

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

January 25, 2018

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 Rawlings Library at 5:31 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Doreen Martinez, Vice President; Marlene Bregar; Lyndell Gairaud; Stephanie Garcia; Philip Mancha; Jim Stuart

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Midori Clark, Community Relations, Development & Strategic Initiatives Director; Maria Kramer, Youth Services Manager; others not recorded.

Attorney Present: Kate Shafer

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 December 12, 2017 and Minutes of the Regular Library Board meeting held on December 14, 2017 were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on December 12, 2017. The minutes were approved by unanimous consent with Ms. Garcia abstaining.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on December 14, 2017.

Ms. Garcia asked about the reference to Online High School. Mr. Walker provided a brief review of Career Online High School that allows adults who are no longer eligible for a free public high school education to obtain a high school diploma. The library was provided with thirty scholarships for the first year, and those are almost all taken, but money was added to the budget in 2018 to continue the program. There is an application and screening process, and it is still early in the process with the first group of students currently enrolled. Mr. Walker will send Ms. Garcia additional details.

There being no further discussion, the Minutes of the Regular Library Board meeting held on December 14, 2017 were approved by unanimous consent with Ms. Garcia abstaining.

IV. REPORTS

A. Executive Director Report

Books in the Park: Mr. Walker invited Maria Kramer, Youth Services Manager, to report on the Books in the Park program.

Ms. Kramer encouraged Board members to volunteer as readers at Books in the Park and provided a presentation showing photographs from Books in the Park. Ms. Kramer said Books in the Park provides free books, snacks and lunch at Bessemer Park and Fairmount Park, located near Morton Elementary on the north side at 29th and Colfax.

MINUTES

January 25, 2018 — 2 of 9

The Books in the Park program is very well liked in the community, and the library needs volunteer storytellers in June and July.

Mr. Quintana asked how Board members should let her know, and Ms. Kramer gave her email address: Maria.Kramer@pueblolibrary.org.

Mr. Walker provided a brief background on the origins of the Books in the Park program at Bessemer Park and credited Barbara Brown with getting it started. The program later expanded to a second park which had been offered at City Park, Mitchell Park, El Centro del Quinto Sol, and Cesar Chavez before moving to Fairmount Park. The library provides books and activities for children in those communities.

Mr. Walker concluded by saying there is no greater joy than reading to children. Ms. Bregar shared her experience reading at Books in the Park and encouraged others to volunteer. Ms. Kramer remarked on the importance of children having positive adult attention. Ms. Gairaud suggested Ms. Kramer remind the Board again as the date nears.

Outstanding Women Awards: Mr. Walker invited Midori Clark to report on Outstanding Women Awards. Ms. Clark reviewed the history of the Outstanding Women Awards which is in its 28th year with 613 women who have been honored. The Outstanding Women Awards are presented at a luncheon held as part of Women's History Month during the first week of March. The program documents how women have contributed and recognize Pueblo's unsung heroes. Women are honored for a variety of reasons, most often by organizations but also by individuals.

Ms. Clark explained how the event had grown, and presentations are limited to three sentences to limit the luncheon to one hour so working women can attend. The Pueblo Girl Essay Contest winner is also recognized at the luncheon, which is a companion event for girls in Grades 3 to 5.

Ms. Clark explained the nomination process and distributed nomination forms with nominations due by February 9. Ms. Clark noticed the Board of Trustees had never made a nomination, and she encouraged the Board to consider submitting one. The only limitation is the honoree must have lived in Pueblo. Typically, representatives from the nominating organization attend the lunch with the nominee. Mr. Walker said if the Board of Trustees would like to submit a nomination, the library would support that.

Dr. Mancha asked if organizations are limited to one nominee, and Ms. Clark said the Friends of the Library will be nominating four this year. There was discussion of potential nominees, and Ms. Clark said the entire list of nominees is available on the library website.

Ms. Clark said the Awards Luncheon will be held Friday, March 9 from 12:00-1:00 p.m.

Mr. Quintana said it is a great award and something he is happy the library does for the women in our community. Dr. Mancha suggested the Board consider a member of the Library Board.

B. Friends of the Library Report

Ms. Martinez said plans are being made for the Kids' Membership Party, and the Friends Appreciation Lunch is being planned for the Books Again Volunteers. She will send details by email when more information is available.

C. Pueblo Library Foundation Report

Mr. Stuart announced that Ms. Gairaud was elected President of the Pueblo Library Foundation. Ms. Gairaud said Julie Rodriguez has been a wonderful President, but her

MINUTES

January 25, 2018 — 3 of 9

work requirements made it difficult for her to serve as President of the Foundation, although she will continue as a Foundation Board member.

Ms. Gairaud said at the meeting Ms. Baca talked about the Foundation's financial state, and it has been a good year for the stock market as it relates to the Foundation's invested assets. At the end of the previous year, the Foundation ended with \$68,952.81, but at the end of last year (2017) the year-end balance was \$142,854.96. Ms. Gairaud said the Black Tie Ball has gone well, and the Leadership Institute has gone well. They are getting the Leadership Institute up and running this year, and there were some ideas about getting it started earlier to increase participation.

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the December 2017 Employment Changes as presented by the Executive Director.

Ms. Bregar made a Motion, seconded by Ms. Garcia, to ratify the December 2017 Employment Changes as contained in the January 25, 2018 Board materials.

Mr. Walker referred to the Employment Changes in the Board packet noting there was only one new hire of a Customer Service Representative at the Barkman Library. There were two promotions: Marcus Bower was promoted to Customer Service Representative, and Kayleen Shepley was promoted from substitute to Materials Handling Technician at Pueblo West. Mr. Walker commented on the value of the substitute program. There were four separations.

Mr. Stuart noticed the list no longer included reasons for employee separations, and Mr. Walker had removed the information because of the sensitive nature of separations. Mr. Stuart said he preferred having the information in case questions arise.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the December 2017 bills and accept the December 2017 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Ms. Gairaud made a Motion, seconded by Ms. Martinez, that the Library Board approve the December 2017 bills and accept the December 2017 Fund Statement as contained in the January 25, 2018 Board materials.

Ms. Baca said this is a preliminary unaudited report looking at year-end financial data, and the numbers are subject to further adjustments.

On the Combined Balance Sheet, Ms. Baca pointed out all the funds are listed here and reported according to Governmental Accounting Standards. The General Fund is where most of the activity occurs. She expects additional adjustments will be made to payroll to account for unused vacation time, and there will be further adjustments prior to the audited financial report. Ms. Baca said there was some account maintenance to move money from a low-yielding account into the CSIP account where it earns a better yield. Ms. Baca explained the interest bearing accounts listed are all local government investment pools authorized by the state. Prepaid expenses spike at the end of the year as subscriptions are renewed at year end. General Liability, Property & Casualty and Workers Compensation are also listed as Prepaid Insurance.

In the General Fund, the year-end target is 100%, and percentages are shown in the right-hand column. Revenues were 102% collected. Personnel expenditures were 99% spent. Ms. Baca expects there will be about another \$100,000 in total expenses to be

MINUTES

January 25, 2018 — 4 of 9

posted back to 2017, and the cut-off will be the end of February for any 2017 bills. Ms. Baca said PERA was a bit off due to the error found in PERA contributions for previous years. Materials were 95% spent, and Ms. Baca expects the category to be heavily adjusted as invoices continue to arrive. Facilities was 94% spent, and she expects some changes in that category. Overall, spending was commensurate with where expenses were at this time last year.

Mr. Stuart noticed Specific Ownership Tax had gone up a lot, and he recalled a few years ago it had been dropping off and asked if there was a reason for that. Ms. Baca responded that she had not looked into that, but she uses a percentage to project the amount based on the property tax assessment. Mr. Walker added that part of Specific Ownership Tax is tied to the economy and car sales and explained how the ratio is calculated based on property taxes. There was additional discussion of how car registrations can affect the amount of tax revenue received which makes Specific Ownership Tax more unpredictable.

Ms. Baca said Operating was 100% spent, but could go over as 2017 bills are received. Information Technology was 98% spent. Overall, expenditures were 97% spent for the year with a \$462,466 revenue over expenditures for the year. Even with an additional \$100,000 anticipated in expenses, it still leaves the library with a healthy year-end fund balance. Ms. Baca is grateful for the overage, especially as she is working on updating the Library Capital Asset Replacement Plan, and she credited the library team with being conservative in their spending.

Ms. Bregar asked if staff are getting what they need with the cut in office supplies, and Ms. Baca responded that asking staff to be frugal is making a cultural shift in spending. There was additional discussion of changes made to purchase through a centralized department, how paper is purchased and a procurement improvement project have resulted in cost savings, but it has been a district-wide initiative.

The Capital Fund is for individual assets over \$1,000. The revenue shown in December was from property insurance claims because the library took a lot of hits with the weather. The library budgeted about \$338,000 in expenses for the year, and Ms. Baca expects additional expenditures from 2017. Capital asset expenditures for Furniture Fixtures and Equipment included a security desk at the front door. Building Improvement expenditures included railings, lighting controls, and roof repair at Lamb.

In the Special Revenue Fund, the 4th Quarter contribution from the Chamberlain Fund is not yet reflected. The Board approved the transfer of \$5,000 from the Special Revenue Fund to the Foundation, which will leave only a small amount.

The J.T. Nesbitt Fund is a little less after the Nesbitt Committee put on a lovely Christmas Party. Nesbitt will also be moving its bank account to Bank of the San Juans.

Ms. Baca offered to respond to any questions in the Check Summary. She pointed out payments now being made to Cigna instead of Kaiser for medical insurance.

Mr. Stuart asked about the amount at Amazon designated for Postage and Freight, and Ms. Baca said the check summary report will pick up the final description on a series of invoices, and that should have been corrected on the report. That particular Amazon payment is for miscellaneous district spending with some portion for postage and freight (as indicated), but the entire amount was not for postage and freight.

Ms. Baca pointed out the payment to Colorado Front Range Roofing to repair the Lamb Library roof. Payments to the Pueblo Library Foundation were for proceeds from the Black Tie Ball and from employee payroll contributions. The payment to SirsiDynix is a prepaid item.

MINUTES

January 25, 2018 — 5 of 9

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$116,637.24, Payables of \$568,509.11, and Payroll of \$228,661.77, for a total of \$913,808.12.

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

V. BOARD COMMENT

Ms. Gairaud made an order from Amazon and forgot to use Smile.Amazon.com where Amazon designates a portion of the order to a charity of your choice which can add up for the Pueblo Library Foundation. There was discussion that it is necessary to designate that every time an order is made, and Mr. Quintana said he added it to his toolbar to make it easier. Although it is a small contribution, it can add up.

Ms. Gairaud also thanked Jane Carlsen for the great job she does on the Minutes.

Ms. Garcia noted that at fundraising events like the Black Tie Ball, items like wine or wine baskets in silent auctions are no longer allowed. Ms. Garcia said she contacted the League of Cities out of Denver and started work to get a new bill. She will be going to Denver to testify. Ms. Garcia believes the bill is fairly benign with some restrictions for the wine to be sealed and not consumed at the event. If the bill passes, it will go into effect as soon as the Governor signs it. Mr. Walker asked for the number on the bill, and Ms. Garcia will send it. Senator Garcia is one of the co-sponsors.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ The Library will be closed on Monday, February 19, 2018 for the Presidents' Day holiday. Staff will be attending an all-day staff development program on this date. Trustees are invited to a special staff recognition event to be held at 8:00 a.m. at the Rawlings Library in the Ryals Room. Mr. Quintana said several Board members have indicated plans to attend, and he encouraged any others to let the Board Secretary know if they can be there.
- ☐ The next regular Work Session is tentatively scheduled for Tuesday, February 13 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled for 5:30 p.m., Thursday, February 22 at the CSU-Pueblo Library @ the U. The meeting will be in LARC (Library) Room 108. Those attending should park in Lot E-5. That is the east parking lot a little to the south in front of the fountain. Complete map of the campus is available at <https://www.csupueblo.edu/about/campus/interactive-map.html>.

