

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MINUTES FOR THE REGULAR MEETING**

January 23, 2014

I. CALL TO ORDER AND ROLL CALL

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:31 p.m. by President Marlene Bregar.

Board Members Present: Marlene Bregar, President; Fredrick Quintana, Vice President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Donna Pickman; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Midori Clark, Community Relations & Development Director; Teresa Valenti, Technical Services & Collection Development Director; Amy Martin, Outreach Manager/future Greenhorn Valley Library Manager; Carol Rooney, Reference & Readers Advisory Manager; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None. Mr. Walker pointed out that the live broadcast planned for today's meeting had been canceled due to illness of the employee. There was discussion of a recent test live broadcast of a story time that had been very successful.

IV. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on December 10, 2013 and Minutes of the Regular Library Board meeting held on December 12, 2013 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on December 10, 2013. The minutes were approved by unanimous consent.

Mr. Gairaud made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on December 12, 2013. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Walker introduced Amy Martin who is temporarily serving as the Outreach Manager and will be the Greenhorn Valley Managing Librarian soon. Ms. Martin has been heading the project on the history wall project for each of the new libraries and was present to provide an update.

Ms. Martin provided a brief overview of the project to create permanent interpretive exhibits in the lobby of each of the three new libraries with photos that portray events of historical significance to each of the communities. The design, fabrication and installation was awarded to C.G. Witvoet & Sons with an approved budget of \$45,000.

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Ms. Martin reviewed the community meetings and work with two local historians, Jeffrey DeHerrera and Joanne Dodds, to research and identify photos for the history wall before working with Witvoet to create a design. The project now has digitized over 500 images. Ms. Martin provided drafts of the design planned and displayed images to help illustrate dimensions which are 102 inches high and 124 inches wide. The wall includes photographs, captions, a timeline, and a digital screen to feature new images, QR codes with access to additional images and information, and a brochure rack. The arrangement of the photos is according to theme. Ms. Martin also provided a dimensional view of the mosaic design selected with a background photo representing each community. Ms. Martin then displayed each library's wall and highlighted a few photos and captions relating to each community. Joanne Dodds prepared appropriate captions to go with the photographs. The library received 270 donated images from the Mesa community, and the project has enabled the library to build its digital image collections. Ms. Martin described a diligent search for a photograph from President Kennedy's visit to the East Side, and it was located during a chance encounter with someone who had the photo and was willing to donate it.

Ms. Martin then reviewed the next steps, and they will be meeting with the design team next week. They are also working on web page development with a full chronology of key events that can be accessed using the QR code. They will then do the final editing and finalize the design with fabrication and installation. There are also plans for curriculum development. Ms. Martin then offered to respond to questions.

Ms. Pickman asked if having the mural behind the pictures contributed to the busy look of the wall, and Ms. Martin agreed that you would think so; however, when they did not have the picture behind it, the wall was kind of boring. The mural behind the photos was designed to bring in the natural environment of each community. Ms. Martin said they may have a better idea after they have an opportunity to see it three-dimensionally.

There was additional discussion about various designs considered and the committee's work to maximize use of the space and still maintain interest over time, and that was one of the reasons for including the digital monitor. Library staff will be able to add images and manage the monitor. Each of the managing librarians will work with Special Collections to identify what those themes should be, and it may result in digitizing more images for the collection. Board members joined in congratulating the committee's efforts and the implementation of the project.

Dr. Mancha asked whether the exhibit will be under glass, and Ms. Martin responded that it will be fabricated using a composite material, but she will discuss that during the designer's visit next week to make sure the exhibit is durable.

Mr. Walker then introduced Carol Rooney, Reference & Readers Advisory Manager, to provide an update on the 2nd floor enhancement project. Mr. Walker commented on changes made last year to the 1st floor of the Rawlings Library noting that the project had been remarkably successful with about 95% use of the new self-checkout equipment which is really a rare accomplishment. In 2014, the library decided to take those enhancements to the 2nd floor, and Ms. Rooney has been leading that process.

Ms. Rooney distributed information to Board members and briefly commented on the excitement of working in a building where everything is fresh and new. The Rawlings Library has been here for 10 years and libraries have changed in the last 10 years. Ms. Rooney reviewed the budget and progress thus far, and had met with the contractors earlier today and learned they will be able to complete the project within the budget. Ms. Rooney described efforts to weed the collection and discussed specific plans for rearranging the shelving and specific areas designed to incorporate the library's motto "Ideas, Imagination,

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Information,” simplify workflow, convey a welcoming environment, and improve customer service.

Ms. Rooney then described plans to continue library services during the construction that will require the closure of the 2nd floor. OPACs (computer catalogs) will be moved to the 1st floor, public computers will be moved to the Bret Kelly B meeting room and Youth Services, and the DVD collection will be moved to the Bret Kelly A meeting room for public access. Anything that comes into the book drop will be shelved in the Thurston Meeting Room. Customers may place holds on the remaining collection. The contractors expect the project to be complete by March 11.

Ms. Rooney said the anticipated outcome is that there will be a more inviting atmosphere that highlights library materials and ties in to the new dedicated customer service model. There will be more color, and carpet colors will be used to identify areas and assist in providing directional assistance.

One of the most exciting features will be the new maker space area which will be an enclosed glass room where people can participate in special activities on a collaborative basis. There was further discussion of the possibilities for use of the maker space area. Ms. Rooney then offered to respond to questions.

Ms. Gairaud asked about the size of the maker space, and Ms. Rooney said it is about 200 square feet between 2 pillars and the window. Mr. Walker commented on the value of an environment to learn in non-traditional ways, the possible activities, and providing community access to new technologies regardless of socioeconomic means.

Mr. Quintana said all the new things happening are amazing and are exactly where the library should be going. Mr. Quintana asked about study rooms, quiet spaces and outlets for customers using laptops and chargers. Ms. Rooney said they continue to need the study areas, and one of the goals was to make better use of space to insure quieter study spaces. Ms. Rooney said there are a lot of outlets in the building in the floor, and they will try to group chairs to better utilize the available electrical outlets.

Ms. Gairaud asked how they will keep the dust down during construction. Ms. Rooney said customers will be encouraged to use the elevator with 2nd floor access to be locked during construction. There will be more discussion on how stair traffic will be controlled. Staff will be working during construction to help in the temporary areas as well as to explain where customers can get what they need during the construction.

Dr. Mancha expressed concern about the number of books being weeded and discussed the concept of giving up books to allow space for other things. Ms. Rooney explained that when weeding, they use a list of items that have not been checked out in the past three years, but not all of those will be removed. Mr. Miltner asked about the criteria used for reference material that does not circulate, and Ms. Rooney said some reference material will be moved into circulation, but items that are outdated will be removed. Dr. Mancha asked for an estimate of the number of books that will be removed, and Ms. Valenti estimated 30,000.

There was a lengthy discussion of how libraries have changed, how value measures have shifted, the importance of libraries remaining engaged and relevant to the communities they serve, and anticipated changes to include online education to provide credit for self-paced self-study. It was concluded that change is critical to the institution. (*Mr. Stuart departed during the discussion.*)

Ms. Bregar asked about access to the rest of the collection during construction, and Ms. Rooney explained that customers may place a hold on an item, and staff will be able to go

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locate books for customers, but the item may not be available for a couple of hours. It will not be as convenient, and it will be important for customers to be patient.

In conclusion, Mr. Walker provided an update on naming the East Side Library. A few months ago, the Board offered the City the opportunity to name the East Side Library. Mr. Walker met with Sandy Daff, City Council President; Sam Azad, City Manager; and Eva Montoya, from City Council. They envision a public process to invite names to insure they have thoroughly vetted the possibilities before City Council takes action. They want to collaborate with the library, and Mr. Walker reminded them that it is for City Council to accomplish, but the deadline the Board issued for selecting a name was July 1. The City officials expect to issue a press release about the naming in early February.

B. Friends of the Library Report

Ms. Bregar read the report provided by Mr. Stuart into the record. Books Again revenues for calendar year 2013 were up. December 2013 sales were the best December ever thanks to some new market strategies implemented by Jim Stuart. Member Appreciation Day will be on February 15 with virtually all items in the store 50% off. The Project Selection Committee received project requests from library staff and will fund about \$11,000 this spring. The Publicity Committee will work to analyze the Friends' Facebook presence and will start some online marketing in the near future. The Friends, through Books Again, will again award gift certificates to teens and adults participating in the 2014 Summer Reading Program. The Friends are seeking nominations for "Friend of the Year," and asked Board members to see Midori Clark for details about how to nominate a candidate. The Friend of the Year distinction will be awarded at the Friends' Annual Meeting on Friday, May 9, 2014. Board members were encouraged to mark their calendars and attend this important event.

C. Pueblo Library Foundation Report

Ms. Bregar also read Mr. Stuart's Foundation report. The fundraising goal of \$970,315 is 97% complete with a balance of \$29,331.32 remaining to fundraise.

D. Attorney Report None

E. Financial Report

Ms. Bregar said the Board is asked to ratify the December 2013 bills and accept the December 2013 Fund Statements. Chris Brogan, Chief Financial Officer, would provide a synopsis of the Financial Report and answer any questions.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Library Board approve the December 2013 bills and accept the December 2013 Fund Statement as contained in the January 23, 2014 Board materials.

Ms. Brogan said all financial statements were marked "unaudited" until the audit is finished in March. The interim audit occurred last week, and the auditors indicated that everything looked great. The auditors will be back the week of March 24 to complete the audit for the District as well as the Foundation. Ms. Brogan will be scheduling an Audit Committee meeting for early that week if the committee would like to meet with the auditors. Ms. Brogan pointed out that not all year-end entries have been made due to unpaid invoices received after the end of the year that need to be charged back to the 2013 budget, and some receivables are not yet reflected.

Ms. Brogan explained that the Combined Balance sheet had increased by over \$8 million to reflect setting up 2013 taxes to be received in 2014 as a receivable. This will be reflected on the 2013 Financial Statements as deferred revenue. That was one of the changes required by GASB (Governmental Accounting Standards Board). Prepaid expenses will all

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be charged to the 2014 expenditure budget and will be eliminated from the asset accounts in the next financial statement for January 2014. Ms. Brogan said that will include some smaller accounts receivable and explained that it has to be shown because it is due to the library now.

There will also be changes to the General Fixed Assets that are not yet included. Finance staff are finishing up the inventory for 2013, and changes will be reflected in the Fixed Asset System so depreciation and asset holding reports can be run. Ms. Brogan said this does not include books, but they have located all the items the library is supposed to have.

Ms. Brogan then referred to the General Fund, noting that the target percentage for the end of December is 100%. Property tax revenues were 100% collected, and the current month reflects both November and December collections. Property tax was under collected by only \$2,417, which is very close. Specific ownership tax revenues were at 89% and under collected by \$77,978 which was not as bad as she predicted several months ago, but still of concern. Ms. Brogan is continuing to investigate why it has gone down when other agencies' collections have not. Revenue from fines and fees closed out at 93% collected, which includes replacement of materials and meeting room fees, both of which came in closer to budget. Overdue fines were only 85% collected, and the only areas exceeding budget were online receipts and Library @ the Y. Total revenues were 99% collected, but Ms. Brogan expects to be able to close the year at 100%. The big thing that is not reflected are the e-Rate refunds, so Contracts & Grants will go over budget by about \$60,000 when those amounts are received and entered.

Total Expenditures were 94% spent. Personnel was 94% spent. Ms. Brogan pointed out a credit of \$14,500 in Employee Insurance that should have been entered as prepaid insurance, and she explained the insurance bill is paid a month in advance, but this was the employees' share deducted in December that should have gone into prepaid expenses and will make expenses a little higher. Materials were 97% expended, and unpaid invoices that still need to be entered will be about \$62,000, so this category is expected to be fully spent. The processing supplies budget will end the year over budget by about \$45,000, and the program budget was over by \$38,000 due to Black Tie Ball and All Pueblo Reads expenses. Ms. Brogan said the additional RFID processing expenses have been budgeted appropriately for 2014. Even with those overages, it will not cause the bottom line to exceed the budget. Facilities were 89% spent for the entire category, and savings of nearly \$115,000 is anticipated. Payment for the November debt service is reflected here, bringing it up consistent with other areas. Operating was 87% spent, and there are a few unpaid invoices for utilities to journal into the category, but it should not change much. What appears in the CAFR (Comprehensive Annual Financial Report) will reflect the final numbers. Information Technology was 91% spent with some unpaid invoices to include, but those should not impact the bottom line.

The total savings shown in the General Fund is \$451,005, but after the unpaid invoices have been applied, Ms. Brogan expects the savings to be closer to \$342,000.

In the Capital Project Fund, revenues were 97% collected. Expenditures of \$21,716 included architect, history wall, engineering and legal expenses for new libraries with another \$17,000 in unpaid invoices expected. There was \$32,308 for the Ryals Room upgrade and network enhancement, \$9,220 for a reader-printer in Special Collections, and \$7,483 in design costs for the 2nd floor enhancement project and new signage for Lamb, and another \$17,000 is expected for landscaping expenses. Total expenditures were 41% spent and are expected to go up slightly.

