

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES**

**April 14, 2015**

**I. CALL TO ORDER AND ROLL CALL**

Mr. Quintana, President, called the meeting to order at 3:01 p.m. in the Ryals Room on the 4<sup>th</sup> floor of the Rawlings Library.

Board Members Present: Fredrick Quintana, President; Donna Pickman, Vice President; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Roy Miltner

Board Members Absent: Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sara Rose, Human Resources Director; Abby Koehler, Strategic Planner/Systems Librarian; Todd Smith, Help Desk Specialist; others not recorded

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

Mr. Walker recommended changing item III.D. from Lucero Library Public Art Project to Update on Urban Renewal Reform Legislation. A report on the Lucero Library Public Art Project will be postponed until next month.

**III. DISCUSSION ITEMS**

**A. Career Pathing**

Mr. Quintana said PCCLD employment philosophy includes encouraging individual employee career growth. Sara Rose, Director of Human Resources, would provide an overview of PCCLD's Career Pathing Program.

Ms. Rose distributed copies of a brochure on PCCLD's Career Pathing Program. Ms. Rose said one of the annual goals had been to establish a career pathing program for employees. Ms. Rose said career pathing is a way for managers to work with employees to work toward career development and for employees seeking a profession in the library to obtain certifications or a degree. It is also for anyone who wants to stay current in their current position and make themselves eligible for future positions. It provides a way for employees to continually enhance their skills.

The components to the career development plan are mentorship, tuition reimbursement, and a digital badge program. Ms. Rose described the career development plan which the employee completes and shares with the manager to identify goals, and the manager may act as mentor and find projects in line with those goals or find a mentor in another department or outside the organization. The form is also used to record training, follow up during walks-around-the-block, and may become part of the annual performance review.

The program also brings together educational resources available. The library has an educational reimbursement program that provides up to \$1,500 per year, depending on available funds, and Ms. Rose described how the employee applies and receives reimbursement. The library has seen an increase in use going from five to nine people. The Friends of the Library also has a scholarship program which currently has four recipients seeking MLS degrees. That process involves applicants completing the application and writing an essay which is reviewed by the Friends of the Library Scholarship Committee. The recipients are usually announced in March or April and may receive up to \$3,000 in tuition assistance. Sometimes, the Friends will apply more funds to award scholarships to more employees or divide the available funds among several employees.

The digital badge program provides internal credit to employees for completing training that helps prepare them for their current job. Internal training programs have been identified and external programs would be assigned a credit value. They are planning badges for completing a series of training programs such as "Person in Charge" training, training on various new technologies as they

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come out, customer service training, safety, and general support and supervisory training. There are a lot of young, new upcoming supervisors, and they like to provide blanket training for the management team. The digital badges are reflected as part of the annual performance review.

Dr. Mancha asked how many employees are involved in the MLS program and if any are close to completing the degree. Ms. Rose said there are five, and Susan Wolf expects to finish the degree this summer. Ms. Rose said they hope the program inspires people to pursue a career in libraries, and it really helps the library as vacancies occur.

Mr. Quintana thanked Ms. Rose for her work. There was additional discussion of how outside programs are determined to be badge-worthy and efforts to train employees so the library can employee from within. Ms. Rose said there are three different one-day courses planned: legal issues for managers provided by Mountain States Employers Council customized for the library; legal documentation for special districts and performance reviews; and developing careers and objectives and keeping them alive through the year.

Mr. Walker said what has been an important priority for us informally Sara Rose has now formalized. When someone comes to the library, the idea is to create opportunities for them to continue to grow into a career, and this provides a path with educational assistance and to insure people stay updated.

### **B. Strategic Planning**

Mr. Quintana said plans are underway to conduct two planning retreats with library stakeholders, including library employees, Trustees, Friends Directors, and Foundation Directors in order to review long-range planning data and strategic priorities. Board members are invited to attend either Monday, May 4 from 2:00-4:00 p.m. or Friday, May 8 from 8:00-10:00 a.m. in the Ryals Room.

Ms. Koehler extended a brief verbal invitation to attend one of these sessions when they will use those two hours to work intensively with colleagues to have a vision session using information from the surveys, focus groups and data to build strategically.

Mr. Quintana thanked Ms. Koehler for her work. Mr. Walker said as we start down this path at this moment, we have an opportunity to reset. It marks the end of the plan made several years ago, and now we are trying to look at what is next. The interesting thing about this is that public libraries, as an institution, are in a mode of reset that has to do with the ways information is distributed. We are not alone in that arena, and this is an interesting strategic planning time.

Dr. Mancha asked if there are differences in the two sessions, and Ms. Koehler responded that they will be the same, and two sessions were provided only to limit the size of the group so there would be an opportunity for everyone to participate. Ms. Koehler encouraged Board members to let the Board Secretary know which session they prefer to attend.

### **C. Greenhorn Valley Library Exterior Sign**

Mr. Quintana said an update report would be provided regarding progress on external sign considerations for the Greenhorn Valley Library.

Mr. Walker said the Board has discussed adding a sign on the highway, and the Department of Transportation is working to provide a highway directional sign with the standard library logo. In addition, there was discussion of having another sign on the library building and the costs involved.

Mr. Walker said the Department of Planning has approved the library to have three sign faces, and those are currently over the porch of the library and on a two-faced sign at the edge of the parking lot. To get beyond three signs, there will be additional costs involved, and we will have to reopen that to get approval for additional signage. An alternative would be to remove one side of the sign facing the park. Mr. Walker then distributed the proposed signage to be added to the back of the library facing the highway.

Board members all responded positively to the proposed signage. Mr. Walker said the sign company will provide a price, and the library will continue to pursue this process. There was brief discussion of what will happen with the sign being removed, and Mr. Walker expects it will be kept in storage in case it is needed to replace the other side and will be replaced with a blank panel.

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### **D. Update on Urban Renewal Reform Legislation**

Mr. Walker distributed two documents prepared by the Colorado Municipal League urging a no vote on the legislation, a document from the Special District Association urging a yes vote, and a copy of the proposed legislation.

Mr. Walker said this has moved forward in the legislature and seems to be coming in under the radar. The bill is commonly known as the Urban Redevelopment Fairness Act. It addresses who participates and has a say in diverting revenues from one entity to another. To this point, the City Council has complete authority in the end, regardless of voters' action to fund libraries or schools. It tries to take the Urban Renewal Authority Commission and put other players at the table by making them commissioners. Since the library is separate from a special district, it is not clear how it will affect libraries. It more clearly states that Urban Renewal Authorities must provide an impact statement to all affected entities and issue a document discussing the impact to the library district.

Mr. Gradisar noted that it also expands the timeframe to 90 days before the plan is submitted. Mr. Walker said there is language that provides that all funds not previously rebated must be returned to each taxing body. They are trying to make it clear that if the money does not go to some specific expenditure, it will go back to the taxing entity. Importantly, there is a negotiation clause that provides that each of the affected entities would have a seat at the table at any negotiation. If the negotiations fail, the property tax increment cannot exceed the sales tax percentage. Mr. Walker believes this is the piece that municipalities will object to.

There was additional discussion that this bill is on the fast track, and there were concerns expressed about management fees and whether the Governor would sign the legislation. Board members who are so inclined should contact their representative, although no area representatives are on the House Finance Committee.

Mr. Gradisar said apparently the Urban Renewal Authority had a meeting today, and the topic of TIF sharing came up and that the city should take a more active role in agreements. Urban Renewal has been waiting in case the city decided to become more involved.

Dr. Mancha thanked Mr. Walker for keeping the Board up on this, and Mr. Walker thanked Ms. Bregar and Ms. Pickman for bringing these to his attention.

### **E. Lucero Library North Property Line**

Mr. Quintana said Mr. Gradisar, PCCLD attorney, had previously reported to the Trustees on complications with ownership of the northern property line at the Lucero Library site and would provide an update report.

Mr. Gradisar announced he received the deed back from Safeway. Safeway has deeded the entire alley to the library. The Assessor's Office has not yet recorded it, but he had sent the deed to the library. It was noted that this was faster than they had dreamed possible.

Mr. Walker said he had not heard back from Safeway about whether they would sell additional land to the library.

## **IV. ADJOURNMENT**

Mr. Quintana reminded Trustees that the Regular Board meeting will be held beginning at 5:30 p.m. on Thursday, April 23, in the Ryals Room at the Rawlings Library. There will be an Employee Recognition Event beginning at 5:00 p.m.

There being no further discussion, the Work Session adjourned at 3:57 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary