

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

**June 22, 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 Greenhorn Valley Library at 5:30 p.m. by the Board President, Donna Pickman.

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

Board Members Absent: Lyndell Gairaud

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Sarah McDonnell, Greenhorn Valley Library Manager; Chris Currey, Help Desk Technician; others not recorded.

Attorney Present: Kate Shafer

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA**

Mr. Walker requested the Board add an Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e). The Board agreed to add the Executive Session as item VIII.B.3.

**III. APPROVAL OF THE MINUTES**

Ms. Pickman said the Minutes of the Library Board Work Session held on May 16, 2017 and Minutes of the Regular Library Board meeting held on May 25, 2017 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on May 16, 2017. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on May 25, 2017. The minutes were approved by unanimous consent.

**VI. REPORTS**

**A. Executive Director Report**

Mr. Walker introduced Sarah McDonnell, Greenhorn Valley Library Manager, who is relatively new to the community. Ms. McDonnell replaced Amy Martin who is now the Reference & Readers Advisory Manager at Rawlings. Mr. Walker added that Ms. McDonnell has been the director of a public library.

Ms. McDonnell thanked the Board for coming out to the Greenhorn Valley Library. Since she has been with the district only seven weeks, she shared some of her findings. Ms. McDonnell reviewed the circulation data and discovered that DVDs represent over 58% of circulation, followed by books at 25% and picture books at 6%. There are 45 material types available. Ms. McDonnell then reviewed programs data noting the Greenhorn Valley Library offers an average of 41 programs per month. She compared graphs showing the number of events held each month which usually correspond with attendance numbers. She attributed the increased attendance in May, June and July to Summer Reading efforts,

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and in October to All Pueblo Reads programming. Ms. McDonnell also reviewed the types of programming offered and topics, and Ms. Martinez asked if the literacy programs included storytimes. Mr. Walker explained that the program and attendance database profiles programs by category, and storytimes would fall into the literacy category as well as other events. Dave Hayden reports that data to librarians, and this process was developed in Midori Clark's department. Ms. Martinez said she recognizes the importance of literacy programming.

Ms. McDonnell then reviewed a number of successes at Greenhorn Valley, and she has been impressed by the work that was already done with partnerships and collaboration within the community. The library's foundation as a resource within the community has been affirmed. The Colorado City Metro District is working to develop a master trail, and the library is included as part of that plan. She attended a meeting with representatives from CSU-Pueblo about animal and plant life, and the community was talking about the importance of looping the library into the project which includes creating a walkway over Highway 165. Sharon Rice has been working with the homeschool community, and Elizabeth Flores had been working with the homeschool community in Pueblo West. Each community received a grant from the Friends of the Library for a chemistry kit and a biology kit for homeschoolers, and those will be available district wide.

Ms. McDonnell pointed out the difference in population in Colorado City, Rye and San Isabel with fewer people per square mile than other areas in the district. She is working on identifying possible new partnerships working on the needs of the area, and she briefly shared some ideas for reaching people closer to Interstate 25 to help them access library services. Another challenge in the area is reaching teens, and she shared results of a recent teen survey that revealed area teens are involved in 2-5 activities outside of school which range from band to 4H. The survey also indicates teens would use the library more if there were different hours and if there was a teen space. Ms. McDonnell hopes an outdoor learning commons will help make the library a fun, relaxing place for teens to visit.

Ms. McDonnell showed photographs from the Summer Reading program kick-off event and the Fairy Tea Party. She reviewed the projects underway including the Greenhorn Valley trail planning and an upcoming history night with guest speakers on digitization and creating a historical branch for Greenhorn Valley. Staff visit the Aspen Acres Campground to provide storytimes and crafts, and Hot Spots will be coming to the Greenhorn Valley Library next week.

The Board thanked Ms. McDonnell for the presentation, and Mr. Walker acknowledged that she had hit the ground running.

**B. Friends of the Library Report** No report.

**C. Pueblo Library Foundation Report** No report. The Foundation will meet in July.

**D. Attorney Report** No report

**E. Employment Changes**

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

Mr. Quintana made a Motion, seconded by Ms. Martinez, to approve the Employment Changes contained in the June 22, 2017 Board materials.

Mr. Walker reviewed the new hires and introduced Chris Currey, Help Desk Technician. Mr. Walker mentioned Loretta McDaniel's work in transitioning from Paychex to Paylocity with her promotion to Payroll Specialist, Gerald Childs was promoted to Facilities Technician, and both Kristin McLaren and Denise Vargas were promoted from Substitutes.

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There was one voluntary termination, and Dan Romero retired after many years as the Systems Administrator.

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

### **F. Financial Report**

Ms. Pickman said the Board is asked to ratify the May 2017 bills and accept the May 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 said the financial report is still preliminary, although the audit is finalized. She expects to email the Comprehensive Annual Financial Report (CAFR) to the Trustees before June 30. There had only been four adjustments which did not actually change the numbers but moved numbers into different accounts, so the CAFR will be very close to the numbers reported at the end of December 2016. Ms. Baca credited the Finance staff for the accuracy of the audit.

Ms. Baca reviewed the Combined Balance Sheet noting the library received \$1.8 million in property taxes in May. Reserves that were spent in the first quarter of 2017 have been replenished. The rest of the balance sheet items were what the Trustees are accustomed to seeing. Ms. Baca pointed out the Library Replacement Plan had been adjusted to more accurately reflect the amounts.

In the General Fund, the target percentage for the end of May is 42%. Revenues were ahead of target at 51% collected. There was some variation in the revenue line items but not much different than this time in 2016. Total expenditures were 38% spent, matching this time last year. Personnel expenditures were 38% spent, the same as last year, and Employee Insurance was higher because two invoices were paid in May. Employee Relations was also a little ahead due to tuition reimbursements. Facilities was 31% spent, and one of the payments on the COPs was made in May which caught up that percentage; the next COP payment will be made in December. Operating expenses were 46% spent. Ms. Baca pointed out line items that will need to be adjusted when budgeting for next year, but as a category it is tracking fine. At 38% spent overall, the library is ahead of target percentages, and teams are being very conservative.

In the Capital Project Fund, Ms. Baca pointed out the amount received for insurance claims in revenue, and expenditures will soon reflect the cost of repairs. Under expenditures, there were expenditures in Information Technology for Ryals Room upgrades and ADA software which were budgeted, and building improvements include some damage repairs and the final payment for the Lucero Library artwork.

The Special Revenue Fund earned a small amount of interest in May.

The Nesbitt fund had a total of \$9,128.45 which is a healthy balance.

Ms. Baca said the Check Summary Report includes budgeted and recurring items. She pointed out the payment to Arc Valley Construction, but the vendor will be reimbursing the library for that expense. The payment to Automatic-Access is the cost of the new sliding entry doors at the Rawlings Library. The payment of \$5,000 to Michelle Martinez was the final payment for the Lucero artwork. Ms. Baca pointed out a number of payments to Staffing Power for temporary staffing. Ms. Baca offered to respond to any further questions.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$283,309.02, Payables of \$399,705.18, and Payroll of \$228,847.09, for a total of \$911,861.29.

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Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Library Board approve the May 2017 bills and accept the May 2017 Fund Statement as contained in the June 22, 2017 Board materials

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

### V. BOARD COMMENT

Ms. Bregar said Urban Renewal had set a Work Session to review TIF projects; however, the bonding for the Convention Center was issued, so the Work Session was cancelled. She hopes to have more information to share with the Board next month on the TIF projects.

### VI. PUBLIC COMMENT None

### VII. OLD BUSINESS None

### VIII. NEW BUSINESS

#### A. Announcements

- All libraries will be closed on Tuesday, July 4, 2017 for the Independence Day holiday.
- The Board Audit Committee will hold a meeting on Tuesday, July 18, 2017, at 2:00 p.m. in the Executive Conference Room on the 3<sup>rd</sup> floor of the Rawlings Library for the purpose of meeting with auditors regarding the FY 2016 audit.
- The next regular Work Session is scheduled for Tuesday, July 18, 2017, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, July 27 at 5:30 p.m. in the Ryals Room at the Rawlings Library.
- CALCON17 is scheduled October 12-14 at the Embassy Suites in Loveland, Colorado. Contact Jane Carlsen at 562-5633 to make arrangements to attend. Early registration is in effect until August 1.
- The Annual Planning Retreat will be held on Thursday, August 17 at 8:30 a.m. at the Union Depot. Board members planning to attend should RSVP to Jane Carlsen, 562-5633.

#### B. Action/Discussion Items

##### 1. Rawlings Library Climate Controls

Ms. Pickman said the Library District 2017 budget includes funds allocated for a planned replacement of the Rawlings Library climate controls. A report was provided to the Trustees at the June 13 Work Session with recommendations for award of bid for this work to the best, lowest bidder. This procurement requires approval of the Trustees since it exceeds \$25,000.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Trustees approve awarding the Rawlings Library climate controls to Johnson Controls at a cost not to exceed \$72,471.

Mr. Walker said there had been a report at the Work Session, and the Board packet showed the four bidders. The lowest and best bid was a little bit over the \$70,000 budgeted, but the recommendation is to accept the bid from Johnson Controls.

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

##### 2. ConnectED Memorandum of Understanding

Ms. Pickman said the ConnectED agreement between Pueblo City Schools and PCCLD expires on June 30, 2017, and a recommended agreement renewal was presented for discussion at the June 13 Work Session.

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Mr. Walker said the Board reviewed the Memorandum of Understanding (MOU) at the Work Session, and since that time the attorney for Pueblo City Schools reviewed it and recommended a number of small changes. Mr. Walker pointed out the rewording of paragraph 2, Term, and noted the wording was redundant with paragraph 11, Termination for Convenience, which allows either party to terminate with thirty days' notice. Mr. Walker recommended the Board approve the renewal as corrected starting July 1. The library will report to the Board as they move into the second year of the project.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Trustees approve the renewal agreement as presented in the June 22, 2017 Board packet.

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

### **3. Executive Session**

Ms. Pickman said the Trustees will enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

Ms. Bregar made a Motion, seconded by Dr. Mancha, to move into Executive Session. MOTION CARRIED 5-0. The public was excused at 6:22 p.m.

The Board reconvened in public upon Motion made by Mr. Stuart, seconded by Ms. Bregar, and MOTION CARRIED 5-0 at 6:50 p.m.

## **IX. ADJOURNMENT**

Mr. Quintana made a Motion to adjourn the meeting at 6:51 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary