

Minutes of the **Joint** Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
November 19, 2020

CALL TO ORDER – JOINT MEETING

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held online via WebEx on November 19, 2020. Library Board of Trustees Chair, Charles Naumer called the joint meeting to order at 5:07 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman and Jeanne Lomba

Trustees not present for the Joint meeting: Pam Anderson and German Zarate-Bohorquez.

Jefferson County Library Foundation Board members and Staff present: Ana Rojas-Artica (President); Deborah Deal (Vice-President); Linda Fleming (Secretary); Ron Benson; (Treasurer); Neal Browne; Linda Fleming; Ron J. Marquez; Sally Reed and Jo Schantz (Foundation Executive Director).

Jefferson County Public Library 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; Sandie Coutts, Director of People and Culture; Marc Calder, Manager 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; Sharon Koenig, Training Specialist; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

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

Introductions

The Library Board Chair opened the meeting with introductions. Trustees and Foundation Board Member shared information on their service and thoughts on libraries. The Chair expressed appreciation to all for their service and recognized that both boards are made up of volunteers dedicated to our communities and the library system that supports the members of our community.

Opening Remarks

The Library Board Chair, Charles Naumer, shared a presentation and overview of the Library's response to Covid-19, strategic planning and the 2021 budget

With Covid-19, 2020 was a very unusual year. As you can imagine there were a number of challenges; providing services to patrons and the implications on our budget and planning. The Board spent significant time on planning and budgeting around the uncertain economic climate. Some of the major agenda items we've addressed included aggressively pursuing capital projects, infrastructure, a new library in South County, and remodeling Evergreen and Standley Lake. The 2015 mil levy campaign allowed us to move forward and we started 2020 expecting to do these projects. Staff made responsible decisions protecting patrons and staff and navigating the many challenges of Covid 19.

The Board's strategic and capital planning included the Gallagher Amendment and looking at a readjustment of property tax revenue. When forecasting revenue based on the potential readjustment our revenue took a big hit. Now that Gallagher has been repealed we're in a better position although we are still looking at Covid 19 and how it will impact the economy. For 2021 we had to make adjustments and we took a conservative approach with the 2021 budget. We paused large capital projects, scaled back staff additions and physical books. We expanded alternative services like vending machines and hold pick up lockers.

With the fund balance we have been fortunate and were in a good situation as we planned for capital projects. We looked at the new projections and the fund balance takes a precipitous fall. We also looked at covering operating expenses. With the Gallagher repeal we are able to readjust. We can start working on South County and we have reprioritized an acquisition in South County in a responsible way. The Board has a big responsibility to the tax payers of Jefferson County to make sure we cover operating expenses and that the fund balance is within upper and lower limits.

Presenting you with this information will give a good sense on where we've been and where we are planning going forward. Staff has done an excellent job posting material on the website and you can find a history of decision making on the website under the strategic planning section.

The Foundation Board President, Ana Rojas-Artica, expressed appreciation for the joint meeting and the opportunity to get to know each other. The Foundation Board President shared highlights of the Foundation's activities.

The Foundation launched new endowment (Rose Community Foundation) with \$15,000 invested and a \$10,000 match from Rose that today has grown to more than \$28,000. The main endowment has grown to more than \$621,000. The 2019 Whale Sale was a record \$80,000 and in 2020 sales were \$45,000 which was great because Covid restrictions limited the number of shoppers. Our precautions worked well. We held a tent sale at the Brass Armadillo that brought in \$7,000. JCLF (Jefferson County Library Foundation) secured naming opportunities including (\$25,000 Genesee Mountain Foundation/ Lynn McDonald; \$7,500 Victoria Ponce; \$5,000 Melvin Wolf; \$5,000 Bank of Colorado; \$1,000 Rachelle Naishtut; \$1,000 Fransen Pittman; and \$7,500 from the City of Lakewood).

JCLF signed a short-term contract for a temporary holiday book store in Colorado Mills. The bookstore, Whale's Tale Books and Gifts, will be open November 27 until January 17. Then JCLF will assess and decide if we want to continue. Over the past few months we had new Foundation Board members, Kim Johnson, Linda Lovin, Kirby Edwards, Linda Fleming, Deborah Deal and Cleo Arellano. We installed new officers, myself (Ana Rojas-Artica) as President, Deborah Deal as Vice-President, Linda Fleming as Secretary and Ron Benson as Treasurer. In addition we have three new staff members, Susan Spring, Neal Thoreson and Kristin Craig. Deborah Deal was also the Whale Sale Coordinator. In 2020 we gave more than \$190,000 to the Library. This year we aim to give \$160,000 despite the disruption of Covid which closed JCLF for a few months.

The Foundation also provided summer reading prize monies and helped support JCPL's 2019 Epic Stem Competition. Through ongoing grant writing JCLF will help supply Babies First Books, 1000 Books before Kindergarten and Summer Reading. The 2020 Friends Annual meeting was held in March 2020. The Foundation applied for Covid relief including an economic injury loan, \$150,000; Jeffco Hope Fund of \$12,000 for general operating support and Jeffco Cares, \$10,000 for general operating.

The Foundation Board President invited the Library Board to stop by the Foundation offices to see how hard the Foundation staff works.

The **Joint** meeting was adjourned at 5:38 p.m.

REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, November 19, 2020

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on November 19, 2020. Library Board of Trustees Chair, Charles Naumer called the regular meeting to order at 5:44 p.m. Other Trustees present: Kim

Johnson (Vice-Chair), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Pam Anderson

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; Sandie Coutts, Director of People and Culture; Marc Calder, Manager 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; Sharon Koenig, Training Specialist; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba 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. The Chair acknowledged that the Board's policy is not to respond to public comments during the meeting. The Chair noted five public comments were received and read those comments into the record.

From: Jessica, Lakewood

I'm really concerned that I have been getting so many emails opening and closing and opening and closing of the libraries. Please close down the libraries and leave them closed to the public. There is no reason to put our 'public servants' in harm's way. Curbside pickup and online use is plenty. Please protect your employees and stop putting the public at risk. This is a pandemic and people are getting sick and dying. I have seen the abuse that library employees have been taking from the public in regards to mask mandates, safety protocols, and cleanliness. It is unreasonable to expect your employees to endure this mistreatment when it is not essential. Please shut down the libraries and protect your employees and the people of Jefferson County. Thank you

From: Tricia

What are you actively doing to keep your immunocompromised staff and your staff who live with those who are immunocompromised? Will you be sending them home with pay?

From: Shelby, Littleton:

The libraries should remain with curbside only. The number of cases is too high for any business to operate as normal, especially one that is not essential for basic needs such as food.

From Joshua:

I believe that at the time that restaurants and bars disallow indoor dining, indoor walk-in services should be disallowed as well. I understand that people may still need some services, so curbside pickup and possible reservation only access to study rooms should be available to people who need the internet. Thank you

From Michael J.:

To the Board of Trustees, I am writing to you today with concern for our community. The numbers of COVID-19 cases in these past few weeks are alarming and cause for proper action. Jefferson County cases are currently 5x as much as the numbers present during our first shut down. We have a responsibility to our community to make decisions that will impact their safety. While I understand the importance of services the library provides to the public, the need for protection is imperative at this moment. I implore you to close your buildings to the public until cases are manageable. Close for the good of our overburdened health care workers, the elderly, the immunocompromised, and our community. We cannot ignore this pandemic. Through unity and proper precautions, we can save lives and loved ones. Thank you for your time.

The Chair advised the Board that he will work with the Executive Director on responses to the 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for November 19, 2020

1. Minutes of the October 15, 2020 Board Meeting

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation had to postpone the authors in afternoon event originally scheduled for November 6, due to Covid restrictions. The event has tentatively been rescheduled to April 23. The Foundation is planning on opening the bookstore, Whale's Tales and has been in contact with Colorado Mills to make sure they can move forward. The plan was to open on December 1, but the volunteer coordinator was able to round up volunteers for an opening on Black Friday, November 27. The Foundation has grants, sponsorships and a long list of proposals out and pending. The Foundation did receive \$5,000 for general operating from the Virginia Hill Foundation. Colorado Gives Day is December 8. The Foundation Executive Director asked the Library Board to be sure to schedule their donation and expressed appreciation for the Library Board's support.

