

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

January 28, 2016

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 5:31 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Marlene Bregar (participated by telephone); Lyndell Gairaud; Philip Mancha; Doreen Martinez; Jim Stuart

Board Member Absent: Donna Pickman, Vice President

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Midori Clark, Director of Community Relations-Development-Strategic Initiatives; LouAnn Lucero, AV Technician; 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 8, 2015 and Minutes of the Regular Library Board meeting held on December 10, 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 December 8, 2015. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Regular Library Board meeting held on December 10, 2015. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Mr. Walker invited Midori Clark, Director of Community Relations-Development-Strategic Initiatives to report on 2015 All Pueblo Reads outcomes. Ms. Clark distributed a summary, noting it was a departure from previous programs with four Sci-Fi titles for readers to select. It was the biggest All Pueblo Reads ever with 39,513 participants. Ms. Clark attributed the success to the partnership with Pueblo City Schools and School District 70, and the library was able to provide copies of *Ender's Game* to every teacher that requested it for their classroom. Circulation also increased with a total of 7,960 checkouts. The program featured 197 events and activities. With a variety of Sci-Fi books, the challenge was to find a speaker, and Tory Belleci from the TV show, *Mythbusters*, was a huge hit. The public event with the author had over 400 attending, and children were excited to meet him. Ms. Clark concluded that the program turned out very well.

Dr. Mancha attributed the success of the program to Ms. Clark's hard work together with making the right decisions. Ms. Clark responded that she cannot do this program without the help of the many partners involved.

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Ms. Clark was excited to announce the book and author for All Pueblo Reads 2016, but asked that the announcement be kept under wraps until the formal announcement later this year. She said the library was able to partner with Arapahoe Library District to share the author and reduce the cost. Ms. Clark said this will be a return to the traditional format with the community focused on a single title, and the CSU-Pueblo students have accepted the challenge to design the logo.

Mr. Walker introduced Sherri Baca as the new Chief Financial Officer and shared her educational and career background as well as her community service.

Mr. Walker reviewed the Key Data for 2015. Circulation was up 17.4% with total circulation that exceeded the goal of 2,900,000 checkouts. Ten years ago, the library hit the 1,000,000 mark, and it is now just under 3,000,000. Library Visits in 2015 were 1,616,639, and he attributed opening three new libraries for the 13.5% increase. The library has a proud reputation for its program attendance and had a 34.6% increase in 2015 with nearly a quarter of a million participants. Digital use includes computer use, which increased by 17.5%, but electronic resources experienced a drop due to faulty calculations in how locally created ContentDM usage had been calculated in 2014 which was corrected in 2015. Mr. Walker pointed out that meeting room use was also just under a quarter of a million. Mr. Walker concluded that the statistics for 2015 show a tremendous accomplishment by staff.

Last week, Mr. Walker reported that he and Constance Jones from Pueblo City Schools had the opportunity to join with 45 other communities in Washington, DC to explore strategies to insure every student in Pueblo has easy access to library resources. President Obama issued the ConnectED library challenge to get a library card into the hands of every school-age student. School Districts and Library Districts from around the country are working together to meet this challenge. The process for the library will start with school enrollment information, and a student's school identification will become their library card access. Mr. Walker believes this will be a win-win for the library district and the school district because the program uses resources which are already available. Mr. Walker reviewed a website and shared photographs taken during the meeting in the south auditorium of the White House, although he did not get to meet the President. The library hopes to implement this by fall of 2016. Mr. Walker expects the library will see increased use of databases as a result of every student having access to the library's database resources from home or school using their student ID.

Mr. Walker also shared photographs showing the steel frame in front of the Lucero Library. The artist is working in her sister's garage in Pueblo to assemble the mosaic tiles in panels that will be attached to the steel frame. Mr. Walker said there has been a lot of interest and excitement about this in the neighborhood. Mr. Walker expects the tiles will be going up in February.

B. Friends of the Library Report

Ms. Martinez announced that the Friends of the Library Volunteer Appreciation Luncheon will be held on February 16 at 11:30 a.m. in the Ryals Room, and the Library Board of Trustees are invited to attend. Applications are being accepted for the Friends of the Library Board. The Project Selection Committee has set a February 19 deadline for project requests, and the Friends expect to announce the projects selected in March. The Friends of the Library provided scholarships for the Leadership Institute which will hold its orientation on January 29. Books Again will hold a Members Only sale on February 13, and nonmembers may become members in order to take advantage of the sale. Books Again had approximately \$112,000 in sales in 2015, and Mr. Stuart said it missed its record high by only \$400.

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C. Pueblo Library Foundation Report

Ms. Gairaud said the Pueblo Library Foundation Board met on January 13, and Mike Salardino presented an investment report provided by Raymond James. The market is currently down, and Mr. Salardino reminded the Foundation Board that the Foundation's investments are for the long-term. Work on the 2016 Foundation budget is ongoing. There were ten applications (which had increased to twelve since the meeting) for the Leadership Institute.

