

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

January 17, 2017

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana, President, called the meeting to order at 3:05 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

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

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. Routine Items for January 26, 2017 Regular Board of Trustees Meeting

1. Election of Officers

Mr. Quintana said the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.

Mr. Quintana said currently Donna Pickman is the only candidate at this time for the office of President. Mr. Quintana said he is still looking for someone interested in serving as Vice President, and he encouraged anyone interested to let him know before the regular Board meeting. He noted that officers usually serve two years. The Election of Officers will be added to the January meeting agenda.

2. Selection of 2017 Board Meeting Dates, Times and Locations

Mr. Quintana said the Bylaws provide that "The date, hour and location of the meetings shall be set by the Board at its annual meeting." The Library Board will be asked to establish the dates, times and locations for the 2017 regular Board meetings and work sessions.

The Board had discussed the proposed meeting dates in October, and the Board Secretary had made some adjustments that were highlighted at the bottom of the page.

Dr. Mancha asked how the Staff Development Day Recognition will operate, and he was concerned about not being able to attend on either of those days. Mr. Walker said there are a number of things planned during the day, but at the beginning of the day, people will be together before breaking out into smaller groups throughout the building. Mr. Walker said the exact timing of the schedule is still being worked out, but it usually begins with breakfast about 8:00 a.m., and traditionally Mr. Walker will provide a state of the library presentation.

Mr. Walker noted that the Board Development Committee felt this would give all employees an opportunity to be recognized most conveniently. Mr. Quintana added that the committee also thought one of the nice things about doing it during Staff Development is employees would be recognized in front of their peers, not just in front of the Trustees. Mr. Walker said all employees are gathered for Staff Development Day.

Mr. Walker said he would send Trustees a copy of the Staff Development Day schedule as soon as it has been finalized, and Board members are welcome to attend as much of the day as they like.

It was agreed the 2017 Board Meeting Dates, Times and Locations should be added to the January meeting agenda.

WORK SESSION MINUTES

January 17, 2017 — 2 of 5

3. Affirmation of Ethics Statement

Mr. Quintana said the Trustees approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually.

Board members were asked to sign and return the Affirmation of Ethics Statement to the Board Secretary.

4. Committee Appointments

Mr. Quintana said at the July 14, 2016 Work Session, the Board President recommended adding Committee Appointments as an annual meeting agenda item. Current committees include Audit, Board Development and Legislative & Government.

Mr. Walker provided "Article V – Committees" from the Board of Trustees Bylaws and a list of current members of each committee for the Board's review. The Board packet included Committee Guidelines which included information on standing committees.

Mr. Quintana encouraged Trustees to let him know if they are interested in serving on a different committee or if they would like to continue to serve on their current committee before the next meeting so committee appointments can be made. It was also pointed out that the Committee Guidelines provide that one of the members of the Legislative & Government Committee should be the President, and the Board Development Committee should be chaired by the Vice President. This will be added to the January meeting agenda.

B. AMH Maintenance and Support

Mr. Quintana said the library district has budgeted maintenance costs for the AMH (Automated Materials Handling) equipment operating at the Rawlings, Pueblo West, Lamb, and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the invoice exceeds \$25,000.

Mr. Walker referred to the RFID Library Solutions, Inc. invoice provided in the Board packet and said the library had entered into a contract for six years of AMH maintenance, with the first year part of the purchase price. This is still part of that five-year contract agreement which is annually renewable.

There was discussion that the AMH equipment has worked very well and saves the library a lot of time; processing 2.5 million circulations last year. The equipment checks in material and sorts it for shelving. Mr. Walker said the contract includes check-ups, updates and repairs, and the equipment has been reliable.

Ms. Bregar pointed out the invoice shows the term from Jan. 1, 2016 – Dec 31, 2016, which should show 2017 dates, and Mr. Walker agreed to make that correction.

Ms. Bregar understands that if there is a problem that cannot be solved by telephone, they will send someone out, and Mr. Walker responded it happens occasionally. Mr. Walker said it is a fairly small company, and one of the questions when making the selection was whether the company would be in business for the duration of the equipment. Pikes Peak Library purchased from the same company after PCCLD's experience. Mr. Walker said there had been occasions when Facilities staff were used to make repairs, and the library billed them back in those instances. Mr. Walker said the software is very sophisticated but has worked very well.

Mr. Walker recommended the Board approve the invoice, and it was agreed this should be added to the January meeting agenda.

C. Board of Trustees Assessment

Mr. Quintana said the Board of Trustees were asked to complete a self-assessment by January. The Board will discuss the results at the February Work Session.

Mr. Quintana said the preliminary results from the completed assessments were provided to the Trustees. There were three assessments that had not yet been received, and Mr. Quintana encouraged Board members to complete the Assessment prior to the February Work Session. The

WORK SESSION MINUTES

January 17, 2017 — 3 of 5

assessment is easily completed online, and the Board Secretary has emailed that link to all Trustees and will email it again as needed.

D. 2017 Property Disposal Request

Mr. Quintana said according to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment." The Board of Trustees will be asked to consider approval of a Disposal of Property Request for books and materials in 2017.

Mr. Walker invited Sherri Baca, Chief Financial Officer, to explain further. Ms. Baca said one of the duties of the Trustees is to maintain the fixed assets of the library, and the books and materials of the library in aggregate is a major fixed asset. Ms. Baca explained how books and materials are depreciated and accounted for annually. Every year the library adds material to the collection, and also weeds material from the collection, and Books Again is a great partner that receives discarded material. Ms. Baca said the Finance Office is getting ready for the 2016 Audit and will be pulling reports from the Sirsi system to more accurately account for the library's books and materials. Ms. Baca referred to page 27 of the 2015 Comprehensive Annual Financial Report (CAFR) which shows Library books and audio visual materials valued at \$7.1 million in the aggregate, so it is a large asset maintained by the library.

Ms. Baca said the Disposal of Property Request for 2017 provided in the Board packet gives the library approval to dispose of books and materials it is no longer using. Ms. Baca concluded by referring the Board to the CAFR for more information.

Ms. Gairaud pointed out the policy refers to surplus furniture, which brought to mind that she had seen a staff chair at Barkman that was in poor condition with foam exposed. She asked if there is a process for the manager to have the chair replaced. Ms. Baca responded that it is part of the budgeting process when managers may request replacement of specific items. Ms. Baca keeps an eye on the useful life of items, but the budget drives everything. Her experience had been that organizations need to replace amounts spent in order to adequately manage fixed assets, and it is definitely a concern for the library.

Mr. Walker said there is a repair budget in Facilities, and it is sometimes possible to reupholster chairs in disrepair so he will look into that. Ms. Gairaud emphasized that she would like staff to be comfortable in their workplace. It was agreed this was a good observation.

The 2017 Property Disposal Request will be added to the January meeting agenda.

E. Staff Recognition Event

A Board of Trustees recognition event is planned for Staff Development Day at 8:30 a.m. on Monday, February 20, at the Rawlings Library for the purpose of recognizing PCCLD employee achievement.

There had been some discussion of this with the 2017 Board Meeting Dates, and Mr. Quintana encouraged as many Trustees who can attend to be there because it is a pleasure to be able to interact with library staff and get to know them. Mr. Walker asked Trustees who plan to attend to let him know in advance, and he suggested Trustees arrive a few minutes early to get things organized.

The following Trustees indicated they will make plans to attend in February: Ms. Gairaud, Ms. Martinez, Ms. Pickman, and Mr. Stuart. Others will let the Board Secretary know if they are able to attend.

F. Pueblo Library Foundation Board of Directors

Mr. Quintana said the Trustees will discuss a recommendation to appoint Gala White and Lindsay Moore, respectively, to three-year terms as members of the Pueblo Library Foundation Board of Directors. Each is recommended for appointment by the Pueblo Library Foundation Board of

WORK SESSION MINUTES

January 17, 2017 — 4 of 5

Directors. All appointments to the Pueblo Library Foundation Board of Directors require the approval of the PCCLD Board of Trustees.

Mr. Walker corrected the spelling of Gala White from the spelling shown on the agenda. Mr. Stuart commented on the background of each of the nominees. Gala White and her husband, Ken, have been supporters since the library opened. Ms. White is an educator, and she and her husband are both dedicated to the library. Lindsay Moore has been an avid user of the library and is a retired pastor. Ms. Gairaud added that Ms. Moore has small children who take part in library programs, and her husband is the CEO at St. Mary Corwin.

Mr. Walker said both Ms. White and Ms. Moore have been very engaged and strong supporters of the library and would be an asset. They are both busy women willing to donate their time to the Foundation.

Mr. Walker said the Foundation Board met and voted to recommend these appointments to the Library Board of Trustees. It was agreed this should be added to the January meeting agenda.

G. Executive Director Evaluation

Mr. Quintana said the Board of Trustees agreed to complete the Executive Director evaluation, which is due by February 2017.

Sara Rose distributed the compiled evaluation to the Trustees with other supporting materials for the Board's review and explained the scoring out of a possible five points with a bar graph provided. Ms. Rose referred to the four narrative areas providing a summary of performance, strengths and achievements, discussion of gaps, and suggestions for professional development. Ms. Rose offered to respond to any questions. Ms. Rose also distributed a history of what had been awarded in pay, and she assumed the full increase would be provided.

Mr. Quintana said the Board should take action at the January meeting so the pay becomes effective February 1, and he suggested the addition of an Executive Session for the Executive Director's evaluation.

Because the documents relate to Mr. Walker's evaluation, Mr. Quintana asked Board members to review the documents provided and return them to Ms. Rose prior leaving the meeting. If Trustees need to make notes on the documents then add their initials, and the same documents will be returned to Board members at the January Board meeting.

Mr. Quintana said he would like to have time to review the evaluation with Mr. Walker prior to the Board meeting, and Mr. Walker made arrangements to meet at 5:30 p.m. on Tuesday, January 24.

Dr. Mancha asked how the percentage of increase had been determined, and Ms. Rose responded that it was in alignment with the organization. She noted that the majority of staff had earned the full 2.5% increase.

Dr. Mancha noted that he really appreciated having Mr. Walker's self-evaluation when completing this, and others agreed that it was helpful to have Mr. Walker's perspective.

IV. ADJOURNMENT

Mr. Quintana reminded Trustees that the Regular Board meeting would be held on Thursday, January 26 at 5:30 p.m. at the Rawlings Library.

Prior to adjourning, Ms. Martinez thanked the Board for the flowers sent following her surgery, and she commented on having been out of the loop during her recovery.

Ms. Martinez also distributed an invitation for Trustees to attend the Friends of the Library Volunteer Appreciation Luncheon on Tuesday, February 21 at 11:30 a.m. in the Ryals Room, and encouraged Board members to RSVP to her.

WORK SESSION MINUTES

January 17, 2017 — 5 of 5

Mr. Stuart commented that Books Again had a record month in December topping \$15,000. Books Again sold over \$4,000 in half-off gift certificates, and the half-off sale was up by \$1,000. They were only \$300 short of having a record year with sales of \$112,000. That is a lot of books, and the volunteers are the ones who make this happen. Ms. Martinez added the work is not necessarily clean or easy, but the volunteers do it with a happy heart.

There being no further discussion, the Work Session adjourned at 3:59 p.m.

Respectfully submitted,

Jane Carlsen
Secretary

DRAFT