

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MEETING MINUTES
Thursday, April 25, 2019

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, Board of Trustee President, called the meeting to order at 5:30 p.m. at the Lamb Library.
Board Members Present: Marlene Bregar, Lyndell Gairaud, Stephanie Garcia, Phil Mancha, Doreen Martinez, and Frederick Quintana
Attorney Present: Kate Shafer, Attorney – Gradisar Trechter Ripperger & Roth
Staff Present: Jon Walker – Executive Director, Terri Daly – Human Resource Manager, Lori Kozel – Lamb Library Manager and Sean Miller, I.T. Department

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

None

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on March 19, 2019 and Minutes of the Regular Library Board meeting held on March 28, 2019 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- o Minutes of the Library Board Work Session held on March 19, 2019

Lyndell Gairaud made a motion to approve the Library Board Work Session minutes from March 19, 2019
Phil Mancha seconded the motion
All in favor 6-0

- o Minutes of the Regular Library Board meeting held on March 28, 2019

Frederick Quintana made a motion to approve the Library Board Regular Meeting minutes from March 28, 2019
Marlene Bregar seconded the motion
All in favor 6-0

IV. REPORTS

A. Executive Director Report

Lori Kozel (Lamb Library Manager) will provide a current overview report on the Lamb Library.
(Lori Kozel presented from a PowerPoint slide show.)

Lori Kozel:

Thank you for inviting me today. I put together a slide show so that you can get some visuals along with my presentation. I wanted to tell you a little bit about myself. I just started here in January and I am thrilled to be working at the Lamb Library. We have a great team here. We have eight staff and four of those are pretty new to this branch. When I first started at the Lamb Library, the one thing I really wanted to focus on was the community and making sure that we are providing the necessary services to them. I am amazed how different it is here than it was at Rawlings Library where I use to work. I realized that we are situated and surrounded by schools. So this will be our focus in the fall, we will really start hitting all these schools that are closely located to our branch. We do outreach right now with these schools. *(She referenced her slide listing different schools.)* Kimberly Sewell (Program and Outreach) goes out to the schools and provides a SPELL outreach. We also do school visits, do a story time and tell them about the summer reading program. We also provide an overview on our data bases and resources to the teachers. That will be another main focus in the fall, really getting the teachers onboard and understanding that these are free resources and we have them for their use. For the schools, we also provide a Friday lunch as D60 schools are no longer open on Fridays. We work with D60 and they provide the lunches at 1:00 and then we do an activity which focuses on education. We also have churches all around the Lamb Library, and next week we are going to be visiting the Day Star Christian School and do a parent night. Moving on, we have the Beulah outreach. I did not realize that Beulah was so far away and that it is part of Pueblo County. It is actually about 25 miles from

the Lamb Library. We have noticed that our Beulah patrons due large bulk checkouts of DVDs and such during their trips coming to the Lamb Library. We are going to start doing more outreach to them and spreading the news of our digital content. We checkout over 300,000 items which is amazing. I want you to see this visual as well. *(She provided a slide showing pictures of return item bins full.)* This picture is from the Tuesday after Martin Luther King Day and I was in charge of emptying the book drop. We think patrons go to Rawlings Library on Sundays and then we are the convenient drop off, so we do bring in more that we check out sometimes. Favorite services that I have observed since being here are definitely the computers. We have 18 desktop computers and five laptops. In the mornings we have adult and seniors that come in and then after school is when we get all the tweens. Another focus for our adults is the large print items. We do have a huge collection of large print titles, about 800 titles as of today. DVDs are always a draw, they are allowed to check out 20 at a time and they do. We currently have 12,000 DVDs in our collection. We are due for a “weeding” as we have a lot of outdated materials, so that is going to be our project coming up this summer. We are famous for having the most used copier in the district. *(She referenced a slide of patrons waiting in line at the copy machine.)* Programs that we offer at Lamb Library for adults are tech time, the virtual legal clinic, the PBS documentary and also the craft programs. For the kids programs we have the fun Friday events, we will also have the summer lunch program. That is a huge program with about 60 kids every day. Every month we also do a centralized program that the Youth Services department puts together. I was amazed at how much the Youth Services department does for all the branches, it is wonderful. Storytime is every Wednesday and Thursday. We just added Beth Moore (Librarian) and she is awesome and organized. She does stories and songs with a handout for the parents about the books that they are reading so that the parents know what they read and what songs they sang. We are building our teen program also. Kimberly Sewell (Program and Outreach) started a teen hangout every Tuesday night with some type of activity. We focus on tweens as we do have a high number of tweens here. Right now we are just doing one tween focused activity a month, but we are looking to build that up. Our teens are actually volunteering to help out with the tween programs. We will be getting them trained and ready to help with the summer reading program coming up. Our summer reading kickoff party will be on June 8th. Moving forward we are going to focus on outreach to schools, hitting some senior facilities, training all the schools on all the databases we offer and also expand our adult computer literacy program. I also received a call from Pueblo Diversified Industries, they have disabled adults that need resources for volunteering or working. I would like to look into that program and see how we can implement that for sure. We are also reaching out more for marketing. Lovely Murrell (CSR) came up with an idea for a digital book club. With Hoopla, they design book clubs with simultaneous use. So you could have 100 people reading the same book at the same time and they offer study guides to go along with certain books. We will probably start the digital book club in June or July. I also want to start implementing surveys and try to get some feedback from our patrons on what they are missing or what they would like to see at the Lamb Library. Finally, I wanted to let you know that we are always training staff. We do lots of cross training as we are a new team and we are learning from each other. That concludes my update on the Lamb Library, does anyone have any questions?

Lyndell Gairaud:

I don't have a question, but I just want to say you have some big shoes to fill and it sounds like you are doing a wonderful job. I was really excited when you said you are continuing the virtual legal clinic, I just think that is something really great and Lamb Library is the only one that does that. Seems like you got your worker hat on and you are off to a great start and congratulations. I also love the idea of the digital book club, I might have to join it.

Doreen Martinez:

That was actually going to be my comment as well. I really think that digital book club is going to be a hit. I am really curious to hear back about that.

Lori Kozel:

I have to say that Lovely Murrell (CSR) was the one that came up with that idea. She thought that was something she could do while keeping within the guidelines of her job description and could work on that at the desk as she is working customer service representative duties.

Jon Walker:

I want to let everyone know that Dustin Hodge has been appointed as a Trustee for the Pueblo City-County Library District. I have some scheduled time to do orientation with Dustin Hodge and he will begin attending as a Trustee in May. The other thing I want to bring your attention to is the ongoing community engagement process. I really appreciate everyone's participation. In your packet you will have the updated sign-up sheet for the upcoming

scheduled meetings and focus groups at each library branch. (*Referenced handout that was given to Trustees prior to meeting.*) There continue to be opportunities if you are interested and available, and we will be updating and adding more meetings. So if you have an inclination to participate in any of these I would invite you to both write your name on this handout and give them to me or to Sonya West. Or you can give me a call or email and I will get you signed up. Your participation is really important and significant and it makes a difference in a great way.

B. Friends of the Library Report

Doreen Martinez:

Dustin Hodge was presenting every three months. I imagine that he will present next month and then join us as a Trustee.

C. Pueblo Library Foundation Report

Lyndell Gairaud:

We had a Pueblo Library Foundation meeting this month. We are on track with everything. We had an update on our finances and we talked about what is coming up for financing and what the foundation board can do to help with the situations that we are all involved for the Library District. The Pueblo Library Foundation Board has a couple of vacancies that they need to fill. Everything is moving along as far as our investments, we have actually increased our bottom line a little bit. We really need community members for the Pueblo Library Foundation Board in order to achieve what the foundation is trying to do. The Pueblo Library Foundation board really benefits by having people who are active in the community and who are knowledgeable about fund raising. So hopefully when I report back to you in three months, I will be able to report those positions are filled.

D. Attorney Report

None

E. Employment Changes

OVERVIEW: The Board is asked to ratify the March 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the March 2019 Employment Changes as contained in the April 25, 2019 Board materials.

Jon Walker:

It is a pretty normal report for March. You will see that there is an open position listed at Lamb Library. As Lori Kozel referenced in her report, that position has been filled.

Doreen Martinez:

Do I have a motion to ratify the March 2019 Employment Changes as presented?

Phil Mancha made a motion to ratify the March 2019 Employment Changes. Stephanie Garcia seconded the motion.