Under Other funds, the library expects to receive a fourth quarter contribution from the Chamberlain Fund which is not yet reflected.

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Ms. Brogan pointed out several items on the Check Summary Report, and explained the \$442.68 paid to Classic Catering for sales tax was for meals at the Black Tie Ball. Ms. Brogan explained that since the library did not have printed tickets breaking out the cost for just the meal, the library would have been charged sales tax on the total cost of the tickets, so it was better to handle it through the caterer. The payment of \$85,987.83 to Colorado Special District was for Property/Liability and Workers Compensation for all of 2014. The \$20,000 to Maximus Control was a payment to a local company for the upgrade of the Ryals Room AV technology. The payment to Midwest Tapes was for several invoices for video games which only happens twice a year and for refreshing browsing collections. The payment to Overdrive for \$48,802.82 includes subscription renewal of \$15,000.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$159,061.20, Payables of \$633,476.57, and Payroll of \$304,343.44 (with three payrolls in December) for a total of \$1,096,882.21.

Ms. Gairaud asked if the decrease in fines could have a correlation with the use of eBooks where the book simply disappears from the customer's device. There was discussion in which it was agreed that could have an impact, as well as the fact that the library circulated fewer items. It was also noted that eBooks may result in fewer overdue fees and fines for lost material, as well as fewer books sent to the Friends of the Library to sell. Sometimes the cost of eBooks is higher even though the costs for the vendor are lower; however, the savings may be in less employee handling.

There being no further discussion, MOTION CARRIED 5-0.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- The Library will be closed on Monday, February 17, 2014, for the President's Day holiday which will be used for staff development.
- The next regular Work Session is tentatively scheduled for Tuesday, February 18, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, February 27, at 5:30 p.m. at the El Pueblo Boys & Girls Ranch Youth Services Center, 1 El Pueblo Ranch Way. They have provided directions and a map to distribute.

B. Action/Discussion Items

1. Election of Officers

Ms. Bregar said the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

Ms. Bregar then opened the floor for nominations for President. Dr. Mancha nominated Marlene Bregar as President, seconded by Ms. Gairaud. There being no further nominations, Marlene Bregar was elected President, and MOTION CARRIED 5-0.

Ms. Bregar then opened the floor for nominations for Vice President. Mr. Miltner nominated Fredrick Quintana as Vice President, seconded by Dr. Mancha. There being no further nominations, Fredrick Quintana was elected Vice President, and MOTION CARRIED 5-0.

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2. **Selection of 2014 Board Meeting Dates, Times and Locations.** Ms. Bregar announced that the Bylaws provide that “The date, hour, and location of the meetings shall be set by the Board at its annual meeting.” Recommendations were discussed at prior Trustee Work Sessions.

Mr. Quintana made a Motion, seconded by Ms. Gairaud, to approve the 2014 Board Meeting Dates, Times and Locations.

Mr. Walker referred to the changes that had been made which included: the July Work Session was changed to July 8, and arrangements were made for the Library Board to meet at the El Pueblo Boys & Girls Ranch on February 27, in Colorado City on August 28, and at the East Side Library on November 13. This was discussed during the Work Session when the Board expressed a preference for trying to meet in the communities where the new libraries will be built.

There being no further discussion, MOTION CARRIED 5-0.

3. **Affirmation of Ethics Statement**

Ms. Bregar said the Board approved an Ethics Statement last year and suggested all Board members formally agree to the statement annually.

The recommended action was that individual Board members read and sign the Affirmation of Ethics Statement for Public Library Trustees and return those to the Board Secretary.

4. **Employee Policy Update**

Ms. Bregar said PCCLD adopted use of an outside payroll processing vendor in 2013, which has necessitated an update to library employee guidelines. The proposed update was presented for review and discussed at the Work Session.

Mr. Quintana made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve revisions to Employee Guidelines with respect to Pay Periods and Paydays with the addition of paragraph 02.05.01.02 Payroll Processing.

Mr. Walker said there had been no changes made since the Work Session. There had been discussion about procedure versus policy, and the Board indicated that all employee policies should be brought in line with the other district policies in 2015.

There being no further discussion, MOTION CARRIED 5-0.

- IX. **ADJOURNMENT** Mr. Miltner commented that he was very impressed by the quality of the workforce at the library, and he thanked employees for their expertise and hard work.

There being no further business, the meeting adjourned at 7:16 p.m.

Respectfully submitted,

Jane Carlsen
Secretary