

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

**June 18, 2013**

**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 Pueblo West Library at 5:38 p.m. by Dr. Philip Mancha in the absence of the President and Vice President, although the President was expected to arrive soon.

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

Board Members Absent: Fredrick Quintana, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Community Relations & Development Director; Cindy Shimizu, Pueblo West Library Manager; Deborah Krauth, Business Librarian; Amy Nelson, Literacy Librarian; others not recorded

Others Present: Kim Arline and an unrecorded associate with P.A.C.E. (Pueblo Active Community Environments)

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** None.

**III. APPROVAL OF THE MINUTES**

Dr. Mancha said the Minutes of the Library Board Work Session held on May 14, 2013 and Minutes of the Regular Library Board meeting held on May 23, 2013 were provided to Board members prior to the meeting.

Mr. Miltner made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on May 14, 2013. The minutes were approved by unanimous consent.

Ms. Pickman made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Board meeting held on May 23, 2013. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker introduced Cindy Shimizu, Pueblo West Library Manager, to report on the Pueblo West Library. (*Ms. Gairaud arrived at this point.*)

Ms. Shimizu welcomed the Board back to the Pueblo West Library. Ms. Shimizu said there had been a great turnout for the Art Sale coordinated by Midori Clark's office, with more artwork available for those who might be interested. Ms. Shimizu said her presentation would focus on the 2012 accomplishments and 2013 objectives. Ms. Shimizu said last year's objectives were: participate in the District-wide Adult Summer Reading program, plan and design a "tween" science program for Summer 2012, roll out the Virtual Workforce Center, plan a series of local author talks and book signings, and interact regularly and proactively with local book clubs.

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Ms. Shimizu reviewed the 2012 accomplishments and provided examples of last year's accomplishments being further improved or expanded in 2013. Ms. Shimizu said the Pueblo West Library is well on its way to achieving the 2013 objectives. Pueblo West is offering Genealogy Workshops, computer and e-mail classes, expanding business and vocational programming, focusing on early literacy, and providing regular tutorials on using eBooks and eAudiobooks. Ms. Shimizu reviewed details on progress for each of the 2013 objectives.

Ms. Shimizu concluded that the Pueblo West Library currently has 501 children signed up in the Summer Reading Program for children, 54 babies, and 138 teens.

Mr. Walker then invited Deborah Krauth to speak about the R.M. Watts Business and Vocational Center. Mr. Walker explained that the R.M. Watts Foundation provided a generous donation to make the R.M. Watts Business and Vocational Center available at the Pueblo West Library, and Ms. Krauth provides support district-wide, although the center is located in Pueblo West.

Ms. Krauth explained that her library skills and legal background were well suited for the Business Librarian position. Ms. Krauth said what Pueblo West has is a segregated collection of business resources in all formats including books, DVDs, books on CD, as well as databases. Ms. Krauth commented on the popularity of business books on CD. Ms. Krauth provided a handout on accessing databases outside the library, and pointed out that Reference USA is the king of database resources.

The Pueblo West Library has also hosted a lunch with the Pueblo Chamber of Commerce where she provided a presentation about the databases and Reference USA, and business people were impressed with the information available to them at the library.

Ms. Krauth said the big project at Pueblo West has been the Virtual Workforce Center, and she explained how the library was approached by the Rural Workforce Consortium to offer services available at regular Workforce Centers. The Pueblo West Library was picked for this unique role and asked to provide remote access to training using video conference equipment provided by the Workforce Consortium. This was introduced to the public about a year ago, and the training provided is similar to having the instructor in the room with conversations between those attending and the instructor. Ms. Krauth said attendance at the Pueblo West Library virtual training sessions sometimes exceeded the number attending downtown, but usually there are about an equal number attending each, which speaks well for the program. Ms. Krauth said the Workforce Center is currently restructuring the classes, but they expect to get those classes started again soon. Ms. Krauth said the Workforce Center also provided a Jobs Board at the library which is updated weekly. The library has handouts available to help access resources to prepare resumes, look for jobs online, and find what the library has available for job seekers. Ms. Krauth then offered to respond to questions.

Mr. Miltner said this sounds like a good idea. Ms. Krauth said they are halfway through the pilot project, and Pueblo West is the only library offering this program, although there are libraries that have computer stations. Ms. Krauth wrote an article for the Colorado Association of Libraries magazine about the program.

Dr. Mancha asked if there had been any data on how successful the program had been. Ms. Krauth responded that she is collecting numbers and providing feedback, but she is not exactly sure how the Workforce Center is calculating the metrics. For the most part, people are thrilled not to drive to Pueblo to get training.

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Ms. Pickman asked how many subjects were offered, and Ms. Krauth responded that there were about seven or eight different courses, but eventually, those interested have attended the class, which is another reason to develop new sessions.

Mr. Stuart asked how the R.M. Watts Business and Vocational Center is publicized to let business people know it exists. Ms. Krauth provided several examples of partnerships with agencies such as the Small Business Development Center, SCORE, Pueblo Community College and how each are using the resources provided. Publicity is provided through personal networking.

Ms. Krauth described computer classes offered at the Pueblo West Library with volunteer instructor, Gerald Burgess. Computer classes have been expanded from Basic Computer to include E-mail, Internet, and an introduction to Microsoft Word, and they get inquiries about the classes daily.

Ms. Krauth said the next big thing being planned is a breakfast or lunch for business leaders in Pueblo to introduce the R.M. Watts Business and Vocation Center into Pueblo.

Mr. Walker added that Reference USA is a powerful tool which is quite expensive, so the library is pleased to provide access to that for the small business community. Dr. Mancha agreed the databases offer a great deal available for the price of a library card which is free. *(Ms. Bregar had arrived by this point and apologized for being late. Dr. Mancha turned the meeting over to Ms. Bregar.)*

**B. Pueblo Library Foundation Report** Mr. Stuart announced that there was another "Libraries for Life" event at Risley Middle School on June 11 with 53 attending. Although they did not raise a lot of money, they did get \$2,500 in pledges, and there were a number of private conversations which may lead to additional support. They would like to raise an additional \$150,000 for each of the new libraries. Mr. Stuart said the Art Sale and Soiree was held on June 14, but he has not yet heard the outcome from that event. Mr. Stuart said the Foundation has pledges of \$538,581, with \$283,447 received. Mr. Stuart said the Foundation's goal has been increased to \$907,000 due to some unforeseen events and how the bids are coming in for the new libraries. The Foundation is doing well against that goal, and there are more opportunities to pursue in order to raise the additional funds needed, and Mr. Stuart believes the Foundation has an excellent chance of meeting that new goal. The Foundation will be meeting in early July to strategize. There will be one more "Libraries for Life" event scheduled on the Mesa in August.

**C. Attorney's Report** None

**D. Financial Report**

Ms. Bregar said the Board is asked to ratify the May 2013 bills and accept the May 2013 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan pointed out the combined balance sheet shows \$1.3 million transferred from the General Fund into the Capital Projects Fund. This includes \$300,000 left from the debt service payments and RFID expenses.

Ms. Brogan said the target percentage for the end of May is 42%. In revenues, property tax was 62% collected, which is typical for this time of year, as well as for Specific Ownership at 29%. Total revenues were 58% collected, which is 7% greater than last year at this time which she attributed to property tax collections.

Expenditures were 37% spent compared with 39% at this time last year. Personnel was 38% spent, and Ms. Brogan explained that Workers Compensation is paid annually unless

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deductible payments are required. Ms. Brogan also explained that Unemployment is now shown as a monthly expense, instead of quarterly, due to a recent change to InfiniSource software. Materials were 37% spent, Facilities were 29% spent. Insurance shows 100% spent, and there may be some small adjustments through the year. It has not yet been determined if PCCLD will pick up builder's risk insurance for the library projects, but that would be charged to the Capital Fund. Operating was 36% spent, and Information Technology was 57% spent

In the Capital Project Fund, total revenues were 47% collected, which included \$509 in interest income and \$50 in gifts. Ms. Brogan explained that the \$300,000 transferred in from the General Fund was shown in Capital Project Revenue last month, but it is really another financing source and should not have been reported as revenue and has been corrected, so these are more accurate figures. Capital Project Expenditures were as expected, and the library made the last payment for the Library Enhancement Project. There was also a \$36,576 payment for BiblioCommons and for the new Finance software. Total expenditures were 25% spent.

Ms. Brogan said there was nothing to report under Other Funds, and she expects it will be another quarter until there are enough Chamberlain funds to transfer to the Capital Project Fund.

Ms. Brogan apologized that the Check Summary Report was shown in check order rather than alphabetical. Ms. Brogan referred to check #85610 to Aspen Paint & Body for repair to the van following a vehicle collision with the library's parked van and the side of the Rawlings building. The insurance company had reimbursed the repair costs less the deductible, and the library is waiting for reimbursement from the driver's insurance. Ms. Brogan referred to check #85659 for \$26,335.70 which was the final payment to H.W. Houston for the Library Enhancement Project. Check #85693 to BiblioCommons for \$27,758 was software for the overlay catalog which was a Capital Project expense. Ms. Brogan explained check #85732 for \$30 to the Pueblo Library Foundation resulted from a check made and deposited to PCCLD intended as a donation to the Foundation. Check #85742 was paid to the City of Pueblo for vehicle fuel, and Ms. Brogan explained the library will no longer be able to purchase fuel from the City, so the library has opened an account with Acorn to purchase fuel for library vehicles and will have to submit forms for fuel tax reimbursement from the Colorado Department of Revenue. Check #85777 to Cedar Ridge Landscape for \$6,889 was for sprinkler repairs at Barkman.

Ms. Brogan pointed out the amounts presented for the Board's approval: ACH payments of \$104,171.41, Payables of \$422,460.20, and Payroll of \$196,658.05 for a total of \$723,289.66.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the May 2013 bills and accept the May 2013 Fund Statement as contained in the June 18, 2013 Board materials. There being no further discussion, MOTION CARRIED 5-0.

- V. PUBLIC COMMENT** Kim Arline distributed handouts and bookmarks and introduced Pueblo Active Community Environments (PACE) which promotes bicycling. Ms. Arline announced that next Wednesday is Colorado Bike to Work Day which will feature a number of free breakfast stops with other giveaways to promote cycling for transportation. Ms. Arline also announced the National Bike Challenge started on May 1 and runs through September 30, and she hopes Pueblo can beat Lincoln, Nebraska which is similar in size.

Ms. Arline encouraged the Board to make the new libraries more bicycle friendly. She has been active in researching bike routes in Pueblo and was surprised to find 173 bike racks in

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the community with about 60% well placed. Ms. Arline said the handout provided a guide for business owners on how to find quality, affordable bike racks and the recommended types of bike rack to purchase. She commented on the confusion caused when bike racks are artistic causing bicyclists to chain their bike to artwork. Ms. Arline pointed out that the City of Pueblo adopted a bicycle parking ordinance in its streetscape guidelines. Although local vendors can fabricate bike racks, it is usually less expensive to use a vendor. Ms. Arline discussed the difference between short-term and long-term bicycle parking, and advantages of moving bicycle parking indoors or to a more secure location especially for employees or regular library users.

Ms. Arline encouraged the Board to include bicycle racks in the new library buildings, particularly for bicyclists who have expensive bikes and to prevent theft. The handout includes information on where to place bike racks, and PACE would also like to meet with library designers about bike racks.

Ms. Arline concluded that Pueblo bicyclists are meeting every Thursday evening at Bingo Burger for a 5-7 mile ride and safety briefing, and participation has been growing to 30-55 riders. Ms. Arline said she has been working for several years to get people on bicycles and would welcome more to join them. Ms. Bregar thanked Ms. Arline for the helpful information as the library buildings are planned and expressed appreciation for her hard work.

### VI. OLD BUSINESS None

### VII. NEW BUSINESS

#### A. Announcements

- All library locations will be closed on Thursday, July 4 for Independence Day.
- The Pueblo Library Foundation will host a "Libraries for Life" event on Tuesday, August 6 at 12:00 noon at the El Pueblo Youth Center, One El Pueblo Ranch Way, to introduce plans for three new libraries. Board members were encouraged to attend and invite others to attend.
- The next regular Trustee Work Session is scheduled for Tuesday, July 16 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Trustee meeting is scheduled on Thursday, July 25 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition event at 5:00 p.m., and Board members were encouraged to arrive early.
- The Summer Reading Club *Dig Into Reading* for children, *Beneath the Surface* for teens, and *Groundbreaking Reads* for adults runs from June 4 to August 13.
- The Annual Planning Retreat has been scheduled for Wednesday, August 14 at the Waterfront on the Riverwalk—4<sup>th</sup> floor (above Center for American Values). Board members are encouraged to participate. Call Jane Carlsen at 562-5633 to RSVP.
- Mark your calendars for the CAL Conference on October 17-19 in Loveland, Colorado. Deadline for room reservations is September 15. Ms. Bregar said she would like to get everyone there for the conference.

#### B. Action/Discussion Items

##### 1. History Wall project for new libraries

Ms. Bregar said PCCLD had requested proposals to oversee the design, fabrication and installation of history walls, one each at the new libraries planned for the East Side, St. Charles Mesa, and Greenhorn Valley. A committee overseeing the process reviewed the proposals. The committee includes Amy Martin, Diann Logie, Kim

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Young, Charlene Garcia Simms, as well as local historian Joanne Dodds and Jim Stuart from the Board of Trustees. A recommendation to award to the best proposal will be presented. The Trustees are asked to take action to approve this expenditure because it will exceed \$25,000.

Amy Nelson provided a brief PowerPoint presentation with an overview of the project to provide fixed interpretive exhibits to be located in the lobby of each of the three new libraries. The committee is planning three meetings in each of the communities. The first meeting is to show the photographs that have been collected and to identify gaps and consider additional possibilities. The second meeting will be an opportunity for the community to bring in photographs and stories. The third meeting will be to review all of the content collected and make final selections for the exhibit.

RFP submissions were received from four vendors that were reviewed by the six-member committee. Ms. Nelson explained the process used to rate the submissions, and Witvoet came out on top with 286 points. Witvoet's innovation and creativity influenced the decision, and she reviewed other strengths in their proposal which included a site visit. Their quote was also very appealing.

Ms. Nelson reviewed the project budget of \$45,000 which includes \$3,000 for the historian, photo reproduction costs of \$2,000, with \$40,000 for the design, fabrication and installation at all three libraries. Witvoet's fee proposal was \$39,000 which includes a \$3,900 contingency fund which could bring the cost down as low as \$35,100 and includes the design, manufacture, installation, travel costs, materials, and transportation.

Ms. Nelson then reviewed the project timeline with community meetings beginning later this month. Witvoet wants to meet with the community and spend some time in each community to pick up on unique aspects of each area.

Mr. Miltner said it looked as if photographs would be used rather than artwork, and he had envisioned something similar to the mural at Rawlings. Ms. Nelson explained the reasoning behind the decision to provide a historic exhibit which could be informative and honor the history of the community. Mr. Walker also explained plans for artwork on the exterior of the libraries as well as an area for rotating art exhibits similar to the Pueblo West Library.

There was additional discussion about the process and criteria for all items to be at least 50 years old, excitement in the community about housing a history of the area, and Witvoet's ability to create a consistent historic timeline in an artistic way based on what they learn about each community. The conclusion was that it was a great concept with a great process, and Ms. Nelson credited the work done by Mr. Stuart on the committee.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the Board approve award of the project to Witvoet & Sons at a cost not to exceed \$39,000.

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

**VIII. ADJOURNMENT** There being no further business, Ms. Gairaud made a Motion to adjourn the meeting at 6:57 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary