

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

February 22, 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 CSU-Pueblo LARC (Library) Room 108 at 5:34 p.m. by President Doreen Martinez.

Board Members Present: Doreen Martinez, President; Fredrick Quintana, 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; Maria Tucker, Special Collections & Museum Services Manager; Jill Deulen, Technical Services & Collection Development Director; Charles Hutchins, Information Technology Director; Midori Clark, Community Relations, Development & Strategic Initiatives Director; others not recorded.

Others Present: Ed Brown, Pueblo City Councilman

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Ms. Martinez said the Minutes of the Library Board Work Session held on January 16, 2018 and Minutes of the Regular Library Board meeting held on January 25, 2018 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Library Board Work Session held on January 16, 2018 and the Minutes of the Regular Library Board meeting held on January 25, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

America's Best Library: Mr. Walker invited Midori Clark, Community Relations, Development & Strategic Initiatives Director, to talk about America's Best Library competition. Board members had been provided information on recent publicity on Channel 5 News and the front page of *The Chieftain*. Ms. Clark distributed and read the following excerpt from an editorial that appeared in today's newspaper:

“...Now, some will dismiss this as just another online popularity contest. And we will, too, if we don't win. ... That said, wouldn't it be cool if Pueblo County residents were known around the country for supporting their local libraries? It wouldn't hurt our image at all to have that on our civic resume...”

Ms. Clark said Pueblo is even gaining attention around the state, and Governor Hickenlooper tweeted his support. Ms. Clark encouraged Board members to keep up the votes. As of 5:00 p.m. today, Pueblo had 4,402 votes and Lawrence, Kansas had 3,791 so it will continue to be neck and neck, so we will have to keep the interest going.

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Mr. Walker distributed the tweet from Governor Hickenlooper and commented this had been a great marketing and PR exercise. He expects Ms. Clark will be talking more with the Trustees about Facebook and how social media can impact the library.

Bridging Borders: Mr. Walker invited Maria Tucker, Special Collections and Museum Services Manager, to report on Bridging Borders.

Ms. Tucker thanked the Board for letting her tell them about this program that is very dear to her heart. Ms. Tucker said Bridging Borders is a 10-week fellowship for girls in Pueblo County and enables them to reconnect with the stories, knowledge and practices of the women who helped build their community. Ms. Tucker provided background on how the collaborative project to nurture a strong sense of history to develop a stronger sense of identity began with the help of Dawn DiPrince from El Pueblo Museum and Dr. Fawn Montoya from CSU-Pueblo. Since then, Tamara Trujillo from El Pueblo Museum now manages the day-to-day tasks of the program, and the library has also enlisted the help of Denise Vargas, Kim Sewell, and the Teen Librarian, Ellie O'Keefe.

Ms. Tucker said since the program started, they have had 73 participants, and they have decided to start a spring session. The girls meet from 2:00-5:00 p.m. on Friday afternoons at the library or at El Pueblo and start with meditation and a snack to socialize. The program started with a grant from AAUW (American Association of University Women), and the participants were able to participate in a credited anthropology class. Ms. Tucker detailed a number of the activities including journaling, traditional dance including Folklórico, and New Mexican traditional healing.

Although she did not realize it at the time, in her studies, Ms. Tucker discovered the program uses an asset-based cultural competence framework using resources available. Ms. Tucker shared photos and described several activities to teach about the lives of others and what the community can share including genealogy, discussing what they love about the community and what they would change, and creating six-word memoirs about themselves. Examples of what the girls explore are Knowledge of Legacy, Knowledge of Tradition such as making tortillas, Knowledge of History exploring the lives of early pioneer women like Amache Ochinee Powers and Josefa Jaramillo, Knowledge of Resources, Knowledge of Elders interviewing residents in a nursing home, Knowledge of Story, Knowledge of Self, Knowledge of Community inviting community leaders, Knowledge of Collaboration, Knowledge of Accomplishment such as work on the mural displayed on the Arts Alliance building across from El Pueblo.

The program started with eight sessions, and they found they needed to add extra sessions. Ms. Tucker shared information about one of the participants who is now in her second year of college and is an intern at El Pueblo, examples of the positive feedback given to girls on their writing, and concluded with some of the quotes received from the girls about the program. There is not a lot of cost, most is for snacks and staff time, but it has been very successful. They are working with the Boys and Girls Club and Social Services to identify girls in 7th and 8th grade who may be interested in participating. Ms. Tucker then offered to respond to any questions.

Board members expressed appreciation for the program and discussed the importance of reaching this vulnerable age group. Ms. Tucker said she has presented this program as a model that can be used in other communities to give girls positive influences during the Mountain Plans Library Association Conference. *(Ms. Gairaud arrived during the presentation)*

Library @ the U: Mr. Walker said the Board is meeting at CSU-Pueblo so they can get a closer look at the Library @ the U, and he invited Jill Deulen, Technical Services and Collection Development Director, to report.

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Ms. Deulen said the Library @ the U began in October 2016 and reviewed the background on establishing the partnership between public and academic libraries with the help of Rhonda Gonzales, CSU-Pueblo Dean of Library Services. The public library provides popular materials for students and staff to check out at the academic library, allowing the public library to reach a new demographic of Pueblo. It started with a collection of about 250 items, consisting of high-demand DVDs and popular bestsellers. The day Library @ the U launched, there was an event to get students and staff to sign up for library cards, and they can also put holds on everything in the library's collection. Barkman serves as the home library with staff bringing items to Library @ the U on Mondays and Thursdays.

The Library @ the U had over 5,400 circulations in 2017. Ms. Deulen reviewed monthly circulation trends, noting students are out for much of January. Besides the physical collection, the public library also provides access to all of its online resources. The public library had a booth at Discovery Day for students to learn about the library services available at the university.

The benefits to the public library are an expanded its customer base, increasing circulations as well as online circulations, and it fulfills the goal of creating community partnerships. For CSU-Pueblo, it gives students and staff access to an entertainment collection and online resources, also increasing its circulations, and provides a convenience for the campus community. Ms. Deulen said Library @ the U participation is about 65% students and 35% staff and faculty. Ms. Deulen said one surprising discovery was the number of juvenile books requested for checkout at Library @ the U.

Ms. Deulen reviewed the annual costs, noting that about \$7,500 was used to purchase DVDs and estimated an additional for \$2,000 for Hoopla, but as new materials arrive the items replaced are incorporated into the library's collection. CSU-Pueblo pays for the staff time to provide courier service to Library @ the U. Ms. Deulen said there are plans for Barkman to provide outreach activities at Library @ the U and to host the booth to sign up students for library cards at Discovery Day. Ms. Deulen offered to respond to any questions. *(Ms. Bregar arrived during the presentation)*

Mr. Quintana commented he was glad to see it is successful and agreed this population is a good target. Ms. Deulen said she would like to see more online use. Ms. Gairaud remembered it sounded like a great idea when it was introduced, and the positive feedback shows it is playing out as a fine idea. At a prior meeting today, Ms. Bregar had been seated next to a representative from CSU-Pueblo who had nothing but wonderful things to say about having the public library on campus.

Mr. Walker added that there is a similar program offered at Pueblo Community College offering public library services in a similar way there.

Ms. Deulen said she had sent an invitation to Board members to attend a Career Online High School lunch next Wednesday in the InfoZone where there will be a representative from Gale to talk about the scholarship program, and they are trying to build momentum for that program.

PERA Audit: Mr. Walker invited Sherri Baca to report on the PCCLD PERA Audit. Ms. Baca distributed the Independent Accountant's Report from Swanhorst & Company. Ms. Baca noted that in 2017, the library implemented a new payroll system, and in the process discovered a miscalculation as it related to PERA. The library self-reported the error to PERA and repaid the deficiency, and PERA then notified employees of the error and their options for repayment. Ms. Baca said the library was chosen for a PERA attestation, or audit, which she does not think was coincidental, and she assumes one will be required every five years.

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Ms. Baca said the Independent Accountant's Report showed a clean representation. The auditor found nothing other than the error that had already been reported, and the report indicates the auditors' opinion was not modified with respect to that matter.

Ms. Baca said it is important that the library found the error and reported it, and the auditor found that it is complete, and accurately and fairly stated in all material aspects. The report is intended solely for the information and use of the Pueblo City-County Library District and PERA.

Ms. Baca said the good news is that what we knew to be true was confirmed by the auditor, and the report is provided for the Board's information.

Mr. Stuart noticed that it deals with 2016 but does not state there is a system to avoid it happening in the future. Ms. Baca said that was beyond the scope of what PERA specifically asked the auditor to review, but it is her job to make sure the library is reporting correctly. Mr. Stuart assumes the auditor will take a close look at this and will require more testing of payroll data. Ms. Baca agreed because half of the records in 2017 were with the old system and half with the new. Ms. Baca is glad the library follows a good RFP process, and she credited a fresh set of eyes with catching the error that had been made when setting up the previous payroll system. Ms. Baca was glad the auditors found that was the full extent of the error.

Ms. Martinez thanked Ms. Baca for her work and getting this corrected.

- B. Friends of the Library Report** None
- C. Pueblo Library Foundation Report** None
- D. Attorney Report** None
- E. Employment Changes**

Ms. Martinez said the Board is asked to ratify the January 2018 Employment Changes as presented by the Executive Director.

Mr. Walker referred to the Employment Changes in the Board packet noting there were no separations in January, three new hires, and two promotions.

Mr. Quintana made a Motion, seconded by Mr. Stuart to ratify the January 2018 Employment Changes as contained in the February 22, 2018 Board materials.

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

F. Financial Report

Ms. Martinez said the Board is asked to ratify the January 2018 bills and accept the January 2018 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the January 2018 bills and accept the January 2018 Fund Statement as contained in the February 22, 2018 Board materials.

Ms. Baca issued the disclaimer that financial reporting in the first quarter is preliminary and unaudited data as they continue to make adjustments. For example, prepaid insurances continue to change as audit adjustments are made to make sure they are in the correct fiscal year. Cash holdings remain strong, although because property tax has not started to flow, the first few months requires the library to live off its checking account and ColoTrust reserve accounts which will be backfilled when property taxes start coming in. Ms. Baca said there is a policy in place that allows the library to use reserves. The library received the \$12,000 payment on the note from Giodone which is customarily received each January. There will be some adjustment to liabilities in the

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Capital Projects Fund, and the negative number just indicates the Capital Project Fund owes the General Fund money. Ms. Baca said they are working on Fixed Assets and adjusting debt to make sure it is classified properly. Ms. Baca offered to respond to any questions on the Combined Balance Sheet.

In the General Fund, the target percentage for the end of January is 8%. Revenues will be limited until property taxes come in. This is also preliminary and unadjusted. Overall, each category is on target. Personnel expenditures were 5% spent compared with 7% last year. Materials were 9% spent compared with 6% last year, which was attributed to periodical subscriptions paid early in the year and is not unusual. Facilities was 2% spent compared with 1% last year, and the library pays rent a month ahead. Operating was 8% spent, the same as last year, and money was added to the postage meter. IT was 19% spent compared with 29% last year, which is typical. Overall, expenditures were 6% spent compared with 7% last year, on track with nothing unusual.

The Capital Fund shows expenditures for the purchase of a microfilm reader and Lamb audiovisual upgrades. Furniture, Fixtures, Equipment was for a paper cutter, and Building Improvements was for Pueblo West interior repairs. Ms. Baca explained the threshold is what moves an item to assets. Ms. Baca said the spending was typical and starting slow.

The Special Revenue Fund did not have much activity in January.

The J.T. Nesbitt Fund shows money moving to the new bank account with Bank of the San Juans.

Ms. Baca offered to respond to any questions in the Check Summary, noting most are recurring or those mentioned in the Capital Fund. She pointed out the payment to Five Star Painting to paint the exterior framing at the Rawlings Library.

Mr. Stuart asked about the payment to Pueblo City-County Library shown on the last page, and Ms. Baca said that was for an opening balance at Bank of the San Juans for a new bank account and is essentially a payment from one library account to another. Ms. Baca said the Board will see similar activity as the library begins to transfer funds from Wells Fargo to Bank of the San Juans. Most of the cash outlay for the month of January was for payroll and payables. By moving to Bank of the San Juans, the library will be able to do more transactions electronically because there is not the same fee structure, and Wells Fargo charged for everything.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$128,674.26, Payables of \$268,323.68, and Payroll of \$231,801.29, for a total of \$628,799.23.

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

V. BOARD COMMENT

Mr. Stuart had a question about some of the figures shown in Key Data. Mr. Walker explained changes were made to the way Computer Use is collected with respect to Wireless. Wireless can now be attributed to each location and the number of sessions tracked which is the standard collection criteria used. New data collection software has helped more accurately account for wireless use and shows that in the past the library had been under reporting, and Mr. Walker expects that will continue throughout the year. Mr. Walker also noted in Rawlings Program Attendance, the library regularly reports the number of YouTube views of library programs that have been filmed and made available online. In January, one of those programs went viral on the Internet. The program was a scholarly presentation of ladies of the night, and from the comments it appears the views are scholarly in nature, and presenter has become popular. Mr. Walker said the

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library has filmed a number of its programs, and for some time, the library's most popular YouTube has been the Haunted Windchimes concert.

Mr. Stuart suggested a report and review of Key Data at the next Work Session or in the next couple of months.

Dr. Mancha commented on the Staff Development Day Recognition Event which many Board members had attended and went very well. He decided to attend some of the interesting professional development activities. For De-escalation, a police officer talked to the group and interacted to give examples of how to de-escalate a situation. Dr. Mancha said it made him aware of the day-to-day activities of staff who deal with the public in the library. Dr. Mancha distributed the schedule of programs that were available. He attended the program on Homelessness in Pueblo presented by Anne Stelman who described a separate society from the one we engage in regularly. He stayed for lunch and attended a session for people who were newly hired giving them an introduction to the different services and structures in the library that was very valuable. Dr. Mancha also distributed a handout provided and commented on a short movie, *Run, Hide, Fight* on what to do if there is an active shooter in the vicinity. Mr. Walker plans to provide more information on the topic at the October training session. Ms. Gairaud appreciated the topics that were planned and thanked Dr. Mancha for describing them to the Board. Mr. Quintana apologized he was unable to attend due to work commitments, but he was glad it went well.

Mr. Quintana welcomed Pueblo City Councilman, Ed Brown, to the meeting and appreciated his attendance.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- The next regular Work Session is scheduled for 3:00 p.m. on Tuesday, March 13 in the Ryals Room at the Rawlings Library.
- The Outstanding Women Awards Luncheon will be held on Friday, March 9 at 12:00 noon. The Board of Trustees nominated Lyndell Gairaud and Carol Rooney to receive awards. Reservations may be made by contacting Jane Carlsen. Ms. Martinez said anyone who would like to attend can rely on it being only one hour.
- PCCLD Trustees Phil Mancha, Jim Stuart and Fredrick Quintana will attend the Public Library Association Conference from March 21-24 in Philadelphia, Pennsylvania.
- The next regular Board meeting is scheduled for 5:30 p.m. on Thursday, March 29 in the Ryals Room at the Rawlings Library.

B. Action/Discussion Items

1. Lamb Library Air Conditioning Units

Ms. Martinez said PCCLD has budgeted to replace air conditioning equipment at the Lamb Library in 2018. The PCCLD Board of Trustees discussed a proposal for a recommended bid award at their February 13, 2018, Work Session. PCCLD Board of Trustees approval is required since the cost exceeds \$25,000.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the PCCLD Board of Trustees approve a bid award to Floworx Mechanical for an amount not to exceed \$26,600 to replace HVAC units at the Lamb Library.

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

2. Data Network

Ms. Martinez said the library district is preparing for data network upgrades that include the procurement of Wide Area Network services, an Internet Service Provider, and related networking equipment planned and budgeted for 2018. This requires approval on or before March 22, 2018, in order to receive significant federal subsidy funding via the USAC E-Rate program. The PCCLD Board of Trustees reviewed the upgrade plan at their February 13, 2018, Work Session, and materials provided to the Board of Trustees.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the PCCLD Board of Trustees approve the recommended bid awards for Wide Area Network services, an Internet Service Provider and related networking equipment as presented.

Charles Hutchins, Information Technology Director, distributed WAN and ISP Recommendations. The Board had gone through the project at the Work Session which has been ongoing, and this will be the second phase. The bids were received and analyzed, evaluating the best cost benefits for the library.

Mr. Hutchins detailed the current costs for Wide Area Network (WAN) services, but Secom does not have fiber available in Pueblo West or Greenhorn Valley. The recommendation is to go with Unite Private Networks and Secom, which would reduce the monthly cost to \$13,076 and increase from 1 gigabyte to 10 gigabytes for a six-year term. The annual cost will be \$156,912 which is projected to be \$31,382 after E-Rate reimbursement. Mr. Hutchins said there is only a little savings but ten times the speed with the new circuits and will position the library for the future technologically. The cost is under the current budget amount with a lot more service.

Mr. Hutchins reviewed the bids for Internet Service Provider (ISP), and the current ISP costs the library \$29,700 annually. The recommendation is to accept the bid from Unite which will bring the annual cost to \$21,012 for a three-year term and increase from 200 megabits to 1 gigabyte. The projected cost after E-Rate reimbursement is \$4,202 annually. The library will be paying less and increasing to 1 gigabyte. The library could pay even less by accepting a longer term, but with the increasing demand for Internet, the library may need to renegotiate to make sure that is sufficient.

Ms. Martinez asked what it means to increase from 200 megabits to a gigabyte, and Mr. Hutchins responded it is five times more. Mr. Hutchins said when he started the library had only 20 megabits, it was increased to 75 with the opening of the YMCA, and to 200 with the opening of the three new libraries. Mr. Hutchins said the library gets close to maxing out, and an upgrade is definitely needed. Mr. Hutchins said this has to do with how big the pipe is and how much can be put through it.

Ms. Bregar noted the costs from Secom were much higher than the other bids. Mr. Hutchins said they knew exactly what the library is paying and did an across the board estimation because they knew exactly how much is being used. The bid from Centurylink had a \$500 set-up fee to start, and Zayo's bid was dependent on using them for both WAN and ISP.

Mr. Hutchins said the library also requested bids for network equipment for the second half of the network upgrades to provide more access points and switches to allow 10 gigabyte links. The current switches could not handle 10 gigabytes. Mr. Hutchins commented on the need for additional access points at Lucero and Barkman. The five additional access points and switches give them the ability to spread the load. Mr. Hutchins reviewed the bids received. The lowest bid from CCS did not include the firewall. The recommendation was to purchase the network equipment from Flair Data

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Systems for \$41,211.98 which was the lowest cost bid that met the minimum specifications. The projected cost after E-Rate reimbursement is \$8,242.40.

Mr. Quintana asked about switches, and Mr. Hutchins explained switches distribute the traffic. The library uses a hub and spoke network, with everything in the center which then spiders out, and at the ends are cameras, computers and phones. The firewall is the front end of the network and protects everything on the back end of the network. Next generation firewalls will allow only so much bandwidth for YouTube or Facebook.

Ms. Garcia asked if the library will have the ability to test it before it goes out to the public. Mr. Hutchins said they will be able to export the current rules into the new firewall. Ms. Garcia said when the School District upgraded, some savvy kids were able to get around the firewall. Mr. Hutchins acknowledged those savvy kids keep them on their toes, but they work with the School District so kids can bring in their laptops from the district and are still subject to the rules of the School District.

Mr. Hutchins then summarized the recommendation to use Unite Private Networks with a Secom component for \$156,912 annually for six years for WAN, Unite Private Networks for \$21,012 annually for three years for ISP, and Flair Data Systems for \$41,211.98 for network hardware.

Ms. Martinez pointed out that the total annual cost is \$220,000, but will only be about \$43,800 after the E-Rate reimbursement. This is important to point out to the Board because it is a substantial amount for things that are needed. Mr. Hutchins noted the library had budgeted \$50,000 for network upgrades and \$10,000 for the firewall so the bid of \$41,211 was substantially less.

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

3. All Pueblo Reads

Ms. Martinez said in preparation for the 2018 All Pueblo Reads project, the PCCLD Board of Trustees reviewed a proposal for the author and book selection at their February 13, 2018 Work Session.

Ms. Martinez added that Ms. Clark reported that the committee is trying to get Margaret Atwood and asked the Board to approve funds for that.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve the Executive Director entering into an agreement for the 2018 All Pueblo Reads author at an amount not to exceed \$50,000.

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

4. Asset Capitalization Threshold

Ms. Martinez said the PCCLD Board of Trustees discussed at their February 13, 2018, Work Session recommended modifications to Policy 04.01.05 *Management of Fixed Assets* and 04.01.06 *Disposal of Fixed Assets*, increasing the threshold for asset capitalization from \$1,000 to \$5,000.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the PCCLD Board of Trustees approve revisions as contained in the Board Packet to Policy 04.01.05 *Management of Fixed Assets* and 04.01.06 *Disposal of Fixed Assets* increasing the threshold for asset capitalization from \$1,000 to \$5,000 with an effective date of January 1, 2018.

Mr. Quintana asked if this pertained to the regular disposal of assets. There was a brief review of the specific policy revisions which increase the amount at which assets must be capitalized in financial reporting.

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

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5. Security and Courier Services

Ms. Martinez said the PCCLD Board of Trustees reviewed details of proposed changes to PCCLD security and courier services at their February 13, 2018, Work Session.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the PCCLD Board of Trustees approve the proposal for security and courier services as contained in Board materials.

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

6. Executive Session

Ms. Martinez said the PCCLD Board of Trustees would enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to Tax Increment Financing that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

The audience was excused at 7:22 p.m. upon Motion made by Ms. Bregar, seconded by Mr. Quintana.

The Board reconvened in public at 8:28 p.m. upon Motion made by Mr. Quintana, seconded by Dr. Mancha.

IX. ADJOURNMENT

The meeting adjourned at 8:29 p.m. upon Motion made by Mr. Quintana.

Respectfully submitted,

Jane Carlsen
Secretary