

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

August 24, 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 Pueblo West Library at 5:40 p.m. by the Board President, Fredrick Quintana.

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

Board Members Absent: Jim Stuart

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Midori Clark, Community Relations & Development Director; Heather Wilder, Pueblo West Library Interim manager; Alan Rocco, Facilities Superintendent; others not recorded.

Others Present: Jeremiah Blaha

Attorney Present: Kate Shafer

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested the addition of items VIII.5. Board of Trustee Appointment Process and VIII.6. Rawlings Library Lighting Controls Upgrade.

III. APPROVAL OF MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on July 18, 2017 and Minutes of the Regular Library Board meeting held on July 27, 2017 were provided to Board members prior to the meeting.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on July 18, 2017. The minutes were approved by unanimous consent.

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

VI. REPORTS

A. Executive Director Report

National Medal for Museum and Library Service: Mr. Walker announced that PCCLD will be nominated for the National Medal for Museum and Library Service by Senator Cory Gardner's office upon the recommendation of Cathy Garcia. Mr. Walker noted that it is a privilege to be nominated. The National Medal for Museum and Library Service honors outstanding libraries and museums that contribute significantly to the wellbeing of their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach. The Institute of Museum and Library Services (IMLS) is a federal agency that oversees library services. The nomination is for 2018.

Chief Operating Officer: Mr. Walker announced that the Chief Operating Officer, Sara Rose, was injured in an automobile accident and will be on medical leave for several weeks, and all wished her a speedy recovery.

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Pueblo West: Mr. Walker introduced Heather Wilder, who was recently promoted to Pueblo West Manager, and reviewed her background with the library.

Ms. Wilder reviewed key results with increased program attendance and circulation but reductions in visits and computer use. She also reviewed highlights from the Summer Reading program noting that participants exceeded the branch goal of reading 3,000 books by reading 5,900 books. Ms. Wilder commented on popular Maker Space programs including sewing and a grant received for tech kits.

Ms. Wilder reviewed plans for a Celtic and Medieval Faire. She also reviewed challenges with roof damages in the spring and leaks in the children's area, the Pueblo West sign damaged by a motorist, and plans for repairs and replacement. A local food truck owner has submitted a proposal to run a snack and beverage café at Pueblo West which they hope to have running later this year. Ms. Wilder briefly reviewed plans for programming during All Pueblo Reads and Dia de los Muertos.

Mr. Walker credited Ms. Wilder for originating the idea of having the Tibetan Monks in Pueblo, and she has had a lot of creative program ideas that have been popular such as Laser Tag in the Library, and she initiated the grant for a sewing lab which now has eight sewing machines.

Staff Portal Program: Mr. Walker invited Midori Clark to provide an update report on the PCCLD staff portal program.

Ms. Clark explained that the Portal is the employee intranet, and she reviewed the history that started in 2012 and officially became part of employees' responsibilities in 2014.

Ms. Clark then demonstrated the portal which can be seen at <http://portal.pueblolibrary.org/> reviewing the purposes of each of the large icons directing employees to commonly used tools. She also pointed out information from Nesbitt, Cultural Beliefs, and the latest Key Results. Across the top, Ms. Clark demonstrated the various drop down tabs, commenting on the importance of the staff directory, providing an easily searchable source for documents and forms, and communicating security issues and suspensions to staff at all locations.

Ms. Clark said 100 employees use the Portal on a weekly basis, and 75 employees access the portal at least every two days. The Portal has become the established place for staff to find information about what's going on in the district.

Dr. Mancha said the Portal is really impressive and seemed to have solved a problem. Ms. Clark credited Michelle Vigil with the hard work involved in maintaining it and keeping it going. Mr. Quintana asked Ms. Clark to pass along the Board's appreciation for her work.

B. Friends of the Library Report

Ms. Martinez said the Friends of the Library held its first meeting after the summer break. The Project Selection Committee reviewed requests totaling \$22,758.78 from librarians throughout the district, and the Friends were able to fund \$17,500 in this cycle, although announcements have not yet been made. The requests were for maker space, technology and programming activities, and it is great to see all the hard work staff are doing to bring interesting things to the community.

C. Pueblo Library Foundation Report No report.

D. Attorney Report No report

E. Employment Changes

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Mr. Quintana said the Board is asked to ratify the July 2017 Employment Changes as presented by the Executive Director.

Ms. Gairaud made a Motion, seconded by Ms. Bregar, to approve the Employment Changes contained in the August 24, 2017 Board materials.