In response to questions, the Board was advised that:

- The Foundation is planning on opening the bookstore at 50% capacity and is in contact with Colorado Mills to confirm how many people can be in the bookstore at one time.
- The Foundation book sales do include Spanish language books. It may be possible to hold a pop up tent sale with Spanish language books. The Foundation Executive Director expressed appreciation to Trustee Zarate-Bohorquez for his offer to help get the word out.

Kim Johnson, Trustee Liaison, asked the Trustees to consider giving a donation to the Foundation on Colorado Gives Day. Trustee Johnson congratulated the Foundation on the successful and healthy Whale Sale. She noted that during her volunteer shift she was impressed with how well the event was organized and extended her best wishes on the bookstore. Trustee Johnson noted that the Foundation's governance committee is looking and how the Trustee liaison and Library Executive Director roles are reflected on the Foundation Board.

EXECUTIVE DIRECTOR REPORT

The Executive Director advised the Board that she attended a meeting with JCPH (Jefferson County Public Health) and elected officials from local municipalities. She noted that she had reached out to JCPH for clarification on the new public health order. The classification for libraries has changed several times and libraries are now listed under critical businesses. In the response from JCPH she was advised to expect more changes in the next few days that may be around the restrictions. The new order doesn't list critical businesses but does list critical and non-critical retail which the Library is assuming is a critical business. The new level red classification includes capacity at 50% allowed inside, dedicated hours for at-risk populations and emphasizes curbside service. Even in the new

purple level, curbside service is allowed. Indoor events would be closed. The Library always starts with the law and what is allowed under the law. JCPL will continue with 25% capacity rather than 50% and will continue curbside services. With the reduced capacity for the public the amount of time allowed inside the buildings was reduced to one hour, study rooms will no longer be available and additional seating and tables were removed. The Library has a team looking at comments from patrons. There are many people happy and glad to be able to come in. Negative comments are split between people unhappy when we are open or people unhappy when we are closed. We will continue to make decisions on providing services with the support and understanding from JCPH.

In response to questions, the Board was advised that:

- When responding to public and patron comments, the Library includes information from the public health orders and includes a link to the website for the most recent library service information.
- The Library is not sure how libraries received a designation as a critical business. The Library is not sure if the State Library advocated or if libraries showed how responsible they are in safely offering services. When reviewing information on outbreaks and places where transmission is happening, our libraries are not one of those places. The designation as a critical business gives us maneuverability. When we were designated as an indoor event we would be closed under level red and not even able to offer curbside. We are not sure if this critical business designation is a reflection on the way we are approaching our safety protocols and there are not many incidents of people not wearing masks. As soon as new public health orders are issued we search to see where we are listed. We are hopeful that this critical business categorization stays. We are not listed as a critical government operation.
- Some of the areas where transmission is occurring include private indoor events and restaurants. Churches are also listed.
- The last time the Public Health Order (PHO) changed JCPL was at 25% capacity. Then we needed to make adjustments to not allow anyone inside. On Tuesday, the new PHO came out and allowed 25% and now it has changed again. It is really hard for staff to keep switching and the fewer people coming in the better. People are coming in and getting what they need. We have not had people waiting to come into the building. We will continue to look at our services and this designation gives us maneuverability to go up or down in capacity. The latest PHO expires on November 30.
- Wait times are one of the trigger points to review our service plan. We also have to look at staffing as it takes more staff to run both services. Increasing community transmission is also something that we consider.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement and Finance

2021 Final Recommended Budget Finance

The Chair advised the Board that in order to submit the supplemental budget to the BCC on December 15, the Board will need to authorize that supplemental at the December 10, Board meeting. The budget information is being provided now so the Board can be prepared for that December Board meeting and authorization. There will be more opportunity to discuss the supplemental and ask questions before the vote.

