

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

March 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 Lamb Library at 2525 South Pueblo Boulevard at 5:32 p.m. by President Fredrick Quintana.

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

Board Member Absent: Marlene Bregar

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Maria Kramer, Lamb Library; Abby Koehler, Strategic Planner/Systems Librarian; Michael Cox, Public Service Director; Jill Deulen, Technical Services & Collection Development Director; LouAnn Lucero, Help Desk/AV Tech; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None.

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on February 17, 2015, and Minutes of the Regular Library Board meeting held on February 26, 2015, were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Library Board Work Session held on February 17, 2015. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on February 26, 2015. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Maria Kramer, Manager of the Lamb Library, to provide an update report on the Lamb Library.

Ms. Kramer provided a presentation and reviewed Lamb's statistics. Circulation statistics were compared with the previous year, and she commented that the change in policies and focus were having a positive impact with an 84% increase over the past six months. Ms. Kramer reviewed Visit statistics and was pleased to see visits had been going up steadily. Even though February was a short month, visits were up 61% over the previous year, and she credited staff with providing a friendly welcoming environment and she gets great comments about how helpful they are. Computer use only reflects public computer use; wireless use is not broken out by location. Program attendance was doing well with a remarkable increase in March which she credited to the Dr. Seuss visits to schools, senior outreach programs, as well as Zoo storytimes, a needlework group, and gaming lock-ins. School visits have also included teaching children database use and providing book talks.

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Ms. Kramer commented on the staff changes and challenges. Kirsten Dees has moved to Youth Services, Cathy Shepherd moved to Lamb, and there are two new Material Handlers. Lamb is working to support the district's goals and is dedicated to pulling its weight to exceed this year's goals. Ms. Kramer displayed an exciting new "Little Scholar" tablet which is preloaded with educational applications but without web access. Use of the tablets will be counted as digital use, and Lamb also hopes to get an AWE computer for children and middle school students.

Mr. Stuart asked how much the Little Scholar tablet costs, and Ms. Kramer said they were only \$150 each, and two were provided by a grant from the Friends of the Library. Mr. Walker concluded that Ms. Kramer had started at the library as the Teen Librarian and thanked her for the report.

Mr. Walker then invited Abby Koehler, Strategic Planner and Systems Librarian, to provide a brief update on the Strategic Planning initiative. Ms. Koehler said they had moved past the initial data gathering and are now soliciting information and feedback from the community. This week, five different focus groups were held. Rich Male & Associates, an external facilitator, posed ten questions, e.g., "Are you happy with the hours?", "Can you imagine a library without books?" etc. They tried to arrange the groups as readers, leaders/partners, funder/donors, families, and non-believers. The groups were asked to rank 18 different service priorities, e.g., services to new immigrants, and asked them to rank the top five and bottom three. They got very different responses from each group, but support for early literacy ranked high in each of the groups, and that is an important goal. In a few weeks, the library will receive a formal report, and they will use the report as another piece of the Strategic Planning puzzle.

Ms. Koehler said the next part will be a survey which will be available online at the library and available on paper in the libraries. It is a one-page, five-minute survey, and the public will be asked how satisfied they are with the collections. There is a shorter list of services, and people will be asked to choose the top five. This will survey the community at large.

In early May, they plan to invite the Board of Trustees, the Friends Board and the Foundation Board to come together for a planning retreat. They will present the results of the survey to get active feedback and strategize tactics, e.g., a focus on early literacy would need a discussion on how to improve early literacy. This would not be an all-day event, but only a couple of hours.

Ms. Gairaud asked if the facilitators work with libraries, and Ms. Koehler responded that they work with nonprofits, although not libraries specifically, but they were not new to our community.

Mr. Walker concluded that the process is going along very well, and he asked the Board Secretary to provide an email link to the survey which was designed as a quick, anonymous survey.

Mr. Walker also announced that Michael Cox and Abby Koehler will be leaving the district. Michael Cox has taken a job with a library in Washington State and will leave April 30, and Abby Koehler will be leaving later. We will miss them, but he wished them nothing but the best. Michael Cox started at the library as the first Teen Librarian, and Abby Koehler got her MLS with a Friends grant. It will be a loss to the community, but it is a great opportunity for them, and the library will continue to move forward in a positive way.

Information on Learning Labs in Libraries and Museums: Transformative Spaces for Teens was distributed to Board members.

Mr. Walker provided an update on signs. The Colorado Department of Transportation will put up the national library symbols on the highway near the Greenhorn Valley Library at Cibola Drive and near the Lucero Library at 4th Street. He said the signs would be

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installed in the next one to six months, depending on whether there were any signs already in stock.

Information provided at the Pueblo Urban Renewal Authority (PURA) Work Session held on March 24 was shared with Board members. Mr. Walker said it was clear that they will be approving the Lower West Side as an urban renewal area. The presentation made at the work session was a different one than the one presented to the taxing entities a few weeks earlier. According to the study, they did find sufficient blight.

The Board discussed the violations of city codes and lack of enforcement requiring the library and schools to help the area catch up. Mr. Walker said the roads are also not in compliance and at the presentation to the taxing entities the emphasis was on using the urban renewal area as leverage to get federal money available to build the bridge to provide access from Pueblo Boulevard to downtown Pueblo. Mr. Walker said PURA plans to produce a financial impact report, and they do not yet have an announced concept of the property values. At this point they only announced that it is a blighted area, and what they are going to do about it is yet to come. Mr. Walker expects the process will be moving forward, and PURA is being more proactive in reaching out to the library, including the library in discussions, and providing information. It is a big step forward, and at least it is a more transparent process. Kathy DeNiro was there from the School Board, and Sal Pace was there from the County.

B. Friends of the Library Report

Mr. Walker said the Friends of the Library made a series of grants to the library. The total awarded was \$16,031 and included a number of projects including the tablets Ms. Kramer showed for Lamb, child-friendly touchscreen computers for each of the libraries, laptops for the Lucero Library, and some storage units. The Friends are doing a lot of good things, and the staff is extremely appreciative.

C. Pueblo Library Foundation Report

Mr. Stuart said there was no report at this time. The Foundation will meet in April.

D. Attorney Report

Mr. Gradisar received a call from the Mapping Department at the county. There was a deed from Safeway for the library's half of the alley, but when it got to the Mapping Department since the alley had been part of the Fletcher Hills Subdivision which put the library in a different subdivision now, and it has to stay in the subdivision it was in. The library has the north half of the alley, and Safeway has the south half. They have asked us to get a deed from Safeway for the entire alley. Mr. Gradisar has revised the deed and asked Safeway to do that, but the person he had been working with is no longer there and sent it back. He has been in touch with someone else who told him she would forward it to another person for review. Mr. Gradisar said the library's landscaping is now trespassing on Safeway's property instead of the city's property.

E. Employment Changes

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

Mr. Walker reviewed the report which included two new hires: John Quintana in Community Relations and a Materials Handler at Greenhorn Valley; two promotions: Lee Vigil was promoted to Technical Services Assistant and Jill Deulen to Technical Services & Collection Development Director; and three voluntary terminations.

Ms. Pickman made a Motion, seconded by Mr. Miltner, that the Library Board approve the February 2015 Employment Changes as contained in the March 26, 2015 Board materials.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the February 2015 bills and accept the February 2015 Fund Statements. Chris Brogan, Chief Financial Officer, provided a synopsis of the Financial Report and would answer any questions. Ms. Brogan distributed a corrected portion of the Financial Report which will be revised on the website next week.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Library Board approve the February 2015 bills and accept the February 2015 Fund Statement as presented and amended.

Ms. Brogan said she had been working with the auditors the last two days. On the Combined Balance sheet, both the General Fund and Capital Project fund in accounts receivable show the amount \$145,286, an amount due from the Foundation to reimburse the district for capital building expenses. There is a loan receivable in the Capital Project Fund of \$48,000 which reflects the February annual payment of \$12,000 from the Giodone family.

In the General Fund, the target percentage for the end of February is 17%. Total revenues were at 4%, with photocopier income and miscellaneous sales close to target, and tracking as expected.

Total expenditures were 15% spent. Personnel was 15% expended. Materials were at 9% which is a little under, but January's expenses were mostly for the previous year. The periodicals budget is mostly all spent as subscriptions run the calendar year, but it appears another magazine was purchased. Facilities were 10% spent and tracking as expected. Information Technology was 40% spent because most of the annual maintenance subscriptions were paid in January.

In the Capital Project Fund, the only revenues were \$80 in interest. The payment for building projects were final payments which were allocated to 2014. There will be some payments made in 2015 that were not budgeted, and she pointed out the \$240 spent for expenses related to the Lucero Library alley, and there will be some payments to H.W. Houston for work they did on the alley, and those will require a budget adjustment before year end. Some purchase orders were issued for the InfoZone upgrade.

In Other Funds, the quarterly disbursement shown was for the 4th Quarter of 2014 and will be reallocated back to 2014.

Ms. Brogan said the page distributed showing the expenditures for approval should show February in the heading, but the amounts have been corrected.

In the Check Summary, there are two payments to the *Pueblo Chieftain* for Public Notice of Final Settlement for construction. No claims resulted, and the library made the final payment. Ms. Brogan provided an updated Check Summary because the SECOM payment of \$17,361.76 did not appear in the version posted.

Mr. Stuart asked about the \$58,770 paid to RFID Library Solutions, and Ms. Brogan said that is the annual maintenance fee. Ms. Brogan said occasionally they will contact our Facilities staff to walk them through a maintenance issue, and they will reimburse the library for our staff time.

Mr. Miltner asked about the payment to Pikes Peak Television, and Ms. Brogan responded that it was for television advertising requested by Community Relations.

Ms. Brogan concluded by reviewing the revised amounts presented for the Board's approval to include ACH payments of \$114,738.45, Payables of \$916,897.30, and Payroll of \$224,047.42 for a total of \$1,255,683.17.

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

V. BOARD COMMENT

Mr. Stuart pointed out the notice and invitation to attend the ribbon cutting for the sculpture in the park between the Books Again Store and the Rawlings Library. Mr. Stuart said the ribbon cutting is the same day as the Board Work Session on May 19, and he recommended that as soon as the meeting is over the Board should go over to participate. Mr. Stuart commented that the park is maintained very well, and Leadership Pueblo raised the money for the sculpture which will go along with the "Yellow Brick Road" theme.

V. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, April 5, for Easter Sunday.
- ☐ The next regular Work Session is scheduled for Tuesday, April 14, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, April 23, 2015, at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event beginning at 5:00 p.m.
- ☐ The Friends of the Library will hold their Annual Meeting and Dinner beginning at 6:30 p.m. on Friday, April 24, in the Ryals Room at the Rawlings Library. Contact Sara Schwartz at 553-0220 to make reservations or for additional information.

B. Action/Discussion Items

1. Changes to Board of Trustees Scheduled Meeting Dates

Mr. Quintana said the Board of Trustees discussed at their March 17 Work Session development opportunities to attend the American Library Association Conference in June and the Colorado Association of Libraries Conference in October. These program dates conflict with Board meetings currently scheduled to take place on June 25 at the Pueblo West Library and October 22 at the Rawlings Library. The Board will consider alternative dates for these two meetings.

Alternative dates presented were to reschedule the June Board meeting from June 25 to either Thursday, June 18 or Tuesday, June 23. The October 22 alternative dates presented were either Thursday, October 15 or Tuesday, October 20.

Dr. Mancha made the recommendation that the Board select the later dates to allow staff more time to respond between the Work Session and the Board meeting.

Mr. Stuart made a Motion, seconded by Ms. Pickman, to reschedule the June 25 Board meeting to Tuesday, June 23 and to reschedule the October 22 Board meeting to Tuesday, October 20.

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

2. Naming at Greenhorn Valley Library

Mr. Quintana said donors to the Greenhorn Valley Library have requested their name to be removed from a study nook there. The Board discussed this honoring recognition, and heard a recommendation to rename the study nook for contributors Drs. Reiko & Mark Clark at the March 17 Work Session.

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Ms. Gairaud made a Motion, seconded by Ms. Pickman, that the PCCLD Board of Trustees authorize the renaming of the study nook at the Greenhorn Valley Library in honor of Drs. Reiko & Mark Clark.

Mr. Miltner had been unable to attend the Work Session and asked for some background. Mr. Quintana explained that the donors were not expecting such a public acknowledgement and wanted their name removed. The next contributors at that level were Drs. Reiko & Mark Clark.

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

3. Lucero Library Property

Mr. Quintana said the Board of Trustees have indicated interest in procuring additional property near the Lucero Library. An update report would be provided.

Mr. Walker said the person in charge of real estate for Safeway out of the Denver office intends to come on site at the end of April and will then respond to our letter. Mr. Walker hopes to have additional information to report in May.

IX. ADJOURNMENT

Mr. Stuart made a Motion to adjourn the meeting at 6:36 p.m.

Respectfully submitted,

Jane Carlsen
Secretary