Mr. Walker said there had not been a lot of activity with one new hire at the Greenhorn Valley Library. One of the terminations was the end of seasonal employment at Books in the Park, and the other seasonal employee will be moving into the position held by Megan Hedberg who was going back to school in the Denver area.

There being no further discussion, MOTION CARRIED 4-0.

F. Financial Report

Mr. Quintana said the Board is asked to ratify the July 2017 bills and accept the July 2017 Fund Statements. Sherri Baca, Chief Financial Officer, would provide a synopsis of the Financial Report and was available to answer any further questions.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the July 2017 bills and accept the July 2017 Fund Statement as contained in the August 24, 2017 Board materials

Ms. Baca reviewed the Combined Balance Sheet, pointing out the cash position looks very good due to the amount of property tax received. The first quarter was tight, but by summer the cash accounts were in good shape. The Combined Balance sheet remained stable, and the library will be paying interest on bonds and proposal payments later in the year. The smaller numbers represent timing differences.

In the General Fund, the target percentage for the end of July is 58%. Revenues, with the flow of property tax, were 91% collected compared with 90% last year. Each of the revenue line items were strong with interest income doing well, earning about 1%. Under expenses, Personnel was 55% spent compared with last year at 56%. Ms. Baca explained the negative number resulting from paying the employee insurance in August while the employee share for insurance was collected in July, so two insurance payments will be shown in August. Workers Compensation was 91% spent, and she hopes there are no further deductible expenses to pay. Materials expenditures were 54% spent, the same as last year. Facilities was 40% spent compared with 35% last year, and the rent has been paid one month ahead. Operating expenses were 68% spent compared with last year at 58%, and Ms. Baca commented on the need to adjust postage and freight in next year's budget. Information Technology was 71% spent, 5% less than last year. Overall expenses were 54% spent which is within target. Revenue over expenditures was at \$1.1 million.

In the Capital Project Fund, Ms. Baca pointed out interest, and the miscellaneous revenue was an insurance payment received. She said it seemed she had prepared a lot of claims this year. The InfoZone made a payment to Experience Design, and the expense for IT was for security cameras.

The Special Revenue Fund only earned a small amount of interest in addition to a 2nd Quarter distribution from the Chamberlain Fund.

The Nesbitt Fund is held as a fiduciary fund that remains fairly consistent with other months. Nesbitt is currently running a Bronco Swag Bag fundraiser.

Ms. Baca said the Check Summary Report includes budgeted and recurring items and offered to respond to any questions.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$119,066.42. She noted that the new HR software features automated journal

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entries but does not break them out in the same way but is much more efficient. Payables were \$254,653.65, and Payroll \$228,931.00, for a grand total of \$602,651.07.

There being no further discussion, MOTION CARRIED 4-0.

V. BOARD COMMENT

Ms. Bregar thanked all the employees that worked on the Eclipse event which seemed to be overwhelming. She heard lots of people saying how much they appreciated the library streaming the NASA Megacast. Mr. Walker credited Kayci Barnett and Midori Clark with their work on the events, but staff throughout the district were heavily involved. Ms. Bregar said Lamb had almost 200 people there, and Rawlings was also very busy. There was discussion that part of the reason for the overwhelming response was the library gave out 1,350 glasses and purchased 170 more to be given out very strategically the morning of the eclipse.

VI. **PUBLIC COMMENT** None. Jeremiah Blaha signed in but had not indicated a desire to comment.

VII. **OLD BUSINESS** None

VIII. NEW BUSINESS

A. Announcements

- ☐ Pueblo Library Foundation *Heart Your Library* fundraiser is scheduled on Thursday, August 31 at 12:00 noon in the Ryals Room of the Rawlings Library. An email had been sent with details. Ms. Clark said they now have 45 attending with a goal of 50.
- ☐ All libraries will be closed on Monday, September 4 for the Labor Day holiday.
- ☐ The PCCLD Annual Planning Retreat will be held on Wednesday, September 6 at 8:30 a.m. at the Union Depot. Board members planning to attend should notify Jane Carlsen, 562-5633.
- ☐ The next regular Work Session is scheduled for Tuesday, September 19, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ September 22 is the deadline for Booklovers Black Tie Ball Advance Price reservations.
- ☐ The next regular Board meeting is scheduled on Thursday, September 28, at 5:30 p.m. at the Giodone Library, 24655 U.S. Highway 50 East.
- ☐ All libraries will be closed on Monday, October 9 for the Columbus Day holiday. Staff will be participating in staff development on that day. Board members are encouraged to arrive at 8:00 a.m. for Employee Recognition presentations. Ms. Gairaud suggested the Board discuss this prior to the event, and Mr. Walker will add it to the agenda for next month's meeting.
- ☐ The 2017 *All Pueblo Reads: Station Eleven* distinguished author dinner and fundraiser featuring Emily St. John Mandel is scheduled for the evening of October 20. Please contact Gloria Madrill at 553-0221 or Gloria.Madrill@pueblolibrary.org for reservations.

B. Action/Discussion Items

1. Surplus Property

Mr. Quintana said Disposal of Property Requests for surplus property no longer needed by the library was presented and discussed in detail at the August 15, 2017 Board of Trustees' Work Session.

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Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the three Disposal of Property Requests as contained in the board packet.

Mr. Walker pointed out that a commercial coffee maker had been added to the Disposal of Property Request with kitchen equipment since the Board reviewed the lists at the Work Session. Many of the kitchen items were from when the library had a coffee shop.

There being no further discussion, MOTION CARRIED 4-0.

2. 2017 Audit

Mr. Quintana said the Board of Trustees discussed proposed engagement agreements with Swanhorst & Company, LLC for conducting the 2017 Audit of financial records for PCCLD and the Pueblo Library Foundation at the August 15, 2017 Work Session.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the engagement agreements for the 2017 Audit of the Pueblo City-County Library District and the Pueblo Library Foundation as presented in the Board packet.

Dr. Mancha asked if any more information was available about the Technology portion of the audit. Ms. Baca said that she contacted Ms. Swanhorst who indicated that it does include the technology audit, but it is not included in the engagement agreement and has never been included there. Ms. Baca commented that much of the Technology portion of the audit is completed by Charles Hutchins, and she has never seen that included as part of an audit of financial records. It is a nice component, and it is a very comprehensive way of looking at an organization. Ms. Baca reiterated that Ms. Swanhorst said it is included as a standard part of the audit.

Dr. Mancha believes it would be appropriate to include the Technology Audit in the engagement agreement. Ms. Martinez agreed that it should be added for clarity.

Mr. Quintana agreed to withdraw his Motion and table this item until the next meeting. In the meantime, Ms. Baca will ask Ms. Swanhorst to add the technology audit to the engagement agreement for PCCLD's audit.

3. 2016 IRS Form 990

Mr. Quintana said at the August 15, 2017 Work Session, the Board of Trustees were provided and discussed the 2016 IRS Form 990.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board of Trustees accept the 2016 IRS Form 990.

There being no further discussion, MOTION CARRIED 4-0.

4. Q2 Annual Plan Update

Mr. Quintana said an update report on the 2nd Quarter of the 2017 Annual Plan would be presented for review and discussion. No formal action is required.

Mr. Walker said the Board packet includes the 2017 Annual Plan the Board approved in December 2016 with updates for the 2nd Quarter. Mr. Walker said the library continues to work through objectives in the library's Strategic Plan and highlighted a number of initiatives that are underway:

- I Pay-for-performance and health benefits. Pay-for-performance for 2016 is completed. In the 2nd Quarter, the library brought on a new broker, Benefits Broker, and is working on benefits for 2018. Mr. Walker expects to see some proposed costs for the health plan in early September.

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- IV Sixteen cameras have been replaced using new higher resolution systems. Eight remain to be installed. The new cameras yield higher resolution images and were successful in identifying a suspect in a recent incident. Some additional cameras are planned this year.
- V Call Center operations were overseen by Janina Goodwin saving \$65,000 by not outsourcing the service. Rawlings staff answer 69% of incoming calls, Library @ the Y 15%, Giodone 11%, and Greenhorn Valley 5%. The library publishes a single phone number and transfers calls as needed. Anecdotally, there have been fewer customer complaints. The call center in Ohio had some slips, and staff are able to provide higher quality information.
- VIII Paylocity is installed and operating. Mr. Walker extended kudos to Ms. Baca, Terri Daly and the HR team for implementing it. From a user's perspective it is less clunky, and Ms. Baca referred to other efficiencies in her report on the back end. Payroll functions are complete, and they will be finishing other HRIS functions before year end. The pay-for-performance portion will be an active project in the 3rd Quarter.
- X Increase circulation. Mr. Walker said circulation is about flat, and Technical Services continues to develop Quick View which might help and is expected by the 4th Quarter for DVDs but involves several steps. Once it is developed, it may be extended to popular fiction and nonfiction. People were reporting they could not find any "hot" titles in the library because they were on hold or checked out. The new system will allow browsers to find items when they come which will hopefully boost circulation.
- XII Branch librarians are working regularly to develop individual unique plans for each branch. The library recognizes the uniqueness of their neighborhoods, and taking a structured approach working on trend studies, Andrew Bregar and Alicia Griebel are developing a customer survey, and Sarah McDonnell is working on demographics for the Greenhorn Valley. The goal is for each individual location to have a unique understanding of the community it serves. Sara Rose had been leading this project, but work is continuing.
- XVI Mr. Walker referred to the Value Statement, and Ms. Clark showed the Cultural Beliefs shown on the employee Portal. Mr. Walker distributed a pamphlet developed with the help of Partners in Leadership, and staff were asked for input in developing the cultural beliefs. Staff have been discussing and training, and that was completed at the end of the 2nd Quarter.
- XVIII There are a number of ConnectED partnerships, and what is new is the partnership with Pueblo School for the Arts and Sciences. Rachel Salazar expects that to launch in the 3rd Quarter and is working with the school to get the data.
- XXI The library will be preparing an RFP for Security services in the 3rd Quarter. TNT Security has provided the service for a number of years, and it is time to see what the marketplace has to offer for security services.
- XXIII During budgeting, it was evident how tight things were going to be. The Friends stepped up with additional funding to help with programming. In addition, Finance was able to lower costs on office supplies by almost \$12,000 with various strategies such as volume purchases of copy paper.

Mr. Quintana requested a brief update on item XX on tracking program participation. Ms. Clark said David Hayden is working on categorizing programs. Mr. Walker suggested

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having David Hayden provide an update to the Board at the next Work Session because he is doing a lot in terms of standardizing how statistics are collected district wide to make sure everyone is measuring the same way. Ms. Bregar asked if outreach finds people who do not use the library. Mr. Walker said staff go out to introduce people to the library through outreach. Statewide, librarians discuss this a lot and meet regularly to establish definitions and parse it out carefully. They talk about what really counts, and how you count, both inhouse and outreach. As the state defines numbers, that standardization is brought into PCCLD. Mr. Walker said the value and idea of statistics has increased in notoriety, and there is a great deal of discussion about maker spaces and “learning by doing”. Ms. Clark said Dave Hayden’s work is less about the philosophy of numbers but about logistics of capturing data consistently and getting it into appropriate categories.

XXVII An RFP was prepared for banking services, and there was a recent meeting with about six banks. Currently, the library is using Wells Fargo, and Ms. Baca is working toward some efficiencies in the banking program by consolidating credit cards, Pay Pal, Square services, etc., to make it more streamlined. This goal is coming along well.

XXVIII Final inventory work is complete, and the Board just approved the surplus disposal.

XXXI Assistive Technology upgrades will be featured at Disability Awareness Day on August 26. The library added assistive technology. There are a lot of people with disabilities, and it is important to insure information is available to everyone. Sara Rose had been leading this effort, but Janina Goodwin stepped into her place to finalize this event. Mr. Walker received a very complimentary email from a local disability advocate about the work the staff is doing and the upgrades made to technology serving their needs. Mr. Walker invited Board members to visit Rawlings from 10:00 a.m. to 4:00 p.m. to see the many technologies that really help them access information.

XXXIII Purchase order has been prepared for HVAC controls with work scheduled in the 3rd Quarter. Lighting controls will be addressed later in the meeting.

XXXVI The initial review of the Capital Replacement Plan is that there is a plan for 2018, but the long range plan needs substantially more work. Major capital assets for IT, furniture and fixtures, and mechanical equipment are assigned a lifespan and cost which is set aside annually so funds are available for replacement. There are more buildings and assets now, and a lot of updates are needed. At this point, the library does not have the staff resources to accomplish that and may need to hire help to update the inventory, calculate costs and age equipment to get the long range plan back to a good place.

Some goals have been completed. There are a couple that are not underway, such as Privacy and Intellectual Freedom. Item XXVI is delayed pending the new ILS, but implementing a new ILS is a big deal, and the initiative was developed contemplating a new vendor which probably will not occur this year. The library expects it will have to extend the contract with the current ILS for an additional year for 2018. Overall, the library is making good progress in most respects, although some are delayed.