All in favor 6-0

F. Financial Report

OVERVIEW: The Board is asked to ratify the March 2019 bills and accept the March 2019 Fund Statements. A report on this matter was delivered and discussed at the April 16, 2019, work session.

RECOMMENDED ACTION: That the Library Board ratify the March 2019 bills and accept the March 2019 Fund Statement as contained in the April 25, 2019 Board materials.

Doreen Martinez:

Hearing no questions or comments, do I have a motion?

Marlene Bregar made a motion to approve and Frederick Quintana seconded the motion.

All in favor 6-0

V. BOARD COMMENT

Marlene Bregar:

I would like to invite all of you to the completion of the Pueblo Regional Tourism project and expansion of the Pueblo Convention Center. It will be Friday, May 3rd from 4:00 to 6:00 p.m. There will be exhibitions, guided tours of the sports center, live music and refreshments. Keynote speakers will be Mayor Nick Gradisar, CEO of PBR - Sean Gleason, and former Denver Bronco Antwon Burton. It should be a fun time. There will also be a new Pueblo Chamber of Commerce office located in the new building. That will actually become their main office. I think you will love to see it, the PBR part of this is amazing and very attractive. They invested a lot of money into this project.

It is interesting to see the equipment they use and the technology and classrooms that they have. Also take note that between Main and Union, next to the parking garage there is about a 40 foot space that is going to be developed into a walk way. The LeVert W. Hoag Foundation is putting in four huge bronze Pueblo Pioneer statues that will also be landscaped with information plaques. I think it will be really nice when it is all done.

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

- The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, May 14, in the Ryals Room at the Rawlings Library.
- The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, May 23, at the Barkman Library.

B. Action/Discussion Items

1. Disposal of Assets

OVERVIEW: The Trustees have reviewed and discussed a proposed Disposal of Property Request submitted at their April 16, 2019 work session.

RECOMMENDED ACTION: That the Library Board take action to approve the Disposal of Property Request.

Doreen Martinez:

Do I have a motion to approve the Disposal of Property request?

Lyndell Gairaud made a motion to approve and Marlene Bregar seconded the motion.

All in favor 6-0

2. Resolution to nominate Jon Walker, Executive Director of the Pueblo City-County Library District, for the 2019 Special District Association (SDA) Manager of the Year Award

OVERVIEW: The Trustees were presented with a proposed Resolution to nominate Jon Walker for the 2019 SDA Manager of the Year Award at the April 16, 2019 work session.

RECOMMENDED ACTION: That the Library Board take action to approve the Resolution for the nomination.

Doreen Martinez: *(Passed out copy of the nomination form with answers for Trustees to look over.)*

As you all know, Sherri Baca and Midori Clark have helped to prepare this nomination. The Trustees were presented with a proposed Resolution to nominate Jon Walker for the 2019 SDA Manager of the Year Award at the work session. You saw some of those questions I believe, and the print in bold (*referenced handout*) are the answers that have been provided for this nomination form.

Jon Walker:

I did talk to Midori Clark and one of the things she indicated was that this is not due until May 9th and considers this document a draft. So there is time for comment and she will certainly incorporate that. Then on the back page where it is hi-lighted in yellow, they are recommending some testimonials from the group of individuals listed.

Doreen Martinez:

You can take this document with you and if you want to share any further details or make additions, you can contact Sherri Baca or Midori Clark. Also, if you take a look in your board packets under item Action/Discussion Item VIII.B.2 - Resolution for nomination, you will see the Resolution that we would like to take action on tonight. (*Doreen Martinez read the Resolution as posted.*)

Phil Mancha:

Under the last "WHEREAS" the "s" should be removed from the word district.

Doreen Martinez:

Under the last "WHEREAS" change the word exemplary to lowercase "e". Sonya West are you taking note of these corrections and will you make the changes?

Sonya West:

Yes

Doreen Martinez:

It is the recommended action that the Library Board take the action to approve the Resolution for nomination. Do I have a motion?

Frederick Quintana made a motion approve the Resolution with the noted changes and corrections, Phil Mancha seconded the motion.

All in favor 6-0

IX. ADJOURNMENT

Doreen Martinez adjourned the meeting at 6:08 p.m.

Respectfully Submitted by:

Sonya West

Executive Assistant