The Executive Director introduced the topic and noted that the memo in the Board's information packet includes a good summary. The Library promised it would have an alternate budget if Gallagher was repealed. The 2021 final recommended budget keeps that promise. The Executive Director thanked the Board for endorsing Amendment B. The alternate budget should be familiar. The 5 year plan brings back the original approach with South County moving forward. The Library is slowing down staff expansion so we don't run into trouble with a longer term recession. We added in money for alternative services in South County because we weren't moving forward with that project before Gallagher was repealed. Now we are taking that out. In December, Barbara Long, Assistant Director of Finance and Budget will have a presentation and the Library will ask the Board to support the supplemental along with the original budget.

The Chair noted that originally, the Library was planning a purchase for South County this year. That plan got put on hold. With information on the impact of Gallagher, other capital projects like Evergreen and Standley Lake moved in front of South County and everything got pushed out. With the Gallagher repeal, South County is now back on track and the Library is looking at getting to a purchase in 2021. The rest of the capital projects are back in the timeline as originally planned.

In response to questions, the Board was advised that:

- In terms of the operating budget there were two things we did in 2020 that will continue in 2021. We reduced the physical collections budget and that will continue in 2021. The original staffing expansion plan called for 92 staff added over a certain number of years. The Library has slowed that way down so that we don't get to a place where we can't afford the operating costs if the recession gets worse or lasts a long time. The next big bump in operations occurs in 2024 when South County opens. It takes approximately \$1.5 million in operating costs per year to run a library of that size.

- The Library always uses the County's projections for the annual budget. The Library will confirm that the 5% projections in the longer term plan are also from the County and clarify that information at the December Board meeting.

The Chair expressed appreciation to Marc Calder for all the work he put in to provide the information.

Financial Report (October)

There were no questions about the October financial report.

Public Services

Bookmobile Contract Authorization

The Executive Director noted that the bookmobile has been in the Library's budget for a while and the Library received bids. Julianne Rist, Director of Libraries, included more information in the Board's packet.

Julianne Rist advised the Board that the Library issued a RFP and received three good proposals. The team reviewing the proposals reached a unanimous choice of vendor, Summit Bodyworks. This vendor is the same group that built the Library's van for lobby stops. Their proposal was mid-priced, had lots of options and they are based locally. The Library's experience with Summit is that they are easy to work with and we can go out and check on the vehicle as it progresses.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Summit Bodyworks for the manufacture and outfitting of a new bookmobile within the approved budgeted amount. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Board congratulated the Library on achieving this milestone for the new bookmobile.

Mountain Resource Center Holds Locker Contract Authorization

Julianne Rist introduced the topic and addressed the Board. This agreement includes the second half of the Belmar lockers. The Library is very excited to offer these services in the Conifer community. The lockers will provide convenient 24/7 access to this community. With limited access to the library in Conifer High School due to Covid, this service will help provide materials. The Mountain Resource Center is a community gathering point and this agreement represents a great partnership opportunity.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with the Mountain Resource Center to install an alternative service locker system and material return bin at the Mountain Resource Center. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

Facilities and Construction Projects

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that the Library is very pleased with the service provided by Kleen Tech and recommends that the Library re-contract with them.

In response to a question the Board was advised that the Library has used Kleen Tech for the last five years. The Library did go out for an RFP as part of its due diligence process. Kleen Tech's references and key personnel are really strong. The Library's purchasing requirements include that the vendor must be in good standing with the Secretary of State.

Kleen Tech Janitorial Contract

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Kleen-Tech Services, LLC in the amount of \$502,164.00. Seconded by Jill Fellman 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

There were no emerging issues.

ENDS

No items.

BOARD GOVERNANCE

2021 Board Governance Process Calendar

The Trustees reviewed the 2021 governance process calendar for adoption at the December 10, 2020 Board meeting.

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.

- December 10, 2020 – Board Meeting – 5:30 pm –Online via WebEx.
- January 14, 2021 – Study Session – 5:30 pm
- January 21, 2021 – Board Meeting – 5:30 pm
- February 11, 2021 – Study Session – 5:30 pm
- February 18, 2021 – Board Meeting – 5:30 pm

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements, correspondence or information to share.

ADJOURNMENT

The Board meeting was adjourned at 6:43 pm.

A handwritten signature in cursive script, appearing to read "Kimberly D. Hanson".

For: Pam Anderson, Secretary