

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 18, 2021**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on February 18, 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), 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; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by German Zarate-Bohorquez 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: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba 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 January 14, 2021 Study Session Minutes.
- B. Library Board of Trustees approve the January 21, 2021 Board Meeting Minutes.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation signed a one year lease for the Whales Tales bookshop at Colorado Mills. The shop has had a lot of success selling books and themed gift baskets. The shop is also a great way to raise awareness and money for library programs. The childcare cash assistance grant deadline is February 22. The Foundation received more than two dozen applications. Award letters will be sent out at the end of the month and the funds will be dispersed by the end of March. The spring whale book sale is scheduled for June 25-27 at a new location, Lakewood Church of the Nazarene. The Foundation is planning to do additional advertising around the new location for the spring whale book sale. A \$5,000 grant from the Burt Foundation was for the 1,000 books before kindergarten Library program. The Foundation's endowments continue to do well.

The Board expressed appreciation to the Foundation for their support to the Library.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and advised the Trustees that everyone who serves on a County board has to take annual training on sexual harassment. The Trustees will receive an email from Amber Oeltjenbruns with a link to the self-paced training and will be the Trustee's support resource for this training.

Translation Services for Board Meetings

The Executive Director advised the Trustees that earlier in 2020 the Board asked the Library to investigate translation services for Board meetings and noted that JCPL is committed to this idea. A memo with more information was included in the Board's information packet. Implementation is more complex than appears on the surface with technology platforms and open meeting law considerations. The County recently hired a diversity and inclusion manager. Aligning translation services with JCPL's Diversity,

Equity and Inclusion (DEI) planning and the County's DEI efforts would likely be a more effective approach rather than having a separate initiative.

In response to questions, the Board was advised that:

- The County's DEI manager is newly hired and has not addressed public meetings.
- The Library would rely on the County's legal counsel to provide compliance guidance related to the open meetings laws.

Trustee Zarate-Bohorquez noted that this effort is aligned with the mission and goals of JCPL to reach more people. Providing translation services will give patrons the ability to communicate and provide more input into services. Trustee Zarate-Bohorquez expressed appreciation to the Executive Director and her team for their efforts.

2020 Strategic Plan Achievements

The Executive Director introduced the topic and noted that a full report on the Library's 2020 accomplishment of its goals is included in the Board's information packet. The Executive Director shared a visual montage to tell the story of 2020 in pictures.

JCPL jumped into 2020 with high hopes for a year of growth and opportunity starting with a brand new five-year Strategic Plan.

- Eliminated Library fines for overdue materials.
- Completed the Belmar Library redesign
- Expanded Alternative Services through the installation at the Ridge Center
- Ordered a new bookmobile
- Delivered three Signature Events: Romance in the Rockies, Summer Reading, and Raise a Reader including a creative way to engage patrons in person through the Raise a Reader story walk in Arvada.
- Outside spaces of our libraries were transformed to safer places for literacy activities
- Continued Core Service Master Planning specifically for services to kids and families, teens, and our diverse community
- Implemented infrastructure and process improvements, including installing three new sorters and launching the new enterprise resource management tool, Workday.
- JCPL's focus became ensuring the safety of employees and patrons
 - Staff making masks early on in the pandemic when PPE was in short supply
 - Ordering and delivering PPE became a new task
 - Quarantining materials
 - Adapting services based on patron needs
 - Expanding our online library
 - Established new services and workflows

- Curbside services
- How to come in safely
- How to open a library safely
- How to use the library safely
- Reinventing programs for virtual platforms
- Partnering to meet community needs
 - Jeffco Public Schools (JPS), The Action Center, Adelante, Community First Foundation, and area chambers of commerce are just some of the community organizations JCPL partnered with and supported
- Purchased and distributed more hot spots into people’s homes and hands; and lent laptops for contact tracing
- Participation in A Community Needs task force helped us know to promote particular services
- Work behind the scenes like Standing up a remote workforce and all the technology and training required. Supporting staff and supporting each other – the behind the scenes teams – helped us hold our team together
- Meeting the technology and legal requirements for online public meetings on a very short timeframe and then for longer than any of us imagined

#JCPL love became the Library’s 2020 theme. The many and varied accomplishments of 2020 are a direct result of the extreme dedication of JCPL staff, Board, and the community, working together as partners to thrive in this year of unprecedented challenges and opportunities.

In response to a question, the Board was advised that the 2020 Edge survey was postponed and that the Library does not have information at this time about an Edge survey for 2021.

The Board expressed appreciation to the Library for their remarkable work that led to so many great accomplishments in 2020.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement & Finance

Finance and Budget - Financial Review – December 2020

Barbara Long, Assistant Director of Finance and Budget, introduced the topic and provided updated information on the Library’s December 2020 financials. The year ended with higher revenue even with the abatement. There were significant savings over budget most of it from capital but quite a bit from operations. The Library is returning \$8.9 to fund balance rather than taking \$8.3 out, mainly for those large capital projects. Operating savings were also impacted by moving to virtual and not having the expenses as planned.

The impact of CARES funding is shown in Table 3. Overall Jeffco received an award of CARES funds of \$101 million. Some of that funding was dispersed to other cities and local governments and to reimburse County departments. The Library received \$1.9 million in reimbursement for salaries and \$300,000 for supplies and services that were directly related to Covid. Those expenses included PPE, extra cleaning and touchless fountains. The negative number in the salaries area is how the County reflected that transaction for transparency. Expenses line items are less than the preliminary numbers reviewed with the Board last month.

January Financials

The Board was advised that the County's new human resources and financial system, Workday, went live for finance at the beginning of the year. The January tables are missing some numbers, especially from revenue, and the County and Library are still working through issues with Workday. The implementation of Workday does continue to impact the finance team. In response to a question, the Board was advised that the Library has not received information on revenues that would be concerning. It was noted that Gallagher wasn't going to impact 2021 but 2022.

Cares Act Summary

The Board expressed appreciation for the thorough information on the CAREs act and how it impacted the Library.

Project Carry-forward Budget Amendment

All capital projects funded in 2020 and underway at year end are included in the carry-forward budget amendment. This amendment will allow the Library to continue moving forward on these projects that were budgeted.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$1,746,783. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Public Services

Axis 360 Contract Renewal

Julianne Rist, Director of Libraries, introduced the topic and advised the Board that Axis 360 is one of the Library's digital book vendors. Renewal of the existing contract maintains the platform that allows JCPL to share digital material directly with schools. Students can access materials through their school website increasing access to those materials.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the contract renewal with Axis 360 within the approved budgeted amount. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Virtual Signature Event: An Evening with Isabel Allende

The Executive Director addressed the Board and noted that the team that put this signature event together will be presenting information on this exciting event.

Cindy Jaye, Patron Experience Public Services Manager, and Paola Vilaxa, Patron Experience Diversity and Inclusion Coordinator, presented information to the Board.

JCPL will be hosting An Evening with Isabel Allende, in conversation with Kali Fajardo-Anstine. Isabel Allende is a world renowned author who has been published in 42 languages. She has won the presidential Medal of Freedom, the highest honor awarded to a civilian. Kali Fajardo Anstine is a newer author whose first book was an award winner and is currently working on her second book. Ms. Fajardo is local, having written portions of her first book *Sabrina and Corina*, at the Standley Lake Library. The program will consist of a “fireside chat” with these two authors, followed by a question and answer session with Ms. Allende, facilitated by Kali. The program will be offered virtually through Zoom and it will be recorded so that people who aren’t available to attend during the live event can still tune in. The programming team has been working with Jeffco Schools to promote the program. Empowering women is a big theme and patrons are submitting questions virtually through Zoom.

The Spanish webpage was displayed for the Board. Bringing Isabel Allende to JCPL was a very intentional decision around diversity and inclusion. JCPL is attempting to reflect the rich diversity of Jefferson County in its Signature Events. This is a unique opportunity to bring in an internationally renowned Latina author who appeals to adults and teens. This event is in direct response to the strategic plan: Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities. It is a fully inclusive program and live Spanish interpretation will be offered through the Community Language Cooperative incorporating Language justice into this program as well as ASL interpretation for the access of the deaf and hard of hearing community

There has been an excellent response for this event with more than 2,000 people registered to attend or to watch the video. The Board was advised that each of them would receive a pen and a pin that were designed for the event and distributed for promotion of the event. The Library’s graphics and digital experience teams were instrumental in promoting the event to our patrons.

The Board expressed appreciation to the staff working on this signature event. Trustee Zarate-Bohorquez noted that German Gonzalez, Spanish Community Coordinator, EDUCA, Office of Family and Community Engagement from Denver Public Schools is a writer and journalist and is willing to do an interview with Spanish-speaking Paola Vilaxa, Patron Experience Diversity and Inclusion Coordinator. The topics could include the event and JCPLs initiative to reflect the rich diversity of Jefferson County Public Library. The Executive Director noted that she would be happy to help coordinate an interview.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair advised the Board that as part of the Executive Director Evaluation Process he will be reaching out to the Trustees to receive informal feedback. The Chair and Vice-Chair will then meet with the Executive Director in March to have that discussion.

The Chair advised the Board that an email was sent from the Colorado State Library regarding a session on essentials for governing Boards that may be of interest to the Trustees.

In response to a question, the Board was advised that the closure of the Edgewater Library is related to the fan in the HVAC unit that supplies the Library. It is not a closure of the entire Edgewater Civic Center. The Library is working on getting that fan unit shipped for the repairs and does not yet have a ship date. The closure is compliant with CDC building ventilation recommendations. The Library has a contingency plan if temperatures should drop to where there is a concern for frozen pipes. That plan includes opening the doors to the indoor atrium and operating fans to push warm air into the Library if that need should arise.

ENDS

There were no items.

BOARD GOVERNANCE

Nominating Committee Report

Committee members Jeanne Lomba and John Bodnar presented the Slate of Officers:

- Kim Johnson for Chair
- Pam Anderson for Vice-Chair
- Jill Fellman for Secretary

The Chair advised the Board that voting will take place at the March 18 Board meeting.

Bylaws Committee Report

Committee members German Zarate-Bohorquez and Pam Anderson advised the Board that the committee is recommending no amendments to the Bylaws.

Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5.

The Chair introduced the topic and advised the Board that adoption of the policies will be on the consent agenda for the March 18 Board meeting unless otherwise instructed by the Board. In response to questions, the Board was advised that:

- Policy 2.3 – Financial Condition and Activities. The adjustment is intended to be more inclusive that any kind of capital debt be brought before the Board.
- Policy 2.3 – Financial Condition and Activities. The adjustment is intended to reflect that the Library no longer sells things so there are no sales taxes to address.

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

- March 11, 2021 – Study Session – 5:30 pm - WebEx
- March 18, 2021 – Board Meeting – 5:30 pm – WebEx
- March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30 pm - WebEx
- April 8, 2021 – Study Session – 5:30 pm – WebEx
- April 15, 2021 – Board Meeting – 5:30 pm - WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 6:42 pm.

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

Pam Anderson, Secretary