

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

**May 25, 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 5:30 p.m. by the Board President, Donna Pickman.

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

Board Members Absent: Philip Mancha

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Jill Deulen, Technical Services & Collection Development Director; Alan Rocco, Facilities Superintendent; Alicia Griebel, Barkman Library Manager; Maria Tucker, Special Collections & Museum Services Manager; others not recorded.

Attorney Present: Nicholas Gradisar

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** None

Mr. Walker asked the Board to consider adding an Executive Session for the purpose of discussing a personnel matter. The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session and agreed it can be done in Executive Session.

**III. APPROVAL OF THE MINUTES**

Ms. Pickman said the Minutes of the Library Board Work Session held on April 18, 2017 and Minutes of the Regular Library Board meeting held on April 27, 2017 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on April 18, 2017. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on April 27, 2017. The minutes were approved by unanimous consent.

**VI. REPORTS**

**A. Executive Director Report**

**Barkman Library:** Mr. Walker introduced Alicia Griebel, Barkman Library Manager, who welcomed the Board to the Barkman Library and credited Dave Hayden, Data Analyst, for his help in providing the Key Data statistics in her presentation.

Ms. Griebel presented several charts showing current key data statistics comparisons and noting areas for potential future improvement. She also discussed top ten circulating items at Barkman which included DVDs, followed by books both fiction and nonfiction, and music on CD.

Ms. Griebel discussed the increase in Storytime attendance. Paula Pryich and Matthew Parlier created a survey with the goal of gathering information to regrow the program to reflect patron needs. There were some changes, and Paula introduced "Storytime on the Fly" offering storytimes to families in the library which has been successful. New

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outreach partnerships have been formed with Christ the King Preschool and Haaff Elementary. Ms. Griebel described a young patron who has benefited from Matthew helping him with vocabulary and numbers.

Ms. Griebel discussed a number of programs and commented on hosting the election in November, and “lock-in” programs such as Minecraft, putt-putt golf, laser tag, chess, and exploding chalk. Minecraft was so successful that Corey Reimers introduced a Minecraft Builders Club where participants hold building contests. In one of the photos she commented on a girl who regularly comes in with her grandmother who is being tested to skip the 4<sup>th</sup> Grade. There were a number of photographs showing the putt-putt golf course in the library, and she was asked if this is held after hours. Ms. Griebel said lock-in programs are usually held on Fridays from 6:00-8:00 p.m. after the library closes.

Ms. Griebel showed the new computer chairs purchased with a grant from the Friends of the Library. She also showed photographs of improved displays separating Spanish resources, adult news and how to keep kids busy. Barkman is trendsetting in the district with the addition of Library @ the U at CSU-Pueblo with Barkman serving as courier for materials, and its use is increasing. Barkman is also a pilot location for Hot Spots. Barkman has five, and there are multiple holds for them. Ms. Griebel concluded with an overview of programs, outreach and partnerships offered at Barkman.

Ms. Gairaud commented on her visit to Barkman on Election day, and she was impressed with the crowd control while still providing library services.

Mr. Gradisar asked what Hot Spots are, and Ms. Griebel explained they provide wi-fi for another device such as a cell phone or laptop. Mr. Walker said these are helpful for customers who do not have Internet access, and the Hot Spots check out for one week. Mr. Walker said it has been very popular with a long hold list so Jill Deulen is making plans to expand the program. Ms. Martinez commented about a friend whose relatives were reluctant to visit because she did not have Internet access, so she checked out a Hot Spot for a birthday party which pleased everyone. Mr. Walker said the fees are about \$30 per month per Hot Spot, and a lot of libraries are beginning to offer this. Mr. Walker said it is simpler to manage because if a customer does not return the Hot Spot it can be turned off. The Board thanked Ms. Griebel for her presentation.

**Lest We Forget:** Mr. Walker then introduced Maria Tucker, Special Collections and Museum Services Manager, who managed the World War I exhibit and programming. Ms. Tucker provided background on efforts to commemorate the centennial of World War I and co-chaired a community programming committee with Jeff Chostner. She acknowledged others who served on the committee and partners, and described their contributions. As they started to develop an exhibit, the library archives did not have many records, so the Pueblo community was called upon to share any family World War I photographs or stories, and the library digitized over 400 photos and other items that were added to the collection. Ms. Tucker shared several examples of what had been received, described the work involved in improving the digitized image, and commented on the significance of each of the images. Ms. Tucker’s presentation included photos of the exhibit and a close-up of one of the panels listing casualties, and she credited the Special Collections and Museum Services team with getting the information together.

Ms. Tucker said there were thirteen programs with a total of 1,209 attending. There were 5,619 visitors to the InfoZone in April which included students attending Read Out Loud programs who had an opportunity to view the exhibit. The Woodrow Wilson performer graciously repeated his performance at Swallows Charter Academy and Pueblo Academy of Arts. He also offered to come back in August when he will be performing in Greeley in a different role. The programs were very interesting and well received. Ms. Tucker acknowledged the Chieftain’s contribution in promoting and

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covering the events. Doug Sterner presented a program at the Center for American Values on the uniform decorations during World War I, and Jeff Chostner presented a program on his grandfather's experiences in the war.

Ms. Tucker acknowledged the Lest We Forget sponsors. The library received a \$1,200 grant and will be one of 50 participating libraries to host a companion traveling national exhibit in September when the Medal of Honor recipients will be in town. U.S. Representative Scott Tipton visited the library and presented a letter recognizing the exhibit. The exhibit has been moved to the Pueblo Heritage Museum for the summer.

Ms. Tucker concluded her presentation with additional images and commenting on the efforts and stories behind them. The program resulted in the development of a good list of people from the war who are buried at Roselawn. Photos included Ruben Archuletta's uncle taking care of mules, women who were believed to be munitions inspectors wearing jodhpurs, Red Cross nurses, images of John Rawlings from a scrapbook handed down to Bob Rawlings, and many others. Ms. Tucker is hoping to develop a curriculum for teachers to use so the program can live on. Additional ceremonies and events are planned through the rest of year with the World War I and America grant. A portion of the program held at Memorial Hall was shown and will be made available on the library's website.

Mr. Walker said the effort has been amazing and is very well done.

**Marijuana:** Mr. Walker said Ms. Pickman has been in touch with County Commissioner Garrison Ortiz who wants to champion the effort to extend the 1,000-foot sensitive use buffer for libraries. The issue is scheduled on the Planning Commission agenda for June 21 with County Commissioners holding a public hearing in July. Mr. Walker will keep the Board posted on developments.

**Lucero Library Mural:** Mr. Walker distributed a sneak peek at the mural at the Lucero Library noting the landscaping is still underway. The mural consists of approximately 250,000 individual glass tiles. Mr. Walker expects there will be an unveiling at the end of June or in early July and will keep the Board posted. Mr. Walker hopes Trustees will be able to attend.

**2017 ALA Conference:** Mr. Walker distributed the featured speakers planned for the ALA Conference in Chicago to be held June 22-27. Mr. Walker apologized for the late notice believing the budget could not accommodate Board attendance this year, but he has found the budget could allow one or two Trustees to attend. He invited Board members interested in attending to let him know as soon as possible.

**B. Friends of the Library Report** No report. Ms. Martinez said the Friends will not meet during the summer months.

**C. Pueblo Library Foundation Report** No report

**D. Attorney Report** No report

**E. Employment Changes**

Ms. Pickman said the Board is asked to ratify the April 2017 Employment Changes as presented by the Executive Director.

Mr. Stuart made a Motion, seconded by Mr. Quintana, to approve the Employment Changes contained in the May 25, 2017 Board materials.

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

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### **F. Financial Report**

Ms. Pickman said the Board is asked to ratify the April 2017 bills and accept the April 2017 Fund Statements. Sherri Baca, Chief Financial Officer, provided a synopsis of the Financial Report and was available to answer any further questions.

Ms. Baca provided an update on the audit. She has the draft report which looks good. Wendy Swanhorst will be at the Board meeting in July to present the audit and respond to any questions. Ms. Swanhorst will also be meeting with the Pueblo Library Foundation Finance Committee and with the Board Audit Committee prior to the July Board meeting.

Ms. Baca said she and Jeannette Cortez were able to get a scholarship to attend the GFOA Conference in Denver at very low cost.

Ms. Baca reviewed the Combined Balance Sheet noting the library received \$551,000 in property and specific ownership taxes in April. The next large remittance is expected in May when they will begin replenishing the reserves used earlier in the year. A COP payment will also be made in May. During the GFOA conference she attended a session on Liquidity Analysis about trying to get the best yield on funds from the options available.

In the General Fund, the target percentage for the end of April is 34%. Revenues were 31% collected. Some line items were ahead, some lagging, but not much different from last year. Personnel expenditures were 29% spent compared with 30% last year. Materials were 33% spent compared with 36% last year which was attributed in part to subscription payments. Facilities were 17% spent which exceeds last year by 1%. Operating was 37% spent compared with 34% last year which was attributed to memberships and contract services expenditures made earlier in the year, and the budget will catch up. Information Technology was 56% spent compared with 58% last year. At 29% spent overall, the library is within target percentages. Year-end adjustments for 2016 will impact the 2017 financials with respect to items carried forward.

The Capital Project Fund revenue was 30% collected with some interest income. Expenditures shown were for some dome cameras and for insurance claim repairs such as the light pole at Pueblo West that had to be done immediately.

The Special Revenue Fund received a healthy first quarter distribution from the Chamberlain Fund and earned a couple of dollars in interest for April.

The Nesbitt fund is a fiduciary fund, and the library is responsible for making sure those funds are properly accounted, but the balance does not change much. Ms. Baca understands there have been some changes made to GASB that may require some additional accounting for fiduciary funds. All that is reported now are the cash balances.

Ms. Baca said the Check Summary Report includes budgeted and recurring items as well of some capital items reported, and those will show "Capital" in the description.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$117,156.20, Payables of \$284,858.52, and Payroll of \$234,076.05, for a total of \$636,090.77.

Mr. Stuart asked why, on the Combined Balance Sheet, nothing is shown in the Library Replacement Plan, and Ms. Baca said it includes the \$817,393 shown in the Capital Projects fund, but she will look into it further. Mr. Stuart says as it is, it is hard to see what is in the Replacement Plan.

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Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Library Board approve the April 2017 bills and accept the April 2017 Fund Statement as contained in the May 25, 2017 Board materials

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 next regular Work Session is scheduled for Tuesday, June 13 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, June 22 at 5:30 p.m. at the Greenhorn Valley Library.
- All libraries will be closed on Monday, May 29 for the Memorial Day holiday.

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

#### **1. ConnectED MOU Pueblo County School District 70**

Ms. Pickman said the ConnectED Memorandum of Understanding (MOU) between Pueblo County School District 70 and PCCLD expires on May 31, 2017. A renewal agreement was reviewed at the Trustee Work Session on May 16, 2017.

Mr. Walker noted that the District 70 School Board President had signed the MOU, and if approved, the Library Board President would add her signature to the document.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the PCCLD Board of Trustees approve the recommended renewal ConnectED MOU between Pueblo School District 70 and PCCLD as presented at the May 16 Work Session.

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

#### **2. ConnectED MOU Pueblo School for the Arts and Sciences**

Ms. Pickman said a new ConnectED Memorandum of Understanding (MOU) between Pueblo School for the Arts and Sciences (PSAS) and PCCLD was discussed at the May 16 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the PCCLD Board of Trustees approve the recommended ConnectED MOU between PSAS and PCCLD as presented at the May 16 Work Session.

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

#### **3. Rawlings Library Roof Repair**

Ms. Pickman said the Rawlings Library sustained significant roof damage during a severe wind storm on March 23-24, 2017. A bidding process for repair work has been completed, and recommendations to complete the repairs were discussed at the May 16, Work Session.

Mr. Stuart said he had not been able to attend the Work Session and asked how much of the cost was covered by insurance. Mr. Walker said the library had received a check for \$110,000 to cover repair costs, and he expects all of the repairs to be covered.

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Mr. Stuart made a Motion, seconded by Mr. Quintana, that the PCCLD Board of Trustees approve the selection of Colorado Front Range Roofing at a cost not to exceed \$51,127 for repair of the Rawlings Library roof as discussed at the May 16 Work Session.

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

### **4. Pueblo West Library Roof Repair**

Ms. Pickman said the Pueblo West Library sustained significant roof damage during a severe wind storm on March 23-24, 2017. A bidding process for repair work has been completed, and recommendations to complete the repairs were discussed at the May 16 Work Session.

Mr. Quintana made a Motion, seconded by Ms. Martinez, that the Library Board of Trustees approve the selection of Roofmasters at a cost not to exceed \$46,800 for the repairs to the Pueblo West Library roof as discussed at the May 16 Work Session.

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

### **5. Business Insurance Brokerage Services**

Ms. Pickman said a report and discussion of business insurance brokerage services took place at the May 16 Work Session, and a recommendation was made to contract with HUB International for an upcoming contract.

Mr. Walker briefly explained the 43-month term changes the expiration from the end of May to the end of the next three-year term's fiscal year.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Library Board of Trustees approve the selection of HUB International at a cost not to exceed \$27,184 over the 43-month term of the contract for insurance brokerage services for business insurance as discussed at the May 16 Work Session.

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

### **6. Employee Benefits Brokerage Services**

Ms. Pickman said a report and discussion of employee benefits insurance brokerage services took place at the May 16 Work Session, and a recommendation was made to contract with Benefits Broker, Inc. for an upcoming contract.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Library Board of Trustees approve the selection of Benefits Broker, Inc. at a cost not to exceed \$53,750 over the 43-month term of the contract for insurance brokerage services for employee benefits as discussed at the May 16 Work Session.

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

### **7. Colorado Statewide Investment Pool**

Ms. Pickman said Sherri Baca, Chief Financial Officer, provided background information at the May 16 Work Session on a recommended Resolution for Trustee approval to allow PCCLD to continue to invest fund balance resources with the Colorado Statewide Investment Pool.

Mr. Walker said the Resolution is in the Board's packet.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Library Board of Trustees approve the Resolution allowing PCCLD to continue to invest fund balance resources with the Colorado Statewide Investment Pool as discussed at the May 16 Work Session.

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

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### **8. Executive Session**

Ms. Pickman said the Trustees will enter into Executive Session for the purpose of discussing a personnel matter. Mr. Gradisar said the Executive Session is for the purpose of discussing a personnel matter pursuant to C.R.S. 24-6-402(4)(f)(I).

Mr. Quintana made a Motion, seconded by Ms. Bregar, to move into Executive Session. MOTION CARRIED 5-0. The public was excused at 6:47 p.m.

The Board reconvened in public upon Motion made by Ms. Gairaud, seconded by Mr. Quintana, and MOTION CARRIED 5-0, at 7:25 p.m. The Executive Session was recorded.

### **IX. ADJOURNMENT**

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary