

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 13, 2020**

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on August 13, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:31 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez. Pam Anderson (Secretary), joined the meeting at 5:37 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, Engagement and Finance; 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: Jeanne Lomba 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

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

Items on the Consent Agenda for August 13, 2020

1. Approve July 16, 2020 Library Board Meeting Minutes
2. Library Board of Trustees authorize the Executive Director to sign a renewal of the contract with EBSCO within the approved 2020 budgeted amount.
3. Library Board of Trustees authorize the Executive Director to enter into a Master Services Agreement with Sentinel for IT professional services within the approved budgeted amounts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director advised the Board that she will provide a report at the meeting next week and that Julianne Rist, Director of Libraries is on the agenda next week and will provide more information about the Library reopening.

The Chair expressed appreciation to the Library staff on the massive effort that went into the reopening. It was logistically very challenging and ground breaking as not many librarians could say they reopened a library in a pandemic.

Trustee Anderson joined the meeting at 5:37 pm.

Strategy, Engagement and Finance

2021 Proposed Budget

The Executive Director advised the Board that Barbara Long, Assistant Director of Budget and Finance, has prepared a presentation outlining the 2021 proposed budget highlights. The Library is scheduled to present the proposed budget to the Board of County Commissioners at the 2021 Budget: Department Decision Package meeting on Monday, August 17.

Barbara Long addressed the Board and presented information on the 2021 proposed budget. The goal of this budget is to respond to changing economic times: going from more than seven years of growth to predicted decline and preparing for a steeper drop in property tax revenue from Gallagher.

Assumptions for 2021 Budget

- Property Tax Revenue Based on 4.5 Mills
- Increase in Salary Cost Estimated at 2.6%

- Benefits, Interest Revenue and County Charges Estimated

The Library and Library Board spent a lot of time looking at scenarios in June. The Board directed staff to use timing of capital projects to provide flexibility as we wait for more information.

5 & 10 Year Financial Model – Looking Towards the Future

- Financial Outlook 10 Years Out
- Property Tax Revenue Based on 4.5 Mill
- Assumes Gallagher Amendment in Effect
- Timing of Capital Projects: Alternative Services in 2021, Evergreen Begins in 2022, South County Begins in 2024

This budget takes a conservative approach to preserve options in light of unknowns. Preserving financial flexibility means saving fund balance for the next big capital projects: South County & Evergreen. For the first time, JCPL's budget includes a capital projects sinking fund.

2021 Proposed Budget Highlights

- Preserve Financial Sustainability and Flexibility in a Changed Environment
- Pause on Large Capital Projects
- Scale Back on Staffing Additions
- Expand Alternative Services

Revenues and Expenses

Projected total revenue for 2021 is \$47,078,996 and total projected expenses are \$40,347,456. Investment income will likely decrease in the final budget.

2021 Capital Investments

Capital investments focus on taking care of taxpayer assets and expanding alternative services.

Long Term Plan – Fund Balance

The long term plan is driving the budget and reflects the need to save in the current year and in the 2021 budget to fund capital projects in the future. The fund balance picture does not look wonderful, but the proposed budget does give the Library time to respond to changing information as it comes in and update the budget based on actual information not just projections.

Letter to the Board of County Commissioners – 2021 Budget

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library in 2021. (4.9.1). Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee Bodnar voting no on the motion.

Trustee Bodnar addressed the Board and stated that his no vote is based on the order of capital projects discussed in previous meetings and, as stated before, he feels we could proceed with South County.

2021 5-Year Capital Plan

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2021 5-Year Capital Plan request to the Board of County Commissioners (4.2.5 C). Seconded by Pam Anderson the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Trustee Bodnar addressed the Board and stated that due to moving South County to later he voted no on this item as well.

Trustee Anderson addressed the Board and expressed appreciation for work the staff did in pulling this budget together given everything else they are doing. She noted the amount of uncertainty, both professionally and personally, with the month to month variation in economic indicators. Usually five year plans are pretty stable and you can plan. We are in a unique circumstance. On the flip side, as we get more information we can adapt and be more flexible and we will need to continue to look at that. That ability is why she is supporting the capital plan.

Trustee Fellman addressed the Board and expressed her appreciation to Trustee Anderson for her comments throughout the budget discussions as they have been important and helpful to understanding the financial picture.

Trustee Johnson addressed the Board and expressed her appreciation to Trustee Anderson and Library staff. The flexibility the five year plan presents is remarkable during this time. That we can still leave a brand new branch in that plan is impressive.

2021 Proposed Budget Plan

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2021 Proposed Budget Plan to the Board of County Commissioners (4.2.5 C). Seconded by Jill Fellman the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Trustee Bodnar addressed the Board and stated that his comments are similar as before. The 4.5 mils will take the fund balance close to one year's operating expenses, exceeds public trust and is holding a lot in reserve. And, it is just a reserve and we have guaranteed income so he voted no for requesting 4.5 mils.

The Chair addressed the Board and stated that he appreciates the comments. These are extraordinary times and he was uncomfortable with the size of the fund balance but really appreciates the flexibility staff have given us and the ability to adjust. He noted that he is excited about moving forward quickly with South County and expressed appreciation for the hard work of the staff and Trustees.