5. Library Board Appointment

Mr. Walker said he had spoken with Rochelle Cruz at the County. At this point the County is working to replace the vacancy and will wait to consider reappointment of expiring terms later in the year.

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Ms. Cruz indicated that the County Commissioners would really like for the Library Board to make a recommendation for the vacancy. They have not acted yet because they are waiting to know if the Board wants to make a recommendation, and they would like to share that recommendation with the appointing agencies. The County has provided the applications received. Mr. Walker distributed scoresheets and questions the Board used several years ago.

Mr. Walker said it would be feasible for the Board to schedule a Special Meeting and set up brief interviews with each of the candidates.

Mr. Walker said Rochelle Cruz is waiting for the Trustees to let her know whether they want to make a recommendation, and if so, what that recommendation is. Mr. Walker distributed packets from each of the candidates interested in serving on the Library Board to Board members.

Ms. Bregar asked if the County had asked whether City Council would consider the Library Board's recommendation. Mr. Walker said Rochelle Cruz has been in touch with Tammy Martinez at the City, but the decision still rests with City and County officials. The Library Board would simply provide a recommendation.

Ms. Gairaud is concerned that the Library Board follow Colorado Library Law, and she does not want to put the Board in the position of making the decision rather than the governing authorities, and she is concerned about unduly influencing their choice.

There was discussion of times when the appointing authorities did not want the Library Board's input, whether it would be useful to prioritize candidates, and it was agreed that it does benefit the Board to hear from people who are interested in the library. There was further discussion of using the scoresheet to provide strengths and weaknesses.

Mr. Quintana recommended a Special meeting of the full Board of Trustees to interview the candidates to see where they stand and to get a chance to meet them. Dr. Mancha noted that the Commissioners have asked for a recommendation, rather than strengths and weaknesses, and he would like to provide the Board's recommendation.

There was additional discussion of the Special Meeting. With input from members present, the Board suggested a September 1 meeting beginning at 9:00 a.m. with 30 minutes allotted for each interview, with an additional period after the interviews to develop the Board's recommendation. Mr. Walker said he will work to set this up and will keep Board members posted with details.

6. Rawlings Library Lighting Controls Upgrade

Mr. Walker thanked the Board for allowing this to come onto the Agenda when normally this would be presented at the Work Session. Mr. Walker said the library went through a bid process, but the timing did not correspond with the Work Session. Mr. Walker said the library could wait but would prefer, if the Board is prepared to approve this, to award a bid on this sooner.

Alan Rocco, Facilities Superintendent, had gone through the RFP process and also thanked the Board for considering this. Mr. Rocco explained the library had conducted the RFP because the current system is old and worn out. It is more cost effective to upgrade the current system than to replace it.

Mr. Rocco displayed the bids received, noting that Royal had the best price. Although the library had only budgeted \$40,000, he believes they can make up the difference with other savings. The system controls all the lighting systems in the Rawlings Library.

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Mr. Quintana requested a brief explanation of how the lighting control system works. Mr. Rocco explained it is a programmable system run through a central processor that turns lights on in the morning and off in the evening. It creates huge money savings to have the system. All of the light switches in the building feed into the system, and some of those are failing now. A full replacement would require rewiring, but the upgrade will bring the components of the system up to date.

There was a question of how long this would last, and Mr. Rocco estimated a 10-15 year lifespan. With technology, it is difficult to know how things might change in the future.

There was discussion that the main difference in bids is labor cost. It would cost \$150,000 to \$200,000 to replace the system.

Dr. Mancha asked about the difference among vendors in terms of what they would do. Mr. Rocco said this was a simple RFP with specific components to be upgraded, and the cost difference is with labor to install those components.

Mr. Walker said the library has worked with Royal to do other work, and one reason is they have some of the best prices in town. Mr. Rocco added that Royal is very good at solving issues and stands behind their work.

Mr. Quintana asked if there is any sort of warranty. Mr. Rocco indicated that Royal will be the installers, and any warranty would be with the equipment. Mr. Quintana asked who put in the original system, and Mr. Rocco said it may have been T&T. Mr. Quintana noted that he would prefer to have seen more of a breakout of costs.

Mr. Walker said the library is requesting that the Library Board consider awarding the bid to upgrade lighting controls at the Rawlings Library.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the Library Board approve awarding a bid not to exceed \$47,608.70 to Royal Electric to upgrade lighting controls at the Rawlings Library.

IX. ADJOURNMENT

Ms. Gairaud made a Motion to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

Jane Carlsen
Secretary