

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

October 20, 2015

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 5:32 p.m. by President Fredrick Quintana.

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

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Midori Clark, Community Relations-Development-Strategic Initiatives Director; Ashley Osterhout, Adult Literacy Librarian; Andrew Bregar, Lamb Library Manager; others not recorded.

Attorney Present: Nicholas Gradisar

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 September 15, 2015 and Minutes of the Regular Library Board meeting held on September 24, 2015 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Library Board Work Session held on September 15, 2015. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on September 24, 2015. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker distributed the 2014 Annual Report for the Library District. Mr. Walker highlighted the numbers presented on page 4 and the activities of the Friends of the Library shown on page 8. The Friends of the Library received the Library Advocate of the Year award from the Colorado Association of Libraries in 2014. Mr. Walker said 2014 was a great year, opening new libraries and checking out more materials. Just a few years ago, the library reached the one million circulation mark, and it is now on track to reach three million. Mr. Walker said this is testimony to the Board of Trustees for their leadership, the staff's work, and the community's support. Mr. Walker said the next step will be to deliver the Annual Report to City Council and the County Commissioners, and he will let the Board know when it has been scheduled if they would like to accompany him to deliver the presentation. Dr. Mancha indicated he would like to go.

Mr. Walker then introduced Ashley Osterhout, Adult Literacy Coordinator, to provide a report on PCCLD's Adult Literacy Program.

Ms. Osterhout said in the United States 13.6% of adults over the age of 18 lack basic prose literacy skills, and Pueblo is just under that with 13% so there is a great need in our community. To target those needs, the 2010-2015 Strategic Plan included the goal to

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expand services to the underserved, and Adult Literacy's mission is to enable adults to achieve literacy skills to allow them to lead enriched lives.

Adult Literacy services include one-on-one tutoring with eleven active volunteer tutors who meet with 15 learners one or two hours per week. Tutors spend another two hours a week preparing the tutor sessions, so they invest a lot of time. There is also a Speak English! Conversation Club that includes one volunteer tutor and usually has about five participants when English classes are in session, but drops when the English classes are not underway. Ms. Osterhout has been trying to extend those classes to branch libraries. Speak English classes help participants with syntax, gives them an opportunity to learn by doing, and gets them talking and using their new skills. There is also an adult literacy and crafts class started by South Central BOCES with about ten learners who are engaged in literacy with crafts, and she described an example of how literacy is integrated with the craft provided. Ms. Osterhout said they also work with people who lack motor skills or have other developmental disabilities and strive to meet those needs.

Ms. Osterhout described online and print resources as well as books on portable MP3 players available. Learners can follow along to see words together with the sounds. Materials include biographies, fiction and nonfiction with adult topics available at various reading levels so they learn to read with material of interest to adults. There are resources available to help people prepare for the GED, but the library does not currently offer GED classes which were popular with patrons.

The community impact of literacy services allow participants to go on to receive citizenship through the Hispanic Resource Center and get enough English language ability to engage in those classes with decreased anxiety. Participants can get jobs or re-enter the work force or get a GED. Programs at the Housing Authority and TANF (Temporary Aid to Needy Families) sometimes require participants to attend classes in order to maintain those benefits.

In 2015, the library received an ALA The American Dream Starts @ Your Library grant which included \$4,5000 for materials, book packs, biographies with audio and audio ELL instructional materials. This has been very popular, and participants are using the audio tools to help them with pronunciation. The library was recently selected for a \$5,000 grant from ProLiteracy and ALA for the Libraries in Action pilot program. The library will receive coaching and provide feedback on the process, and may eventually become a mentor to other libraries creating their own action plans.

The 2016-2020 Strategic Plan includes the goal of serving the whole family at all stages of life. The goals for 2016 will be to complete and implement the Adult Literacy for Libraries (ALL) Action plan, double the number of tutors and learners, and create family literacy programming. This will include the ALL in Action program with ProLiteracy, expanding marketing efforts, collaboration with Youth Services and teens, expanding the Adult Literacy collection at all locations, and providing quarterly tutor training to support volunteer tutors.

Ms. Bregar asked how many high-interest/low-level items are available, and Ms. Osterhout estimated about 75. Ms. Bregar commented that schools face this issue, and there is never enough money for these materials, which are also useful for students with learning disabilities.

Ms. Gairaud thanked Ms. Osterhout for a great report and asked how the library finds volunteer tutors. Ms. Osterhout said they market in the information racks and try to direct people to the tutor training with larger posters, and this is being extended to the branches as well.

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Mr. Walker said Amy Martin was the Adult Literacy Coordinator, and Ms. Osterhout is now carrying out that tradition in a great way.

B. Friends of the Library Report

Ms. Clark attended the Friends of the Library meeting, and Caroline Parsley reported the year-to-date sales were up by \$2,600. Despite some purging of the membership list, the Friends still have 1,004 members. Dustin Hodge reported that the Friends of the Library Facebook page had 202 likes, and Ms. Clark encouraged everyone to get on their page to “like” it. The Friends of the Library approved the Project Selection Committee’s recommendation to support library projects totaling \$16,073.32.

Mr. Walker recently ran across an Urban Libraries Council article about Friends of the Library Groups among various libraries, and the Friends of the Library in Pueblo is amazing in comparison. Ms. Clark said she presented this at the Friends meeting, and other Friends Groups in Kansas City, Kansas had been in existence for 40 years and had 400 members; Anchorage, Alaska had 200 members; while Pueblo, Colorado has 1,004 members. Pueblo’s Friends of the Library is very special.

C. Pueblo Library Foundation Report

Mr. Stuart reported that the Foundation was sad to receive the resignation of R.J. Black-Schultz from the Foundation due to health reasons. The Foundation met last week to get the wheels turning to get endowments and also approved the document that will allow the Foundation to accept money from the Chamberlain Foundation.

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the September 2015 Employment Changes as presented by the Executive Director. Mr. Stuart made a Motion, seconded by Ms. Pickman to approve the Employment Changes contained in the October 20, 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 September 2015 bills and accept the September 2015 Fund Statements. Jon Walker, Executive Director, would provide a synopsis of the Financial Report and answer questions.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the September 2015 bills and accept the September 2015 Fund Statements as contained in the October 20, 2015 Board materials.

Mr. Walker started by thanking the Finance team, including Katie Hunt, Darlene Sherwood, Jeanette Cortez with help from Sherri Baca, for their support. They have been in touch with the auditors, Swanhorst & Company, and the audit field work will start in December.

Mr. Walker said there was nothing significant to report on the Combined Balance Sheet. He did point out Total Assets of \$54,868,756 and Total Liabilities and Fund Equity of \$54,868,757 was a result of a rounding discrepancy.

In the General Fund, the target percentage for the end of September is 75%. Total Revenues were 95% collected, with the primary revenue from property tax 99% collected. Mr. Walker said the library budgets to receive not quite 100% of property tax.

Under expenditures, Personnel was 73% spent. Materials were 66% spent but is on track to be 100% spent by year end. Facilities is only 50% spent, and Mr. Walker explained the

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lease-purchase payment due in November will bring that closer to target. Total expenditures were 68% spent.

Mr. Walker said because the library is over-collecting in the Capital Fund, he will be asking the Board to approve a Resolution for a budget adjustment in November or December. The Lucero Library had some landscaping work, the InfoZone had some upgrades, and the \$18,000 cost in building improvements was for LED lighting replacement at the Pueblo West Library. LED lighting is coming down in cost, and the library is seeing savings in electrical use from incandescent and fluorescent lighting.

Mr. Stuart asked if the library gets rebates for LED lighting. Mr. Walker said the library did not qualify with San Isabel, and he is not sure whether it will qualify for Black Hills, but they have looked into it.

In the Special Revenue Fund, the library is anticipating a \$10,000 transfer to the Pueblo Library Foundation from the Chamberlain Fund.

On the Check Summary report, he pointed out a payment to Adorama, Inc. for \$8,100, which should show IT instead of IZ, to upgrade the video surveillance server which is used a lot, particularly in vandalism cases. The payments to All American Entertainment are for the All Pueblo Reads speaker.

Ms. Bregar pointed out the Black Hills payment to Giodone is more likely the payment for Rawlings, and Mr. Walker agreed.

Mr. Walker said he met with Carnation Building Services about making some improvements in their services.

Mr. Walker concluded with the amounts presented for the Board's approval to include ACH payments of \$114,459.73, Payables of \$367,297.95, and Payroll of \$222,918.91 for a total of \$704,676.59.

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

VI. BOARD COMMENT None

VII. PUBLIC COMMENT None

VIII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- The Booklover's Black Tie Ball will be held on Saturday, November 7. Call 562-5635 for details and reservations.
- All libraries will be closed on Wednesday, November 11 for the Veteran's Day holiday.
- The next regular Work Session is scheduled on Tuesday, November 10, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, November 19, at 5:30 p.m. at the Lucero Library. This meeting will include a public hearing on the 2016 Preliminary Budget.
- All libraries will be closed on Thursday, November 26 for Thanksgiving. Libraries will close at 6:00 p.m. on Wednesday, November 25.
- Upcoming Advocacy Opportunities (contact Board Secretary for reservations):

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- Latino Chamber—Brown Bag Seminar, October 21, 12:00 noon, Latino Chamber, 215 S. Victoria Avenue. Sheriff Kirk Taylor to discuss law and ethics.
- Latino Chamber—Luncheon, October 30, 11:30 a.m., Clarion Inn, 4001 N. Elizabeth, featuring an array of political speakers.
- Latino Chamber—Supremo Coffee Break, November 4, 8:15 a.m., Rocky Mountain Eye Center, 3954 Sandlewood Lane.
- Latino Chamber—Happy Hour, November 5, 5:00 p.m., Business & Technology Center, 301 North Main, hosted by Dan Corsentino Investigations.
- Greater Pueblo Chamber—Pueblo Chieftain Veterans Day Parade—November 7, 10:00 a.m., along Union Avenue between East B Street and West 1st Street.

B. Action/Discussion Items

1. Health Benefit Renewal

Mr. Quintana said the current employee health benefit package approved by the Board of Trustees will end December 31, 2015. A proposed benefit renewal commencing January 1, 2016 and ending December 31, 2016 was presented for discussion at the October 13, 2015 Work Session. Board approval is required since the cost exceeds \$25,000.

Ms. Pickman made a Motion, seconded by Mr. Stuart that the Board of Trustees approve the proposal from Kaiser Permanente for health insurance premiums at a cost not to exceed \$553,593.

Ms. Bregar said she would abstain from voting because she had a family member who would directly benefit.

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

2. Preliminary 2016 Annual Plan

Mr. Quintana said the preliminary 2016 Annual Plan will be provided for review.

Mr. Walker distributed the 2016 preliminary Annual Plan document. Mr. Walker noted that the Annual Plan will be incorporated with the budget.

The Annual Plan continues to focus on key results, and the library is on track to circulate three million items by the end of this year. The library has also set a new bar on program attendance. Work was completed on a new long-range strategic plan with six areas of focus. Serving the whole family at all stages of life includes adult literacy, and he posed the question of how we would survive in the world today without being able to read. Ms. Gairaud described a family who had adopted two sisters from Mexico and the difference in schooling and support they experienced which resulted in one continuing to struggle while the other is successfully working. It demonstrates the impact literacy can have on two people with the same backgrounds and intelligence.

Mr. Walker reviewed the Annual Plan document, highlighting a number of goals.

V. Conduct telecommunications network assessment to determine future needs, including data security, configuration, and speed. Mr. Walker said the library will be investing in a telecommunications network and will be taking a structured approach that will be done in stages, and the Capital Fund expenditure will be budgeted in 2017, and Charles Hutchins will be leading that effort.

IX. Determine best methods for measuring PCCLD outcomes and establishing standards and goals for future years in order to show contribution to the success of the community. Mr. Walker said Ms. Gairaud's example shows the impact that can result if you can read and is an example of an outcome. The PLA has a major initiative to move libraries from measuring outputs to measuring outcomes.

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XI. *Employ a trained, professional licensed social worker to assist the district in assisting the disadvantaged who use libraries and need help getting services.* Mr. Walker said Pueblo has a large group of disadvantaged people with different service needs, such as mental illness. A few libraries are starting to employ social workers to help libraries, and the library has benefited from discussions with Spanish Peaks. Mr. Miltner said he had been part of that discussion at the Planning Retreat where staff described situations when having a trained social worker could have helped avoid police involvement. Mr. Walker hopes this will help de-escalate situations. Denver Public Library and other libraries in the country have gone down this path, so there is some modeling available.

XII. *Establish new partnerships with state, local and national institutions to heighten community impact, including Sangre de Cristo Arts Center on Ansel Adams exhibit, state library and parks on park pass checkout program, the White House, American Library Association...* Mr. Walker said the library can increase its presence at institutions such as CSU-Pueblo at low cost that also help the library.

XIV. *Expand Makerspace programming at Lucero Library with support from the Hausman gift in order to encourage hands-on learning.* Mr. Walker said part of that effort is already underway.

XV. *Improve library safety and security at Lucero Library and throughout the district to help ensure effective library operations.* Mr. Walker noted that the Board is aware of that effort.

XVI. *Increase Return-On-Investment on employee training by enhancing in-house training, promoting online training, restructuring the Educational Reimbursement Program, and formalizing the Digital Badge recognition as part of the Career Pathing Program.* Mr. Walker said he hopes to figure out a way to increase the amount available for training in the 2016 budget because it was one of top importance at the Planning Retreat.

XX. *Reconsider PCCLD online resource access to enable greater public visibility, awareness and use.* Mr. Walker said the library will take a fresh look at the digital resource page. Jill Deulen will lead that effort.

XXV. *Support the Pueblo Library Foundation efforts to increase its endowment in support of future district facilities and services.* Mr. Walker mentioned an example with a leadership project for young ladies. Midori Clark added that they have one fully funded sponsorship, and sponsorships are available for \$500.

XXVII. *Work as an ALA/ProLiteracy Libraries in Action-funded pilot site to review and reconfigure PCCLD's Adult Literacy Program in line with current best practices.* Ms. Osterhout had mentioned this in her report.

Mr. Walker invited Board members to let him know of any changes they would like to see. The library is making good progress but has more work to do in developing the action steps, and he will be reporting further at the next Work Session.

No action was required at this time.

3. Executive Session

Mr. Quintana said the Board of Trustees will consider entering into Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice on specific legal questions relating to personnel matters and pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss a personnel matter with respect to an employee who is the subject of the session and does not request that the discussion take place in public session.

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The audience was excused at 6:34 p.m. upon Motion made by Mr. Miltner, seconded by Dr. Mancha.

The Board reconvened in public at 7:53 p.m. upon Motion made by Ms. Pickman, seconded by Mr. Stuart.

The Executive Session was recorded and required no further action or discussion.

IX. ADJOURNMENT

Ms. Bregar made a Motion to adjourn the meeting at 7:54 p.m.

Respectfully submitted,

Jane Carlsen
Secretary