

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

**February 25, 2016**

**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 Library @ the Y at 5:34 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Donna Pickman, Vice President; Marlene Bregar; Lyndell Gairaud; Doreen Martinez; Jim Stuart

Board Member Absent: Philip Mancha

Staff Present: Jon Walker, Executive Director; Jill Deulen, Director of Technical Services & Collection Development; Sara Rose, Chief Operating Officer; Midori Clark, Director of Community Relations-Development-Strategic Initiatives; Andrew Bregar, Lamb Library Manager; LouAnn Lucero, AV Technician; 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 January 26, 2016 and Minutes of the Regular Library Board meeting held on January 28, 2016 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on January 26, 2016. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Regular Library Board meeting held on January 28, 2016. The minutes were approved by unanimous consent.

**VI. REPORTS**

**A. Executive Director Report**

Mr. Walker welcomed Jill Deulen, Director of Technical Services and Collection Development, to report on FindIT Colorado, which is an exciting new opportunity for the library that is part of the Annual Plan. Ms. Deulen provided a presentation noting that FindIT Colorado is a mobile app that connects to the library's online resources. The Board may recall hearing about Boopsie, and the Colorado State Library developed the application through Boopsie and renamed it FindIT Colorado. It will be coming April 1, and there will be a big promotion for it. Ms. Deulen said this will be a solution for the difficulty encountered when accessing the library's website from a mobile phone. Ms. Deulen reviewed what can be done with FindIT Colorado including discovering the nearest participating library, search and reserve library materials from the online catalog with a library card, access digital resources, connect with the library on social media, view your library account, check the library calendar for events, and find a library's location, hours and contact information. Ms. Deulen reviewed details of what can be done through the library catalog such as place holds, check due dates, and renew items. Customers may also use online resources with downloadable services available from

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Hoopla, OverDrive, Ebsco, ContentDM, Mango and Freegal, and as more vendors allow access, those will also be added.

Ms. Deulen invited Board members to get the app using their own mobile devices and walked them through the process. She also reviewed participating libraries which now also includes Pikes Peak Library District. The State Library will not be charging for the first year of service to allow libraries an opportunity to decide whether to pick up the yearly usage fee. Ms. Deulen reviewed several of the screens shown on FindIT Colorado and then offered to respond to any questions.

Ms. Gairaud asked how customers will know about this, and Ms. Deulen said they have been working with Community Relations to promote it through the newsletter and on the library's website.

Mr. Walker distributed postcards promoting Tempting Treats & Civil War Feats which will be held Friday, March 25 at 7:00 p.m. featuring the author of *Liar, Temptress, Soldier Spy*. This will be a special fundraiser for the Pueblo Library Foundation.

Mr. Walker announced that Michelle Martinez, the artist for the Lucero Library art mosaic, has had the City sign off on the steel structure for the artwork. The artist has invited Board members to visit the work in progress at a temporary studio space at the Pueblo Arts Alliance Center. Mr. Quintana suggested a visit be coordinated with Board members who wish to see the artwork.

### **B. Friends of the Library Report**

Ms. Martinez said the Friends of the Library recently held the Volunteer Appreciation Lunch to recognize the many volunteers at the book store who work tirelessly. The Friends of the Library had a great year at the book store. The Friends of the Library Project Selection Committee will be reviewing the project requests, and the Friends will report back in April on the projects that will be funded.

### **C. Pueblo Library Foundation Report** None

### **D. Attorney Report** None

### **E. Employment Changes**

Mr. Quintana said the Board is asked to ratify the January 2016 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 February 25, 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 January 2016 bills and accept the January 2016 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Ms. Bregar made a Motion, seconded by Ms. Pickman, that the Library Board approve the January 2016 bills and accept the January 2016 Fund Statement as contained in the February 25, 2016 Board materials.

Ms. Baca referred to the Combined Balance Sheet and noted that it remains preliminary and unaudited as adjustments are made for year-end 2015 that affect January's balance sheet amounts. Ms. Baca said there was a fund transfer from Cash, Interest Bearing (CSIP) because property taxes begin coming in at the end of the first quarter. Other areas impacted by the audit are prepaid expenses which will be moved into the current year, and staff will be adjusting the amounts carried forward for vacation payables. Ms.

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Baca said the Finance Department is still in the audit preparation stage, the field work is expected to start on March 14, and in the summer the Board will be presented with the audited financial report.

In the General Fund, the target percentage for the end of January is 9%. Revenues were 0% collected because of property tax. Total expenditures were 6% spent, which is 1% less than last year. Personnel expenses were 7% spent, and Salaries were 8% spent. Materials were 8% spent and they are still adjusting journal entries for 2015 invoices. Facilities were 3% spent, which was 50% of last year; however, the corporate insurance policy will be reclassified from prepaid insurance to insurance expense. Operating expenses were 4% spent, and Info Technology was 4% spent. Prepaid contracts will be reclassified and will show up as expenses soon. Because it is early in the year, year-end adjustments will impact the 2016 financials as items are carried forward. The bottom line showing \$583,734 reflects property tax revenues that have not come in, but it is nothing out of the ordinary for January.

Mr. Stuart referred to the Combined Balance Sheet and asked about "Trust Funds," and Ms. Baca explained those are the fiduciary funds held for the Nesbitt Committee that are not the library's funds.

Ms. Baca said in the Capital Fund which accounts for purchases from the Library Replacement Fund and capital purchases, there is some interest income and a \$13,200 expenditure for the design consultant for the InfoZone. As the year goes on, the Board will also see donations from the Friends of the Library and Replacement Plan spending that has been budgeted.

The Special Revenue Fund had no activity and is comprised of the Chamberlain Fund. In that fund, the library has budgeted to transfer \$10,000 to the Pueblo Library Foundation.

The Nesbitt Employee Fund is also shown in the Trust Fund column of the Combined Balance Sheet.

In the Check Summary Report, Ms. Baca noted there are a number of Technical Services subscriptions and purchases made in January. Ms. Baca pointed out the check to Experience Design for \$13,200 for the InfoZone project. The payment to the Pueblo Library Foundation was for employee contributions made by payroll deduction, and she hopes to continue to build philanthropy for the Foundation from staff.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$114,243.32, Payables of \$378,698.88, and Payroll of \$223,206.40, for a total of \$716,148.60.

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

**V. BOARD COMMENT** None

**VI. PUBLIC COMMENT** None

**VII. OLD BUSINESS** None

**VIII. NEW BUSINESS**

**A. Announcements**

- The Greater Pueblo Chamber of Commerce will hold the Legislative Breakfast on Saturday, February 27 from 8:00-9:30 a.m. at the Pueblo Convention Center. Additional Legislative Breakfasts will be held on March 26 and April 16. Contact the Board Secretary to make plans to attend.

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- The Rawlings Library will be closed on Sunday, March 27 for Easter Sunday.
- The next regular Work Session is scheduled for Tuesday, March 15 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, March 24 at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard.

### **B. Action/Discussion Items**

#### **1. Employment Policy**

Mr. Quintana said at the February 16 Work Session, the Trustees discussed adjustments to PCCLD's employment policies pertaining to exempt employees as recommended by the library's attorney.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, that the Board approve the recommended changes to employment policies in section 02.02.04 Employment Categories.

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

#### **2. Lobbying**

Mr. Quintana said at the February 16 Work Session, the Board heard a report from the Lobbying Committee and its recommendation to rescind the action taken at the January 28, 2016 Board meeting authorizing expenditures of up to \$25,000 should the committee decide to hire a lobbyist. It was determined that the Special Districts Association (SDA) is providing sufficient lobbying support representing the library's interests in the legislature with respect to negotiations on clarifying language to be made to HB 15-1348.

Ms. Pickman made a Motion, seconded by Ms. Bregar, that the Board rescind its January 28, 2016 action authorizing up to \$25,000, and those funds will remain in the budget unspent until further Board action.

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

#### **3. Urban Renewal**

Mr. Quintana said the Lobbying Committee made a recommendation that the library initiate efforts to obtain a seat on the Pueblo Urban Renewal Authority representing Special Districts as authorized by HB 15-1348.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Board of Trustees authorize the Executive Director to initiate a meeting with Special Districts in Pueblo affected by local tax increment financing.

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

#### **4. Executive Session**

Mr. Quintana 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.

Ms. Pickman made a Motion, seconded by Ms. Gairaud, to move into Executive Session. MOTION CARRIED 5-0. The public was excused at 6:09 p.m.

The Board reconvened in public upon Motion made by Ms. Gairaud, seconded by Ms. Bregar, and MOTION CARRIED 5-0, at 6:46 p.m.

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Mr. Quintana said he wanted to express how pleased the Board is with the work Mr. Walker has done, and it has not gone unnoticed. Mr. Quintana then called for any action the Board would like to take.

Ms. Pickman made a Motion, seconded by Ms. Gairaud, that the Board award a pay increase of 2.5%.

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

Mr. Stuart then made a Motion, seconded by Ms. Gairaud, to award a performance bonus in the amount of \$10,000 according to the deferred compensation incentive plan.

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

Mr. Walker said he appreciated the comments and the confidence. He also thanked the Board for their dedication and service to the library. Going from five to eight libraries has caused challenges, but the library is in a position of strength and we want to keep that going, and he appreciates the Board's support.

### **IX. ADJOURNMENT**

The meeting was adjourned at 6:51 p.m. upon Motion made by Ms. Bregar.

Respectfully submitted,

Jane Carlsen  
Secretary