

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

**April 9, 2013**

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

Ms. Bregar called the meeting to order at 3:00 p.m.

Board Members Present: Marlene Bregar, President; Fredrick Quintana, Vice President; Lyndell Gairaud; Roy Miltner; Jim Stuart

Board Member Absent: Philip Mancha

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer, Todd Smith, Help Desk Specialist; others not recorded

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

Mr. Walker said he would like to add an item III.E. to discuss the East Side Library schematic design.

**III. DISCUSSION ITEMS**

**A. Extension of Closing Agreement for Greenhorn Valley Library Site**

Ms. Bregar said the library has an agreement to procure property from the Colorado City Metropolitan District. The parties previously agreed to extend the closing until April 24, 2013. The recommendation is for the Board to extend the closing until May 24, 2013.

Mr. Gradisar said the library had planned to close by mid-April, but the final plat has not been recorded for the subdivision exemption. Mr. Gradisar said Colorado City has been waiting for the final design of the driveway so they can prepare the easement and incorporate it into the plat, but he received word today that they now have the design. Mr. Gradisar explained that the deed will reference the final plat. *(Mr. Miltner arrived at this point.)*

Mr. Gradisar expects to be able to close on May 14, which is a regular meeting of the Colorado City Metropolitan District. Mr. Gradisar does not expect any further complications, and it is on track. In May, the commissioners will have a final review of the Special Use Permit which has been approved by the Pueblo County Planning Commission. They approved the Subdivision Exemption, but the documents need to be recorded before that can go forward. Then we will be ready to break ground.

Mr. Walker added that Mr. Gradisar has an Extension Agreement extending the date to May 24, and that is something the Board will be asked to take action on at the April meeting.

Mr. Stuart asked if the extension will provide enough time or if the extension should be moved out further. Mr. Gradisar said the only other thing they need at this point is the access permit from the Department of Transportation which is pro forma, but that deadline is coming up, and it should be in place. Mr. Gradisar said the remaining conditions with respect to ground and drainage have been satisfied, and as soon as the plat is in place and they have the access permit from the Department of Transportation, they should be able to close by May 14 or May 24.

The Board asked to include the action on the April meeting agenda.

**B. Posting Notice of Public Meetings**

Ms. Bregar said the Trustees have been advised to establish annually designated places for posting notice of their public meetings. The library district traditionally posts notices of public meetings on its website and on the community bulletin boards at its various library locations.

Ms. Bregar asked if there are other places where it is necessary to post the notices, or if the Board just needs to adopt the current posting place. Mr. Walker said it has been recommended that the

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Board adopt that on an annual basis which came to light at the last Board meeting. Currently, Board meeting notices are posted on the community bulletin boards and on the website. Public notices of the regular meetings are also sent to the City and County as well as to the Pueblo Chieftain electronically, but the Board just needs to formalize what is already being done.

Mr. Gradisar suggested that it be adopted each year at the Board's annual meeting.

Mr. Stuart asked if there are other places where the public notices could be posted, such as in the neighborhoods where the new libraries will be built. Mr. Gradisar said there is not a legal need. Ms. Gairaud asked if the public notices could be posted at the satellite libraries, which led to a discussion about that possibility. There was additional discussion regarding the legal requirements and the desire to make sure people in the communities where the new libraries will be built also have access to the information. Mr. Walker said efforts are underway to make sure those communities have information about the new libraries as well as the Libraries for Life fundraising campaign. It was suggested that Mr. Walker check with the Outreach Manager to find out whether the schools with satellite libraries have an appropriate location to post public notices of the Library Board meetings, and that can be discussed at the next Work Session.

Mr. Gradisar will prepare a Resolution for the Board of Trustees to adopt at the April Board Meeting.

### **C. Board Appointment Process**

Ms. Bregar said representatives of City Council and the County Commission have expressed interest in revising the Board appointment process. This is an opportunity for the Trustees to review the current process.

Mr. Walker said Mr. Quintana, Mr. Stuart and Ms. Gairaud recently attended an interview to fill the Library Board vacancy conducted by representatives from City Council and the County Commission. Mr. Walker described the process which has been in practice over the past several years which allows an opportunity for the Library Board to have input. Changing the process has been discussed with elected officials.

There was a lengthy discussion on how the Board of Trustees might be able to participate in formalizing their advisory role in the process.

Mr. Gradisar was asked to look into the current process and find out how that process was established. Mr. Gradisar agreed to bring that back to the Board at the next Work Session. No further action was required at this time.

### **D. Report from Board Audit Committee**

Ms. Bregar said a report would be provided by the members of the Board Audit Committee consisting of Marlene Bregar, Phil Mancha and Roy Miltner, who met with representatives from the library's financial auditing firm, Swanhorst and Company, on March 26.

Ms. Bregar provided the report, and invited Mr. Miltner to add comments as needed. The Audit Committee met with three people from the auditing firm. They were very complimentary about what Ms. Brogan provides and how things were ready for them. The auditors commented on how very pleased they were that the library has an audit committee since many entities do not. The auditors felt it was positive to be able to address any questions and communicate how things were going.

The Audit Committee had questions about what the auditors look for, whether they are looking for things that have gone wrong or misappropriations. Ms. Swanhorst did a nice job of explaining that they look at the controls that are in place to see if the controls will prevent mishandling of funds. If they do see something that could be a red flag, the auditors will make recommendations, and they discussed some of the recommendations made in the past that had since been implemented and others in the process of being implemented. She also talked about the IT audit where they look at the IT system and security. Ms. Brogan added that this year's IT audit focused on credit card compliance and security of the new equipment.

