

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

March 29, 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 5:35 p.m. by President Doreen Martinez.

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

Board Members Absent: Lyndell Gairaud, Jim Stuart

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Maria Smyer, Hispanic Resource Coordinator; Alan Rocco, Facilities Superintendent; others not recorded.

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested the addition of VIII.B.5. Discussion of May 24 Board meeting date.

III. APPROVAL OF THE MINUTES

Ms. Martinez said the Minutes of the Library Board Work Session held on February 13, 2018 and Minutes of the Regular Library Board meeting held on February 22, 2018 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on February 13, 2018 and the Minutes of the Regular Library Board meeting held on February 22, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Hispanic Resource Center: Mr. Walker invited Maria Smyer, Hispanic Resource Coordinator, to provide a report on the Hispanic Resource Center.

Ms. Smyer said the mission of the Hispanic Resource Center is to provide services, activities and free resources for both Spanish and English speakers, with the goal to promote and enhance personal success through expanded educational and cultural opportunities not just for the Hispanic community but for the Pueblo community at large. Ms. Smyer noted that in 2000, 46% of Pueblo's population was Hispanic, and in 2009, the Hispanic Resource Center was established. In 2010, 49.8% of Pueblo's population was Hispanic.

Ms. Smyer provided photographs and reviewed today's Hispanic Resource Center services which include materials in Spanish and English, Citizenship Corner, community resources, English and Spanish language classes, bilingual storytimes, Hispanic cultural events, outreach, art gallery, and monthly films. There are now materials in Spanish and English at every location, including Library @ the Y. They are now getting requests for audiobooks and will start ordering more audiobooks. Ms. Smyer emphasized that she tries to order bilingual material to serve both populations.

One in five children speak a different language at home which is mostly Spanish in Colorado. Ms. Smyer discussed a variety of benefits of speaking more than one

MINUTES

March 29, 2018 — 2 of 8

language. Bilingual storytime is provided every Monday and includes stories, crafts and activities.

Hispanic art is featured in the mural and in a variety of exhibits. Hispanic cultural events include activities for Hispanic Heritage Month, Día de la Raza, Día de los Muertos (Day of the Dead), Las Posadas, Lose Reyes Magos, Cesar Chavez Day, Día de los Niños/Día de los Libros, and Cinco de Mayo, with photographs shown and discussed.

Spanish classes were started in 2011, provided by dedicated volunteer Barry Gonzalez, and she remarked on how students enjoy his classes which have become increasingly popular. English Language Learner (ELL) classes were started after the Adult Literacy Librarian noticed a growing need for students to learn English. In 2013, the library started free ELL classes for beginning, intermediate and advanced students. Ms. Smyer said the library has served over 240 students representing 24 countries and 11 languages. Students have varied economic and educational backgrounds and range in age from teens to age 70. In 2017, a beginning English class was introduced at the Lucero Library, and they would like to offer English classes at other locations in the district in the future.

The library partnered with UVAS (United Volunteer Activists of Southern Colorado) to provide classes for those seeking citizenship, until the group disbanded in 2017. The library now offers a Citizenship Corner with online resources and refers people to partners such as Catholic Charities Immigration Office as well as the Izaguirre Law Firm.

Ms. Smyer said the Hispanic Resource Center has helped Pueblo's immigrant population feel a part of the library and the Pueblo Community. Ms. Smyer reviewed the many community partnerships established with the Hispanic Resource Center such as the Latino Chamber of Commerce and Sangre de Cristo Arts and Conference Center. Plans for future exhibits and upcoming films considered works of art were reviewed. REFORMA is the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking, and Ms. Smyer has been invited to present the library's Hispanic Resource Center at the state conference. Ms. Smyer offered to respond to any questions.

Dr. Mancha said he was really impressed by Ms. Smyer's presentation and the things she is working on. Ms. Martinez added that the Hispanic Resource Center is a great asset for the community, and thanked her for her presentation.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes There were no employment changes in February 2018.

F. Financial Report

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

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

Ms. Baca said the Combined Balance Sheet is still preliminary and unadjusted, although the auditors started their work in March. Ms. Baca pointed out cash is getting low which is to be expected at this time of year. A number of prepaid line items had been spiking in January which have now evened out. Ms. Baca said they have adjusted the asset base and debt, and pointed out Compensated Absences show vacation adjustments. Other items are timing issues, but nothing unusual for this time of year.

MINUTES

March 29, 2018 — 3 of 8

In the General Fund, the target percentage for the end of February is about 20%. Revenues were 4% collected which is higher than this time last year at 0%, which was due to a little bit of property tax collected in February. Personnel expenditures were 13% spent and slightly lower than last year. Ms. Baca pointed out differences in the way Kaiser Permanente and Cigna bill for health insurance, but expects those expenses to be closer in March. Materials were 21% spent, a little ahead of target and last year, but nothing notable. Facilities was 9% spent which is considerably under, but it typically lags because the COP payments are made in June and December. Operating was 16% spent compared with 21% last year. Information Technology was 34% spent compared with 45% last year. Overall, expenditures were 15% spent compared with 16% last year, which is standard and where she expects it to be at this time of year.

The Capital Fund expenditures show an IT server purchased. Ms. Baca expects more activity later in the year.

The Special Revenue Fund only had a dollar in interest for revenue in February, but she expects a first quarter payment from the Chamberlain Fund in April.

The J.T. Nesbitt Fund is a fiduciary fund used to benefit the staff association, and the major activity was the movement of funds from Wells Fargo to Bank of the San Juans. Nesbitt raises money for almost all of what it spends.

Ms. Baca offered to respond to any questions in the Check Summary, noting most were recurring with nothing unusual.

Ms. Baca concluded with amounts presented for the Board's approval to include ACH payments of \$78,984.79, Payables of \$476,082.43, and Payroll of \$236,402.97, for a total of \$791,470.19.

There being no further discussion, MOTION CARRIED 4-0.

V. BOARD COMMENT

Ms. Bregar provided a brief update on Urban Renewal which has reactivated its committees. She received an amortization schedule on the St. Charles Project which depends on actual tax income, and she offered to forward that to anyone interested in seeing it, although it is unofficial and preliminary. The St. Charles Project covers three different areas, some do not show much progress, and others show great progress. There will be a Board Retreat on April 7 where each committee will share ideas.

Ms. Garcia said School District 60 recently voted to go to a four-day week, and one of the arguments Barbara Clementi had against it was the impact it would have on the Pueblo Library. Ms. Garcia was interested in whether the library had discussions with the school district and whether the library is planning for this, such as providing special programs for kids on Fridays.

Mr. Walker responded that there had had been conversations with representatives from School District 60 about the possibility, and he had received a call after it passed. The library had experience with this when School District 70 changed to a four-day week which impacted the Pueblo West Library. At that point, the library had not been proactive, but Pueblo West has now adjusted its programming to accommodate the increase in traffic at the library on Fridays. Library staff have started discussions as well and know they need to be proactive in beginning to think about Fridays. The library has started some meal programs offered through School District 60 at some of the libraries which include some activities and cooperation. The library also works with the schools on early childhood literacy. An uptick in activity is anticipated in the city libraries on Fridays beginning in the fall. Mr. Walker said there are no additional programming funds available, but there might

MINUTES

March 29, 2018 — 4 of 8

be some adjustments made to move more programming to Fridays. Mr. Walker agrees it will have an impact on the library.

Ms. Martinez said she had the opportunity to have her son and daughter with her on March 16 when the legislature recognized Pueblo Library for being awarded the Engaging Local Government Leaders Leslie B. Knope for the Best Public Library in America. Ms. Martinez said it was a really proud moment, and it was nice to have Laura Savage and her daughter there. It was an honor, and they were so welcomed, to have Pueblo acknowledged for how the community stood behind its library. There was a lot of pride for Pueblo at the State Capitol.

VI. PUBLIC COMMENT None; however, a gentleman came in later but left before being recognized as wishing to speak.

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- The Rawlings Library will be closed on Sunday, April 1 for Easter Sunday.
- The next regular Work Session is scheduled for Tuesday, April 17 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The Friends of the Library will hold their Annual Meeting on Friday, April 20 at 11:30 a.m. Lunch is \$20 per person. Contact Books Again at 553-0340 to make reservations. Mr. Walker said the Library District would sponsor lunch for Trustees attending. Ms. Martinez said it is important for Trustees to attend this meeting, and it is nice to hear what has happened through the year. This is a great way to see how many volunteer hours go into what the Friends accomplish.
- The next regular Board meeting is scheduled on Thursday, April 26 at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard. Ms. Martinez called attention to the Lamb location for the April Board meeting.

B. Action/Discussion Items

1. Motor Vehicle Procurement

Ms. Martinez said a report and recommendation will be provided for PCCLD's procurement of a motor vehicle.

Mr. Walker said he hopes the Board will consider this tonight. The library is working to migrate security services to include courier services, and as part of that Alan Rocco, Facilities Superintendent, has been getting bids to replace the library's passenger van. Mr. Walker said government pricing has the same options for a price of \$29,199, and Daniels Chevrolet has offered it for less, \$28,954.00.

Mr. Rocco distributed details about the 2018 Chevrolet Express 12-passenger van, noting that the MSRP is \$35,810. It is a V8 rather than 6-cylinder, because it will be used to move materials from site to site and will replace the Mazda mini-van. They opted for cloth seats, locking rear differential for snow, adjustable mirrors, rear air conditioning and rear window defogger. It will be used as a courier vehicle at night so a back-up alarm was added. Other than those changes, it is a basic vehicle.

Mr. Walker explained the State of Colorado pre-bids vehicles, and the state has a list of potential vehicles. John Elway Chevrolet in Denver had the government bid, but Daniels Chevrolet in Colorado Springs priced it below the state bid, and Colorado Springs would be more convenient when having it serviced. It has a 5-year/5,000-mile power train warranty.

MINUTES

March 29, 2018 — 5 of 8

Ms. Garcia asked if it has security or GPS. Mr. Walker explained how the van would be used to move material among eight locations for about 3.5 hours each night, and would be available for staff use during the day. Ms. Martinez pointed out on page 7, it lists a "Theft-deterrent system." It does not include On-Star which often comes with new vehicles.

Ms. Martinez asked if the dealers in Pueblo had been approached. Mr. Rocco tried to contact Spradley, but they were unresponsive. He called other local dealers, and only Dodge responded, but their vehicle was out of range for the library's needs. Ms. Martinez noted the importance of keeping the library's business in Pueblo if possible, and Mr. Rocco said they always start in Pueblo.

Mr. Walker's recommends that the Trustees take action to approve the purchase of the 2018 Chevrolet Express Passenger van from Daniels Chevrolet at a cost of \$28,954. Mr. Walker said the cost is slightly more than the \$25,000 budgeted, but he expects the library will be able to absorb the additional cost. Mr. Walker said the vehicle must be ordered, and he is not sure whether it will arrive in time for the timeline on the security/courier project, but there are preliminary plans to use another Facilities vehicle if necessary.

Ms. Bregar asked what will be done with the older van. Mr. Walker said the Board has approved its designation as surplus, and it will be sold on the open market. Ms. Bregar asked if the new van will have a logo on it. Mr. Walker said definite plans have not been made for the logo, partly because it will also be used as a patrol vehicle, but it will have a library logo on it. The Giodone family has offered to donate the graphics for the logo.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the procurement of the 2018 Chevrolet Express Passenger van from Daniels Chevrolet at a cost not to exceed \$29,000.

There being no further discussion, MOTION CARRIED 4-0.

2. Gallagher Amendment

Ms. Martinez said an update report on the impact upon PCCLD of the Gallagher Amendment will be presented.

Mr. Walker noted the Board has discussed how the Gallagher Amendment will have an impact on the library's revenues, and the library has received information through the Special Districts Association (SDA) that has been working with the legislature over the last several months. Legislators, at the urging of SDA, have had some preliminary discussions about a bill to delay the ratchet down effect for one cycle; however, there is no bill at this time, and SDA is trying to secure sponsors for the bill.

Mr. Walker said property values are reassessed every two years, and if such a bill were to pass, there will not be a reassessment in 2019. The legislative studies show the library could expect another ratchet down of residential property tax revenue in Pueblo County. This bill, as it is contemplated, would delay it for two years to 2022, but it could multiply the impact. The reason for the delay would be to allow time to change the State Constitution. Sherri Baca was asked to prepare a projection of how the Gallagher Amendment would impact PCCLD's budget based on current projections. After Ms. Baca presents her projections, Mr. Walker would like the Board to consider language the Trustees could have the option of putting on the ballot.

Ms. Baca said the Gallagher Amendment was passed by Colorado voters in 1982, and around that time 29% of residential property value was subject to property tax, but it has now dropped to only 7.2%. So less and less of property values are subject to tax.

MINUTES

March 29, 2018 — 6 of 8

SDA is working at how districts can mitigate this while TABOR is operating at the same time to prevent any increase.

Dr. Mancha asked if it is possible for the percentage to drop to zero, adding his understanding is what has caused this is the increase in residential values in Denver. Pueblo is not seeing that spike in residential values. Ms. Baca agreed this is creating some challenges for the library.

Ms. Baca used information from Colorado Department of Local Affairs to review residential and commercial property values from 2002 to 2016 for Pueblo, and there were no huge spikes. Pueblo County is not the mover of what is driving down the percentages, it is the Denver area.

Ms. Baca distributed a packet of information which included an email from SDA, and they are zeroing in on this. There is no bill, but there are conversations with legislators. Right now, the Gallagher Amendment requires a two-year assessment period, and they are hoping to get legislation to delay this for a four-year period to give them time to work on Gallagher to fix this process.

Dr. Mancha asked how the legislators are thinking. Ms. Baca is not sure since SDA representatives are having those conversations.

Ms. Baca said this year the library would have had a 13% increase in property tax revenue but only had a 3% increase due to Gallagher.

Ms. Baca said she provided the complete Economic and Revenue Forecast in the Board packet but distributed an excerpt specific to assessed value projections. Ms. Baca also provided a spreadsheet which she reviewed in detail to show the calculations and structure of how Gallagher affects the library's revenues. The 2018 numbers are actual totals, but the projected assessment rate is expected to drop to 6.11%, which would result in a three-quarter million dollar decrease in property tax revenues. Together with the forecasted increase in PERA contributions, this could result in more than a million dollar decrease in revenue. Ms. Baca said what had not been factored into the projection was any new construction.

Mr. Walker said there may be two or three solutions. One is the legislative delay, which is about all the legislature can do, which is preliminary with no bill or sponsor. Another is to amend the Constitution with relation to the Gallagher Amendment, and perhaps the library could lead that charge. The other, which Mr. Gradisar discussed a few months ago, is to pass local ballot language. Mr. Walker distributed two sample ballot language options prepared by Butler & Snow that SDA asked them to share with its members. This would be a local issue vote that could be placed on the ballot.

Ms. Garcia said this looks like a local override of the Gallagher Amendment, and Mr. Walker agreed. Mr. Walker said it is one thing the library could do short of leading a statewide amendment to the Constitution. Mr. Walker said the Trustees would need to work with local counsel to make sure it meets the rigors of the law.

Dr. Mancha asked when it would be put on the ballot. Mr. Walker said typically it would be in November 2018 or 2019. Mr. Walker said he is not specifically recommending these options, and the Board would need to discuss whether it would be better to do this in 2018 or 2019 when 2020 is the year the decrease is anticipated. Those are important questions to consider. The things to watch are the growth potential and what might be coming in residential rate changes and to talk with cohorts to plan for the potential of this happening.

Mr. Walker said the library will immediately conservatively budget in 2019 to prepare for 2020, and staff will work on long range projections based on what is known.

MINUTES

March 29, 2018 — 7 of 8

Mr. Quintana said if this local fix is something the Board wants to consider, this is something to be ahead of in terms of timing. There is not really much time if it is something to consider for this year to allow full scale public education. It would be easier to plan for a 2019 ballot issue. A tax increase is a tough sell, but the impact of the Gallagher Amendment would hurt the community. Mr. Quintana suggested more discussion at the next Work Session.

Ms. Martinez said the SDA offered a webinar with presenters from two fire districts that had ballot questions and discussed the importance of wording the ballot to make it clear what you are asking for. Mr. Gradisar commented on the importance of getting ahead of it so people have a good understanding so the issue sticks out in the minds of the voters.

Mr. Gradisar said ballot questions may be limited to even-numbered years, and he will look into that. Mr. Gradisar agreed this should be taken up at the next Work Session.

Ms. Garcia commented on polling experience with school district increases and the importance of relating the costs and services in everyday terms for taxpayers since the Gallagher Amendment is so complicated. Mr. Walker pointed out what this is really about is not an increase but about not decreasing or simply maintaining the status quo.

Ms. Bregar added that some residential areas are poised to increase due to some economic development. One of the areas where growth could become a reality is in one of the Urban Renewal areas, but the library will not see any of that increment, so the library needs to make sure it is keeping up with where economic growth will take place.

There was a brief discussion whether any of the property tax revenue would be coming out of TIF status, and Ms. Bregar said there may be one in 2022, but most are closer to 2030. Ms. Bregar said there is conversation that PURA could come back with a proposal where individual entities could opt in or out. There is some interest with School District 60 to allow PURA to collect the tax money and do purchasing to benefit the school district. The library could be approached with that, and there would need to be discussions of how that would work, but there is nothing firm at this point.

Mr. Walker will add this to the agenda for the next Work Session.

3. Public Library Association (PLA) Conference Reports

Ms. Martinez said two members of the Board of Trustees attended the PLA Conference in Philadelphia from March 21-24.

Mr. Quintana suggested this be tabled and moved for discussion at the next Work Session.

4. Library Trustee Award for Exemplary Performance

Ms. Martinez said the Library Trustee Award for Exemplary Performance procedure will be reviewed.

Mr. Walker said there had been a suggestion made at the Work Session about Board recognition for efforts made to earn the Best Library in America award, and he had provided the procedure adopted. When Trustees recognize outstanding performance that is rare and truly exemplary, they may take action to address those achievements. It requires a written nomination forwarded to the Executive Director and presented to the Board of Trustees to vote on a resolution.

5. Discussion of May 24 Meeting Date

Ms. Martinez referred the discussion to Mr. Walker.

MINUTES

March 29, 2018 — 8 of 8

Mr. Walker said it has come to his attention that the President of the Library Board and the Executive Director may be invited to represent the library in Washington, DC on that day, and he asked the Board to consider moving the May 24 meeting date to another day. Mr. Walker added that it would be important for the institution's representatives to be available for this recognition.

The Board discussed alternate dates. The Work Session is scheduled for May 15, moving the meeting out a week would move it to May 31. After additional discussion, there was general consensus that the meeting should be moved to Tuesday, May 29.

Ms. Bregar made a Motion, seconded by Mr. Quintana, to move the May 24 Board meeting to Tuesday, May 29 at 5:30 p.m. at a location to be determined.

There being no further discussion, MOTION CARRIED 4-0.

IX. ADJOURNMENT

The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Jane Carlsen
Secretary