Ms. Clark explained that the Leadership Institute is a fundraiser for the Foundation, and the idea is to give girls in grades 10-12 an opportunity to learn leadership, self-awareness, confidence, and public speaking to make an impact on their community through giving. The Leadership Institute will take place over a five-month period and will conclude with the girls planning a fundraising ball using the skills taught during the program. The girls will be introduced to the community as the newest philanthropists in the community. Mr. Walker said there is a \$500 tuition for each girl, and they wanted to make sure there were no financial barriers, so a number of scholarships were received from the Friends of the Library, Junior League and a number of others. Ms. Clark was pleased with the number of people who came out to support the project. This is a critical time in a girl's life, and the Leadership Institute is designed to help girls make good decisions that will impact the rest of their lives.

Ms. Gairaud said there will be a mini-program called "Together We Read" which will feature the author of *Liar Temptress, Soldier, Spy* as part of Women's History Month, and will feature a Dessert and Champagne Reception with the author with only 200 tickets available at \$30 each.

Officers were elected by the Foundation with Julie Rodriguez elected President, Jim Stuart elected Vice President, and Michael Voute elected Treasurer. The next meeting of the Foundation will be April 13.

D. Attorney Report None

E. Employment Changes

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

Mr. Walker said there was only one new hire of a substitute Library Specialist, and two voluntary terminations in December.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Employment Changes contained in the January 28, 2016 Board materials.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the December 2015 bills and accept the December 2015 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Library Board approve the December 2015 bills and accept the December 2015 Fund Statement as contained in the January 28, 2015 Board materials.

Ms. Baca noted that this was only her third week on the job as the Chief Financial Officer. Ms. Baca emphasized that this is a preliminary year-end financial report. There will be a number of year-end adjustments, and the final will be presented with the audit report and will look slightly different. The CAFR (Comprehensive Annual Financial Report) is a larger report which will also be presented later in the year.

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On the Combined Balance Sheet, Ms. Baca said prepaid expenses have increased due mostly to library subscriptions and insurance policies paid in 2015 for 2016. Mr. Stuart asked if the Buildings and Improvements are for actual improvements or the actual value. Ms. Baca said it is the value, although there will be some accumulated depreciation. Mr. Stuart asked if the disposal of some fixed assets on the agenda will impact that number, and Ms. Baca said this is where those adjustments would be made.

Under the Statement of Revenues and Expenditures, this is also preliminary and the target percentage for year-end is 100%. Ms. Baca announced that revenues had been fully collected in all categories except Fees, and the 2016 budget has been decreased for fees. She attributed the under-collection of fees to policy changes.

Under Expenditures, governments are attuned to matching their budget. Total expenses were 97% spent, although some adjustments may change that. Ms. Baca said the report shows the budget will come out \$171,209 ahead. Personnel was 97% spent which was 4% higher than last year. Under Employee Relations, the budget was overspent, and that category includes tuition assistance, staff development day, volunteer luncheons, and employee recognition, which are an investment in the library staff. Materials were 92% spent, with additional 2015 invoices expected, and this is where the library's mission comes to life. Facilities were 97% spent. Operating was 100% spent even though there was variation within the line items. Information Technology was 98% spent.

Mr. Stuart commented that it is incredible that with a \$10 million budget, the variance was only \$15,000. Ms. Baca agreed it is a fabulous process, and the Finance team had created a tight system. It's a wonderful tribute to how well the library manages its resources.

In the Capital Projects Fund, there was not a lot of activity in December. The library collected 262% of the amount budgeted, and part of that was attributed to \$150,000 given to the library by the Foundation. This is \$49,508 ahead. Some Furniture, Fixtures and Equipment had been budgeted but were not spent

In the Special Revenue Fund, there was not much activity, but it does show the \$12,000 transfer to the Foundation.

The J.T. Nesbitt Fund tracks what that group is doing.

In the Check Summary Report, Ms. Baca pointed out a number of expenditures that were prepaid expenses in December for 2016 expenses. There are some big-ticket expenses for OverDrive and other material vendors. Ms. Baca pointed out payments to the Colorado Special Districts for Workers Compensation and another for Property and Casualty insurance which are prepaid items. The expenditure for Sanity Solutions is part of the payment for staff replacement computers. There is a large payment to Sirsi which was prepaid for 2016 ILS and self-checkouts.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$164,303.88, Payables of \$653,261.58, and Payroll of \$319,630.94 with three payroll periods in December, for a total of \$1,137,196.40.

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

V. BOARD COMMENT

Mr. Quintana welcomed Doreen Martinez, the newest Board member. Ms. Martinez responded that she looks forward to her service on the Board.

VI. PUBLIC COMMENT None

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VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- Doreen Martinez has been appointed to a five-year term as a member of the library district Board of Trustees effective January 2016 through December 2020.
- The Library will be closed on Monday, February 15, 2016 for the Presidents' Day holiday which will be used for staff development.
- The next regular Work Session is tentatively scheduled for Tuesday, February 16 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is tentatively scheduled on Thursday, February 25 at 5:30 p.m. at the Library @ the Y, 3200 Spaulding Avenue.

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."

Mr. Stuart made a Motion, seconded by Dr. Mancha, to nominate the current President, Fredrick Quintana, and the current Vice President, Donna Pickman, for a second year.

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

2. Selection of 2016 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." Recommendations had been discussed at the prior Trustee Work Session.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve the dates, times and locations for the 2016 regular meetings and work sessions as presented at the January 26 Work Session.

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

3. Posting 2016 PCCLD Board of Trustees Meetings Notice

Mr. Quintana said the Trustees adopted a resolution in 2013 establishing the Rawlings Library community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees.

Mr. Stuart 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 location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2016, 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.

Mr. Quintana said although the Board designates Rawlings, notices are also posted at other library locations, and that practice will continue.

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

4. Pueblo Library Foundation

Mr. Quintana said the Trustees discussed a recommendation from the Friends of the Library to appoint Dustin Hodge to a three-year term on the Pueblo Library Foundation Board of Directors at the January 26 Work Session. All appointments to the Pueblo

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Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

Dr. Mancha made a Motion, seconded by Ms. Martinez, that the Board of Trustees approve the appointment of Dustin Hodge to a three-year term as the Friends of the Library representative on the Pueblo Library Foundation Board of Directors.

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

5. AMH Maintenance and Support

Mr. Quintana said the library district has budgeted maintenance costs for Automated Materials Handling equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the cost exceeds \$25,000. The Board discussed the invoice and agreement at the January 26 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, 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 5-0.

6. 2015 and 2016 Property Disposal Requests

Mr. Quintana 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 the recommended 2015 and 2016 Property Disposal Requests at the January 26 Work Session.

Mr. Quintana explained to Ms. Bregar that although it had been discussed in the past, the Board had not taken action to approve the 2015 Property Disposal.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Trustees approve the 2015 Property Disposal Request for weeded material to the Friends of the Library, charitable organizations or recycle.

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

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Trustees approve the 2016 Property Disposal Request for weeded material to the Friends of the Library, charitable organizations or recycle.

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

7. Courier Service Contract

Mr. Quintana said the library district has received a proposed contract renewal for R&S Delivery Service to provide daily materials courier services among PCCLD branches for an annual cost not to exceed \$57,460. The contract was discussed at the January 26 Work Session.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board approve staff to contract with R&S Delivery Service for courier services at a cost not to exceed \$57,460.

Mr. Walker pointed out at the Work Session, the amount provided was \$52,780, and the correct amount is \$57,460.

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

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8. Legislative Lobbyist Support

Mr. Quintana said the library district budgeted \$30,000 for lobbying on behalf of PCCLD's interests in the Colorado state legislature. At the January 26 Work Session, the Board of Trustees discussed moving forward with this effort by appointing a subcommittee to work on the project.

The recommended action is for the Board to approve action by the subcommittee for lobbying efforts on behalf of PCCLD at a cost not to exceed \$25,000.

Mr. Quintana noted that this was new to Ms. Bregar and asked if she had any comments or questions.

Ms. Bregar expressed caution about the perception of hiring a lobbyist. The Board needs to be very careful expending money in this way, especially when we are asking employees to hold the line and getting into the political arena. She expressed concern that legislators approached by a lobbyist for the library might wonder how the library district could afford to pay for a lobbyist. The public perception needs to be considered, especially if the library ever needs to seek a mill levy increase. Ms. Bregar said she has no objection to forming a committee.

Mr. Quintana added that he shares Ms. Bregar's concerns about the public perception. Mr. Quintana agreed it is good to form a committee, but he would ask the committee to keep those concerns in mind as it deliberates.

Mr. Quintana would also like the committee to consider the end of this. If the expense is approved, whether it becomes an annual expense, and at what point it will end. Mr. Stuart said it would have to be approved annually, and he does not see it as anything more than a year-long effort.

Mr. Quintana appointed Dr. Mancha, Mr. Stuart and Ms. Pickman to the subcommittee. Although Ms. Pickman was not present to accept, it was felt that she would have really good insight. It was noted that because there are three Board members on the subcommittee, any meetings must be posted.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, that should the subcommittee decide to hire a lobbyist, that the cost not exceed \$25,000.

There being no further discussion, MOTION CARRIED 4-0, with Ms. Martinez abstaining.

IX. ADJOURNMENT

Mr. Quintana expressed appreciation to those present for their patience. The meeting was adjourned at 6:56 p.m. upon Motion made by Mr. Stuart.

Respectfully submitted,

Jane Carlsen
Secretary