

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

August 19, 2014

I. CALL TO ORDER AND ROLL CALL

Ms. Bregar, President, called the meeting to order at 3:02 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

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

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Charles Hutchins, Information Technology Director; Michael Cox, Public Services Manager; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None.

III. DISCUSSION ITEMS

A. Library Namings

Ms. Bregar said the Trustees authorized several namings at the new libraries at their meeting in July and will consider additional naming opportunities at the new libraries at this work session.

Mr. Walker announced that the library fundraising events held at the new libraries were very successful, and Mr. Stuart will probably provide a full report at the regular meeting. Mr. Walker said he was very pleased with the response from the community and the great turnout. Mr. Walker said they are beginning to nail down grand opening dates and should be ready to announce the dates in September.

Mr. Walker displayed latest photographs of the new libraries to show the progress.

Mr. Walker distributed a list of namings previously approved by the Board for each of the new libraries. *(It was noted that the Patrick Arnold Lucero naming had been approved May 22, 2014.)* Most of the namings have been approved by the Board, but there are a few more to be brought to the Board in the September or October time frame.

Mr. Walker distributed a letter from Tom and Anna Marie Giodone for the Board's consideration and discussion. Mr. Walker pointed out that there had been an agreement as part of the property sold which stated that the buyers would be giving the right to recommend a name unless another donor was identified by July 1. The Giodones are nominating the name "Tom L. and Anna Marie Giodone Library."

Mr. Walker also provided an update on discussions held with Jean Carlo-Erickson and Jan Pullin to recognize their donation to that project. There is a history wall that will be a prominent part of the lobby, and we talked about doing something similar in the community meeting room to recognize the Carlo Family to be presented on a wall. The designer of the history wall will carry that theme to show the history as well as provide recognition for the family. Mr. Walker believes there is enthusiasm for that. They had a meeting and will have another meeting next week, and he will share some of the preliminary design.

Mr. Walker said if the Board is inclined, his recommendation is that the Board take action to name the St. Charles Mesa Library the "Tom and Anna Marie Giodone Library" at the next meeting.

Ms. Bregar asked if there is something the Board needs to do on naming the Greenhorn Valley Library. Mr. Walker noted that there are no agreements with respect to the naming of the Greenhorn Valley Library, and his recommendation that it be named the "Greenhorn Valley Library." The name seems to be well accepted in that part of the community and includes Rye. This will be the time to take that action as well. Mr. Stuart noted that if a donor stepped forward with a

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\$150,000 contribution, the name could be changed. There was additional discussion of use of the name Greenhorn Valley for the newspaper as well as the local chamber.

It was agreed that those two naming opportunities should be added to the August meeting agenda.

B. Hours of Service

Ms. Bregar said the Trustees will review hours of operations recommendations for the new libraries.

Mr. Walker invited Michael Cox to present on this. Mr. Walker said this is an important consideration for the Board to take action, although it is not mandatory to take action immediately, the Board should be prepared to take action by September. Mr. Walker said this can be a starting discussion in which the Board may share its ideas.

Mr. Miltner suggested that the hours need to be decided to determine the staffing budget. Mr. Walker agreed staffing is a key part of the budget to operate the new facilities.

Mr. Cox explained that they have determined that the new libraries will each require 4.5 full-time equivalent (FTE) employees. Mr. Cox is suggesting that the new libraries be open 52 hours per week. The Beulah and Avondale satellites will continue to operate 8 hours per week, and Books a la Cart will be overseen by the Lucero Library. Each library will have a full-time (40 hours per week) Managing Librarian, a part-time (20 hours per week) Branch Librarian, a full-time Library Specialist, two part-time Customer Service Representatives, and two part-time Materials Handling Technicians.

In determining the hours of operation, they calculated the percentage of time devoted to public service tasks. The Managing Librarian is expected to devote 50%; the Branch Librarian, Library Specialist and Customer Service Representatives are expected to devote 80%; and Materials Handling Technicians will devote 25% of their time interacting directly with customers. Mr. Cox reviewed the calculations showing that opening 52 hours per week will put them right in that ball park.

Mr. Cox then reviewed some of the options considered and reminded the Board that they also have to continue to consider the hours needed for the Beulah and Avondale Satellite Libraries and the Books a la Cart program. The Beulah Satellite will operate on Wednesdays from 2-6 pm and Fridays from 8 am to 12 noon. Avondale will operate on Wednesdays from 3-7 pm and Fridays from 8 am to 12 noon. The recommendation is to open the new libraries Monday through Thursday from 10 am to 7 pm and on Fridays and Saturdays from 10 am to 6 pm.

There was significant discussion whether 10 am to 7 pm would be adequate, particularly with working families. It was noted that different libraries may require different hours of service, but the hours could be adjusted or expanded in the future, and the importance of gathering community input was emphasized. It was also pointed out that the libraries had been designed to accommodate meetings after library hours, so a group could exit the building after hours without creating a security risk.

Mr. Miltner asked about other personnel, like janitors or security guards. Mr. Walker said those will be separate and come under contract services. Those hours will be in addition to what Mr. Cox has shown.

Mr. Quintana said as long as this is a plan that can be adjusted later, he is fine with the hours presented. Mr. Stuart said Avondale use may change when the Mesa Library opens. Ms. Bregar said part of the issue with Avondale is a large population that is not very mobile, and families walk over to the school to get books. Ms. Bregar concluded that it is exciting to have this issue to talk about.

Mr. Cox pointed out that at the Mesa and East Side Libraries will have a full-time librarian splitting their time between Mesa and Barkman and East Side and Lamb. The library is trying to fill a position at the Greenhorn Valley for a part-time librarian. A lot of movement is expected with respect to staffing, and they will talk more about that as they prepare to open the new libraries.

It was agreed the hours of service should be added to the Board meeting agenda.

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C. Surplus Computers

Ms. Bregar said the Trustees will review a recommendation to dispose of approximately 100 surplus desktop computers to a recycling firm.

Mr. Walker invited Charles Hutchins to discuss this. A Disposal of Property Request was distributed for approximately 100 old public PCs and additional e-Waste. Mr. Hutchins said earlier this year the library replaced computers, and the old computers are more than seven years old and are stacked up in the basement. Mr. Hutchins said a law was passed that it is illegal to dispose of computers in the trash. Mr. Hutchins reviewed several vendors being considered. Some will take e-Waste charging by the pound, and he explained some recyclers will extract precious metals from computers to resell and will not charge for monitors and printers (which have limited scrap value) if computers are also recycled.

Mr. Hutchins said he has not yet finalized the recycler to use, and he continues to try to figure out the best option. Forerunner Recyclers will come pick up the e-Waste and will even help inventory. There are a few other companies charging per pound. Some recyclers promote the fact that they will wipe the hard drive, but because data is kept on a server, that is not really an advantage for the library. There is a company that will pay a per-pound rate, but will not pick up, so library staff would have to load and deliver, so it may not be worth the staff time. As of right now, he is leaning toward using Forerunner and is estimating disposal of 100 computers and 50-75 monitors. Mr. Miltner noticed that every computer does not necessarily have a printer. Mr. Hutchins said the printers are even older, and the library has moved to a centralized printing environment.

Mr. Hutchins reiterated that they are still finalizing this, and he expects to have better numbers in time for the Board meeting next week. All Green out of Denver has been the most eager to get our equipment, and they will pick up.

Board members discussed the fact that it may not cost the library anything, and asked about whether any of the recycling vendors are local. Mr. Hutchins said he always tries to use local vendors whenever possible.

The Board indicated that the surplus computers should be added to the agenda for the next meeting.

D. 2014 Annual Plan Update

Ms. Bregar said a mid-year update report on the 2014 Annual Plan will be presented to the Trustees.

Mr. Walker distributed the 2014 Annual Plan Update as of July 1. Mr. Walker highlighted several items in the Annual Plan.

Item II, Centralized programming, is proceeding well. The library just completed the Summer Reading program with record participation, and Janina Goodwin will report on that next month. The library is planning programming on a centralized basis with input from the different branches. They are working in the same way on adult programming.

Item III, Complete the enhancement of the Rawlings Library second floor, is completed as is staff training and implementation of the facilitated customer service model. They are starting to evaluate the change.

Item IX, Establish a work culture of accountability. Staff have completed three of four day-long workshops for all employees and doing follow-up with discussions on different elements of what is presented in these trainings.

Item XIII, Pay for Performance with SMART goals. We have reviewed and revised SMART goals that were drafted, and final goals will be distributed this month, and training will be provided in the third quarter. We are in transition in terms of starting to move into a different type of pay plan. Mr. Miltner asked if there had been feedback from employees. Mr. Walker said it has not developed enough yet, but there has been a lot of work on SMART goals, and he expects to start getting

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feedback. There has been a lot of talk with staff, but the pay increases this year have been based on the old plan, so it is a little early to get feedback from employees.

Item XIV, new staffing model, Mr. Cox will provide a full presentation on the facilitated customer service model and how it will dovetail with staffing new libraries. Staff know they will be in new places, and that is in full process now and will become real when the new libraries open.

On pages 8-9, open new libraries, the Board is well updated. We are right on track in terms of the project. We have a couple of expenses for landscaping on the added alleyway, and we have run into a few other costs that were not expected.

Item XXI, Plan for services in Pueblo County by updating the Strategic Plan. We are coming to end of an era, and it is time to take that next broad look. We just started to pay attention to this more carefully and expect to get started as we get the new libraries open. Mr. Miltner asked if the Strategic Plan is always a five-year block. Mr. Walker said five years is appropriate, as we get further out it gets fuzzier. We have had pretty good success, and it gives us direction and vision for where we want to go. Not much progress has been made, but he expects more.

Item XXII, Public Use Computers, have been replaced, and we are now getting ready to dispose of the old computers.

Item XXV, Update the InfoZone Theater audio-visual technology and update other meeting room technology. Mr. Walker said the Ryals Room was upgraded, and equipment for Barkman and Bret Kelly A has been ordered. The InfoZone is looking at doing a more cinematic screen. For a free public theater, it is going to be really nice. We have had some nice grants from the Rawlings Foundation to support that, and that will happen toward the fourth quarter after the new libraries are completed.

Mr. Walker said the Annual Plan is going really well overall.

Mr. Stuart asked about the acceptance of the Maker Space; he has not noticed it in use much. Mr. Walker said it is being used, but not all the time. There have been some targeted groups, such as the Origami Club, and the librarians are trying to schedule more programming in there. In some respects, it is being used as another meeting space.

IV. ADJOURNMENT

Prior to adjournment, Ms. Bregar reminded Trustees that the Regular Board meeting will be on Thursday, August 28, 2014 at 5:30 p.m. at Colorado City Metro District located at 4497 Bent Brothers Boulevard in Colorado City.

There was discussion of meeting at 4:30 p.m. at the construction site to tour the new library. The Board Secretary was asked to send an email polling Board members to see who would be interested and available.

There being no further discussion, the Work Session adjourned at 4:19 p.m.

Respectfully submitted,

Jane Carlsen
Secretary