

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 21, 2021**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on January 21, 2021. 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; 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 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.

The Chair noted that he appreciated the discussions during the Study Session last week, the thoughtful work that went into the strategic plan and is excited to move forward.

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

Items on the Consent Agenda for January 21, 2021

- A. Library Board of Trustees approve the December 10, 2020 Board Meeting Minutes
- B. Library Board of Trustees approve the Standley Lake Trailhead Letter of Support.
- C. Library Board of Trustees authorize the Executive Director to sign the HVAC contract with Haynes Mechanical Systems.
- D. Library Board of Trustees adopt the Sunshine Resolution LB-21-21.
- E. Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and the Andrew Yale family.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. Gross sales from the Whales Tale Books and Gift Shop from November and December 2020 were over \$19,000. As of January 17, 2021 gross sales total \$28,000. The Foundation is receiving lots of positive comments and has extended the lease through the end of February. The Foundation will look at the financials and see if the store is a longer term enterprise. Colorado Gives day raised 10% more than the previous year. In the past year, the Foundation has contributed almost \$150,000 to the Library. The grant from Community First Foundation was the result of a wonderful collaboration with Donna Walker. The \$25,000 grant is specific to help library employees struggling with childcare expenses due to Covid. The Foundation and Library worked with Sandie Coutts and the County Attorney to determine how the grant would be administered through an application process. The application process is open and will run through February 22. Applications will be reviewed by a team of Foundation Board members. The Foundation received a grant from the Clarence LaGuardia Foundation for \$5,000 for 1000 Books before Kindergarten and \$5,000 for Babies First Books. Upcoming events include the Spring Whale Used Book Sale in June, the Friends Annual Meeting in July and the volunteer appreciation picnic in July. The Foundation is looking into space options for the spring sale because the Fairgrounds prices have tripled. The Foundation is also planning for more pop up tent sales.

Trustee Fellman, expressed appreciation to Jo Schantz and noted that she did an outstanding job presenting to a Kiwanis group.

Kim Johnson, Trustee Liaison, expressed appreciation for the collaborative effort between the Library and the Foundation on the Community First Grant to assist JCPL employees.

The Chair expressed appreciation for the proactive work in making those funds available to the employees. He extended his appreciation to Community First Foundation for creating this fund and for their good work in our communities.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and noted that with the Community First Foundation Grant, having an established good working relationship with the County Attorney's office made it possible to secure the grant in a timely manner and ensure the whole process is legally compliant.

The Executive Director advised the Board that since the first vaccine shipment on December 15, 2020 she has been working with Jefferson County Public Health (JCPH) regarding vaccinations for Library staff who work directly with the public. She noted that she has also been following the conversations across the Country to get information on where frontline library staff were being placed to receive the vaccine. This effort to get an official government agency to recognize and designate frontline library staff in the phased approach to receive the vaccine was successful. JCPH responded and said library staff that work with the public fall into phase 1C, which is just below the dotted line in phase 1B. JCPL staff can sign up and register to get in line, but not jump line, in the same category as grocery store workers and teachers. In response to a question, the Board was advised that the Executive Director does not have information from any public health agency about the next phase of reopening post vaccine or if it will be contingent on a percentage of the population being vaccinated. The Board was advised that the new JCPH director has been hired and will be coming on board in mid-February.

The Board was advised that they would be receiving an email notification to sign a card for Steve Chestnut, whose mother passed away.

The Executive Director advised the Board that Sandie Coutts, Director of People and Culture, is resigning her position effective February 8. Sandie has been with Jefferson County since 2008 and with the Library since 2012. Sandie, Julianne Rist, Director of Libraries and Donna Walker all started at the Library on the same day. Sandie is fond of saying that our employees are our most valuable asset. This saying couldn't be truer than when applied to her. She has been a force for organizational development and change in her storied tenure at JCPL. She has revamped our recruiting process, been a champion for equity, diversity, and inclusion, led our organizational assessment, and been the library's

change manager. The Executive Director asked Sandie to say a few words about her new role in our community.

Sandie Coutts addressed the Board and noted that she has been very fortunate to be involved in great things at the Library including the new service model, expanded hours, remodeled libraries and a new library in Edgewater to name just a few. She noted that JCPL has a team of incredible leaders and that team is one of the most talented and hardest working groups of employees she has ever experienced. Like these employees she noted that she is following her heart and moving to a focus on social services with the Jefferson Center where she will be heading human resources. The Jefferson Center is a county wide organization that has been providing mental health services to the community for more than 50 years. With mental health more important than ever right now she feels that she is the right person for the job. Sandie expressed appreciation to the Board for their support and stated that the Library is in very good hands.

The Chair expressed his appreciation for the many contributions Sandie has made to the Library and that the organization has been very lucky to have her talents over the last year as the Library navigated the changes due to Covid. He extended the Board's best wishes.

The Chair addressed the Board and stated that the focus in the Executive Director's report is right on target. He noted his appreciation for the Executive Director's proactive work with Community First Foundation and making sure the vaccine is available for library employees. It was very hard, creative work and the Executive Director's efforts in these areas are appreciated.

2021 Strategic Priorities and Initiatives

The Executive Director asked if the Board had any questions about the information in their packet on the 2021 strategic plan. That document included Board input from the January Study Session. In response, the Board indicated they did not have any questions, and were ready for the Library to move forward with the 2021 strategic plan.

Belmar Project Report and Financial Closeout

The Executive Director addressed the Board and introduced the topic. The Board was advised that the Belmar Library Project Report was included in their information packet for the meeting. The \$7 million project was completed in late spring 2020 and the Library is proud of the results. Trustees who participated on the tours of the renovated library seemed very pleased as well. The successful execution of the project included keeping our promises to our communities. The Belmar Library is now recreated as a library for the future, reaching more people, being the "third place" and focusing on building literacies

and growing sustainably. The Library will plan for a grand reopening when we can have a proper in-person celebration.

Barbara Long, Assistant Director of Finance and Budget, provided a summary of the final project financial closeout. The Belmar Library project was in the budget in 2018-2019 with unspent funds carried over to finish the project this year. The project came in a little under budget and the remaining balance is in the project's financial tables included in the Board's packet. The actual savings will return to the fund balance. Included in the financial closeout is information on the contributions of private financing. The Library Foundation pitched in significantly with donations from naming opportunities and funds for the outdoor adventure space. The project also benefited from the State grant for the charging stations and E-rate 50% reimbursement eligibility for infrastructure.

The Trustees expressed congratulations to the Library on the successful completion of the Belmar Library project and for coming in under budget.

In response to a question, the Board was advised that due to capacity restrictions and social distancing requirements, it is not possible for the Foundation gift shop in the Belmar Library to be open.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement and Finance

Financial Report – December 2020

In response to questions, Barbara Long, Assistant Director of Finance and Budget, provided the following responses to the Board:

- On Cares Act funding, the memo notes that while the County has entered the transaction, it has not yet posted and those numbers are not included in the financial tables.
- The final payroll for 2020 has not yet posted and an estimate has been included. The variance of \$1.5 million under budget includes an estimate of the last payroll cost.
- The best place to look for revenue is in the summary page. For other revenue Table 3 is the best table to look at.
- Salaries and benefits is the only place where an additional projection is included.
- The Library expects to have the final 2020 closeout numbers next month. It was noted that actual posting of the Cares Act transfers by County may occur very close to the February Board meeting.
- The Library will provide all the information on the Cares Act as soon as it becomes available.

Pine Library Contribution

The Chair advised the Board that last year the Trustees voted to increase the contribution from \$1,000 to \$1,500 and that the current contribution for the Board's consideration is \$1,500.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize a gift of \$1,500 to the North Fork Library Association to support the operation of the Pine Library in 2021. 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

Global Ends Statements

The Chair introduced the topic and noted that the Board reviewed the Global Ends Statements at the January Study Session where there appeared to be strong support for the Ends in their current form. There were no questions or concerns from the Board.

BOARD GOVERNANCE

Adopted 2021 Governance Process Calendar

The Chair referenced the 2021 Governance Process Calendar as adopted at the December 10, 2020 Library Board meeting. The calendar includes committee appointments for the Bylaws and Nominating committees. He noted that under the Board's Bylaws, the Board needs 14 days to review any proposed adjustments to the bylaws before voting. The calendar also indicates that the nominating committee will report back to the Board with a slate of officers and the Board will vote in March.

Bylaws Committee Appointments

The Chair announced the appointments of German Zarate-Bohorquez and Pam Anderson to serve on the committee to review the By-Laws. Any proposed amendments to the Bylaws will be submitted to the Trustees at least 14 days prior to their proposed adoption.

Nominating Committee Appointments

The Chair announced the appointments of Jeanne Lomba and John Bodnar to serve on the committee to nominate board officers. The committee will report to the Board at the February Board meeting with the proposed slate of officers. The Trustees will vote to elect

officers at the March Board meeting. The Chair advised the Trustees that all three officer positions are up for election and to reach out to the nominating committee if they would like to submit a nomination or would be interested in serving as an officer.

Foundation Board Trustee Representative Appointment

The Chair announced the reappointment of Kim Johnson to serve as the Trustee representative on the Foundation Board.

The Chair expressed appreciation to Trustees Zarate-Bohorquez, Anderson, Lomba and Bodnar for agreeing to serve on the committees. He expressed appreciation to Trustee Johnson for agreeing to continue to serve as the Trustee Representative to the Foundation Board.

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

- 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 – Online via WebEx
- March 18, 2021 – Board Meeting – 5:30 pm – Online via WebEx


ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he has received a correspondence from Edith Kiefer a board member with the Conifer Area Council (CAC). CAC is a non-profit volunteer community organization that acts as a link to the community and a bridge to relevant agencies. They are conducting a survey to get feedback about library services. Edith Kiefer provided a link to the survey in her message and noted that she will share the survey results when they are available. The Chair will forward that correspondence to the Board.

The Executive Director advised the Trustees that CAC also reached out to Commissioner Dahlkemper and the principal of Conifer High School. The Executive Director will reply to the correspondence.

ADJOURNMENT

The Board meeting was adjourned at 6:17 pm.

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

Pam Anderson, Secretary