

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

July 26, 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 Patrick A. Lucero Library at 5:30 p.m. by President Doreen Martinez.

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

Board Members Absent: Stephanie Garcia

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Diann Logie, Lucero Library Manager; Charles Hutchins, Information Technology Director; 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 June 19, 2018 and Minutes of the Regular Library Board meeting held on June 28, 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 June 19, 2018 and the Minutes of the Regular Library Board meeting held on June 28, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Lucero Library: Mr. Walker complimented Diann Logie, Lucero Library Manager, for hosting the Board and invited her to provide a brief report on activities at the Lucero Library. Ms. Logie provided a presentation in which she showed photographs of staff along with brief descriptions of the background and roles of each staff member. She said their newest staff member is security guard, Noah Simon, who is starting to know everyone and is a wonderful addition to the Lucero team.

Ms. Logie provided brief statistics of the Summer Reading program comparing their numbers with Giodone which is similar in population. Lucero has 446 youth registered in the Summer Reading program compared with 266 at Giodone; 184 adults are registered compared with 111 at Giodone; there were 195 adult completions compared with 135 at Giodone; and 548 youth completions compared with 679 at Giodone. She then shared several photographs of youth participating in programs such as the instrument petting zoo and making cupcakes, and each Board member was given a paracord craft made by the youth. Ms. Logie showed photographs of adult programming and displayed wool dolls and commented on the guitar pick jewelry craft. Ms. Logie added that the Lucero Library recently received a donation of four more sewing machines.

Afterschool nutrition continues to be a popular program, and staff engage the participants in trivia contests with small prizes for correct answers. It takes two staff to serve, and staff attend annual training. The kids must wash their hands, consume the food in the room, and anything they do not want to eat is offered for others who do not receive a full meal so nothing is wasted.

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The Gang Prevention and Intervention program continues to be a success, and she described a recent incident in which Mark Salazar got kids from the Aces and Dukes to shake hands and call a truce for the day. Ms. Logie said she anticipates some conflict between new 6th grade students and bullying from the 8th graders. Ms. Logie will not tolerate bullying, and she is clear with kids what the consequences will be. If they are new, she may give them a warning, but if they do it again they will be suspended because it is important for people not to be afraid to use the library.

Ms. Logie shared photographs of the Health Discovery exhibit where visitors participated in hands-on activities such as reassembling a brain and taking their pulse. Another photograph was shown of basketballs that were donated and are now available to check out at the Lucero Library for three weeks just like books. The balls are starting to wear out, and she would like to have 20 available since basketballs are not that expensive. It is a great way for kids to use their energy.

Ms. Logie said the Lucero Library will be putting together its own Soapbox Derby car with the help of a mechanic who will discuss the work being done as it proceeds. The kids may be able to participate in decorating the car, and a staff member's husband has offered to help with painting. She also noted that Mr. Walker could race it in the adult category.

Ms. Logie shared photographs showing the dark side of activities occurring at the Lucero Library. She discovered Q-tips discarded in the parking lot every day and learned those are used by drug users. Staff discovered drugs in a restroom and contacted police to pick it up; there was speculation it had been intended as a drop location, but since it was not successful there had not been another incident. Ms. Logie said all staff regularly check the restrooms for blood splatters from drug users, and they work hard to make sure those are cleaned up. A customer notified them of blood splatters in the restroom, and staff later discovered he was the drug user who left them and was suspended. Ms. Logie displayed photographs of makeshift weapons found in the area, and she suspects some are used by the homeless for protection. She is careful to discard those away from the library because the homeless pick through the library's trash. She displayed the contents of a bag left outside, and commented staff are very careful and have learned some lessons when interacting with homeless. Ms. Logie said it is hard to know what goes on after the library closes.

Ms. Logie said when the library opened, kids were reluctant to have their pictures taken. Every month Ms. Val (Sanchez) creates something to encourage kids to have their pictures taken, and she showed a number of pictures with Pete the Cat. Now children ask to have their pictures taken, at the end of the month kids are given their photo to take home, and kids now ask to have their picture taken. Ms. Logie displayed pictures of Dr. Mancha and Mr. Stuart with Pete the Cat while visiting the Lucero Library. Ms. Logie then offered to respond to any questions.

Mr. Quintana thanked Ms. Logie for everything she does. It is always amazing to hear what is being done for this community. Ms. Logie responded that most of her staff live in the community so they are invested in it, and she is happy to have such a great team. Ms. Logie concluded that she truly loves this community.

Rawlings Redesign: Mr. Walker pointed out that Board members have a letter at their places about the Rawlings space planning efforts. Board members were invited to attend one of the events scheduled on August 28 and 29 to participate in the effort, and he encouraged them to contact the Board Secretary if they are available to participate in one of the events. Dennis Humphries from Humphries-Poli Architects is overseeing the project and will be on hand to gather feedback.

Gallagher Amendment: Mr. Walker said the Board knows about the legislative committee led by Representative Daneya Esgar working to make recommendations on the

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Gallagher Amendment's financial impact to institutions. On Friday, August 17, the legislative committee will hold a meeting in the Ryals Room at 9:00 a.m., and Mr. Walker encouraged Board members to consider attending. It is a public meeting, although he was told that this meeting will not be one where the committee will be taking testimony, it is important for constituents to be there and interact if they can.

Ms. Baca is doing a lot of ground level work around the state to keep people engaged, and Mr. Walker expects there will come a time when the committee will try to put something on the ballot. It will then be up to us to talk about its impact in our communities.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report

Ms. Gairaud said the Pueblo Library Foundation held its quarterly meeting on July 11. The Treasurer reported a balance as of June 30 of \$208,218.56 compared with last year which was \$137,598.87. Second quarter fund raising showed total gifts received of \$48,605.22 which included \$109.29 from Amazon Smiles. The Finance Committee met prior to the meeting and recommended transfers of \$409.29 to the investment fund and \$1,375.00 to PCCLD.

Ms. Gairaud commented on Le Bal de Bibliotheque which was really great. All Pueblo Reads will feature *The Cold Dish* by Craig Johnson, author of the Longmire series, who will speak at the Black Tie Ball on Friday, October 26. The deadline for silent auction donations will be Friday, September 28.

Ms. Gairaud said it is the Foundation's turn to host the mixer between the Library, Friends of the Library, and Foundation Boards, and they will be getting an invitation out. All three Boards had also been invited to participate in the Rawlings Redesign project.

D. Attorney Report None

E. Employment Changes

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

Mr. Walker referred to the report, noting there was one voluntary separation, and that position has now been filled. There were a couple of promotions. There are four new hires listed, and one is an intern which was funded with a special grant from the Public Library Association. The intern is working in Youth Services this summer.

Ms. Gairaud made a Motion, seconded by Ms. Bregar, to ratify the June 2018 Employment Changes as contained in the July 26, 2018 Board materials.

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

F. Financial Report

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

On the Combined Balance Sheet, Ms. Baca pointed out the amount in Cash Operating is the checking account at Bank of the San Juans. Wells Fargo required the library to keep twice that amount to cover bank fees. That difference allows the library to earn higher yields in interest-bearing accounts. Ms. Baca said there was nothing out of the ordinary.

In the General Fund, the target percentage for the end of June is 50%. Revenues were 74% collected, with about \$2.2 million added to the ColoTrust account from property tax receipts, and last year at this time revenue was also 74% collected. Personnel was 48% spent, compared with last year which was 49%. Ms. Baca pointed out the line for Workers

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Compensation and explained the deductible had to be increased when security was brought in-house. Ms. Baca explained the library had budgeted for about \$4,000 to be set aside for Workers Compensation deductibles, which has now been increased to \$6,000, so she expects that line to be over budget for the rest of the year. She felt the deductible amount was high, but she hopes there will be a refund at the end of the year. Materials was 46% spent compared with 49% last year. Facilities was 35% spent, the same as last year. Operating was 52% spent compared with 61% last year. Information Technology was 55% spent compared with 65% last year. Overall expenditures were 46% spent compared with 48% last year. Ms. Baca said the General Fund is going quite well with no cash flow issues. Ms. Baca commented on efforts to control the Postage & Freight line item, and they are having staff use UPS instead of FedEx which is more expensive.

In the Capital Fund, revenue shown is interest income from the Library Replacement Plan and COP payments which is earning about 2%. The expense of \$10,559 listed in June include expenses for the Barkman parking lot and parking lot fixtures for Rawlings. The \$43,470 expenditure includes items for the E-rate project and upgrades for two self-checkout units. The total budget spent in 2018 is \$113,105 with \$603,300 budgeted, so she expects there are more projects underway, and the Board will see more spending.

Ms. Baca said the call for budget projections for 2019 went out to departments last Friday.

The Special Revenue Fund received \$14 in interest.

The J.T. Nesbitt Fund is a fiduciary fund with a cash balance of \$7,783.85. Ms. Baca said the Nesbitt Committee had a staff picnic which was a great time for staff to get together with their families, and the committee raises money throughout the year.

On the Check Summary Report, Ms. Baca said this is still the old version, and next month the Board will see a different version which will include a P-card report.

Mr. Stuart asked about the Amazon payment for Employee Relations, and Ms. Baca explained that includes everything purchased by the library from Amazon which had been coded incorrectly. Ms. Baca explained there had been some staff changes, and the new employee coding accounts payable is still learning the system.

Ms. Baca concluded with amounts presented for the Board's approval to include ACH payments of \$120,152.11, Payables of \$386,512.68, and Payroll of \$248,650.48 with two payrolls, for a total of \$755,315.27.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Library Board approve the June 2018 bills and accept the June 2018 Fund Statements as contained in the July 26, 2018 Board materials.

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

V. BOARD COMMENT

Ms. Bregar reported that Larry Atencio had approached the Pueblo Urban Renewal Authority (PURA) to consider a blight study on an area near a new east side baseball field off Oakshire and Highway 50. Ms. Bregar thinks PURA will probably go forward to look at what the City wants to generate out of that. The size of the area to be considered would depend on the amount of money needed to be raised in the area. There was a remark that the City could probably do the softball complex on its own, but the City wants some economic development in that area. Ms. Bregar said the TIF (tax increment financing) area would border Troy all the way to Highway 47, which is a lot of undeveloped area. Ms. Bregar said her own personal feeling is she does not want another situation like Thunder Village. Ms. Bregar wanted the Board to have this on their radar.

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Mr. Stuart said he and Dr. Mancha toured the branch libraries, and had nothing earth shattering to report. The new branch libraries have taken on the personalities of the community and the library's management so they are looking less and less alike. Mr. Stuart said the Pueblo West Library may need to be next on the list to study the reallocation of space because it seems to have its space used up. Pueblo West has a lot of space, but the library space may have areas that are under-utilized. Mr. Stuart said Ms. Logie has been a blessing to the Lucero Library and to this entire neighborhood, and the Board is very thankful for her presence at this library.

Ms. Gairaud said she and Dr. Mancha attended the first graduation of the PCCLD Career Online High School, and she had received a thank you card signed by everyone. The graduates were terrific, it was a wonderful evening, and she encouraged anyone who has a chance to attend a graduation should not miss it. Dr. Mancha added that one of the nice things was the graduates' families were as excited as the recipients themselves. There were only four graduates, but the theater was full. Ms. Gairaud said one graduate said he quit school in the 6th grade, and his mother only had a middle school education, but his mother is now enrolled in the program. Dr. Mancha pointed out the program is free.

VI. PUBLIC COMMENT None.

VII. OLD BUSINESS None.

VIII. NEW BUSINESS

A. Announcements

- The Board Audit Committee will meet on Friday, July 27 at 1:00 p.m. to review the proposals received for Audit Services.
- The next regular Work Session is scheduled for Tuesday, August 14, at 3:00 p.m. at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, August 23, at 5:30 p.m. at the Pueblo West Library.
- All libraries will be closed on Monday, September 3 for Labor Day.
- The Annual Planning Retreat for 2019 is scheduled on Thursday, September 6, from 9:00 a.m. to 4:30 p.m. at the the Mountain Park Environmental Center. Please RSVP to Board Secretary by August 20 if you will be able to attend.

B. Action/Discussion Items

1. Q2 Annual Plan Update

Ms. Martinez said an update report on the 2nd Quarter of the 2018 Annual Plan will be presented for review and discussion.

Mr. Walker distributed the 2018 Annual Plan update commenting they are halfway through what has been a busy year. Mr. Walker said what had not been anticipated were the recognitions the library received, and he recently learned the Colorado Association of Libraries has named PCCLD as Colorado Library of the Year.

Mr. Walker wanted to highlight several of the objectives, most of which are well underway.

I – Complete a process to select the best, lowest-cost providers for PCCLD wide-area network telecommunications and Internet services for all library locations to ensure high quality digital services. Ms. Baca mentioned network equipment, and the IT team

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completed the migration that was budgeted and included WAN (Wide Area Network), increased speeds, switches and a firewall.

III – *Conduct an RFP process for PCCLD courier services so that collection materials and supplies are well delivered among all library locations in a cost effective manner.* Mr. Walker said courier service has been fully implemented and is done by the security team. Security moves materials between libraries while also conducting overnight patrols. It is operating fully and working well.

VIII – *Develop a program to ensure optimal space utilization of the Rawlings Library and possible needs such as potential expansion of the Lucero Library and/or a new library on Pueblo's growing north side.* Mr. Walker had spoken earlier about the Rawlings space planning project. Architects were here working with staff and had a great retreat, and letters have been sent inviting participants to gather additional comments from the public before coming to a consensus on what it might look like. This will continue through the 4th Quarter.

IX – *Employ a qualified firm to perform security services for PCCLD to help support safe conditions for individuals at the library.* Mr. Walker said Noah is part of the security team at Lucero, and security staff have been deployed, trained, and are operating successfully. Mr. Walker gets positive comments from staff on results. There will be a survey to get a more formal assessment, but it is working well, and the library has more hours of service for the same amount of money.

XIII – *Evaluate internal processes to best leverage PCCLD's access to E-rate funds.* Mr. Walker said Mr. Hutchins and Ms. Baca brought that in-house. Over the past several years the library had hired a consultant to help obtain E-rate funds, with unsatisfactory results. Ms. Baca suggested bringing it in-house, and the library received about \$200,000 this cycle covering 90% of the library's outlay for telecomm equipment making it affordable.

XVII – *Finish the Integrated Library System RFP process begun in 2017 to support customer service and staff efficiencies.* Mr. Walker said the current system has been in place a number of years, and that process has started with the contract signed. This is a big deal for the library and is expected to go live on December 17.

XIX – *Implement new banking services in concert with new vendor to obtain best financial services for the district.* Mr. Walker said this is nearly complete except for two small accounts remaining with Wells Fargo. Instead of changing it now and again for the new ILS with Koha, those two accounts will be moved to Bank of the San Juans when the ILS goes live. Bank of the San Juans has been really good for the library and provides good service.

XXI – *Increase circulation by implementing a temporary, one-time fine forgiveness (amnesty program).* Mr. Walker said a decision has been made to defer this until 2019 because it is also integrated with ILS. It would be challenging to offer this at the same time as the library migrates to a new ILS.

XXIII – *Modernize and improve selected hardware systems to include Special Collections microform reader/printers, public copier/printer coin acceptors, Community Relations copier/printer, and self-check stations.* Mr. Walker said almost all circulations go through self-checkouts, and the new self-checks have some user amenities such as recommending titles similar to those the customer is checking out and is integrated with the library calendar of events. There are now two test units, and the others will be replaced in the 3rd Quarter.

XXVI. *Pilot Career Online High School program aligned with the state and national grant guidelines in support of lifelong learning for community members.* Mr. Walker

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said the library recently had the first graduating class, and PCCLD is on the cutting edge with this program. The cost to the library is about \$1,000 per student, and the students receive certified diplomas, although the program is free to the user. Mr. Walker said it was interesting to hear from the graduate who talked about being scammed for a high school diploma. The program has a good future in Pueblo, and the library was recently given another \$25,000 grant to continue the program. The library is on track to have another five or six graduates in September. Unlike common education, this program works at the pace of each student.

Mr. Walker said some of the objectives have been completed, others are still underway, and others like amnesty will not be completed this year. The library is on track and really engaged, and Mr. Walker is pleased with the mid-year results. Mr. Walker offered to respond to any questions.

Mr. Quintana asked about XXVIII *Produce a PCCLD repository of organizational knowledge to improve institutional achievement*. Mr. Walker responded that item is on pause.

Ms. Bregar asked about the passenger van, and Mr. Walker responded it is scheduled to arrive the third week of August.

No formal action was required.

2. Property Disposal

Ms. Martinez said a proposal to dispose of surplus PCCLD IT equipment was discussed in detail at the July 17, 2018 Work Session.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board approve the Disposal of Property Request as presented in the Board packet.

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

3. Windows 10 Procurement

Ms. Martinez said a proposal to procure Windows 10 and Office 2016 workstation software was discussed in detail at the July 17, 2018 Work Session.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board of Trustees authorize the recommended procurement of 400 licenses of Windows 10 and Office 2016 including software assurance from SHI for an amount not to exceed \$66,412.00.

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

IX. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Jane Carlsen
Secretary