

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

**February 26, 2015**

**I. CALL TO ORDER AND ROLL CALL**

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Library @ the Y in Community Meeting Room A at 3200 Spaulding at 5:31 p.m. by President Fredrick Quintana.

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

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Janina Goodwin, Youth Services/Library @ the Y Manager; Sara Rose, Human Resource Director; Jill Deulen, new Technical Services & Collection Development Director; Charles Hutchins, Information Technology Director; others not recorded

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** Mr. Quintana announced that Mr. Walker requested adding new Item VIII.B.3. Pueblo Urban Renewal update, moving the Executive Session to Item VIII.B.4.

**III. APPROVAL OF THE MINUTES**

Mr. Quintana said the Minutes of the Library Board Work Session held on January 13, 2015, and Minutes of the Regular Library Board meeting held on January 22, 2015, were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on January 13, 2015. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on January 22, 2015. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker welcomed Board members and commented on the snowy weather conditions which had resulted in Ms. Pickman's participation by phone.

Mr. Walker introduced Jill Deulen, who has been with the Library District a number of years, starting in Technical Services & Collection Development, and most recently replacing Steve Antonuccio as Barkman Library Manager. The Technical Services & Collection Development Director has announced her retirement effective May 15, and Jill Deulen will be transitioning into that position, although she is still spending time at Barkman until that position is filled. Ms. Deulen said she was excited to get back into Technical Services & Collection Development and increasing key results. Mr. Walker added that Ms. Deulen has served on the School Board for District 70 for the past year.

Mr. Walker then invited Janina Goodwin to provide an update on the Library @ the Y. Ms. Goodwin said the Library @ the Y is small but mighty. The Library @ the Y is open Monday through Friday from 9:00 a.m. to 1:00 p.m. and then from 4:00 to 8:00 p.m. and

## MINUTES

February 26, 2015 — 2 of 7

Saturday from 9:00 a.m. to 1:00 p.m. Ms. Goodwin said the library hours were designed to coincide with the YMCA's peak usage and is open 44 hours per week, covered by three 20-hour Customer Service Representatives (CSRs). Those CSRs serve the remaining 16 hours working in Reference & Readers Advisory on the 2<sup>nd</sup> floor, so the team is multi-talented. Ms. Goodwin explained that the Library @ the Y also serves as the second stop for incoming calls to the Call Center, and CSRs answer those calls while customers are in the library.

Ms. Goodwin said she had an opportunity to work the Library @ the Y desk recently and discovered she was bombarded with renewal requests during that shift. Ms. Goodwin added that the Library @ the Y can now offer meeting rooms and explained how that is coordinated through the YMCA.

Ms. Goodwin commented on the increased usage of the Library @ the Y since the YMCA pool reopened. The Library @ the Y programming primarily consists of weekly storytimes, but occasionally includes district-wide programming such as Dr. Seuss Birthday Celebrations and offers "Storytime with a Bang" during Summer Reading. She also plans to make contact with the newly opened Bonaventure Senior Living Center to offer some outreach library programming there. Ms. Goodwin compared a number of January 2015 statistics with January 2014, and every category had increased.

Ms. Goodwin then offered to respond to any questions and encouraged Board members to stop by the Library @ the Y.

Mr. Walker said Ms. Goodwin has a big job managing the Youth Services Department as well as the Library @ the Y, and in addition, a lot of the children's programming around the district comes out of her office.

Mr. Walker then invited Sara Rose, Director of Human Resources, to provide an update on the Library's Pay-for-Performance project.

Ms. Rose said that Pay-for-Performance had been a three-year project that began in fall of 2011 with a suggestion at the Annual Planning Retreat that employees should be paid based on their performance. That was added to the Annual Plan for 2012.

Ms. Rose provided a detailed presentation reviewing the steps that had been taken to research, survey employees, plan, and implement the Pay-for-Performance plan which was completed in December 2014. Preparations included a market analysis of compensation, adding new software to automate the performance appraisal process, creating a new compensation structure that allows more flexibility, developing SMART (Specific, Measurable, Achievable, Realistic and Timely) goals for each job description, and introducing regular "walks around the block" with employees to improve communication and help supervisors prepare the annual district-wide review.

