

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
December 10, 2020**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on December 10, 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; 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; 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 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. 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. There was a process question regarding an abstention from voting on the approval of the minutes from the November 19, 2020 Board meeting. This was addressed in the motion.

MOTION: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda with the exception of Pam Anderson abstaining from approving the minutes of the November 19, 2020 Board meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for October 15, 2020

1. Minutes of November 19, 2020 Board Meeting
2. Trustees adopt the 2021 Governance Process Calendar

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Whale's Tale bookstore at Colorado Mills opened on black Friday. The first weekend raised \$1,100. This past Saturday had \$1,085 in one-day sales. The bookstore is averaging \$400-\$500 per day in gross sales. There are other items for sale including gift baskets. Colorado Gives Day raised over \$21,000. The Foundation Board has decided that they would like to send \$50,000 to the library to be distributed as \$25,000 for discover together at Belmar Library, \$12,500 for Stem Steam and \$12,500 for early childhood literacy. The Foundation received \$5,000 from the Socrates Foundation to help support outdoor musical instruments at the Belmar Library outdoor adventure space and \$500 from the Kars4Kids Foundation for JCLF general operating support. The Foundation is still accepting donations Mondays and Tuesdays from 9:00am to 4:00pm and donations are quarantined in a pod in the parking lot.

Kim Johnson, Trustee Liaison, expressed appreciation for the hard work by the Foundation and extended congratulations for Colorado Gives Day and the successful opening of the bookstore.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and provided an update regarding two additional staff members, Rene Yaws and Julia Patrick, who are graduating from Leadership Jeffco sponsored by the West Metro Chamber of Commerce Foundation. The Executive Director highlighted the virtual Santa Live program that had 200 people actively participate and 450 people in the virtual room. The chat log during the program was hilarious and heartwarming with questions like "how do you know if we are naughty or nice?" The Trustees were encouraged to check out comments from the program on social media. The Executive Director also attended the virtual going away party for Commissioner Tighe.

In response to a question about planning for South County community engagement, the Board was advised that the Executive Director is working with the Executive Team on a reset of the South County project. The Executive Team has reviewed what was accomplished on that project including a review of the fact sheet that was created with visioning input from the Board earlier in the year. Rex Whisman, Director of Strategy, Engagement and Finance, and his team are working out plans for virtual community engagement. The Library plans to do a check in with the Board on the South County project in January. The original plans for the project are holding pretty well with the exception of the in-person portion of the community engagement.

Acknowledgement - Paying off Build America Bonds

The Chair acknowledged the Library's reduction in debt with the final payment for the Build America Bonds.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement and Finance

Finance and Budget - 2021 Budget Adoption

The Chair introduced the topic and noted that the Board reviewed the 2021 budget at the November Board meeting. The Executive Director advised the Board that Barbara Long, Assistant Director of Finance and Budget, has a presentation and is present to answer any questions.

Barbara Long, Assistant Director of Finance and Budget, presented information on the final 2021 Budget.

2021 Budget Highlights

- Back on Track with the Facilities Master Plan
- Funding for South County Library
- Conservative Staffing Additions

Because Gallagher has been repealed, the Library is not expecting the steep drop in revenue that would result from a lower residential assessment rate. The Facilities Master Plan (FMP) is back on track with funding for the South County library included in the budget. The Library is continuing with a conservative approach to staff additions and the potential impact of an economic downturn driven by the pandemic.

Changes from Proposed Budget to Final Budget

- Expenses Increased by \$94K
 - Lowered vacancy savings
 - Increased insurance costs

- Revenue Decreased by \$214K
 - Decreased projected interest earnings

Every year the proposed budget includes some estimates. The overall expenses increased by \$94,000 as a result of refinement in salaries and an increase in property insurance. Revenue decreased by \$200,000 which is quite a bit lower than the original projected earnings from the County Treasurer’s office. These changes form the body of the supplemental budget request.

Changes Reflecting Increased Long Term Revenue

- \$7 Million Funding for New South County Library
- Two More Positions
- Small Increase in Supplies Budget
- Alternative Services funding decreased by \$250K

Funding for the South County Library puts the Library back on track with the Facilities Master Plan. The Library is remaining conservative with staffing additions until the impact of pandemic recession is more fully known. Alternative services funding of \$350,000 was included in the proposed budget; much of this was intended to bring library services to South County. Because the South County library project is moving forward, this funding is reduced by \$250,000.

5 and 10 Year Financial Plan – Looking Towards the Future

- Financial Outlook 10 Years Out
- Property Tax Revenue Based on 4.5 Mills
- Gallagher Amendment Repealed
- Timing of Capital Projects: Alternative Services and South County in 2021, Evergreen Begins in 2022, Standley Lake in 2024

Next Steps

- Library Board Adopts 2021 budget
- Library Board Authorizes Executive Director to submit 2021 budget supplemental requests
- BCC briefing for budget supplemental to fund South County Library and other additions is scheduled for 12/15/20.

Trustee Anderson noted that she is relieved and grateful to the taxpayers and voters of Jefferson County. She expressed appreciation to Barbara Long and staff for their excellent work developing the budget and noted that the work is remarkable considering the changes and challenges of the last year.

In response to questions, the Board was advised that:

- Fund Balance transfers to the sinking fund will be reflected when the new year starts. The commitment showing those funds are reflected on Table 2. In Table 5 of the November 2020 financial report there is a projected variance of just over \$9 million that reflects the source of the commitment to the capital projects sinking fund. This will be reflected in next year's operating tables each month.
- The transfer from reserve to the capital projects sinking fund will be reflected in the first financial statements of the new year (2021).

2021 Budget Adoption

Library Board adoption of Final recommended 2021 budget and authorization for the Executive Director to implement the spending plan.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt the 2021 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

2021 Supplemental Budget Requests

Library Board authorizes submittal of the 2021 supplemental budget requests.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2021 supplemental budget requests. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Financial Review – November

Barbara Long reviewed highlights for the November 2020 financial report and tables. Table 1 reflects property tax revenue for the year. The abatements have not yet posted. The final debt service payment for the Build America Bonds is reflected on Table 4. November's capital tables include significant encumbrances for the new bookmobile and good activity in other large projects as well.

In response to questions, the Board was advised that:

- Capital encumbrances include \$100,000 for the bookmobile. The Library is waiting to see what is received before the end of the year on other capital encumbrances and does expect to include what remains in carryover.
- The way the Library approaches salary estimates in general is not to try to net that out because there isn't a line item where we charge vacancy savings. That projection is included in Table 3 and looks like we will exceed the vacancy saving factor. The Library will be able to report on that when the year is over.

Facilities and Construction Projects

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic. In response to a questions, the Board was advised that:

- The 2% escalation is separate from the additional services.
- The additional services for book collection at the Mountain Resource Center and the Ridge are approximately \$12,000 per year each.

STAT Courier Contract

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to renew the contract with STAT Courier Service Inc. in the amount of \$307,597. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology and Innovation

Bernadette Berger, Director of Technology and Innovation, introduced the topic. In response to questions, the Board was advised that:

- This reflects a significant increase in capacity of at least one terabyte
- Some of the items included are VPN operations, virtual servers, and all of the files and systems for the Library.

Storage Solution Contract

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to approve the purchase, installation, and maintenance of a new primary storage solution from SHI International Corp and sign the End User License Agreement with Pure Storage within the approved budgeted amounts of \$96,136.19. 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

There were no emerging issues.

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.

2021 Board Meeting Schedule (included in the information packet)

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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he received a meeting request from Ana Rojas-Artica with the Foundation Board to discuss the memorandum of understanding and is scheduling that meeting next week. He also noted the receipt of an anonymous comment regarding library personnel and has shared that comment with the Executive Director and will send that comment to the Board.

ADJOURNMENT

The Board meeting was adjourned at 6:18 pm.

A handwritten signature in black ink, appearing to read "Pam Anderson", with a long horizontal flourish extending to the right.

Pam Anderson, Secretary