Financial Review (June)

There were no questions from the Board regarding the June financials.

Public Services

Midwest Tape Contract Renewal Information

The Executive Director introduced the topic and advised the Board that Julianne Rist, Director of Libraries is present to answer any questions. There were no questions from the Board. The Trustees were advised that this item will appear on the consent agenda for authorization at the August 20, 2020 Library Board meeting.

Technology and Innovation

Standley Lake Sorter Amendment

The Executive Director introduced the topic and advised the Board that the Library is happy with this vendor and would like to move forward with the sorter amendment. In response to a question, the Board was advised that information on the current sorter at Standley Lake will be provided. The Board was further advised that this item will be pulled from the consent agenda for the August 20, 2020 Board meeting and an amended regular meeting agenda and consent agenda memorandum will be issued.

ITEMS REMOVED FROM THE CONSENT AGENDA

The Standley Lake Sorter Amendment was removed from the consent agenda and will be placed on the amended regular meeting agenda for August 20, 2020.

EMERGING ISSUES

There were no emerging issues.

ENDS

No items.

BOARD GOVERNANCE

The Chair addressed the Board and noted that the adjustments were prompted by changes in the sunshine law and holding online meetings due to the pandemic. Trustee Lomba, a member of the Bylaws Committee will be addressing the topic.

Trustee Lomba addressed the Board and noted that the Board has had the opportunity over the last week to review the proposed amendments. She provided a summary of the issues including the meeting notification change to online posting, public comment and the online forum for Board meetings.

A. Review proposed adjustments to Bylaws and Sunshine Resolution

- 1) H.B. 19-1087 Public Meetings – notice – online posting

B. Review Proposed adjustments to Bylaws and Governing Policy 4.3

- 2) Public Comment/Public Participation at Board Meetings
- 3) Online Meetings

The following comments and suggestions were acknowledged. More information and recommendations for moving forward will be provided at the next Board meeting.

- Item: Posting paper notices. This is more appropriately addressed in policy rather than the Bylaws. The Bylaws reflect legal requirements and how the Board complies. Paper notices are not a legal requirement. The Board Consensus is to post paper notices at libraries and include as a policy.
- Item: Statement recognizing the value of in-person meetings. This is better addressed in policy as it is more the “will of the Board” versus a legal “by law” requirement.
- Item: Regular and Special Meetings. There was wide ranging discussion regarding Special and Regular meetings and consistency/clarity between Regular and Special meetings.
- Item: Public Submittal of Presentation Materials/Handouts
 - Where to submit
 - At the discretion of the Chair
 - Time allowance to submit for a special meeting that may be called with little notice

Trustee Anderson left the meeting at 6:25 pm.

C. Review Policy Governance Monitoring Reports 2.5 through 2.9

In response to a question, the Board was advised that with regard to policy 2.8.8A Board Awareness and Support Fulfilling individual requests for information, the Executive Director acknowledged in the official interpretation that the provision requires her to

address official Board business with the Board as a whole. When reasonable requests for information come from individual Board members, she responds according to her best judgment. Compliance is outlined in the policy as keeping all members informed equally and can do so in her monthly report to the Board.

There were no other comments or questions from the Board regarding the Monitoring Reports.

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Board of the executive session planned for the August 20, 2020 meeting and asked all Trustees to please review the information in order to have a productive meeting.

Trustee Bodnar asked the Chair what data is being evaluated and what criteria is being used regarding in-person Board meetings.

The Chair advised the Board that there are several issues including logistics and accommodating the public in a safe way.

The Executive Director advised the Board that more information will be provided regarding the legal requirements and other challenges related to in-person Board meetings. Some of the issues include the current use of meeting rooms to hold quarantined materials and public access and how many people per square foot can safely be accommodated.

- August 20, 2020 - Board Meeting – 5:30 pm – CONFIRMED ONLINE VIA WEBEX with **Executive Session**
- September 10, 2020 – Study Session – 5:30 pm – AS OF NOW IT WILL BE ONLINE– Pam Nissler Conference Room at Library Administration or Online via Web Ex
- September 17, 2020 – Board Meeting – 5:30 pm – To be determined – Belmar Library Meeting Room or Online via WebEx
- October 8, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx
- October 15, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx
- November 12, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx
- November 19, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx

- December 10, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx.

CONFERENCES

- Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that as well as planning for the annual joint meeting with the Foundation, there will be other opportunities for information exchange. There is a request from the Foundation for more dialog. After the Trustees have a chance to review the components of the relationship, which is on the agenda for next week, we will be able to have a much more constructive discussion with the Foundation. It is important to understand the relationship and issues and make sure the Trustees have the background information to understand the issues including ROI. We act as a Board and make decisions as a Board. In the past, working groups were established where the entire Library Board was not involved. The intent for the next meeting and meetings with the Foundation further down the road, is for the entire Library Board to be involved and engaged.

Trustee Lomba noted the video on the opening of the Belmar Library and encouraged the Trustees to view the video as it is very well done and enjoyable.

ADJOURNMENT

The Board meeting was adjourned at 7:15 pm.



For: Pam Anderson, Secretary