

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

July 28, 2016

I. CALL TO ORDER AND ROLL CALL

Following an Employee Recognition Event, 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 President Fredrick Quintana.

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

Board Members Absent: Donna Pickman, Vice President

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Janina Goodwin, Rawlings Library Manager; Maria Tucker, Special Collections & Museum Services Manager; 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 June 14, 2016 and Minutes of the Regular Library Board meeting held on June 23, 2016 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Library Board Work Session held on June 14, 2016. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Martinez, to approve the Minutes of the Regular Library Board meeting held on June 23, 2016. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Mr. Walker distributed a copy of a book cover and announced that Maria Tucker's team has been working on a book with a pictorial history of Pueblo done by a publisher that is commonly known for books that are often seen in tourist shops. Charlene Simms and a team in Special Collections have been working on this for several months, and the photo on the cover shows the Vail Hotel along with the Star-Journal building during an automobile convention gathering in Pueblo during the early 1900s. The book features pictures with text describing the historical context.

Mr. Walker then introduced Janina Goodwin, Rawlings Library Manager, to provide an update report on PCCLD security.

Ms. Goodwin discussed how much she had learned, community partnerships and the steps she had taken to provide a safe and secure library environment and avoid the loss of materials. Ms. Goodwin demonstrated the section on security available on the staff portal with links to policies, procedures, forms, suspension list and commented on its value in communicating security information from a single source. Ms. Goodwin meets with branches and departments to discuss security topics which also gives her an opportunity to hear staff concerns. Ms. Goodwin commented on what she has been able

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to learn from other libraries and the importance of partnerships with the Pueblo Police and Sheriff Departments.

Ms. Goodwin said they are developing evacuation plans for each location. A new laptop recovery process was implemented in July. The Board adopted policy revisions to include noxious chemicals earlier this year.

Over 200 Incident Reports have been completed this year, although some are minor, others involve vandalism or theft, and 120 people are suspended from using the library. In reviewing the list recently, Ms. Goodwin recognizes work that needs to be done to enable archiving suspensions without deleting the information.

Mr. Quintana asked if suspensions are permanent. Ms. Goodwin explained that most suspensions are for a specific period of time, and the library has guidelines about how long but tends to err on the lighter side unless the incident is violent. Each suspension has an end date, but it requires the suspended person to initiate a meeting with her before the suspension is lifted. Ms. Goodwin uses that meeting to make sure the person recognizes the proper behavior required to use the library, and they are then reinstated.

Mr. Stuart suggested the portal include her name and contact information, and Ms. Goodwin agreed to include that.

Mr. Quintana thanked Ms. Goodwin for the work she had done and asked what she would say had been her biggest hurdle. Ms. Goodwin said her biggest hurdle had been overcoming having difficult confrontations, and she had overcome those by understanding her role to make sure everyone using the library is safe and secure to make sure staff know they are safe and secure. She has discovered she can always figure it out, and Ms. Goodwin said the work is ongoing to keep everyone trained and secure.

Dr. Mancha and others expressed appreciation for the work Ms. Goodwin had accomplished. Mr. Walker said Ms. Goodwin is doing a great job and had taken the importance of communication to a new level. Mr. Walker said the library often relies on Mr. Gradisar to look at the legal side of issues. Mr. Walker commented on the importance of security even though it is not covered in library school.

Mr. Walker then introduced Maria Tucker, Manager of Special Collections and Museum Services, to provide a report on the recently completed Smithsonian exhibit, *Human Origins: What Does it Mean to be Human?*

Ms. Tucker distributed information on the number of programs and tours offered during the Smithsonian Institution's exhibit held from March 28 to April 24. Ms. Tucker provided a presentation showing photographs from various activities offered and credited local program partners, El Pueblo History Museum and the Pueblo Archaeological Society, with funding from the Smithsonian Institution, the John Templeton Foundation and the American Library Association. Ms. Tucker was amazed to see total exhibit attendance of 7,703. There were 28 programs, with fifteen to promote the exhibit so people knew it was coming. Ms. Tucker commented on the speakers from the Smithsonian who presented at a clergy breakfast where they could discuss the exhibit and ask any questions, which was probably the most difficult event to plan. Ms. Tucker said she reached out to local clergy and had amazing attendance with Muslim and Buddhist perspectives. Representatives from Jewish, Evangelical, and Russian Orthodox churches had a two and a half hour discussion with no one wanting to leave. Other programs included a Family Day, Science program, DNA Discovery, and they were also able to take advantage of local scholars. The school tours were the most fun, and Ms. Tucker used scavenger hunts as a way to help engage students. There was an activity with skulls and relay races as quadrupeds and bipeds. The area outside the Idea

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Factory was turned into a cave, and activities created opportunities to discuss the prehistory behind it.

The Smithsonian team involvement was really quick, but it was exciting to be with those scientists. An educator's workshop showed how to teach evolution in a constructive way. The Smithsonian left the skulls with the library for teachers to check out along with accompanying activities. Ms. Tucker said the library's website offers full-length lectures available for anyone to watch. Ms. Tucker said there were not many complaints, although she had prepared for controversy. There was respectful, constructive dialog, and most of the comments were very positive. The library received a \$200 donation from someone who attended just to help with programming. The evaluation team came and talked to people, and she hopes to receive a copy of the final evaluation. Ms. Tucker said people visited the exhibit to see something different and new. The library is interested in finding what people are interested in learning about and what topics the library can bring in the future.

Ms. Tucker concluded that it had been a fun exhibit and a fascinating topic, and she hopes to be able to plan additional programming with partners such as the Pueblo Archaeological Society in the future.

Several Board members commented on the quality of the exhibit and programming and asked about results of the evaluation. Ms. Tucker added that she has three ALA exhibits planned for the library next year, but she does not expect to hear the final results until the *Human Origins* exhibit has completed its run.

Mr. Quintana thanked Ms. Tucker for her work in bringing a Smithsonian exhibit to Pueblo, and Ms. Tucker said it was an honor to be part of it.

B. Friends of the Library Report None. The Friends are on summer break.

C. Pueblo Library Foundation Report

Ms. Gairaud said the Pueblo Library Foundation held its quarterly meeting on July 13. Mr. Walker presented an update on the Enterprise Zone tax credit, and the Foundation approved language to allow Enterprise Zone gifts for capital projects which does not extend to operational procedures. Ms. Gairaud provided the complete text for Investing in Public Libraries: "The Pueblo Library Foundation (PLF) recognizes that a great public library is partly evidenced by its capital assets, including the buildings, furnishings, and collections of materials. PLF is committed to assisting the Pueblo City-County Library District (PCCLD) in sustaining, improving, and/or increasing public library capital assets by providing periodic funding support both as requested by PCCLD for specified capital projects and approved by the PLF Board of Directors in accordance both with PLF's financial means."

The financial report was accepted with a balance of \$90,230.26. The audit report was presented with a management letter showing a clean audit which had shown improvement from last year. The Foundation was also provided statements from Mike Salardino, and investments are holding steady at \$57,408.98. The Foundation ratified renewal of the Directors Liability Insurance. Midori Clark reported on fundraising and the leadership institute. A mini-campaign for Books in the Park raised \$1,711. The next fundraising event will be All Pueblo Reads with a number of levels for donation, and Ms. Gairaud encouraged everyone on the Board of Trustees to contribute.

D. Attorney Report

Mr. Gradisar had spoken with Doug Piersal who gave his opinion that no further action needs to be taken by Urban Renewal, and Ms. Bregar should feel free to fully participate in Urban Renewal meetings.

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E. Employment Changes

Mr. Quintana said the Board is asked to ratify the June 2016 Employment Changes as presented by the Executive Director.

Mr. Walker said there had been two seasonal new hires for Books in the Park, both of whom had been here last summer, and two new Materials Handling Technicians hired. There were no promotions and three voluntary terminations. Mr. Walker commented that Materials Handling Technician positions have a lot of turnover which is typical at that level.

Ms. Gairaud asked about the Community Resource Specialist, and Mr. Walker responded that Tobias Martinez had resigned and he lives further north. Mr. Walker commented that things at Lucero are in a pretty good place, and after consulting with Diann Logie, it was decided there is a greater need for traditional library programming and engaging people in the community so the Community Resource Specialist will be replaced by a Library Specialist. The library has Mark Salazar working under a contract trying to redirect young people which has been paying really good dividends, and the library will want to continue that in 2017. Mark is a licensed social worker engaged at Lucero with gang prevention activities.

Ms. Bregar made a Motion, seconded by Ms. Martinez, to approve the Employment Changes contained in the July 28, 2016 Board materials.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the June 2016 bills and accept the June 2016 Fund Statements.

Ms. Bregar made a Motion, seconded by Ms. Martinez, that the Library Board approve the June 2016 bills and accept the June 2016 Fund Statement as contained in the July 28, 2016 Board materials.

Ms. Baca thanked the Board for the recognition of Finance Department staff at the recognition, and said the team was jazzed to be recognized. The recognition coming from the Board of Trustees made it extra-special.

Ms. Baca reviewed the Combined Balance Sheet which includes each of the funds in the financial accounting system, and concluded that everything is in good order.

In the General Fund, the target percentage for the end of June is 50%. Revenues are tracking above target at 71% because property tax revenue is coming in now and building for the year. Personnel was 49% spent compared with 47% last year. Under Materials, library programs are tracking above target, which was attributed to expenses with the Summer Reading Program, and she expects that will even out over the rest of the year. Materials were 47% spent compared with 48% in 2015. Facilities were 34% spent which is 2% lower than last year. Operating expenses were 48% spent compared with 56% last year. Information Technology jumped to 70% spent compared with 67% in 2015. Ms. Baca said some of these are timing issues, for example professional memberships are paid early and average out over the year. Overall expenditures were 47% spent and under the 50% target with nothing of concern.

Ms. Baca noted that revenues exceeded expenditures, but she expects that to catch up and will be on track for the annual budget.

In the Capital Projects Fund, revenue was 37% collected, and expenditures were 45% spent to date. There was some interest income and building improvement expense for striping the Lamb Library parking lot which was planned work.

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Dr. Mancha asked if there are any other planned building improvements. Ms. Baca said there are, with \$103,100 budgeted for expenditures this year which is now 58% spent. Mr. Walker added there is a lot planned in IT, and he expects there will be some landscaping expenses at the Lucero Library. Mr. Walker said expenses this year are moderate.

The Special Revenue Fund had only a tiny bit of interest income in June. Ms. Baca expects some income from the Chamberlain Foundation next month.

The J.T. Nesbitt Employee Fund had a bit of income from fundraising from selling root beer floats.

In the Check Summary Report, Ms. Baca pointed out the payment to Cimarron Glass, some of which was for glass replacement at Pueblo West but also a large pane of glass outside the Finance office shattered, and insurance covered that. Other payments explained were for an E-Rate consultant to help the library apply for funding, Hawkeye Striping for the Lamb parking lot striping, printer support in Special Collections, and Leichtling & Associates for a management training series.

Mr. Stuart asked about the payment to DEMCO described as a Friends expense. Ms. Baca explained that when the Friends of the Library provide project funding, as the library spends for the project it is shown as a Friends expense.

Ms. Baca concluded with the amounts presented for the Board's approval: ACH payments of \$169,763.32, Payables of \$320,624.48, and Payroll of \$343,172.33 which had three pay periods in June, for a total of \$833,560.13.

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

V. BOARD COMMENT

Mr. Stuart said he really liked the idea of the Resolution and recognition provided to the Finance Department and suggested taking it further in future years. He suggested a small budget when employees do something very special so the Board can recommend a small bonus or a day off, which also comes at a cost. Mr. Stuart said he would like to see the Board put together a procedure to recognize extraordinary performance which may include not only a Resolution but also a reward with a bit of money to more strongly express the Board's gratitude. Mr. Stuart emphasized that this would be limited to performance above and beyond their job description, using the work Richard Tucey did on the RFID project as an example, and suggested a plan or program to allow the Board to do more for extraordinary employees.

Mr. Quintana said that is something the Board can start to discuss, and it is early in the budgeting process so the timing is great. Mr. Quintana suggested the Board Development Committee come up with some ideas and a procedure and asked if that could be added to the committee's agenda. It was also suggested that since it involves the budget, Ms. Baca should be included.

Dr. Mancha said he liked the idea, and commented it should be limited to super-special performance. In order for the recognition to be what the Board wants it to be, there would have to be years when it is not used, and it should not become a regular award. It was agreed there would have to be guidelines.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

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A. Announcements

- Board members are invited to attend the Nesbitt Committee Staff Summer Picnic on Sunday, August 7 from 5:00-8:00 p.m. at the pavilion in the park behind the Pueblo West Library. It is a potluck event with the Nesbitt Committee providing fried chicken and drinks. Attendees are encouraged to bring folding lawn chairs and swimsuits for those who want to get wet at the Splash Park. RSVP to Courtney Woodka at 562-5606.
- The next regular Work Session is scheduled for Tuesday, August 16, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The Annual Planning Retreat has been scheduled for Wednesday, August 24, 9:00 a.m. to 4:30 p.m. at Penrose House in Colorado Springs. RSVP to Jane Carlsen 562-5633. Board members may want to consider carpooling.
- The next regular Board meeting is scheduled on Thursday, August 25, at 5:30 p.m. at the Greenhorn Valley Library, 4801 Cibola Drive, Colorado City.
- Legislative Barbecue at the Colorado State Fair will be held Friday, August 26 beginning at 5:00 p.m. - \$65 for Chamber members which includes dinner, 2 drinks and admission to the Fair. Contact Jane Carlsen at 562-5633 to make arrangements to attend.
- MPLA/CALCON16 is scheduled October 20-22 at the Embassy Suites in Loveland. Contact the Board Secretary to make plans to attend.

B. Action/Discussion Items

1. Comprehensive Annual Financial Report

Mr. Quintana said Sherri Baca, Chief Financial Officer, will present the PCCLD 2015 Comprehensive Annual Financial Report for discussion.

Ms. Baca provided copies of the Comprehensive Annual Financial Report (CAFR) and said the auditor had been a huge help in putting it together. The CAFR will be filed with the legal entities and will be posted to the library's website. Ms. Baca referred to the Table of Contents on page 3 and provided an overview of what it contained and how it is used. The Financial Report presented to the Board in June is included, along with a letter of transmittal, and she encouraged Board members to review Management's Discussion and Analysis which provides details about finances. The Government-wide Financial Statements are shown on a full accrual basis, and beginning on page 31 statements are shown on a modified accrual basis. There are also notes to the financial statements.

Page 59 provides required supplementary information. There is entire section with statistics which show financial trends.

Ms. Baca said Sunday is the deadline to transmit the CAFR to the GFOA. Ms. Baca offered to respond to any questions.

Dr. Mancha referred to the Organization Chart on page 19 and asked about colors used. Mr. Walker said red shows support staff, blue is public service staff, and the Chief Operating Officer (COO) is shown in purple because that position straddles both support and public service staffing.

Mr. Stuart pointed out that in the ten years since 2005, the library's income has gone up from \$5 million to \$8.5 million, and he asked how many government entities have had that good fortune. Mr. Stuart said the library is fortunate to have that income available to broaden its services. Mr. Stuart said the library has better facilities and better programs with good support from the community, and the library needs to thank the community for that kind of support.

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Board members were asked to review the CAFR, and no formal action was required.

2. Disposition of Fixed Assets

Mr. Quintana said the Board of Trustees discussed a proposal for disposition of specified computer equipment at the July 19 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the Disposal of Property Request for specified computer equipment.

Mr. Gradisar said the Disposition should include a finding that the property to be disposed of will not be needed within the foreseeable future.

Mr. Stuart and Ms. Bregar agreed to amend the Motion with the modification suggested by Mr. Gradisar.

Mr. Quintana noted that the Board discussed the Disposal of Property Request at length during the Work Session. Mr. Walker said Mr. Hutchins was not available today due to a medical issue; however, he has continued to research E-waste disposal recyclers and has not determined the best vendor to dispose of this equipment.

After further discussion, MOTION CARRIED 5-0.

3. Finance Staff Recognition

Mr. Quintana said the Board of Trustees recommended an official commendation for the PCCLD Finance Department at the July 19 Work Session.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Resolution commending the Finance Department employees: Sherri Baca, Katie Hunt, Jeanette Cortez, and Darlene Sherwood.

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

Mr. Quintana thanked Ms. Baca and her team for the work they had done.

4. Upcoming Board Vacancies

Mr. Quintana said the Board of Trustees discussed upcoming Board vacancies and appointments at the July 19 Work Session.

Mr. Walker said he had met with the City Clerk, Gina Dutcher, and the City will have control of the process this year. The City will be advertising the vacancies on October 9, and applicants will have until October 22 to apply. The City will coordinate interviews with the appointing authorities with two representatives from each body participating, and Ms. Dutcher anticipates approval by December 12. Ms. Dutcher has been doing this for a number of years and has an individual in her office to coordinate the process. Mr. Walker emphasized that it will not be like last year.

During his conversation, he let Ms. Dutcher know that Mr. Stuart and Mr. Quintana had indicated interest in renewal, and she said she will reach out to them. The library will follow through as those dates get closer.

Mr. Walker suggested Board members participate in individual discussions with City Council and County Commissioners to present the Library's 2015 Annual Report. Mr. Walker distributed the 2015 Annual Report which was hot off the press with financials recently incorporated. Mr. Walker suggested setting up individual meetings with each City and County official with one or two Board members participating to keep the groups small.

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Mr. Walker pointed out that 2015 was the library's biggest year yet. It would also be an opportunity to discuss other things as well as the Board appointment. Mr. Walker suggested breakfast or lunch meetings be scheduled in late summer or early fall.

Dr. Mancha said that would be a great idea and suggested it would also give Board members seeking to renew their appointment a chance to shine.

Mr. Walker said the Board Secretary will work with Board members to coordinate schedules with no more than two attending a meeting. It was agreed this would be a great way to advocate to City and County officials for the library.

No formal action was required from the Board.

IX. ADJOURNMENT

The meeting was adjourned at 7:09 p.m. upon Motion made by Ms. Bregar.

Respectfully submitted,

Jane Carlsen
Secretary