

**Minutes of the Regular Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
October 15, 2020

**CALL TO ORDER – SPECIAL MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on October 15, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:32 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; 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; Kurt Behn, County Attorney’s Office; 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:** 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**

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. There were no public comments.

**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 as presented. Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee Anderson abstaining.

Items on the Consent Agenda for October 15, 2020

1. Minutes of September 17, 2020 Board Meeting

**FOUNDATION UPDATE**

Jo Schantz, Foundation Executive Director, provided an update to the Board. The fall Whale Sale is taking place at the Fairgrounds. Jo expressed appreciation to Kim Johnson who was one of the cashiers. The sale continues thru Sunday. The Authors in the Afternoon event is scheduled for November 6. There are two levels of tickets. In person tickets are \$50 with refreshments and chance to meet with the authors, and virtual tickets are \$20. The Foundation is opening up Whale's Tale Books and Gifts at Colorado Mills on a short term lease from December 1 to January 17. The Foundation is testing to see if it is a good location for a book store and this will also providing a place to hold holiday book sales. Jo was appointed to the CSU Extensions Advisory Committee. The Foundation entered into an agreement with Dream Books, a book vendor who will be selling residuals and overflow from parking lot pods. The agreement is a 50-50 split on revenue from those books. The Foundation received a commitment for \$100,000 from Allison Brigham as a memorial contribution for her parents for the Belmar Library Outdoor Adventure Space. The Foundation expects to bring a naming agreement to the Library Board.

Kim Johnson, Trustee Liaison, expressed appreciation to Jo and her team for the work that went into adjusting the Whale Sale. It was a very pleasant atmosphere and the volunteers were excited to be back working the book sale.

**EXECUTIVE DIRECTOR REPORT**

The Executive Director expressed appreciation to the Board of County Commissioners for reappointing Pam Anderson and Charles Naumer to the Library Board. Next week the Executive Director will be giving a tour of the Belmar Library to Commissioner Dahlkemper.

Review Executive Director Evaluation Process

The Chair introduced the topic and turned the discussion over to the Executive Director. The Executive Director expressed appreciation to the Board for trying out the new process. It was a more collaborative process that involved the Board, the People and Culture Division and the Executive Assistant. Receiving one evaluation message in writing from the Board was very helpful. The Executive Director recommended that the Board consider bringing someone in to perform a compensation analysis.

In response to a question, the Board was advised that the compensation analysis could be performed every other year or every third year.

The Chair expressed appreciation to the Executive Director for developing the evaluation process. The previous process did not balance individual opinions and Board opinion. This process was a good balance and provided one message from the Board and allowed individual Trustees the opportunity to express their views as well. Trustee Fellman expressed appreciation that the process allowed the Trustees to speak as a Board which was helpful to her as a new Trustee.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Strategy, Engagement and Finance**

#### Finance and Budget

The Executive Director introduced the topic and turned the conversation over to Barbara Long, Assistant Director of Finance and Budget.

#### Financial Review (August)

There were no questions about the August financial report.

#### Financial Report (September)

Barbara Long, Assistant Director of Finance and Budget, advised the Board that property tax revenues look good, however, the Library is expecting a large abatement in December that will drop revenue. The Trustees were advised that with the end of the third quarter, the Library is starting to make projections in terms of year end. Projections indicate savings in operating and savings in capital due to the delays in capital projects.

In response to a question, the Board was advised that the Library was expecting declines in fines and fees. There were additional declines in print revenue due to the closure.

The Chair suggested that at some point in the future, it may be interesting to talk about the changes in expenses due to Covid-19 including any savings and how those expenses moved from one category to another.

### **Public Services**

#### Civic Engagement: 2020 Census and Election

The Executive Director introduced the topic and advised the Board that one of the Edge recommendations is the Library's connection to local government and civic engagement. She advised the Board that Julianne Rist, Director of Libraries, has prepared information for the Board that spot lights those services.

Julianne Rist addressed the Board and presented information on the Library's civic engagement activities.

### Civic Engagement at JCPL

- Census Support
- Ballot Boxes
- Polling Locations
- Election Tables
- Election Resource Page at [jeffcolibrary.org](http://jeffcolibrary.org)

JCPL has a long history of supporting civic engagement in our community. In fact, civic engagement is illustrated in our mission statement "Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities." We know that a strong and vibrant community starts with informed and engaged citizens. The census is a count of every person living in the United States that happens every 10 years. This massive undertaking is mandated in our Constitution, and the U.S. Census Bureau has done this count since 1790. This year we have supported the census ensuring everyone has the opportunity to be counted.

One of the other ways we support civic engagement is by being a public space. We have shown that same support by being a place where our residents can cast their votes. When Jefferson County began to use ballot boxes JCPL libraries were one of the first locations selected for installation. Our libraries have hosted polling for over 10 years. JCPL also provides space both physically in our locations and digitally on our website. Election tables give all candidates and points of view the opportunity to make their information available to our community. The Digital Experience and Adult Services staff developed an Election Resources page for [jeffcolibrary.org](http://jeffcolibrary.org), where patrons can find information about how to register to vote and track their ballot, key dates, and links to external resources.

### Census Engagement

Support for the Census began in 2019 with staff involved in several community planning committees. JCPL has continued to ensure everyone has the opportunity to be counted throughout the changing deadlines for registering. Some of the ways we have supported the Census include:

- Staff represented JCPL on Jeffco's Complete Count Committee
- Staff acted as liaison with 2020 Census staff
- Locations had a dedicated "2020 Census" laptop for residents to use to register
- Staff created a dedicated information and resource page on our website:  
<https://jeffcolibrary.org/2020-census/>

- JCPL promoted the census on public library computers, in eNewsletters, on social media, on LCD screens, patron due-date slips and 6,000 census bookmarks were included in curbside service during September.

### What's Different This Year

This year library services will look a bit different during early voting and on Election Day. JCPL has worked closely with the Elections Department on many issues this year such as building capacities and how to queue lines for those waiting to vote. After a discussion with the elections staff, JCPL decided to follow their recommendation and not bring in additional security for early voting.

### Polling Place Service Adjustments: Early Voting

JCPL will be adapting library services to support the upcoming elections. Voting this year has unique challenges due to the COVID-19 pandemic. With limited building capacities, and in order to meet County Health Department safety guidelines, the Library has decided to offer curbside services only at the locations offering early voting. This decision was not made lightly.

Changes affect only those locations serving as early voting polling places October 19 through November 3:

- Belmar
- Columbine
- Evergreen
- Standley Lake
- Lakewood will be a polling location on Nov. 2 and 3

Providing curbside services still allows access to physical materials for our patrons, and other locations will be available for walk in services for our community. All patrons will continue to have access to virtual services including our website, online library, Book a Librarian, virtual events, Call Center and email support.

### Election Day November 3

Polling locations:

- Belmar
- Columbine
- Evergreen
- Standley Lake
- Lakewood

On November 3, elections will be setting up tents in the parking lots of Belmar, Columbine and Standley Lake to increase the number of people they can accommodate. We have also made the decision that the five locations serving as polling places on Election Day will be

closed to all activities except voting on that day. Our other locations will be open for normal library services. 24-Hour Ballot Drop Boxes are available at Belmar, Columbine, Evergreen, Lakewood and Standley Lake.

In response to questions, the Board was advised that:

- There are cameras focused on the ballot boxes with 24 hour surveillance. JCPL would provide footage if requested by County Elections.
- In-person early voting begins on October 19 at Belmar, Columbine, Evergreen and Standley Lake

Trustee Anderson expressed appreciation to the Library for the wonderful and necessary changes to accommodate this unique year for voting. The partnership with the Library was really valuable during her time at County Elections. The work requires a lot of time and collaboration and it is appreciated.

Trustee Bodnar expressed appreciation and acknowledged that the Library is a good supporter of the elections and that he supports the idea to close on Election Day given the unprecedented demand.

### **Facilities and Construction Projects**

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that last year they approved the contracts for snow removal with these companies. The Library is satisfied with the work they are doing and would like to extend those contracts for another year. In response to questions, the Board was advised that:

- The costs are approximately the same. The last time period, from September to December the cost was \$108,000 and in the spring it was \$120,000. It is always an estimate on how much or how often it will snow.
- The contracts have stayed the same and costs are based on a per-inch and per-event basis.

### **Bear Creek Landscape Snow Removal Contract**

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Bear Creek Landscape Co. for snow mitigation services at the Evergreen Library within the approved budgeted amount. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

### Co-Cal Landscape Snow Removal Contract

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to renew the contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen within the approved budgeted amount. Seconded by Jeanne Lomba 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**

#### Amendment B. Guest: Kurt Behn, County Attorney's Office

The Chair introduced the topic and advised the Board that Kurt Behn from the County Attorney's office was available to answer questions.

The Executive Director advised the Board that based on the budget discussions from April through July, and the impact to the Library's capital plan and long term financial forecast, it seemed appropriate for the Trustees to consider a resolution endorsing Amendment B. The County Attorney's office was very helpful in drafting the resolution to make sure we complied with and met the standards of the Fair Campaign Practices Act.

The Chair acknowledged the significant financial impact on the Library and noted that it is appropriate for the Board to consider the resolution. The Chair called for, and received, a consensus of the Board to consider a motion to adopt the resolution in support of Amendment B.

**MOTION:** Jill Fellman moved that the Library Board of Trustees adopt Resolution LB 10-15-20 in support of Amendment B to repeal the Gallagher Amendment. Seconded by German Zarate-Bohorquez, voting on the motion was suspended for Trustee discussion and comment.

Trustee Fellman noted that the Board's review of the different financial scenarios and tables indicating the significant impacts on funding to the Library in respect to Gallagher is an issue that the Board needs to address to be responsive.

Trustee Bodnar noted that as a citizen he is in favor of Amendment B, however, he is unsure of the Board's role.

The Chair acknowledged the comments of Trustee Fellman and Trustee Bodnar. He noted that this issue is so important to the Library, will have such a big impact and that he is also

personally in favor of repealing Gallagher. It was voted on 34 years ago and has become outdated and caused a squeezing of our finances and makes it hard for the State and libraries going forward. As a Board, this has such an impact that it is very appropriate to take a public position.

Trustee Anderson stated that she agrees with the comments and understands Trustee Bodnar's concern around civic engagement and the importance of the Library to maintain neutral space. She noted that she contemplated this issue and its direct correlation to the Library and the impacts to the services we provide. She stated that she is in support of the resolution.

Trustee Johnson expressed appreciation to Trustee Bodnar and Trustee Anderson and noted that their comments helped her think through the issue. She has a personal opinion on supporting Amendment B, but was also unsure of her role as a Trustee. She noted that in the Trustees role as representatives of the tax payers, the impact to the reduction in library service is not what our public would want.

In response to a question the Board was advised that the Library has been working with the County Attorney's office on a fact sheet to conform to the Fair Campaign Practices Act. If the Board passes a resolution it could become part of that fact sheet which would need to include pro and con statements. The fact sheet would be helpful for staff to respond to any questions they may receive.

The Chair expressed appreciation to the Executive Director, Kurt Behn, the Library staff and the Trustees for their thoughtful approach.

**MOTION:** Jill Fellman moved that the Library Board of Trustees adopt Resolution LB 10-15-20 in support of Amendment B to repeal the Gallagher Amendment. Seconded by German Zarate-Bohorquez, the motion passed by unanimous vote of all Trustees present.

### Holiday Party

The Chair advised the Board that he has been waiting to see how the situation around Covid-19 would play out before bringing plans for a holiday party to the Board. He advised the Board that due to continuing concerns he is suggesting that the holiday party be postponed to early summer and possibly having an outdoor event. Trustee Fellman noted that it could be fun to have the party this in the summer at a park with spouses and families. The Chair asked for and received consensus from the Board to revisit plans for the holiday party in the spring.



### D-Tech International Contract Amendment

The Executive Director introduced the topic and noted that for those Trustees who were able to attend the meeting with the Board of County Commissioners, the Library was encouraged to find more Covid-19 qualified expenses. Library Staff had already been working to get more lockers to pilot at more locations. The Library has heard from Belmar patrons that they love the redesign of the library, but they want the lockers. JCPL is very excited about the opportunity with D-Tech International.

Julianne Rist noted that staff is excited to do something positive and expand access to library materials, not only to underserved areas, but library locations as well. The lockers were well received by the Belmar community and is receiving good usage data from the Ridge Center. The equipment has only been at the Ridge Center for 12 days. D-Tech International has a proven product, the system works well, and it is intuitive and easy for the community to use. Expanding this alternative service will increase access beyond our current operating hours. Additionally, if JCPL has to roll back hours this is another way to continue bringing services to the community. There is also the opportunity to apply for CARES ACT funding and the potential for reimbursement.