Ms. Bregar said they also discussed adding three new libraries to the network, and the auditors were confident that would be a smooth process.

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Ms. Bregar said the Board needs to be aware the library has sent out the RFP (Request for Proposal) to rebid auditing services. The library is not under any obligation to change auditors if the same firm comes back with the lowest and best bid, but the Board adopted a policy of rebidding audit services every five years. The RFP needs to be done this spring because the auditors' calendars fill up quickly. The library sent out ten RFPs which are due back in early May, and a decision is expected by the end of May.

Ms. Bregar said the Audit Report will be presented to the Board in May or June. Mr. Miltner added that the auditors commented on the CAFR (Comprehensive Annual Financial Report) that Ms. Bregar prepares and how it makes their work easier having all that information in one place.

### **E. Update on the East Side Library Schematics**

Mr. Walker distributed several copies of the Libraries for Life campaign brochure which includes information about the new libraries being planned and donation and naming opportunities. Mr. Walker encouraged Board members to share these with anyone who is not aware of the project or the fundraising campaign.

Mr. Miltner asked if there had been any naming opportunities claimed, and Mr. Walker said some study nooks have been spoken for, but a lot of naming opportunities are left. Amber Pepin provided a document showing that about half a million dollars had been raised or pledged from various contributors, but there is more work to be done.

Mr. Walker showed the plans for the East Side Library that had been shared with the community using gabled roof lines which the architect picked up from a recent architectural history of the East Side. Mr. Walker said during the community meeting, they received a lot of feedback from the community that they would like a more urban design. The architect has prepared a preliminary new design, with the gabled roof changed to a flat roof, but continuing to reference the past with the use of brick. There was discussion about the use of brick, stucco or other siding, and Mr. Walker said brick is more expensive due to the labor required to install it. Mr. Walker emphasized that the colors shown and siding materials had not yet been considered and suggested the Board focus on the form of the design.

Ms. Gairaud confirmed that the footprint and interior floor plan will remain the same, and the design change is primarily with the roof line. Mr. Walker said the facades are still being explored. Ms. Gairaud asked if the change to the roof line will continue to allow daylight into the library, and Mr. Walker explained how the architects were able to work that out. Mr. Miltner said the new design blends better with the area, and it also does a better job of incorporating the idea of having different exteriors for each community.

Ms. Bregar asked if the new design will change the costs and asked about the possible difference in maintenance costs for a flat roof. Mr. Walker said he had consulted with H.W. Houston to discuss the cost differences, and their response was that the cost difference would be negligible with the caveat that it would depend on the drainage design. The architect said that the drainage design is not one that will add substantial cost. Mr. Walker said the cost is important because we are trying to figure out ways to save money. In terms of how some of the facades and finishes are selected, the costs will be a factor, but that was also true with the previous design. It is a ratio of costs, and those are still being studied. Mr. Walker said the bid may have some choices, i.e., varying the amount of brick, so they will be looking at all the design costs, even at the point of bidding.

Mr. Walker said he did not yet have a final answer with respect to maintenance, but Jim Bershof assured him the roof will have sufficient angle for it to drain properly. They will continue to study that. Mr. Miltner said it is also important due to the potential for hail damage in this area.

Mr. Walker said he wanted to introduce this design change to the Board, and one of the next steps will be to bring the new design back to the East Side community as well as to City Planning. Mr. Walker said they will explore the new designs with the community to see if it meets their expectations. It does form a more urban design and is probably a better fit for that neighborhood.

There was additional discussion comparing it with the designs of the new housing for veterans at 4<sup>th</sup> Street and Hudson, the school, and nearby Safeway store. It was noted that the new design

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distinguishes the library from the houses and gives it a more specific presence. Mr. Walker pointed out one of the advantages of the higher-pitched roof is that the building stands out more, and the flat roof is not as visible.

Mr. Walker said if there were no objections from the Board, they will go forward because it cannot be delayed long.

Mr. Quintana asked how the St. Charles Mesa concept had been received, and Mr. Walker responded that he had not received any negative feedback.

Ms. Bregar mentioned how the windows will have an impact, and Mr. Walker said those details were still being worked out. Mr. Walker said the library had found AMH equipment which will allow the architects to decrease the size of that room to allow more space for the lobby and perhaps more glass in front of the building to give visitors more views into and out of the building.

After additional discussion, there was consensus that the library will continue to work down the path with the new designs for the East Side Library with the neighborhood and City Planning.

### **F. Other**

Mr. Walker reminded Board members that there will be an event on Saturday, April 13 at Craver Middle School at 9:00 a.m. About 60 people attended the event at Rawlings, and Ms. Bregar said Midori Clark did a great job of crafting that presentation. Mr. Walker added that people did contribute, and the event at Craver will be a similar presentation. Mr. Walker encouraged Board members to attend and bring their friends to the event.

### **IV. ADJOURNMENT**

Ms. Bregar reminded Board members that the Regular Board meeting will be held on Thursday, April 18, 2013 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition event at 5:00 p.m., and Board members were encouraged to arrive early for that event.

There being no further discussion, the Work Session adjourned at 4:06 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary