

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, March 28, 2024
*This meeting was conducted at the
Rawlings Library – Friends of the Library Meeting Room
100 E. Abriendo Avenue – Pueblo, CO 81004***

I. CALL TO ORDER AND ROLL CALL:

Mr. Hodge called the meeting to order at 5:30pm. Ms. Jubert conducted roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Stephanie Garcia
Trisha Macias
Iris Clark
Jeffrey DeHerrera

Board Members Not Present Doreen Martinez

Attorney Present: Bart Miller, Attorney - Collins Cole Flynn Winn & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director
Amy Nelson, Associate Director of Public Services
Nick Potter, Executive Director of Pueblo Library Foundation
& Strategic Initiatives
Ashley Huggins, Chief Financial Officer
Jill Kleven, Director of Tech Services
Thomas Defrates, Director of IT
Nafis Cameron, IT
Rose Jubert, Secretary to the Board of Trustees

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no modifications.

III. CONSENT AGENDA

It was questioned as to why the approval of the meeting minutes was on the consent agenda. It was explained that the minutes are not amended often. If there were questions, the approval of the minutes could be moved to the regular agenda for discussion.

Items on the consent agenda included:

- A. Approval of Minutes – February 13, 2024 & February 22, 2024**
- B. Asset Disposal Request – Surplus property at Barkman Library**

Mr. Quintana made a Motion, seconded by Ms. Macias to approve the consent agenda. The Motion was carried.

IV. REPORTS

A. Executive Director Report

It was reported that the Executive Director Report is online for the trustees to view.

B. Attorney Report

Mr. Miller, attorney for the library district, reported that all was going well and there was nothing to report at this time.

C. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the February 2024 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the February 2024 Employment Changes as contained in the Board materials.

There were three new hires for the month of February to report. There was one separation in the Security department. Human Resources is currently recruiting for Program & Outreach Specialist at Giodone Library and Lamb Library. The final stage of the hiring process is underway for the Lucero Branch Manager.

Mr. Quintana made a Motion, seconded by Ms. Macias to Trustees ratify the February 2024 Employment Changes as contained in the Board materials. The Motion was carried.

D. Financial Report

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the February 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the February 2023 bills and accept the February 2024 fund statements as contained in the Board materials.

Ms. Huggins reviewed the combined balance sheet for February 2024. She reported that there is new interest bearing cash line item in the report for the Bank of the San Juans long-term account.

The statement of revenues and expenditures for the general fund was reviewed, at this time of the year the percentage spent or collected should be at 16%.

Total Revenues was at 1% collected, due to the receipt of the property taxes. Total personnel was at 15% spent as was total material costs both were on track. Total facilities costs were at 13% spent and the majority of insurance cost was paid up front. Total operating costs were at 23% spent and information technology expenses were also up at 36% spent. Total expenditures were at 16% spent which was right on target.

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for February 2024. Total revenues were 7% collected. 52% of interested income was collected. Total expenditures were low at 1% due to it being the beginning of the year. New expenses are expected due to the ongoing Barkman renovation.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. Ms. Huggins invited to the trustees to review the reports and if they had questions, they could contact her.

Expenditures for February 2024

Total Payables \$615,293.62

Total Payroll (3 pay periods) \$744,686.09

Total outlay for February \$1,359,979.71

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to Trustees ratify the February 2024 bills and accept the February 2024 fund statements as contained in the Board materials. The Motion was carried.

V. BOARD COMMENT

There was no board comment.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, April 16, 2024 and will take place at the Rawlings Library. The regular meeting is scheduled for 5:30pm, Thursday, April 25, 2024 at the Lamb Library, 2525 S. Pueblo Boulevard.

B. Action/Discussion Items

1. Furniture Procurement – Technical Services

OVERVIEW: The Trustees heard a recommendation at their March work session to agree to pay Merchants & Co for office furniture and installation for the PCCLD Technical Services Department at a cost of \$48,476.00

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay Merchants & Co for furniture and installation at a cost not to exceed \$48,476.00. This requires Trustee approval as it exceeds \$25,000.

Ms. Macias made a Motion, seconded by Ms. Garcia to authorize PCCLD to pay Merchants & Co for furniture and installation at a cost not to exceed \$48,476.00. The Motion was carried.

2. Furniture Procurement – Barkman Library

OVERVIEW: The Trustees heard a recommendation at their March work session to pay \$125,800 to furnish the Barkman Library.

RECOMMENDED ACTION: That the Board of Trustees authorize the purchase of furnishings for the Barkman Library at a cost not to exceed \$125,800. This requires Trustee approval as it exceeds \$25,000.

Mr. Quintana made a Motion, seconded by Ms. Clark to authorize the purchase of furnishings for the Barkman Library at a cost not to exceed \$125,800. The Motion was carried.

3. Lucero Library – Update on Rental Space

OVERVIEW: The Trustees heard a report at their March Work Session regarding property rentals. The rental property would be used as a satellite library during the Lucero Library renovation. An update will be provided.

RECOMMENDED ACTION: That the Board of Trustees take action as needed to authorize the Executive Director to select a property to be used as a satellite library during the Lucero Library renovation.

No action was needed. Additional information will be provided at the April 16, 2024 work session.

4. Executive Session (estimate time: 15 minutes)

OVERVIEW: The Board of Trustees will conduct an executive session pursuant to section 24-6-402(4)(b), C.R.S., for a conference with PCCLD's attorney to receive legal advice on specific legal questions regarding the impact of recent Colorado case law on planned library programming.

RECOMMENDED ACTION: The Trustees will return to open session to take any action deemed appropriate and/or necessary with regard to this matter

Ms. Macias made a Motion, seconded by Mr. DeHerrera to enter into Executive Session at 6:08pm.

IX. ADJOURNMENT

The meeting adjourned at 7:00pm.

Respectfully submitted by

*Rose Jubert
Secretary to the Board of Trustees*