

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

**April 27, 2017**

**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 Vice President Fredrick Quintana.

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

Board Members Absent: Donna Pickman, President

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Charles Hutchins, Information Technology Director; Maria Kramer, Youth Services Manager; Todd Smith, Systems Administrator; 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 March 14, 2017 and Minutes of the Regular Library Board meeting held on March 23, 2017 were provided to Board members prior to the meeting.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on March 14, 2017. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Regular Library Board meeting held on March 23, 2017. The minutes were approved by unanimous consent.

**VI. REPORTS**

**A. Executive Director Report**

**Federal Library Funding:** Mr. Walker distributed information from ALA, and discussed a State Library conference call. At the federal level, the Institute for Museum and Library Services (IMLS) provides about \$230 million in funding for libraries nationally which works out to about 65¢ per person. The budget proposal from the current administration eliminates this funding completely. Mr. Walker wanted to bring this to the Board's attention, and the information provided by ALA includes recommendations to address the issue. Mr. Walker encouraged Board members to read through the information provided and to contact Representative Scott Tipton, Senators Michael Bennett and Cory Gardner about the issue if they are so inclined.

Mr. Walker added that Colorado only receives about \$3 million and provided several examples of the importance that funding has on the State Library as well as PCCLD. Mr. Walker also distributed House Resolution 17-1008 introduced in the State Legislature recognizing the importance of Colorado Libraries and also addresses the funding Colorado receives from IMLS. Mr. Walker said it is moving through the House with strong support.

Dr. Mancha asked if anybody is thinking about doing any kind of lobbying. Mr. Walker encouraged those who feel the need to contact their representative and their senators. Mr. Walker's understanding is that the U.S. Senate will play a key role in the effort to put the funding back into the budget, and there are opportunities to re-insert funds.

## MINUTES

April 27, 2017 — 2 of 6

**Summer Reading and Read OUT LOUD! Activities:** Mr. Walker invited Maria Kramer, Youth Services Manager, to report on plans for Summer Reading and recent Read OUT LOUD! activities.

Ms. Kramer said the Read OUT LOUD program had just completed featuring Amada Irma Pérez, author of *The Diary from Here to There*. It is the first Latina author and the first bilingual book featured for this program, and it was phenomenally successful. The Buell Children's Museum was not able to participate this year, so the library made class visits instead. This year, 23 schools and 74 classes participated reaching over 1,400 children. The class visits featured a journal making workshop to encourage children to write about a big change in their own lives. Staff received wonderful comments from teachers and community members. The author had immigrated as a child, and the book is about her immigration experience. A great deal of Pueblo's community is made up of immigrants, and Ms. Kramer commented on the connections that took place as a result.

Ms. Kramer said their job will be to get ahead of the testing schedule next year, and they may try offering one day with the author visiting schools and one day with schools visiting the library. Ms. Kramer received feedback that students had never been so excited about writing and noted the book's relevance to the diverse community in Pueblo. Ms. Kramer thanked the Leadership Academy who helped, branch managers that held class visits, Carmen Avalos the principal at Avondale, members of the Youth Services team, and the Friends of the Library for their continued support of the program.

Dr. Mancha noticed that the total number of participants increased from last year. Ms. Kramer said the class visits more than made up the number who visited the library last year. The library was able to make up the loss of participation at the Buell Children's Museum by offering class visits. Ms. Kramer also attributed the increase to the network of communications with teachers who trust the library to provide great programming and the program's focus on getting students interested in writing.

Ms. Kramer then talked about the Summer Reading Program. The guide had been provided to Board members. Ms. Kramer said this year they will be getting volunteers to get people signed up for the program, and there will be more customized programs at each of the locations with three program tracks: *Watch, Explore, Make*; based on conversations with the branches. Barkman and Lucero will focus on hands-on programming; Giodone and Greenhorn Valley will provide activities that will last the entire year. The hope is that these changes will increase community interest. There are a variety of programs for teens and tweens, and those will also be different at different locations this year. Ms. Kramer displayed the game board which has been streamlined to make it easy to explain with participants reading five books in a month, and she noted the number of sponsors who had provided great prizes. The library also received the Kinder Morgan grant of \$2,500.

Ms. Martinez commented that although the children enjoy the coupons and extra prizes, their primary goal is earning the summer reading medal, and she hopes that incentive will continue. Ms. Gairaud thanked Ms. Kramer for the presentation noting the Board will look forward to hearing how it turns out. Ms. Kramer encouraged Board members to also participate in the Adult Reading program.

Mr. Walker commented that Ms. Kramer was modest about the amount of effort she put into the grant award, and he referred Board members to details about the Adult Summer Reading programs. There was additional conversation about the Tibetan Monks' sand painting exhibit.

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

Ms. Martinez said the Friends held their final meeting with an Annual Luncheon instead of a dinner, and she was not yet sure of the feedback on that change. The Friends honored

## MINUTES

April 27, 2017 — 3 of 6

Mary Simmons as Friend of the Year, Mr. Stuart reported on Books Again which had a successful year, and the guest speaker, Donna Souder Hodge, focused on the value of libraries in our society. The Friends officers will remain the same next year.

### **C. Pueblo Library Foundation Report**

Ms. Gairaud said the Pueblo Library Foundation met on April 12 when they approved new Foundation Board members, Gala White and Lindsay Moore. The Treasurer's Report had good news with \$133,995.70 in the investment account which is growing. The 1<sup>st</sup> Quarter Fundraising report showed total gifts of \$46,873.10. Of that, \$21,007.47 came from Foundation gifts, \$25,865.63 from PCCLD, and \$26,419.47 in transfers made by the Finance Committee. Ms. Gairaud noted contributions from the Friends of the Library of \$7,250, and from the Treasurer, Michael Voute, who made a large donation and said he plans to continue to donate. The Foundation could not be more appreciative of that generosity.

Ms. Gairaud commented on the schools represented by the ten girls enrolled in this year's Leadership Institute with one attending Rocky Mountain Digital Academy. They have had two workshops, one on etiquette and another on how donating to the community can impact the community. The girls are organizing *Le Bal de Bibliotheque* which will take place on July 15 with advance tickets available for \$75; later increasing to \$100.

The Foundation also adopted a Gift Acceptance policy. The next meeting will be on Wednesday, July 12.

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

### **E. Employment Changes**

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

Mr. Walker referred to the Employment Changes in the Board packet noting it was fairly uneventful with no new hires. There was one promotion, and he extended congratulations to Todd Smith who was promoted to System Administrator. Mr. Walker noted most of the terminations were substitutes who often find other jobs because the work is sporadic. Ms. Baca commented last week that Katie Hunt had resigned to accept another position.

Ms. Gairaud added her congratulations to Todd Smith on his promotion.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Employment Changes contained in the April 27, 2017 Board materials.

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

### **F. Financial Report**

Mr. Quintana said the Board is asked to ratify the March 2017 bills and accept the March 2017 Fund Statements. Sherri Baca, Chief Financial Officer, provided a synopsis of the Financial Report at the April 18 Work Session and responded to questions at that time, and Jon Walker is available to answer any further questions.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Library Board approve the March 2017 bills and accept the March 2017 Fund Statement as contained in the April 27, 2017 Board materials.

Mr. Walker noted that Ms. Baca had reviewed the report in detail at the Work Session and offered to respond to any questions. The amounts presented for the Board's approval include ACH payments of \$112,866.18, Payables of \$331,957.81, and Payroll of \$228,021.30, for a total of \$672,845.29.

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

## MINUTES

April 27, 2017 — 4 of 6

### V. BOARD COMMENT

Dr. Mancha said he was really impressed with the World War I presentation made by Maria Tucker at Memorial Hall. Dr. Mancha also commented that the display on the 4<sup>th</sup> floor of the Rawlings Library is very interesting, well presented, and very educational, and he commended whoever put it together.

Mr. Walker credited Maria Tucker and the Special Collections and Museum Services staff for the effort and said the exhibit will be rotated to other museums in the area. Mr. Walker provided a letter of support and congratulations presented to the library by Representative Scott Tipton during his visit to the exhibit on April 20.

### VI. PUBLIC COMMENT None

### VII. OLD BUSINESS None

### VIII. NEW BUSINESS

#### A. Announcements

- The next regular Work Session is scheduled for Tuesday, May 16 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, May 25 at 5:30 p.m. at the Barkman Library.
- All libraries will be closed on Monday, May 29 for the Memorial Day holiday.

#### B. Action/Discussion Items

##### 1. Telecommunications Network Equipment

Mr. Quintana said a report would be provided on PCCLD telecommunications network equipment and recommendations for procurement.

Mr. Walker explained the extenuating circumstances and requirements of E-rate reimbursements to explain why this had not been available for the Board at its Work Session. Mr. Walker said E-rate in Pueblo allows the library to receive 80% reimbursement for telecommunication services, and this year there was a change with E-rate to cover some hardware. To be eligible, the expenses need to occur before the end of April which came to light this week. Mr. Walker asked the Board to consider approving the procurement of this equipment so the expense will be eligible for E-rate reimbursement.

Mr. Hutchins provided background on the current equipment which was installed in 2008 and the results of the Network Assessment conducted last year. The Annual Plan calls for a phased upgrade in 2017.

Mr. Hutchins showed a diagram of the current network infrastructure with Rawlings at the heart and Pueblo West serving as a backup to all library locations. The equipment installed in 2008 did plan for the amount of PoE (Power over Ethernet) and the 1-Gigabit Trunk which was an upgrade in 2008, now has digital telephones, security cameras and wireless devices increasing the amount of data being pulled through. The 2016 network assessment analyzed the current environment and recommended configuration changes and new hardware with 10-Gigabit trunks with recommended Cisco models. Mr. Hutchins said the library planned a phased upgrade for capital hardware replacement with a budget of \$50,000 for ten switches, ten access points and configuration changes in 2017 with the other half planned for 2018 to replace remaining switches and access points and WAN (wide area network) links to improve performance.

Mr. Hutchins explained that Category 2 equipment became eligible for E-rate reimbursement. Based on E-rate for School District 60, the library expects to be at the 80% reimbursement rate. The library submitted the form 470 bid request required by E-rate, but no bidders responded with the requested hardware, so the library was then authorized to

## MINUTES

April 27, 2017 — 5 of 6

solicit bids from the Colorado State vendor list, where they found only three vendors with the Cisco equipment needed. The library received two bids from CDW-G and WWT (World Wide Technologies). CDW-G came in significantly less on a lot of the hardware, and the total bid amount was \$49,304.86. Mr. Hutchins commented on the importance of improved access points for the 2<sup>nd</sup> floor at Rawlings due to the use of cell phones, laptops and other wireless devices trying to connect with the library's Wi-Fi.

Mr. Hutchins concluded that the recommendation is for the Board to move forward with the CDW-G quote of \$49,304.86. Mr. Hutchins said if the E-rate reimbursement is turned in on time, the Finance Department has conservatively budgeted a 70% reimbursement rate with a refund of \$34,513.40 resulting in a final cost of \$14,791.46; however if E-rate is reimbursed at 80%, the refund would be \$39,443.89 with a final cost of only \$9,860.97. Mr. Hutchins said these E-rate reimbursements must be put in tomorrow in order to qualify.

Mr. Walker said what caught them unaware was the requirement to have this in by the end of the month. The library is asking the Board to approve the expenditure of \$49,304.86 for this equipment.

Dr. Mancha raised the question of how long the upgrades will last, and Mr. Hutchins explained how IT staff monitor network usage and the impact Facebook and YouTube had on the 2008 upgrade with additional demand expected from video streaming. Mr. Hutchins noted that some minor upgrades were made for the Library @ the Y and the new libraries which were equipped with newer switches.

Mr. Quintana asked about upgrading the bottlenecks in the WAN, particularly for Pueblo West where back-ups are held. Mr. Hutchins responded that this phase will upgrade the infrastructure at the end points which will then enable them to see if SECOM can give them 10-gigabit connections under the library's current agreement or to solicit 10-gigabit links.

Mr. Quintana also questioned the experience of others with this vendor, and Mr. Hutchins said the library has previously purchased from this vendor and provided background on using CDW-G in past bids.

Mr. Walker said the library budgeted \$50,000, and in the event E-rate falls apart, the money is available, but the library hopes to have nearly \$40,000 reimbursed.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Trustees approve the bid from CDW-G in an amount not to exceed \$49,304.86 for the procurement of the recommended telecommunications network equipment.

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

## **2. 2017 Annual Plan**

Mr. Quintana said a first quarter update report would be provided on the 2017 PCCLD Annual Plan. No action is recommended at this time.

Mr. Walker reviewed the 2017 Annual Plan that had been approved by the Trustees in December 2016, noting it was built, in part, on the Strategic Plan and focused on key results which were referenced in the planning document. The library holds an annual planning retreat, and consensus items are included in the plan. The individual objectives and action steps are listed, and the 1<sup>st</sup> Quarter progress toward those objectives are shown in green. Overall, the district is making progress on all of the goals with only a few that are not yet underway. Mr. Walker highlighted a number of items.

- III – Assess the current contract for outsourced custodial services. An RFP was issued, and the Board recently approved the bid from CBM, and the new janitorial service started on April 1.

## MINUTES

April 27, 2017 — 6 of 6

- V – Bring call center operations in-house. Janina Goodwin has completed bringing the call center in-house reducing annual expenses by \$65,000 in a flat budget year.
- VIII – Complete a bid process for Human Resource Information Systems. That is still in progress. Sherri Baca is overseeing getting the RFP completed and a new product selected. Implementation is expected in the 3<sup>rd</sup> Quarter.
- XIV – Examine ILS with expiration of current Sirsi/Dynix contract. This is a big project that impacts all patrons. The ILS Administrator has arranged a number of on-site demonstrations from a variety of vendors. This objective is currently in progress.
- XVII – Identify funding support for library programs in a flat budget. There is a lot of good news with the Friends of the Library's grant of \$17,000, a grant for almost \$10,000 has been approved in support of All Pueblo Reads, another foundation granted \$2,500 in support of Summer Reading.
- XXI – Investigate outsourced security services. Security has never been more important, and Janina Goodwin is working on the RFP now.
- XXII – Lead a discussion on principles of privacy and intellectual freedom. No progress has been made.
- XXIV – Overlay parking lot at Pueblo West. That is taking place this weekend.
- XXVI – Plan to automate vendor payment processes for collection materials. The project is pending until the review of ILS options has been completed. This is an example of one objective impacting another, and ILS must be identified to understand how to interface with it.
- XXX – Refinish front entrance. Mr. Walker noted the new front doors had been installed this week. There are plans to repaint metal surfaces that have started to oxidize, and that is expected to take place in the 3<sup>rd</sup> Quarter.
- XXXII – Renew insurance broker contracts. Ms. Baca reported on that at the last Work Session, and he expects a recommendation will be made to the Trustees in May.

Mr. Walker concluded that overall the library is off to a good start in 2017 with some unforeseen issues such as a wind storm damaging the roof. The report was provided to the Board as an update.

Mr. Stuart said it looks like a good report, and Dr. Mancha agreed it includes a lot of interesting information.

## IX. ADJOURNMENT

The meeting was adjourned at 6:53 p.m. upon Motion made by Ms. Gairaud.

Respectfully submitted,

Jane Carlsen  
Secretary