

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

**February 17, 2015**

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

Mr. Bregar, 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; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Roy Miltner; Jim Stuart

Board Members Absent: Donna Pickman, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Charles Hutchins, Information Technology Director; Maria Tucker, Special Collections & Museum Services Manager; Todd Smith, Help Desk Specialist; others not recorded

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA** None

**III. DISCUSSION ITEMS**

**A. InfoZone Theater Upgrade**

Mr. Quintana said the 2015 PCCLD Annual Plan and Budget includes provisions to upgrade the InfoZone Theater. A team of staff has been working on the project, and an RFP for new audio-visual equipment has been issued. Charles Hutchins, Information Technology Director, presented recommendations for consideration.

Mr. Hutchins said part of the Annual Plan was to upgrade the InfoZone audio-visual equipment which is about a decade old. An RFP was released on January 16, and on-site visits were held on January 30 with three bidders attending. Proposals were due on February 11. Six known bidders were aware of the RFP, and three bidders responded, two who had attended the on-site visit.

Mr. Hutchins reviewed the vendors responding to the bid. Although one of the bids was not submitted properly, it was still included in the evaluation since there were only three to evaluate. Each of the bidders met the presentation system requirements, and there were variations on the equipment proposed for the replacement theater, with Maximus Controls being the only vendor to bid a true 4K Receiver. All three bid on Crestron Controls systems. The theater screen will be replaced with a 270" wide screen, and the Sony projector represents a big part of the cost. Mr. Hutchins described the differences in the equipment in use now and the upgrades. Speakers will be part of the replacement. The difference really occurred in the labor costs which is where Maximus Controls beat the other vendors. The overall cost bid by Maximus Controls was \$54,365, and was the lowest.

Mr. Hutchins said the RFP also requested bids on optional add-ons, such as a vertical shades for the tall window, automatic curtains in front of the screen, lighting controls, and touch screen. The cost of the add-ons from Maximus Controls was \$14,815.

Mr. Hutchins recommended that the Board select the low bidder, Maximus Controls, at a cost not to exceed \$69,180. Mr. Hutchins expects the work to be completed in April so it will be ready in time for the Summer Reading Program.

Board members discussed the current usage of the InfoZone theater, lighting levels, maintenance contracts and potential repairs and reasons one bidder did not submit a bid on the optional add-ons. Mr. Hutchins said another part of the project will involve having a stage built, using carpet squares in the theater and flat-black laminate on the stage flooring, and they may replace the incandescent lighting with low-watt LED bulbs, but they are still exploring that.

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Mr. Walker said this project will exceed \$25,000 and would require Board consideration. It was agreed this should be added to the February meeting agenda, and Mr. Quintana thanked Mr. Hutchins for the work put into this. Mr. Walker said Mr. Hutchins volunteered to do the additional work required for the library to act as its own contractor for the project which will result in some savings.

### **B. Pueblo Library Foundation Board of Directors**

Mr. Quintana said Joyce Vigil had completed her term as a member of the Pueblo Library Foundation Board of Directors effective December 31, 2014. Ms. Vigil is eligible for reappointment.

Mr. Walker indicated that Joyce Vigil is willing to serve another term. The Board agreed to add the reappointment to the February meeting agenda.

### **C. Urban Renewal**

Mr. Quintana said an update report on the Pueblo Urban Renewal Authority condition's survey on the west side of the City of Pueblo would be provided.

Mr. Walker received a phone call from Beth Gladney, and played the message for the Board. The message provided her contact information, and she was calling to let him know the Urban Renewal Authority (URA) had approved a condition's study on the west side of town which starts the 30-day study period. She also indicated that URA would be reaching out to the taxing entities for a meeting perhaps at the Convention Center to discuss the impact it may have on the taxing entities. She concluded by asking him to call with any questions, otherwise he would be hearing back from them to set up a meeting.

Mr. Gradisar said the City of Pueblo and URA will be commissioning a survey on blight conditions on the west side which will include the Hyde Park area.

There was discussion of the area covered and whether it extends to the river, and Mr. Gradisar said he does not believe it has been drawn yet. Mr. Gradisar said Doug Piersel indicated the City wanted the project to include putting a bridge into downtown on 11<sup>th</sup> Street. The area is also near Dolores Huerta, and there was a concern expressed that the property owners want this done to use some of the industrial buildings out there for marijuana, which the School Board ought to know about. Mr. Gradisar was not sure exactly how or if they anticipate using the buildings for marijuana.

Mr. Gradisar said they had asked URA to put in writing what they would be willing to do, and URA indicated they wanted to wait until after their Board elections were held to let us know. The elections were held and the same officers and members remain in place, so hopefully they will hear from the URA in the near future, and the global template will be completed for this effort. Mr. Gradisar expects the City's attitude on the shared revenue will be that they need it all to pay for the bridge.

There was additional discussion on how marijuana, whether wholesale or retail, might change the dynamics with respect to taxes and the potential for returning some of the proceeds to the nonprofits. The library would only benefit from increases in property tax revenue; however, that would first go to TIF (tax increment financing), but there would be no benefit on revenue from marijuana sales.

Dr. Mancha said he would be interested in knowing what the zone and proposed district will look like, and it is important for residents in that area to know their taxes will be going up. Mr. Walker said he would call Beth Gladney and pose that question in advance of the meeting.

Mr. Walker said there are a few things for the board to be ready for. First, public sentiment may be on our side. In terms of our influence over the City or what the URA does, the City has in the past created a urban renewal area and taken all the property tax generated to develop that area and exempted the city from its portion of the TIF. Mr. Walker said he will contact Beth Gladney to ask about the boundaries and find out when the meeting might be taking place.

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Mr. Quintana said there is no further discussion needed at this time, and he encouraged Board members to keep their ears open, be ready with questions, and as many Board members as possible should try to attend the meeting to find out what the URA plans are.

### **D. Executive Director Evaluation**

Mr. Quintana said Board members completed the Executive Director Evaluation form which has been compiled into an evaluation document. The evaluation will be presented to the Executive Director at the February Board meeting.

Ms. Bregar reviewed what usually takes place, and Mr. Quintana distributed the compiled evaluation to Board members to review prior to the meeting. Mr. Quintana will make sure Mr. Walker has an opportunity to review the document prior to the meeting and will make an appointment to review it with him prior to the meeting.

Mr. Walker will meet with the Board in Executive Session at the February meeting, the Board may continue to meet in Executive Session to discuss any action to be taken, and the meeting would reconvene in public for the Board to take any necessary action with respect to salary.

Ms. Bregar suggested that what might be helpful for the Board to have available is the historical increases, and Mr. Quintana will work with Sara Rose to get that.

### **IV. ADJOURNMENT**

Mr. Quintana reminded Trustees that the Regular Board meeting will be held beginning at 5:30 p.m. on Thursday, February 26, at the YMCA Community Meeting Room A, down the hall from the Library @ the Y.

There being no further discussion, the Work Session adjourned at 3:45 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary