

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING AGENDA

5:30pm, Thursday, February 22, 2024

***This meeting was conducted at the
Rawlings Library – Bret Kelly “A”***

100 E. Abriendo Avenue – Pueblo, CO 81004

I. CALL TO ORDER AND ROLL CALL:

Mr. Hodge called the meeting to order. Ms. Baca conducted roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Stephanie Garcia
Trisha Macias
Iris Clark
Jeffrey DeHerrera
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
Terri Daly, Director of HR
Jill Kleven, Director of Tech Services
Thomas Defrates, Director of IT
Javier Razo, IT

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 corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on January 16, 2024, and the Library Board of Trustee meeting held on January 25, 2024, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on January 16, 2024, and January 25, 2024.

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to approve the minutes of meetings held on January 16, 2024, and January 25, 2024. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca stated that her monthly written report is available on the trustee webpage.

B. Friends of the Library Report

It was reported that a new annual report is in the works that will be more cognizant of volunteer needs. The new carpet installation has been completed at the Books Again bookstore which they are very happy with.

C. Quarterly Pueblo Library Foundation Report

The meeting was held on February 14, 2023 at 11:30 a.m.

The Treasurer's report was provided.

Mark Kenney with Stifel reported on the 4th quarter 2023 investments and Ashley Huggins provided the December 31, 2023 financial report. Nick Potter provided the 4th quarter 2023 gifts received report.

Ms. Baca provided a status report on the Barkman library construction. Mr. Potter provided the director's report. It included a fundraising review that had the 2023 end of year report and the Barkman library and the Lucero Library fundraising timeline. He ended by reminding everyone that nominations for the Outstanding Women Awards were due on February 16, 2024.

D. Attorney Report

Mr. Miller did not have a report for this month. Ms. Garcia asked for an update on the Rawlings HVAC system. Ms. Baca shared that she would provide an update on the Rawlings Library HVAC system..

E. Employment Changes

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

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

New hires for the month included Penny Jerman, Customer Service Representative for Experiential Learning. Crystal Talley was promoted to Lamb Library Branch Manager. There were two voluntary separations. Recruiting continues for the Branch Manager for Lucero Library, an Adult Literacy Administrator, a courier, and a customer service representative for User Services. Ms. Garcia asked for information about how the library district fills librarian and manager positions before a candidate has earned their MLS degree. Ms. Baca stated that she is happy to provide this information to the trustees.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to ratify the January 2024 Employment Changes as contained in the Board materials. The Motion was approved.

F. Financial Report

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the January 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2024 bills and accept

the January 2024 fund statements as contained in the Board materials.

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

The combined balance sheet for January 31, 2024 was presented. Total assets in the general fund totaled approximately \$2 million and total liabilities were \$21,191 and the fund balance totaled \$2.3 million.

The statement of revenues and expenditures for January 2024 were reviewed. Interest income totaled \$9,000.00 for the month and miscellaneous sales was at 51% collected.

Total personnel expenditures were at 5% spent and materials were at 3% spent. Total facilities expenses were at 6% spent to include 75% spent on insurance. Total operating expenses were at 4% spent to include professional memberships at 17% and Nesbitt Activities at 24%. Total Info Technology was at 20% spent due in large part to the technology contract services, which were at 36% spent.

Total expenditures were at 5% spent. Revenue under expenditures was at 27%.

The statement of revenue and expenditures for the capital fund were reviewed. Total revenues were at 4% collected and total expenditures was at 0% spent. Revenue under expenditures was at 1%.

The payment history for the month showed \$695,280.31 in check payments and \$69,432.18 in electronic payments for a report total of \$762,712.49

Expenditures for January were as follows:

Total Payables	\$764,712.49
Total Payroll	\$485,725.85
Total Outlay	\$1,250,438.34

The purchasing card transactions were presented and there were no questions regarding the purchases.

VII. BOARD COMMENT

There was no board comment.

VIII. PUBLIC COMMENT

There was no board comment.

IX. OLD BUSINESS

There was no old business.

X. NEW BUSINESS

A. Announcement

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for

2:00 p.m., Tuesday, March 16, 2024. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 28, 2024.

B. Action/Discussion Items

1. Pueblo Library Foundation Board of Directors

OVERVIEW: The Trustees were presented a recommendation at their work session to reappoint Jessi Ones and Andrea Aragon to the Pueblo Library Foundation Board.

RECOMMENDED ACTION: That the Board of Trustees reappoint both Ms. Ones and Ms. Aragon to a new three-year term.

Mr. Hodge made a Motion, seconded by Ms. Clark to reappoint both Ms. Ones and Ms. Aragon to a new three-year term. The Motion was approved.

2. Policy Update – Internet Access and Wireless Use 03.01.02

OVERVIEW: A revised policy was presented to the Trustees at their February work session.

RECOMMENDED ACTION: That the Board of Trustees adopt the revised Internet Access and Wireless Use policy 03.01.02, as presented.

Mr. Quintana made a Motion, seconded by Ms. Clark to adopt the revised Internet Access and Wireless Use policy 03.01.02. The Motion was approved

3. Policy Update – Board of Trustees Bylaw 01.02.01 Article IV Meeting Agenda

OVERVIEW: A revised policy was presented to the Trustees at their February work session.

RECOMMENDED ACTION: That the Board of Trustees adopt the revised Board of Trustees Bylaw 01.02.01 Article IV Meeting Agenda, as presented.

Mr. DeHerrera made a Motion, seconded by Mr. Hodge to adopt the revised Board of Trustees Bylaw 01.02.01 Article IV Meeting Agenda. The Motion was approved.

4. E-rate Program Procurement

OVERVIEW: A report was presented to the Trustees at the February work session regarding program procurements in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections not to exceed, \$544,000. This requires Trustee approval as it exceeds \$25,000.

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections not to exceed, \$544,000. The Motion was approved.

5. Barkman Library Security System RFP #12-2023

OVERVIEW: A report was provided to the Trustees regarding the procurement of a new security system for the Barkman Library in the amount of \$41,400.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of a security system for the Barkman Library, at a cost not to exceed \$41,400. This requires Trustee approval as it exceeds \$25,000.

Mr. Quintana made a Motion, seconded by Ms. Garcia to authorize the procurement of a security

system for the Barkman Library, at a cost not to exceed \$41,400. The Motion was approved.

6. IT Asset Disposal (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus IT property at their February work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of IT property request as presented.

Mr. Quintana made a Motion, seconded by Ms. Clark to dispose of surplus IT property per the property request. The Motion as approved.

IX. ADJOURNMENT

The meeting adjourned at 6:24pm

Respectfully submitted by,

Rose Jubert, Secretary to the Board of Trustees