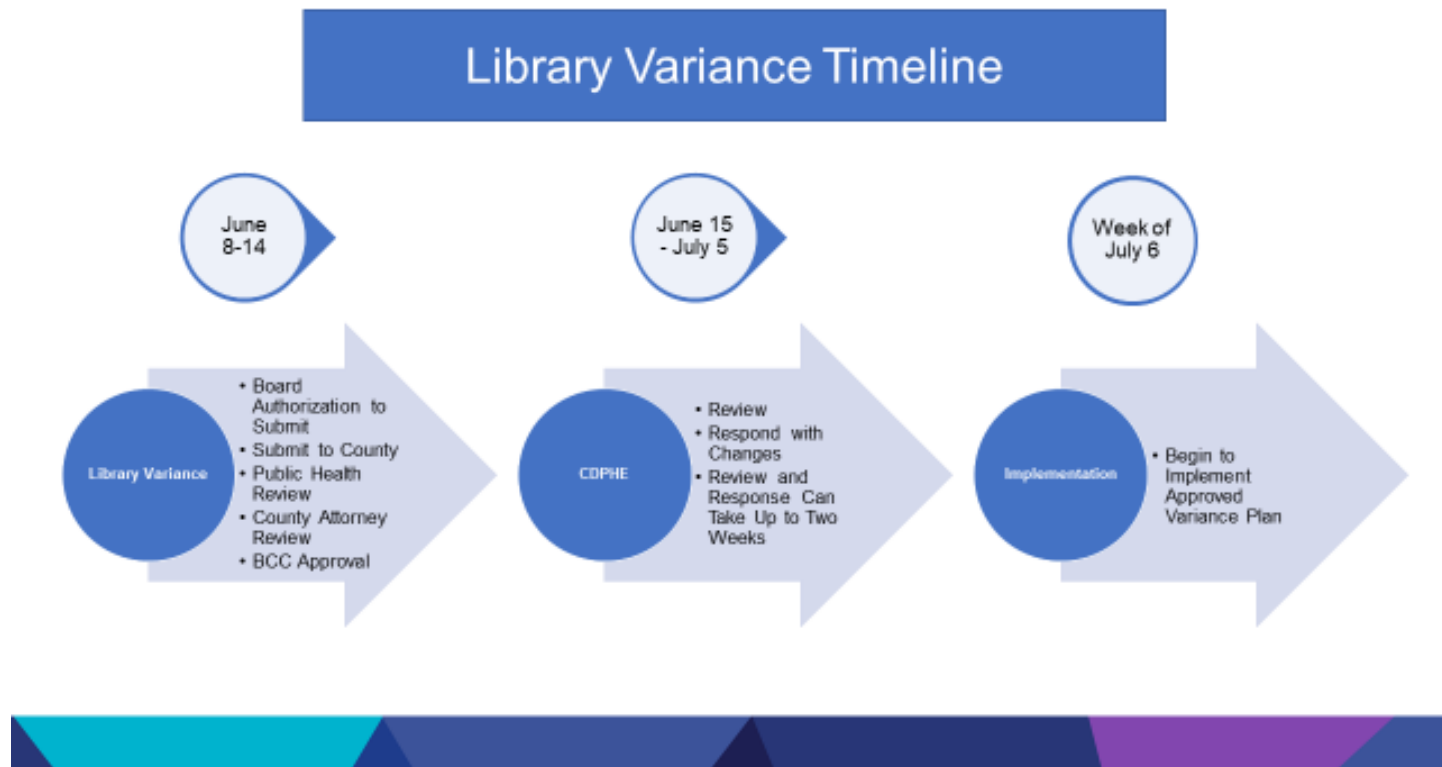
well underway and the Board was encouraged to sign up and explore all the different fun activities. The Executive Director asked the Board for their interest in the Library developing a plan for the Trustees to tour the Belmar Library. The Library is considering some small group tours, and a virtual tour for anyone not able to participate in a physical tour. The tours would be scheduled after hours to comply with social distancing requirements. The Board indicated interest and the Executive Director advised the Board that she will work on scheduling the tours and send invitations to the Board.

In response to questions, the Board was advised that:

- Information on the feedback on curbside services will be addressed during the presentation on the Library’s’ return to service.
- The IMLS grant is specific to Covid-19. The focus is around funding services the Library is providing in response to Covid-19. For example, people who can’t access remote services due to the digital divide. The Library’s submission included alternative services like holds lockers for people without access to online services.

Library Variance

The Executive Director addressed the Board and displayed the timeline for the variance process.



The Library submitted the variance after approval by the Library Board at the June Study Session. After review by County Public Health, the County Attorney and approval by the Board of County Commissioners, which should happen tomorrow, the variance will be submitted to the Colorado Department of Public Health and Environment. They will review the Library's variance and respond. That process can take two weeks although it is sometimes faster. Once the Library receives that response we will adjust our plan if there have been any changes. The Library will keep the Board informed.

Strategy and Engagement - Finance and Budget Department

Long-term Planning Scenarios

The Chair introduced the topic and expressed appreciation to the Board for their participation in the conversation around the scenarios at the Study Session. It was an important discussion toward prioritizing projects and considering the different scenarios and uncertainty of the fiscal environment.

The Executive Director addressed the Board and noted the request from some Trustees to provide information on adjustments to operating expenses, especially salaries and benefits. She noted that the Library wants to make sure we are providing clarity around that and addressing any questions and concerns. In 2020 the Library will backfill vacant positions that have been deemed critical for essential functions or services and will continue efforts to recruit and retain staff for the work that is ahead in 2020. The assumptions in long term planning include a considerably slower pace of FTE expansion. In the capital plan there are lots of decision points along the way to make sure the plan is affordable for the future and that the staffing plan doesn't impact the Library's ability to implement the long term capital plan. Next month, the Library will present the 2021 budget and long term capital plan to the Board. Trustees will see a more complete view of those expenses in relation to long term planning. The Executive Director inquired if this information provided clarity.

Trustee Pam Anderson expressed appreciation for the thoughtful approach and noted that it does provide the context she was looking for and that it helps inform her thinking around the long term capital plan.

2021 Budget Development Direction

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and provided an overview of what the Board reviewed last week at the Study Session. On Table 2, there is a summary of the impact on fund balance of the difference scenarios. The Executive Director's recommendation for capital projects is listed as the fourth item in the chart below.

	S. County Opening	Fund Balance			Result
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min	Below Min	Below Zero	Limited flexibility if recovery is slow
Evergreen first, then S. County	2026	Above Min	Below Min	Below Zero	Preserves some flexibility
Alternative Services, Evergreen Renovation then South County	2026	Above Min	Below Min	Below Zero	Enhances flexibility

The draft five-year capital plan includes the fourth item in the chart. If the Board approves, this will come back to the Board in July. The capital plan reflects the maintenance ARMs with a budget every year into the future and demonstrates the Library’s commitment. Additionally, salaries have been included in the long term.

The Chair asked if there were any questions, hearing none, he called for a motion to provide direction to the Library to develop the 2021 budget.

MOTION: Kim Johnson moved that the Board of Trustees authorize the Executive Director to develop the 2021 budget and five-year capital plan using the timing of major capital projects as Alternative Services, Evergreen Renovation, then South County and as illustrated in the draft five-year capital improvement plan presented today. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Trustee Anderson expressed appreciation to Donna Walker for her leadership and coming back to the Board with a creative solution to a scary situation. She noted that she has a lot of confidence that this plan gives the Board time to adapt.

The Chair expressed appreciation for the hard work and creative and proactive approach. He stated that the plan acknowledges that service to South County is a high priority and having alternative services at the top of the list demonstrates a way for the Library to be proactive in serving South County. It is a great solution with the financial flexibility we need and honors or commitments that were made during the mil levy campaign.

The Executive Director expressed appreciation to the Board for their support and noted that it was a team effort between the Board and Library staff.

Financial Report (May)

Barbara Long addressed the Board and provided a summary of the May financial tables. Property tax revenue is still on track with receipts around 70% it is still in the neighborhood of what we would expect. June will be telling as the Library usually receives about 25% of property tax revenue this month. In response to the Board's request, projected savings from pausing the Golden library project and South County acquisition are reflected on Table 5 in the last column, which is variance from budget. The Library made the first debt service payment and one of the notes will be retired at the end of the year which will reduce debt service from \$1.4 million to \$700,000.

In response to questions, the Board was advised that:

- The Library is still on schedule to spend funds in the annual capital maintenance ARMS. The Library is moving forward with the Arvada HVAC project, has processed the RFP and is receiving bids. The Library is also moving forward with the windows at Standley Lake.
- The Library will not replace the bookmobile this year. The Library will go out with a RFP and was ready to issue that RFP when the closure occurred. The Library is taking a step back and determining if there will be different requirement for that vehicle. The bookmobile will take a year to build.
- The ARMs for Information Technology will be spent. The sorter replacement is still being planned for November. The sorter is currently not under warranty and not supported. The computer replacement plan had to be accelerated to provide remote work stations and laptops for our vulnerable staff working from home. IT infrastructure has become even more of a critical need.

Belmar Project Financial Report

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

Public Services

Return to In-person Service

Julianne Rist, Director of Libraries, addressed the Board and provided information on library services with a summary of services currently being provided and plans for a gradual return to in-person service. In the previous Board meetings we talked about how we prepared spaces and staff to be in our buildings and provide access to physical material.

While our buildings were closed, and access to physical materials were not available some services never stopped.

- **Programming.** Virtual, remote and call in programming never stopped. Since the buildings closed we have offered 146 programs with 6,623 people having watched either live or a recorded version. We have pivoted with Summer Reading and teen volunteer opportunities transitioned to online. As of yesterday we had over 11,000 people registered.
- **Digital Services:** The website has kept our community informed about the library's current services, and highlighting our digital resources
- **Other Services:** Such as support to vulnerable populations, support to businesses & Book a Librarian appointments.
- **Alternative Services:** Non-staffed services like vending never closed, hold lockers restarted May 19, and delivery to bookmobile stops restarted June 8

Curbside service debuted at Standley Lake on May 16, and by May 30 we had 8 locations offering curbside pickup of holds 7 day a week from 10:00 am to 5:00 pm. We started with 8-10 appointments per hour and quickly saw that this would not meet the demand. On June 6, we doubled the number of appointment slots by streamlining our processes. For 5 of our locations this is meeting the demand and patrons can make an appointment for the next day when they receive notice that their items are ready. At 3 locations the demand was high so we pivoted once again and revised the service, dropping the barrier of making an appointment. Tomorrow we are piloting no appointment necessary to pick up items at Columbine our location with the longest wait time. This will have an impact to the experience of picking up your items. With an appointment your items are already bagged and waiting for you, without an appointment staff will need to pull the items after you call, so the wait in the car will be longer. After the pilot no appointment necessary will expand to Standley Lake and Lakewood, the other 2 locations with long wait times. In addition, next week Belmar will begin offering curbside pickup which should reduce the demand at Lakewood and Columbine.

We are also offering summer reading information & trackers through curbside service and just this week started to pilot printing as well. This was a need expressed by our community; many people have computers but do not have printers. While we are waiting to hear about the variance we are looking at other ways to expand the curbside offerings such as grab & go book bundles for those who do not have material on hold Library to You restarted the delivery of materials to bookmobile and lobby stops restarted June 8

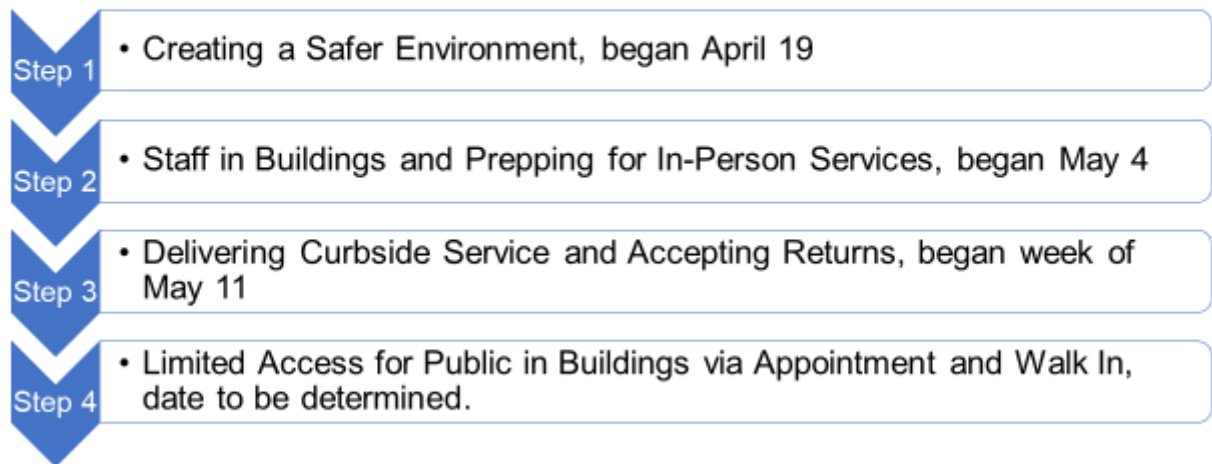
Curbside Statistics for May 16th-June 14th

- Total Appointments: 6,367

- Total Circulation: 33,312

Return to In-Person Service

GRADUAL RETURN TO IN-PERSON SERVICE



Using the library will look and feel different when people begin to walk back into our buildings. This will begin at the front door. Staff will be at the door greeting and counting to ensure we do not go over the building capacity. This means there may be a wait to get into the building. In order to meet social distancing the number of computers, and amount of seating will be reduced. Toys will not be out in the children’s area and service points will have Plexiglas shields. At all locations we will be providing dedicated hours for dedicated hours for seniors and other vulnerable populations

Appointment & Walk in

The differences between the two tiers is based on the building size. Appointment & Walk in Services will be available at our larger locations. This will meet the need for both those people who preplan and those who simply show up. The larger buildings have more computers and study rooms so some will be able to be reserved and some will be available for those who simply walk in. We will also be promoting our laptops that we check out to help with having to remove some desktop computers. The Library will limit the number of people in a building to 50% capacity. Services will be available by appointment with a certain percentage of slots available for patrons who just walk up. People will be able to reserve a computer or or study room in advance through either the website or the call center just like they did before the Covid 19 closure. The Library will provide dedicated hours for seniors and other vulnerable populations at our larger locations.

Walk in Services

Walk in services will be available at our medium locations and since we expect the reservations may outpace the demand, we will be reopening these buildings on a first come first served policy. You can simply come in and use the library, but there may be a wait. The physical set up will be the same due to social distancing. Computers, and seating will be removed and furniture rearranged to ensure we meet social distancing guidelines. Wheat Ridge will continue as curbside only.

Next Steps

We are taking this time and not waiting to expanding curbside and prepare for walk-in service. We are hoping to get a heads-up if we need to adjust our plans because of any changes to the variance, however, we will implement the approved variance plan in whatever form that might take.

June 15- July 5:

- Expand Curbside offerings
- Prepare for walk in services
- Adjust plans based on CDPHE feedback

Week of July 6:

- Begin implementing the approved variance plan

In response to questions, the Board was advised that:

- The Library is not accepting donations at this time because there is currently no way to do contactless donations. The Library is looking at how to phase that in.
- The Library does have dedicated resources for materials and has been ordering throughout the closure. However, they were not able to ship those items to us. The shipments will start flowing in again.
- The Library will provide information on what percentage of the 33,000 checked-out items were Spanish materials.

The Chair expressed appreciation for the thoughtful planning at this really challenging time and noted that he appreciates that the Library put the health of staff and patrons at the forefront. He noted that JCPL is ahead of other library systems.

Facilities & Construction Projects

Belmar Library Project Update

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and addressed the Board. Final inspections are completed and the building was turned over to the Library. There are a couple of minor things on the punch list and the move-in by JCPL is almost 100% complete. Belmar should be ready to open for curbside services next week. He noted that it is a beautiful building and can't wait for the Board to see it.

Trustee Johnson congratulated the Library on finishing the project in the middle of this challenging situation.

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

No items

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Trustees that he is not planning on holding a Study Session in July as the Board typically cancels that meeting. The July Board meeting will be important and the 2021 budget will be presented.

The Executive Director noted that the plan is to present the draft 2021 budget and 5-year capital plan at the July Board meeting for Board review and discussion. At the August Study Session, the Library will ask the Board for authorization to submit the 2021 budget.

The Chair advised the Board that the plan is to continue holding Board meetings in this online format unless something dramatically changes in the next few weeks.

In response to a question, the Board was advised that there is no additional information about the CAL conference at this time.

- July 9, 2020 – Study Session – 5:30 pm – CANCELLED
- July 16, 2020 – Board Meeting – 5:30 pm – Online via WebEx
- August 13, 2020 - Study Session – 5:30 pm – To be determined - Pam Nissler
Conference Room at Library Administration or Online via WebEx
- August 20, 2020 - Board Meeting – 5:30 pm – To be determined – Standley Lake Library
Meeting Room or Online via WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a response to an email from a patron looking for more information on the Library's return to service is being drafted.

The Executive Director advised the Board that the staff who worked so hard on the IMLS grant included Debbie Ridgell, Volunteer Program Coordinator; Jeff Ginger, Creative Technology Coordinator; and Padma Polepeddi, Assistant Director of Library Experience. The Chair noted that it was fantastic that they put the grant together so well and so quickly.

ADJOURNMENT

The Board meeting was adjourned at 6:30 pm.

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

Pam Anderson, Secretary