In response to questions, the Board was advised that:

- The contract is within the current budget for alternative services and still leaves money in that budget to try other alternative services.
- The areas the Library is considering include Belmar, Columbine, Standley Lake, Golden and an area in northwest Jefferson County.
- D-Tech is the same provider as our current lockers
- During the 12 days the lockers have been at the Ridge Center there have been 137 items checked out to 89 patrons. The Library sent an email to South County patrons about the service on October 1 and the first hold request was received on October 2.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the contract amendment with D-Tech International USA for the purchase of additional equipment, maintenance, delivery, and training within the approved budgeted amount. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

### **ENDS**

No items.

### **BOARD GOVERNANCE**

No items.

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

In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.

The Chair advised the Board of the joint meeting with the Foundation Board on November 19, from 5:00-5:30 pm.

- November 12, 2020 – Study Session – 5:30 pm – Online via WebEx
- November 19, 2020
  - Joint Meeting of the Library & Foundation Boards 5:00 – 5:30 Online via WebEx
  - Library Board Meeting – 5:40 pm – Online via WebEx
- December 10, 2020 – Board Meeting – 5:30 pm – Online via WebEx.

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

There were no announcements.

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:32 pm.

A handwritten signature in black ink, appearing to read "Kimberly D. Anderson". The signature is fluid and cursive, written in a professional style.

For: Pam Anderson, Secretary

BEFORE THE BOARD OF TRUSTEES  
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

Resolution No.; LB 10-15-2020

**Resolution in Support of Amendment B to Repeal the Gallagher Amendment**

WHEREAS, pursuant to C.R.S. 24-90-108, the Jefferson County Public Library Board of Trustees is responsible for the management and operation of the Jefferson County Public Library; and

WHEREAS, the Gallagher Amendment in the Colorado Constitution mandates that property taxes assessed on residential property can only make up 45% of the total property taxes the state collects, with non-residential property taxes (i.e. commercial property and vacant land) making up the remaining 55%; and

WHEREAS, the Gallagher Amendment Repeal and Property Tax Assessment Rates Measure (the "Gallagher Amendment Repeal Measure") will appear as Amendment B on the state ballot in the November 3, 2020, Colorado election; and

WHEREAS, in order to maintain the split between residential and non-residential tax rates set forth in the Gallagher Amendment Colorado uses a calculation called the Residential Assessment Rate (RAR) in order to keep this 45/55 ratio between residential and non-residential property taxes; and

WHEREAS, the residential assessment rate is adjusted to maintain the 45/55 ratio between residential and nonresidential property taxes, as a result, the residential assessment rate has dropped from 21% in 1982 to 7.15% in 2020, while the non-residential assessment rate has stayed at 29%.; and

WHEREAS, this precipitous drop in the residential assessment rate has been driven by the rapidly rising value of residential property in Colorado, especially along the Front Range. Currently, residential property makes up about 80% of the total valuation of Colorado property – substantially more than the 45% cap implemented by the Gallagher Amendment; and

WHEREAS, previous adjustments required by the Gallagher Amendment have reduced the residential property tax rate from 21% to 7.15%, resulting in significant reductions in residential property tax revenue available to the Jefferson County Public Library; and

WHEREAS, if the Gallagher Amendment Repeal Measure does not pass, the Residential Assessment Rate is anticipated to drop from 7.15% to 5.88% in 2021, which will decrease funding for the library resulting in a possible \$7 million drop in Library revenues starting in 2022 which will have a significant impact on the ability of the library to continue to provide services to the citizens of Jefferson County; and

WHEREAS, if the Gallagher Amendment Repeal Measure passes, Senate Bill 20-223 of the Colorado General Assembly will take effect freezing property tax assessment rates at the current rates, 7.15% for residential property and 29% for non-residential property; and

WHEREAS, the repeal of the Gallagher Amendment allows the Library to maintain revenues, expand staffing and services, implement the five-year capital plan including a new library in South Jefferson County and redesign two libraries; and

WHEREAS, the Colorado Fair Campaign Practices Act authorizes local governments to adopt resolutions in support of or opposition to ballot issues, and it is the desire of the Jefferson County Public Library Board of Trustees to express its overwhelming and strongest support of the Gallagher Amendment Repeal Measure.

NOW, THEREFORE, BE IT RESOLVED THAT THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, IN THE STATE OF COLORADO affirmatively supports the bipartisan ballot question regarding the Gallagher Amendment Repeal Measure and urges Jefferson County electors to vote YES on Amendment B at the November 3, 2020 election.

Adopted this 15<sup>th</sup> day of October 2020.