

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

May 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 Barkman Library at 5:30 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; Midori Clark, Community Relations, Development & Strategic Initiatives Director; Jill Deulen, User Services Director; Alicia Griebel, Barkman Library Manager; Andrew Bregar, Lamb Library Manager; others not recorded.

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 April 17, 2018 and Minutes of the Regular Library Board meeting held on April 26, 2018 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on April 17, 2018 and the Minutes of the Regular Library Board meeting held on April 26, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Barkman Library: Ms. Martinez said Alicia Griebel, Barkman Library Manager, would provide an update on activities at the Barkman Library.

Ms. Griebel welcomed the Board to the Barkman Library and presented a brief overview of Barkman's statistics and events covering April 2017 to April 2018. Ms. Griebel briefly reviewed Key Data progress with circulation down by 9.7% in 2018, but visits were up by 0.3%, and program attendance was up by 19.4%. Ms. Griebel noted that computer use was skewed with software now tracking online sessions rather than devices. Ms. Griebel reviewed the trends in library visitors between April 2017 and 2018, and hopes to see an increase with Summer Reading. Barkman consistently contributes about 12% of library visits for the district. Ms. Griebel also reviewed trends in circulation of materials. Barkman's DVD circulation was down by 3%, but circulation of printed books had doubled from 8% in 2017 to 16.4% in 2018. Ms. Griebel noticed in 2017 there had been a huge increase in circulation of large-print materials and took steps to expand that collection, but circulation dropped so they are monitoring the collection and circulation to see what further changes may be needed.

Ms. Griebel showed a number of slides with photographs of programming and noted a number of new partners including the Glass Art Studio. Barkman will be partnering with Pueblo City Schools to provide a nutrition program, and they are not sure how the flow will change with the move to the four-day school week. Dave Moncrief, balloon artist and

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magician, stopped by the Summer Reading Kickoff and entertained. The Solar Eclipse was the most popular program with over 70 attendees. Although they ran out of glasses, participants shared so everyone could view the eclipse. Another participant showed kids how to safely see the eclipse using a cardboard box with a pin hole. She commented on the popularity of Minecraft and the recent addition of a Nerf gun event that was also well attended.

Ms. Griebel announced that the Barkman Bookclub saved a life. Local author Patrick Wyburn visited to answer questions on his book, *Along Came Adam Then There Was Eve*. During the session, the author's uncle who lives alone collapsed and was rushed to the hospital. If he had been home alone, the condition might have taken his life, but Linda Pacheco was quick to call an ambulance and keep attendees calm. He is home now and doing well.

Ms. Griebel said new Go Chips that allow customers to view five movies using a self-contained WiFi device have not been as popular as expected, so two staff created a demonstration booth to promote and explain how to use them. A few Go Chips will be sent to the CSU-Pueblo Library to see if students there are more receptive.

Current events at Barkman included the recent teacher strike in front of the library, a break-in of the bookdrop which has been repaired to prevent future incidents, and new upholstered vinyl chairs will be coming soon. Ms. Griebel concluded with a saying from J.K. Rowling, "When in doubt, go to the library" and offered to respond to any questions.

Ms. Martinez said it looks like Barkman is doing a great job, and said there is nothing like a Nerf gun war to chase the blues away.

B. Friends of the Library Report

Ms. Martinez said the Friends of the Library held their Annual Meeting and announced Mark Clark as Friend of the Year. Mark Clark works as the Operations Manager for Books Again donating thousands of hours to the book store. The Friends of the Library are able to fund so many things at the library because of the book store. Ms. Martinez cannot say enough about the dedicated volunteers, and it was nice to attend the lunch and see their hard work recognized.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

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

Mr. Quintana made a Motion, seconded by Mr. Stuart, to ratify the April 2018 Employment Changes as contained in the May 29, 2018 Board materials.

Mr. Stuart noticed that Jill Deulen received a promotion and suggested she tell the Board what her new job will be. Ms. Deulen responded that when Joanna Stankiewicz transferred to the Greenhorn Valley Library Manager, she began overseeing the Circulation Department. The library will be hiring a new Circulation Supervisor, but in the meantime she has had the opportunity to work the Circulation desk. The new Circulation Supervisor will report to Ms. Deulen.

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

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F. Financial Report

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

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Library Board approve the April 2018 bills and accept the April 2018 Fund Statement as contained in the May 29, 2018 Board materials.

Ms. Baca said on the Combined Balance Sheet, the biggest change is the \$600,000 in cash balances. Ms. Baca pointed out an offset that was only a timing difference, where typically there would have been a zero balance. For the most part, balances were commensurate with what they were in March.

In the General Fund, the target percentage for the end of April is about 34%. Revenues were 31% collected which is similar to this time last year. There was about \$600,000 in property tax received in April, and there are no budget concerns at this time. Personnel expenditures were 28% spent compared with 29% last year. Ms. Baca pointed out a negative number for Employee Insurance which represents the amount of deductions coming from payroll which should be back on track in May which she attributed to differences in the way Kaiser Permanente and Cigna bill for health insurance. Materials were 36% spent, a little ahead of 33% last year, but typical amounts that may be attributed to subscriptions with nothing of concern. Facilities was 26% spent compared with 17% last year because the COP payment was made in April instead of May. Operating was 34% spent compared with 37% last year. They are watching postage costs, and memberships were paid early in the year, but there are no budget concerns. Information Technology was 43% spent compared with 56% last year. Overall, expenditures were 30% spent compared with 29% last year, with no concerns.

Ms. Garcia asked if the PERA legislation will increase costs. Ms. Baca said she had provided details at the Work Session, but no spending increase is expected in 2018. Any increases will occur in July 2019 and only for new hires. Fortunately, the impact was only a fraction of what she had anticipated, and local government employers came out relatively unscathed. Ms. Baca said she is not worried about PERA in 2018.

In the Capital Fund, Ms. Baca pointed out a \$5,000 grant from the Buell Foundation which will be used for the building fund. There were some expenditures which include the Lamb Library improvements and parking lot lights at the Pueblo West Library. *(Ms. Gairaud arrived at this point.)*

The Special Revenue Fund received a first quarter distribution from the Chamberlain Fund of \$7,225, which is a hefty quarterly distribution that has already exceeded the budgeted amount.

The J.T. Nesbitt Fund is a fiduciary fund so none of the numbers impact the library financials. Nesbitt ended the month with \$7,747.27. The Nesbitt Committee does good things for staff throughout the year, recently having a salsa competition.

Ms. Baca pointed out two payments to BCS Prosoft in the Check Summary, which were for two separate support calls for the Sage accounting software. One of the Black Hills Energy payments should have indicated Rawlings. Ms. Baca pointed out the Employee Reimbursements showing an E-check number and explained Finance is now issuing automatic deposits for employee reimbursements so employees do not have to go to Rawlings to pick up a reimbursement check; she also explained the approval controls for E-checks. Similar reimbursements will be offered to patrons who find a book after paying the replacement cost, which is a more efficient way of processing those refunds.

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Ms. Baca concluded with amounts presented for the Board's approval to include ACH payments of \$282,419.96, Payables of \$322,559.42, and Payroll of \$234,762.32, for a total of \$839,741.70.

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

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 19 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled for Thursday, June 28 at 5:30 p.m. at the Rawlings Library.
- All libraries will be closed on Wednesday, July 4, for the Independence Day holiday.

B. Action/Discussion Items

1. National Medal of Museum and Library Service Award Ceremony

Ms. Martinez said on May 24, PCCLD was awarded the Institute for Museum and Library Services National Medal. Ms. Martinez, Ms. Gairaud, and Dr. Mancha attended the awards ceremony along with Jon Walker and community representative, Mandy Brown.

Mr. Walker distributed the IMLS 2018 National Medal for Museum and Library Service booklet and encouraged those who attended the ceremony to chime in. Mr. Walker pointed out the back cover and pages 16-17 where PCCLD is featured. Mr. Walker also shared photographs from the event. The IMLS Director distributed the medals, and there was some work to be done as Mr. Walker participated on a panel, and Dr. Mancha posed a question. It was a wonderful opportunity, and Senator Cory Gardner took time to meet with them. Mr. Walker said Senator Gardner had nominated PCCLD for the medal.

Mr. Walker said Mandy Brown, community member, was with the group, and everyone got to know her quite well during the event. Mr. Walker shared a video made of Mandy Brown. Mr. Walker commented on the difficulties she had faced and the impact the library had on her life which led her to complete a semester at PCC. During the visit she suffered a seizure, and Mr. Walker thanked Ms. Martinez for helping manage that situation.

Mr. Walker said the panel discussions are available online, and he was pleased to have the Trustees represent the community. Mr. Walker said he would send links to the IMLS presentation which was recorded.

Ms. Gairaud said it was so interesting, and the panel discussions had five award recipients on each panel. Five museums and five libraries were recognized. Everyone agreed that Mr. Walker was the best panelist. It was interesting to be able to see what other libraries and museums are doing. Ms. Gairaud thanked the Board for the opportunity to attend. It was very informative, and Pueblo was well represented. One of the medalists was from the Denver Children's Museum, and Ms. Gairaud now wants to make plans to visit.

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Dr. Mancha thanked Ms. Martinez who helped the group travel around Washington using Uber. Dr. Mancha agreed that Mr. Walker's participation was head and shoulders above the others, and he made the Board members proud. He was pleased to see Colorado had accolades for both Pueblo and Denver.

2. Integrated Library Service

Ms. Martinez said recommendations had been presented to the Board of Trustees at the May 15 Work Session and discussed in detail for awarding a contract for Integrated Library System software for the library district.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve awarding the Integrated Library System contract to ByWater Solutions for Koha at a cost not to exceed \$47,660 in the first year.

There being no further discussion, MOTION CARRIED 6-0. Ms. Martinez suggested that Ms. Deulen blog about the experience.

3. Audit Committee

Ms. Martinez said PCCLD plans to issue an RFP (Request for Proposal) for auditing services in July, and the Board of Trustees Audit Committee met earlier on May 29. An update report would be provided.

Mr. Walker said Mr. Stuart chairs the Audit Committee. Mr. Stuart said Ms. Baca led a good meeting with Dr. Mancha, Ms. Bregar and Mr. Stuart, along with Jeanette Cortez and Jane Carlsen. Ms. Baca and Ms. Cortez had prepared a good RFP with instructions and suggested a good group of potential bidders. The audit committee is on a great footing and is scheduled to make a presentation at the August Board meeting.

Ms. Baca commented that financial reporting is the core of what keeps the library accountable, and the audit is the tool used to make sure the financial reporting is accurate and conforms with laws and accounting standards. The audit committee is important in choosing an auditor, and bringing in a new auditor is not a small thing. Ms. Baca said that Mr. Stuart, Ms. Bregar and Dr. Mancha are taking on an important task. Mr. Walker will schedule time for the entire Board to discuss internal controls which is a huge part of financial stewardship.

Mr. Stuart also announced that the 2017 audit had no accounting adjustments. Ms. Baca said they are very proud of that outcome which shows good reporting and verifies the right information, measurements and data collection, and she thanked Mr. Stuart for mentioning it. Mr. Stuart concluded that it is quite an achievement.

The 2017 Audit Report will be presented in June.

Ms. Garcia asked if the library does an RFP each year, and Ms. Baca said they go out for bid every five years which provides five years of continuity. Best practices recommend rebidding every five years. The current auditor, Swanhorst & Company, recently joined with Hinkle & Company, and she has made connections with five other auditors interested in receiving the RFP.

4. Gallagher Amendment

Ms. Martinez said the Board of Trustees had reviewed the projected budgetary impact of the Gallagher Amendment. An update report would be provided.

Mr. Walker reminded the Board that the legislature had taken no action, but they did agree on establishing an interim study committee with Representative Bob Rankin from the Western Slope. Mr. Walker said he has been vocal with the library community about the Gallagher Amendment. This interim study committee is

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scheduled to meet five times during the summer, and Mr. Walker has been asked to provide testimony. Mr. Walker has also been in touch with Representative Donald Valdez and Senator Leroy Garcia. Senator Garcia supports this committee and feels it will be a precursor to action from the legislature.

Mr. Walker showed a video which provides an understandable view of how the Gallagher Amendment works, titled *When Gallagher and TABOR Meet: A Toxic Mixture*. <https://www.youtube.com/watch?v=26XNSVyKubU>. The video was prepared by the Colorado Fiscal Institute. The coming reassessment is projected to reduce taxes on residential property from 7.2% to 6.2%. It is a complicated issue, and this video lays it out simply.

Mr. Walker distributed a sample letter and encouraged those so inclined to contact their State Representatives and Senators including: Senator Larry Crowder, Senator Leroy Garcia, Representative Daneya Esgar, Representative Judy Reyher, and Representative Donald Valdez. Mr. Walker and Dr. Mancha are scheduled to meet with County Commissioner Terry Hart because the County also receives a large part of its revenue from property tax. School Districts will be protected with Proposition 93.

Mr. Walker said he will send the link to the video.

Ms. Garcia asked if it would be appropriate to send the sample letter out as a Board. Mr. Walker offered to draft something for the Board's consideration at the next meeting. Ms. Garcia said she would not be able to attend either of the June meetings.

Ms. Bregar asked what the potential dollar amount loss is anticipated, and Ms. Baca estimated about \$750,000 using current valuations. Ms. Baca said what happened when the rate went from 7.96% to 7.2%, Pueblo County valuations went up by 13%, but because of the Gallagher Amendment, the rate only went up 3%. If the rate goes to 6.2% with no offset increase in valuation it looks ominous.

Ms. Martinez said the struggle will lie in educating the public about a difficult-to-explain topic, and that is really how they will have to gear up.

IX. ADJOURNMENT

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Jane Carlsen
Secretary