

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

May 22, 2014

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 Barkman Library at 5:32 p.m. by President Marlene Bregar.

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

Board Members Absent: Fredrick Quintana, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Steve Antonuccio, Barkman Library Manager; Diann Logie, Lamb/future East Side Library Manager; others not recorded

Others Present: Eva Montoya, Pueblo City Council; Ron Serna, East Side Neighborhood Association; Krystal Vigil

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested an Executive Session be added to the end of the agenda. Mr. Gradisar said the discussion would be pursuant to C.R.S. 24-6-402(4)(e) for determining positions with respect to negotiations and instructions to negotiators with respect to Urban Renewal. Ms. Bregar said that will be added as item VII.B.5.

III. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on April 15, 2014, and Minutes of the Regular Library Board meeting held on April 24, 2014 were provided to Board members prior to the meeting.

Ms. Pickman made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Work Session held on April 15, 2014. The minutes were approved by unanimous consent. (*Mr. Miltner arrived at this point.*)

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on April 24, 2014. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker invited Steve Antonuccio, Barkman Library Manager, to speak and said Mr. Antonuccio had been the Barkman librarian for the past several years.

Mr. Antonuccio encouraged Board members to take an opportunity to walk around the Barkman Library which recently added six public computers. Mr. Antonuccio said the Key Data for April continues to show that the Barkman Library is booming, and every year it is busier than the year before. The year-to-date circulation has doubled, and he attributed part of that to automatic renewal as well as the new rules and right-sizing the collection. Gate counts are also up with 5,000 more visiting in April 2014 than April 2013. Computer use and program attendance are also going up, and it is a good time to leave before it gets even

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busier. Mr. Antonuccio announced that Jill Deulen will be replacing him upon his retirement, and he expects she will do an excellent job. Mr. Antonuccio closed by thanking the Board for allowing him be the Barkman Manager for the past five years.

Mr. Walker added that Mr. Antonuccio had been a miracle worker, and pointed out the data for the Barkman Library which is the busiest library in the district per square foot, which he attributed to Mr. Antonuccio's work. Mr. Walker said someone told him the other day that "When I walk into Barkman, it is like walking into Cheers where 'everybody knows your name.'" There is no doubt that Mr. Antonuccio will be missed as he enters his second retirement, and Mr. Walker thanked him for his service. Mr. Antonuccio responded that he plans to stay in Pueblo and to be part of the community.

Mr. Walker then shared updated photographs of the Greenhorn Valley Library which is the farthest ahead; it is framed up, and they are preparing to wrap the building and start roofing to get it sealed and closed so interior work can start. The St. Charles Mesa framing should be completed soon so they can begin wrapping, roofing and closing; it was noted that the new road and parking lot are now in. Mr. Walker said the East Side is third in terms of progress and is about six weeks behind. The East Side is coming out of the ground with some steel framing up. Mr. Walker said he expects the libraries will open in similar phases with 3-4 weeks between each opening.

Mr. Walker then asked Diann Logie, who will be the librarian for the East Side Library, to share information she learned during a recent trip to Vietnam.

Ms. Logie provided folders with additional information and background about the Patrick Lucero Library in the Ba Long Commune in Vietnam, and she invited Board members to contact her if they wanted any additional information. Ms. Logie presented photos and commented on her experiences in Vietnam. She explained how fields must be cleared of mines, the dangers to children who might find bombs, and the estimate that it will take 70 years to clear the fields working through one acre at a time. She also shared photographs and stories of the special trip to the Patrick Lucero Library in Ba Long. Ms. Logie showed a plaque from the dedication which read, "September 11, 2010; a gift to the children of Ba Long Commune; may the children who gather here find peace, love and harmony."

Ms. Logie pointed out that there is only a single shelf of books inside the library with volunteers staffing it, and she brought a suitcase of items to give to the children and used puppets to eliminate language barriers.

Ms. Logie concluded that she is also gathering information from ALA in an effort to bring the two Patrick Lucero Libraries together as sister libraries.

Ms. Pickman asked if she planned to go back to Vietnam, and Ms. Logie said she would love to spend more time in the area where the Patrick Lucero Library is located. The group covered so many miles, only a short time was spent there. Ms. Bregar said the pastor from Park Hill Church is excited to have the library there and to have Ms. Logie to manage it. Ms. Gairaud added that Ms. Logie's enthusiasm was contagious. Ms. Logie said a representative from Vietnam hopes to attend the dedication of the Patrick Lucero Library in Pueblo.

Mr. Walker said efforts to build a sister library relationship could be meaningful for all sides.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report None

D. Attorney Report None

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E. Financial Report

Ms. Bregar said the Board is asked to ratify the April 2014 bills and accept the April 2014 Fund Statements. Chris Brogan, Chief Financial Officer, would provide a synopsis of the Financial Report and answer any questions.

Mr. Stuart made a Motion, seconded by Ms. Pickman, that the Library Board approve the April 2014 bills and accept the April 2014 Fund Statement as contained in the May 22, 2014 Board materials.

On the Combined Balance Sheet, Ms. Brogan said assets were increasing as tax money begins to arrive. Ms. Brogan expects 97% to be collected by the end of June.

In the General Fund, the target percentage for the end of April is 33%. Ms. Brogan said Revenues were 33% collected, which is right on target.

Expenditures were 20% spent. Personnel was 31% spent and on target. Materials were 20% spent, but that will change as the opening-day collections are purchased. Facilities were only 15% spent due in part to the milder weather, but the COP interest payment was made in May. Operating was 33% spent and right on target. Information Technology was 56% spent, and Ms. Brogan said that is partly a result of the RFID maintenance costs and some correcting entries were made in May that are not yet reflected.

Revenue in the Capital Project Fund was 73% collected due to a \$250,000 grant received from the Pueblo Library Foundation. This also brought in a little more interest with the additional cash. Expenditures included \$36,084 for the new libraries, and Ms. Brogan expects that will jump as they pay bills from the contractor as the projects move forward. There were no expenses from the InfoZone yet, but an RFP will be issued for the upgrades. Other capital expenditures included \$2,299 for the Windows server and \$85,810 for the 2nd floor enhancement project. Total Capital Expenditures were 9% spent.

In Other Funds, the Nesbitt Fund is managed by an employee committee and there were a couple of fundraisers. The Chamberlain fund received \$4,543.66 for the first quarter distribution which was more than the entire previous year. Ms. Brogan transferred the remaining \$3,500 pledge from the Chamberlain Fund to the Pueblo Library Foundation making the total transferred \$45,000 and completes the pledge approved by the Board leaving a balance of \$1,696.65.

In the Check Summary Report, Ms. Brogan pointed out the payment to BiblioCommons for \$7,156 shows SFP, which means "suggest for purchase." The payment to H.W. Houston for \$63,727.83 was for the 2nd floor enhancement. There is a payment of \$627.52 to Pueblo City Schools for the bus rides for the Read Out Loud program. Ms. Brogan also pointed out a check written to Sam's which was later voided.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$106,239.39, Payables of \$454,635.08, and Payroll of \$203,838.55 for a total of \$764,713.02.

Mr. Stuart pointed out the Card Services payment of over \$14,000 and suggested it seemed like a big number. Ms. Brogan said there were some additional charges for supplies for the Idea Factory, but she was not concerned because it is usually about \$10,000 and covers 35 cards. Ms. Brogan said there will be a new online management program available that will allow them to track credit card spending by vendor so they can produce reports to better show what the charges are. Staff are beginning to use the cards more, and it enables the library to save sales tax.

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

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V. PUBLIC COMMENT None

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- All Libraries will be closed on Monday, May 26 for the Memorial Day holiday.
- A Library Law Workshop for Trustees will be held at 3:00 p.m. on Tuesday, June 3 in the Ryals Room, Rawlings Library.
- The next regular Work Session is scheduled for Tuesday, June 17 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- Libraries for Life will host breakfast at each of the new libraries from 8:00-9:00 a.m. on the following dates. Board members are encouraged to attend. Please RSVP to Amber Pepin at 562-5635.
 - Tuesday, June 17 – Greenhorn Valley Library
 - Wednesday, June 18 – East Side Library
 - Thursday, June 19 – St. Charles Mesa Library
- The next regular Board meeting is scheduled on Thursday, June 26, at 5:30 p.m. at the Pueblo West Library at 298 South Joe Martinez Boulevard in Pueblo West.

B. Action/Discussion Items

1. East Side Library Naming

Ms. Bregar welcomed guests attending: Eva Montoya from Pueblo City Council and Ron Serna from the East Side Neighborhood Association.

Ms. Bregar said City Council passed a Resolution recommending the Pueblo East Side Library be named the Patrick Arnold Lucero Library. The Board discussed the resolution and recommendation at the May 13 Work Session. The recommended action is that the Board approve the name Patrick Arnold Lucero Library for the new library.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, that the Board approve the name Patrick Arnold Lucero Library for the new library.

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

2. Library Employee Leave Policies

Ms. Bregar said it had been recommended by Mountain States Employers Council that the Library District update its employee leave policy to align with federal law. The Board reviewed the affected policies at the May 13 Work Session and made recommendations. Ms. Bregar then opened the floor for a motion.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Board approve revisions to 02.06.03 Medical Leave and 02.06.04 Family Leave policies.

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

3. Disposal of Property Request: Satellite Collections

Ms. Bregar said the Board of Trustees approved the permanent closure of four satellite libraries in April. A document formalizing the transfer of the respective collections from the Pueblo City-County Library District to each of the schools was discussed at the May 13 Work Session.

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Ms. Bregar then opened the floor for a motion. Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the Disposal of Property Request transferring the books and collection materials from the North Mesa, South Mesa, Vineland, and Cesar Chavez satellite libraries to School District 70 and Pueblo City Schools District 60 for use in each respective school's media center collection.

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

4. Disposal of Property Request: Cargo Trailer

Ms. Bregar said the Board of Trustees discussed the Disposal of Property Request to trade in the cargo trailer in order to purchase a replacement trailer at the May 13 Work Session.

Ms. Bregar then opened the floor for a motion. Ms. Gairaud made a Motion, seconded by Ms. Pickman, that the Board approve the Disposal of Property Request to trade in the cargo trailer in order to purchase a replacement trailer.

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

5. EXECUTIVE SESSION

Mr. Gradisar said the Trustees would enter into Executive Session for the purpose of determining positions with respect to negotiations and instructions to negotiators with respect to Urban Renewal pursuant to C.R.S. 24-6-402(4)(e).

The audience was excused at 6:22 p.m. upon Motion made by Mr. Stuart, seconded by Dr. Mancha.

The Board reconvened in public at 6:42 upon Motion made by Mr. Stuart, seconded by Ms. Gairaud.

VIII. ADJOURNMENT

Having completed all the items on the agenda, Ms. Bregar opened the floor for a Motion to adjourn. Mr. Stuart made a Motion to adjourn, and the meeting adjourned at 6:43 p.m.

Respectfully submitted,

Jane Carlsen
Secretary