B. Action/Discussion Items

1. Election of Officers

Mr. Quintana said the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Board reviewed this process at their January 16, 2018, work session.

Mr. Quintana opened the floor for nominations. Mr. Quintana nominated Ms. Martinez to the office of President and himself as Vice President. Dr. Mancha seconded the nominations. There being no further nominations, and no further discussion, the election resulted in unanimous votes for Ms. Martinez as President and Mr. Quintana as Vice President.

MINUTES

January 25, 2018 — 6 of 9

Mr. Quintana offered his congratulations to Ms. Martinez and offered to turn over the remainder of the meeting to Ms. Martinez, who asked that he continue to preside over the remaining annual items for discussion.

2. Selection of 2018 Board Meeting Dates, Times and Locations

Mr. Quintana said the Bylaws provide that “The date, hour, and location of the meetings shall be set by the Board at its annual meeting.” A recommended calendar of meetings has been discussed at prior work sessions.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve the dates, times and locations for the 2018 regular meetings and work sessions as presented and reviewed at their January 16, 2018, work session.

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

3. Posting 2018 PCCLD Board of Trustees Meetings Notice

Mr. Quintana said the Trustees adopted a resolution in 2013 establishing the Rawlings Library’s community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees, which was discussed at the January 16, 2018, work session. .

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Board of Trustees take action to designate the community bulletin board at the Rawlings Library as the official location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2018, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings, and designate the Executive Director as the Board’s representative to answer all questions about all postings.

Dr. Mancha asked if an emergency meeting would also require 24 hours notice, and Mr. Walker said an emergency meeting would be considered a special meeting, and 24 hours notice is required by state law.

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

4. Committee Appointments

Mr. Quintana said current Trustee Committees are Audit, Board Development and Legislative and Government. Trustees reviewed current committee assignments and considered upcoming appointments at the January 16, 2018, work session.

Dr. Mancha said he would like to move from the Legislative and Government Committee to the Board Development Committee. After further discussion, Ms. Martinez agreed to serve and also appointed Ms. Bregar and Ms. Garcia to the Legislative and Government Committee. Ms. Garcia asked if there are standing meetings for committees, and Mr. Quintana said meetings are held on an ad hoc basis. Ms. Martinez said there may be more activity this year due to the Gallagher Amendment.

Ms. Martinez appointed the Audit Committee to include: Ms. Bregar, Dr. Mancha, and Mr. Stuart.

Ms. Martinez appointed the Board Development Committee to include: Ms. Gairaud, Dr. Mancha, and Mr. Quintana.

Committees are appointed by the Board President and require no formal action.

Ms. Garcia asked why the Library Board is not involved in PACOG (Pueblo Area Council of Governments). Mr. Stuart said the short answer is that the Library Board has not been invited. There was discussion that this had been brought up several years ago, and perhaps PACOG did not want to start including special districts.

MINUTES

January 25, 2018 — 7 of 9

This concluded items for the annual meeting, and Mr. Quintana turned the remainder of the meeting over to Ms. Martinez as the new President of the Library Board of Trustees.

5. QuickView Books

Ms. Martinez said the library district has proposed leasing from Baker & Taylor additional copies of new release best-selling books. The Board of Trustees discussed the proposal at the January 16, 2018, work session. Trustee approval is required since the cost exceeds \$25,000.

Ms. Garcia made a Motion, seconded by Mr. Quintana, that the Board approve the payment of the Baker & Taylor Book Leasing System invoice in the amount of \$30,582.

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

6. Freegal Music

Ms. Martinez said the library district offers Freegal Music to library customers. The Trustees discussed the service at the January 16, 2018, work session. Trustee approval is required since the cost exceeds \$25,000.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board approve the payment of the Library Ideas invoice in the amount of \$29,000 for the 2018 Freegal Music subscription for 2018.

Ms. Garcia added that she had told everyone she knows about this feature.

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

7. Rawlings Library Siding Repair

Ms. Martinez said the Rawlings Library sustained significant roofing and siding damage during a severe storm on March 23-24. The roofing repair was completed some time ago. The bidding process for siding repair was viewed at the January 16, 2018, Trustee work session. Board approval is required since the invoice exceeds \$25,000.

Ms. Gairaud made a Motion, seconded by Ms. Bregar, that the Board approve the payment of \$27,895 to Colorado Front Range Roofing to repair the siding damage sustained at the Rawlings Library.

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

8. Rawlings Library Painting

Ms. Martinez said the exterior metal on the Rawlings Library was painted in late 2017 for an approved amount which was \$24,480. Due to weather-related delays during the painting job, the amount increased by \$1,427 bringing the total to \$25,907. The Trustees reviewed this additional cost at the January 16, 2018, work session.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board approve the additional payment of \$1,427 to Five Star Painting bringing their total compensation from PCCLD to \$25,907 for exterior painting of the Rawlings Library.

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

9. AMH Maintenance and Support

Ms. Martinez said the library district has budgeted maintenance costs for AMH (Automated Materials Handling) equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. The Trustees discussed the invoice received for \$58,770, which is the contracted annual amount, at the January 16, 2018, work session. Board approval is required since the invoice exceeds \$25,000.

MINUTES

January 25, 2018 — 8 of 9

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board approve the payment of the RFID Library Solutions, Inc. invoice in the amount of \$58,770.

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

10. Banking Services

Ms. Martinez said the Trustees reviewed library district banking services recommendations at the January 16, 2018, work session.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board approve the required Corporate Authorization Resolutions needed for PCCLD to bank with the Bank of the San Juans.

Mr. Walker pointed out the Corporate Authorization Resolutions were provided for Ms. Martinez to sign.

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

11. 2018 Property Disposal Request

Ms. Martinez said according to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment." The Board of Trustees discussed at their January 16, 2018, work session the recommended 2018 Disposal of Property Request which also includes a surplus vehicle and four surplus microfilm reader/printers.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Trustees approve the 2018 Property Disposal Request presented for the disposal of discarded collection materials, the Mazda van, and four microfilm reader/printers, as designated.

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

12. Pueblo Library Foundation Board of Directors

Ms. Martinez said the Friends of the Library and the Pueblo Library Foundation have recommended Jessi Ones to serve a three-year term on the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees. The Trustees reviewed this recommended appointment at their January 16, 2018, work session.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the appointment of Jessi Ones to a three-year term as a member of the Pueblo Library Foundation Board of Directors.

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

13. Executive Session

Ms. Martinez 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 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.

Mr. Quintana made a Motion, seconded by Dr. Mancha, to move into Executive Session. MOTION CARRIED 6-0. The public was excused at 7:01 p.m.

The Board reconvened in public upon Motion made by Mr. Quintana, seconded by Mr. Stuart, and MOTION CARRIED 6-0, at 7:38 p.m.

MINUTES

January 25, 2018 — 9 of 9

Ms. Martinez then called for any action the Board would like to take.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Board award the Executive Director a pay increase of 2.5% for his exemplary performance over the past year.

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

Mr. Quintana then made a Motion, seconded by Ms. Garcia, in accordance with the Executive Director's exemplary performance that the Board award the maximum contribution into the deferred incentive plan in the amount of \$10,000.

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

Mr. Quintana concluded that the Board cannot be more pleased with the work Mr. Walker does for the Library District and the community as a whole.

Mr. Walker said he appreciated the Board's confidence and support, and it has been an honor and a privilege. The library has a great team at all levels.

IX. ADJOURNMENT

The meeting adjourned at 7:42 p.m. upon Motion made by Mr. Quintana.

Respectfully submitted,

Jane Carlsen
Secretary