2014 was the implementation year, which required prorating pay increases to get everyone's performance and pay increases on the same date, which required additional efforts to weigh and average the performance scores. After an analysis of the scores, a pay distribution plan was developed based on the available budget, and the library was able to provide 2.5% pay awards for all successful evaluation scores, and a 1% one-time merit award was provided for exceptional performance above the 2.45 average score (3.0 being highest). A few employees with scores of 1.75 to 1.99 were placed on a 60-day performance improvement plan and received no increase. Increases for new hires were prorated. New hires and employees receiving promotions during the year were not eligible for the merit award.

Ms. Rose concluded that the project had been successful, and she commented on the fact that scores normalized overall in spite of differences between scoring methods among supervisors. There had been some uncertainty among employees of how the new system

## MINUTES

February 26, 2015 — 3 of 7

would affect pay, and she has to be discreet when talking about statistical information in order not to reveal how the changes affected others.

Mr. Stuart remarked that Ms. Rose had put a lot of work into this and it was very complex. He acknowledged the challenges of different managers scoring differently, and said she had done a wonderful job.

Mr. Walker added that it had been a really big project, and from a managerial level, it had given him a different picture of the institution than he had before which also offers guidance for the future.

### **B. Friends of the Library Report**

Mr. Stuart said the last meeting had been a Volunteer Appreciation Luncheon followed by a brief business meeting. The Friends reached the milestone of 1,000 members for the first time with Mr. Walker's help. Books Again is nearing the one million mark in sales, and has been able to turn over half a million to the Friends to give to the Library.

### **C. Pueblo Library Foundation Report**

Mr. Stuart said the Foundation Board had not met since January, but the Finance Committee is working on new policies on how to handle the money. During the first few years, the money coming into the Foundation was going right back out to build the new libraries. The Foundation's new mission is to build a corpus for the library, and it will need to get a good return on the investment. The committee is taking a look at investment policies, whether that means going through an existing foundation, such as the Southern Colorado Community Foundation, or doing its own investment work. The Finance Committee will be making a recommendation to the Foundation Board in April and will report back.

### **D. Attorney Report** None

### **E. Employment Changes**

Mr. Quintana said the Board is asked to ratify the January 2015 Employment Changes as presented by the Executive Director.

Mr. Walker reviewed the report which included three new hires and one termination.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the January 2015 Employment Changes as contained in the February 26, 2015 Board materials.

There being no further discussion, MOTION CARRIED 6-0.

### **F. Financial Report**

Mr. Quintana said the Board is asked to ratify the January 2015 bills and accept the January 2015 Fund Statements. Chris Brogan, Chief Financial Officer, provided a synopsis of the Financial Report and would answer any questions.

Ms. Brogan said the balance sheet reflects all unpaid invoices and prepaid accounts from 2014, and there was nothing in prepaids except \$2,000 in rent for the security deposit on the building leased at 622 Union. January fixed assets will be updated as part of the audit, and it balanced all the way across.

In the General Fund, the target percentage for the end of January is 8%. There was nothing for property or specific ownership tax revenue in January because the library receives that revenue the month after it is collected. 2014 ended with a slight under-collection in property tax of only \$5,013, an over-collection in specific ownership tax by \$32,699, and an under-collection of overdue fees of \$38,737; they have adjusted for that in 2015. Ms. Brogan said the library finished the year with \$9,574,819 in revenue, \$23,913

## MINUTES

February 26, 2015 — 4 of 7

under the projected target. Fines collected in January were less than half of expectations at 3%, and photocopier fess were slightly over projections at 9%.

Total expenditures were 7% spent. Personnel was 8% expended. 2014 ended with \$80,000 unspent due to vacancy savings. Workers compensation has been expended for the year except for deductibles which was why that category was 96% spent. Employee insurance is paid a month in advance, so both January and February were reflected. Materials were 4% spent. A good deal of what had been paid in January was for 2014 expenses. The credit figure of \$14,817 reflects 2014 invoices that have been accrued to the correct year, but the actual invoice had not yet been paid, but that credit amount should be satisfied in February. The processing line also related to 2014 materials invoices. The periodicals budget was all spent as subscriptions have been scheduled to run on the calendar year. In the December report, there was a variance of almost \$400,000, and the variance in the materials category ended at \$145,902 unspent once all the 2014 invoices were included.

Facilities were 6% spent and tracking as expected. Insurance has been paid through the year, and the final figures came in just slightly over budget. In 2014, the year ended with \$44,902 surplus. Operating was 8% spent, and professional memberships and contract services with annual subscriptions impacted the monthly percentage. Information Technology was at 21%, primarily due to the SIRSI maintenance invoice which is reflected in the current month expenditure. It was paid in December, but allocated to 2015 through the prepaid account. Other vendors included were Insight and Citrix, for ongoing support and licensing costs. The entire tech section exceeded the 2014 budget by \$59,734, which was less than expected.

In total, expenditures for 2014 came in under budget by \$339,575, and will not require using the fund balance for the 2014 budget. It is good news, although still preliminary.

In the Capital Project Fund, Ms. Brogan said the only revenue to date is \$87 in interest. Now that the COP and building project funds have been expended, the interest will also drop. In expenditures, the large credit amounts represent the final retaining payments to H.W. Houston, recorded in 2014 as accrued expense. Since actual payments were held pending outcome of the advertisement for final settlement, the payment will not be made until tomorrow, the final day for any claims to be made. Ms. Brogan explained the payments were accrued in 2014, and that entry was reversed, setting up a credit in 2015 so when the payments are made, the account will return to zero. All capital asset expenditures were building expenses with no other expenditures.

There was nothing to report in the other funds other than a distribution from the Chamberlain Fund.

In the Check Summary Report, Ms. Brogan pointed out the large materials payments to Amazon, Brodart, Midwest, OverDrive, and others. She also pointed out the two payments made to Kaiser for January and February. There was a payment to the Pueblo Library Foundation for donations from staff made by payroll deductions. There was also a duplicate payment to R&S Delivery Service which has since been returned and voided.

Mr. Miltner asked if the library used a collection service for fines. Ms. Brogan said it does but usually only when materials are attached. They are looking at another process to try to collect for fines as well, but only when fines reach a certain level.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$118,692.20, Payables of \$488,846.54, and Payroll of \$234,777.91 for a total of \$842,316.65.

## MINUTES

February 26, 2015 — 5 of 7

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Trustees approve the January 2015 bills and accept the January 2015 Fund Statement as contained in the February 26, 2015 Board materials.

There being no further discussion, MOTION CARRIED 6-0.

### V. BOARD COMMENT

Dr. Mancha said he had a chance to visit the Lucero Library recently, and it was after school was out, so it was really wild. He said it reminded him that this was the only library that did not have an expansion plan, and he suggested starting some conversations with Safeway about the possibility of acquiring part of the parking lot. Mr. Walker said the only talks with Safeway had been about the alley. Mr. Stuart said considering the time it takes to deal with a corporation, the library might want to begin a dialog to see if the library could acquire that. There was discussion that Safeway had recently been acquired by Albertsons, and it was agreed that it would be better to be proactive and start some preliminary discussions.

Mr. Miltner said his wife was serving as a substitute teacher and heard some lunchroom gossip with one of the teachers saying the east side library was being trashed and had to lock the bathrooms because people were smoking pot. Mr. Miltner asked how he should respond when he hears those rumors. Mr. Walker encouraged him to correct it, and Ms. Gairaud suggested he visit the library with them to check it out for themselves. Mr. Walker added that the Lucero Library sits in a very busy place with a lot of activity, particularly after school is out. The library is working on the issues with a lot of unsupervised kids after school, and the police department has a daily presence there to keep the problems toned down. The library is also working on other activities to guide the kids with programming. Mr. Walker commented that some of the kids are homeless or living with relatives and have not had the benefits of parental supervision. Mr. Walker said although the library is working on several issues, they are not locking bathroom doors. There was an incident of someone smoking pot in a meeting room, but in a library that size it was quickly discovered. In terms of dealing with people who exaggerate the facts, he suggested countering that there are issues, it is busy, there are a lot of things going on, but there has been a remarkably small amount of vandalism. Mr. Walker agreed that an invitation to go take look and see would be good, and if there is a problem, the library would want to work to change that.

Ms. Gairaud thanked everyone for attending despite the weather, and she appreciated hearing what everyone had to say.

Mr. Stuart asked if there were any plans for signage on the back of the Greenhorn Valley Library. He commented that it is hard to tell from the highway what the building is, and it is the only library where the back of the library faces the road. Mr. Stuart said it would be helpful to have a big sign in large block letters on the back of the library building, and Ms. Pickman agreed.

### V. PUBLIC COMMENT None

### VII. OLD BUSINESS None

### VIII. NEW BUSINESS

#### A. Announcements

- The next regular Work Session is scheduled for Tuesday, March 17, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, March 26, 2015, at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard.

## MINUTES

February 26, 2015 — 6 of 7

- ☐ The Friends of the Library will hold their Annual Meeting on Friday, April 24. Contact Sara Schwartz at 553-0220 to make reservations or for additional information.

### **B. Action/Discussion Items**

#### **1. InfoZone Audio-Visual Upgrade**

Mr. Quintana said the 2015 Annual Plan and Budget includes provisions to upgrade the InfoZone Theater. A team of staff has been working on the project, and an RFP for new audio-visual equipment has been issued and bids received. Board approval is required since the cost exceeds \$25,000. Charles Hutchins, Information Technology Director, reviewed bids and made recommendations to the Trustees at their work session on February 17.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the PCCLD Board of Trustees authorize the Executive Director to enter into agreement with Maximus Controls to upgrade the audio-visual equipment in the InfoZone in an amount not to exceed \$69,180.

There being no further discussion, MOTION CARRIED 6-0.

#### **2. Pueblo Library Foundation Board of Directors**

Mr. Quintana said Joyce Vigil serves as a member of the Pueblo Library Foundation Board of Directors. Ms. Vigil's term on the Foundation Board expired effective December 31, 2014. Ms. Vigil is eligible for reappointment, and she is willing to serve another term. Pueblo Library Foundation Directors are appointed by the Board of Trustees. The Trustees discussed reappointing Ms. Vigil to the Foundation Board at their work session on February 17.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Board of Trustees reappoint Joyce Vigil to the Pueblo Library Foundation Board of Directors.

There being no further discussion, MOTION CARRIED 6-0.

#### **3. Urban Renewal Update**

Mr. Walker referred to the letter provided to Board members from the Pueblo Urban Renewal Authority (PURA). The letter states that PURA, at the direction of the City, has commissioned a study of blight conditions of the lower west side and includes a map, and it will hold hearings on March 5. PURA is inviting local taxing entities to discuss this proposed area, and it is important for the library to be represented at that meeting. In addition, the PURA Board will review the findings of the blight study on March 24 which will be a public meeting. Mr. Walker said this will be an opportunity to hear some dialog on the blight area and what the impacts might be.

Ms. Pickman did not have the letter, and the Board Secretary was asked to scan and email her letter.

In discussions with the PURA attorney, Mr. Gradisar realized there is a lack of clarity within PURA how TABOR affects us, and there is a lack of understanding on some of the important details on what these things mean to the library and other taxing districts. These dialogs have the potential for being helpful.

Mr. Quintana urged Board members to attend the meeting on Thursday, March 5 at 5:00 p.m. at the Convention Center.

#### **4. Executive Session**

Mr. Quintana said the Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the

## MINUTES

February 26, 2015 — 7 of 7

Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to move into Executive Session. MOTION CARRIED 6-0. The public was excused at 6:49 p.m.

The Board reconvened in public upon Motion made by Ms. Bregar, seconded by Mr. Stuart, and MOTION CARRIED 6-0, at 7:15 p.m.

Mr. Quintana said the Board had a chance to review the Executive Director's performance and it was an exceptional review. The Board could not be more pleased with the work Mr. Walker has done as well as his vision and leadership. Mr. Quintana then called for any action the Board would like to take.

Ms. Bregar made a Motion, seconded by Mr. Miltner, to award a pay increase of 2.5% which would make his pay \$127,857.60.

There being no further discussion, MOTION CARRIED 6-0.

Ms. Bregar then made a Motion, seconded by Mr. Stuart, to award a deferred incentive in the amount of \$10,000 according to the deferred compensation incentive plan.

There being no further discussion, MOTION CARRIED 6-0.

Mr. Walker thanked the Board for their support and commented on efforts to make this the best possible library, and he was pleased and proud of all that had been accomplished. Mr. Walker said this had been an exceptional year, and he was glad this Board was a part of it and that the employees were part of it. He concluded that he appreciated the Board's vote of confidence.

## IX. ADJOURNMENT

Mr. Miltner made a Motion to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary