

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

**July 17, 2018**

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

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

Board Members Present: Doreen Martinez, President; Fredrick Quintana, Vice President; Marlene Bregar (participating by phone); Lyndell Gairaud; Stephanie Garcia; Philip Mancha; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Charles Hutchins, Information Technology Director; Maria Tucker, Special Collections & Museum Services Manager; others not recorded

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

**III. DISCUSSION ITEMS**

**A. Digitization**

Ms. Martinez said Maria Tucker, Special Collections & Museum Services Manager, would present an update report on PCCLD archival curation and digitization programs.

Ms. Tucker said digitization is just one aspect of what they do, and it allows them to reach the public with the library's collection.

Ms. Tucker said the Digital Memory Lab is a project done in partnership with the Washington DC Public Library District with funding provided through a grant from the Institute of Museum and Library Services (IMLS). The Washington DC Public Library District put this program together and is heading the project since it was successful there. PCCLD was one of seven libraries in the United States selected for this grant, and the library is pleased to be part of this project which includes libraries from Los Angeles, Kentucky, and Houston among others. Blake Hatton, Digitization Coordinator, and Ms. Tucker attended a week-long training in Washington DC where they also visited the Library of Congress.

The Digital Memory Lab will be a do-it-yourself place where people can digitize family pictures. The library will provide equipment and training, but people will do the work. The lab can be reserved free of charge for 3-hour sessions, but it is not a digitization service. The lab will allow digitization of photographs, negatives, documents, slides, VHS and audio tapes depending on the type of equipment received. They are looking for good, workable VHS players, and have reached out to Rocky Mountain PBS. They will not be able to digitize film, but hope to be able to provide best practices to outsource films for digitization, and they may be able to digitize other obscure media formats such as floppy disks. They were trained on how to inspect for disintegrating or moldy material which could damage the equipment. The lab is expected to open in September. Orientations will be held several times per month and are required before using the Memory Lab. *(Ms. Gairaud arrived during this portion of the discussion.)*

The first program was held in June with ten participants, and a lot of people were ready to sign up because the community loves its family history. There will be more upcoming programs. A program scheduled tomorrow is "Your Digital Afterlife" which will get people to think about how they can preserve and provide for their digital materials after their passing. Ms. Tucker said the project provides the library with ready-made programming, and staff participate in monthly conference calls where they get a template to use here.

Dr. Mancha asked for details about tomorrow's program, and Ms. Tucker said it will be at 6:30 p.m. in the 3<sup>rd</sup> floor Training Room. Ms. Tucker said they will be repeating programs so people can be prepared and know how to save their files and follow best practices for saving their digitized material. It will be a great

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service for the community. Ms. Tucker said Blake Hatton will be in charge of orientation, and staff will be available to help other people learn, and the library might even be able to help other libraries in the state set up a similar lab.

Ms. Tucker commented that another thing Blake Hatton has been doing is using social media to promote the library's collection. She showed a photograph promoting *May the 4<sup>th</sup> be with you* at the library showing a line of people to see Star Wars in 1977 which got 132 shares and 41 comments. This has been a great way to share historic photos and interact with the community. Each week a schedule of photos to be posted is planned, and they hope to broaden this to Instagram. Ms. Garcia commented that she had been there in 1977.

Ms. Tucker concluded her portion of the presentation commenting on efforts to digitize additional material. Digitization is prioritized based on requests, items that are fragile, and items needed for library exhibits. Plans are made each month to determine items to be digitized.

Ms. Tucker then introduced Aaron Ramirez who was recently hired as the library's Archivist. Mr. Ramirez provided a brief background of his education and experience at the University of Texas at Tyler and is working to complete his MLIS online through the University of Wisconsin at Milwaukee.

Mr. Ramirez discussed the importance of finding aids which provide a bibliographic record of unique items to facilitate discovery and access to the library's digital materials. He is big on archival advocacy and helping people discover the unique items available and allow the collections to speak for themselves. Mr. Ramirez is using Archives Space which is a web based, open source program that allows people to look at our finding aids and help researchers find material available in our collection, and he listed libraries using the service including the New York Public Library among others. Mr. Ramirez demonstrated the material at <https://archives.pueblolibrary.org/>. The program allows the library to have physical control and put up our finding aids on the website using best practices and national standards to give researchers all over the country access to our collection. Mr. Ramirez accessed a letter from the Princess Yolanda Mutual Aid Society written in Italian, and a volunteer has transcribed some of these letters. Mr. Ramirez is working to bring ContentDM material to Archive Space to provide greater discoverability and access. Archive Space links to Rocky Mountain Online Archive consortium, and the library is well positioned to be part of that group.

Mr. Ramirez concluded that there are great collections here that are valuable, unique and deserve to be accessed, and this program will help patrons access them.

Ms. Martinez commented that she knows someone who will be excited to use this. Ms. Tucker said Archive Space will help in having one location for repository information. Mr. Ramirez has been working on this, and they will be able to add detail as it goes along.

Ms. Garcia recently had some material to be digitized and had to have it done in Denver, and Ms. Tucker acknowledged that they are excited to bring the Memory Lab to Pueblo.

### **B. Gallagher Amendment**

Ms. Martinez said Sherri Baca, Jon Walker and she would provide an update report on efforts to ameliorate negative consequences of the Gallagher Amendment on PCCLD revenue.

Mr. Walker showed a photograph of the group with Dennis Gallagher following their testimony to the members of the Alternatives to the Gallagher Amendment Interim Study Committee on July 13. Mr. Gallagher has a Pueblo connection and also testified. The Gallagher Amendment passed in 1982 which was followed by the TABOR Amendment in 1992. His testimony acknowledged there had been unintended consequences, when it passed they never imagined that the property tax rate would fall from 21% to 7%, and he agreed the Gallagher Amendment should be changed. Mr. Gallagher was very much a gentleman.

Mr. Walker encouraged Board members to explore the Gallagher Amendment study committee's website at: <https://leg.colorado.gov/committees/alternatives-gallagher-amendment-interim-study-committee/2018-regular-session>. Mr. Walker said the committee is taking this work very seriously. PCCLD provided testimony, and it looks like they will try to position themselves to have a referendum rather than try to legislate their way out of this. During each participant's testimony Senator Lois Court asked whether the

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presenter was willing to be in the trenches at the grass roots level, emphasizing the importance of communicating with the public to get them to vote for this.

Ms. Garcia asked if the legislature can vote to put it on the ballot. Mr. Walker said it would take a super majority to put a constitutional amendment on the ballot out of the legislature. At least some of those on the committee seemed to think the only way to fix it would be a referendum to address the Gallagher Amendment.

Mr. Walker distributed a memorandum stating the charge of the Alternatives to the Gallagher Amendment Interim Study Committee, and concluded it had been a very instructive day.

Ms. Martinez said she learned a lot. She had a general understanding, and it was interesting to see how much experience was on the panel. Senator Court seemed to be the go-to person. Ms. Martinez said the testimony expressed the urgency of taking care of the situation, even though some of the legislators seemed to need convincing. It is a complicated problem, and she hopes the committee will provide some direction for us on what our wording should be.

Ms. Baca said Ms. Martinez gave an amazing presentation. Ms. Baca said it was a little unnerving, but it was a great opportunity to be able to provide analysis of the residential property rate and its impact, but Ms. Martinez spoke from the heart. Representative Daneya Esgar was bragging on us, and she was a really good representative for PCCLD. Ms. Baca expressed concern whether action would be taken next year; as we near 2020 it may spell trouble for us. If no action is taken, it will put us a step closer to 2020, and she hopes they will be able to make something happen. This will impact a lot of people in the state.

Mr. Walker commented that a lot of the testimony was like his and Ms. Baca's providing analysis and data, but Ms. Martinez talked about the impact on people which is an important part of this.

Mr. Walker will keep the Board abreast of further developments. Fire Districts, Metro Districts, and counties are all raising their hands about this, so we are not alone. Mr. Walker said he would not be surprised to see it come down to an election.

Mr. Walker commented that Mr. Gallagher hearkens back to a time when politics were more civil. At the time this was passed, Mr. Gallagher was an advocate for residential property tax rates and concerned for senior citizens who could not afford their property taxes, but he did not anticipate TABOR.

### **C. Payment History Report**

Ms. Martinez said Sherri Baca, Chief Financial Officer, would present a proposed revised format for monthly payment history reports.

Ms. Baca distributed a packet, which she will email to Ms. Bregar, noting it is a housekeeping item as they revamp how the payment history is reported with electronic payments.

Ms. Baca reviewed the best practice information provided by the GFOA (Government Finance Officers Association) which advocates that governments move to electronic payment noting paper checks are more costly, with additional risk for fraud, requires additional handling and processing time, and are more difficult to track. Everything has been paper, and the Finance team is working to infuse technology and efficiencies. Ms. Baca reviewed each of the types of electronic payments. ACH (Automated Clearing House) is completely free with the new bank after the initial set-up fee. Wire transfers are used twice a year for the COP payments with funds transferred from CoTrust at no cost. Purchasing cards (P-cards) are now being done electronically. Electronic accounts payable allows governments to pay invoices electronically and offers some rebates on expenditures; there are five vendors who are ready to consider this to allow the district to replace paper checks and automate the process. Ms. Baca said the library does not have experience with stored value cards. Ms. Baca concluded that the library will be doing a lot more payments electronically, and she is working to make sure there are good electronic controls to prevent fraud. Ms. Baca noted that electronic payments are less vulnerable to fraud due to the speed at which money is transferred.

Ms. Baca referred to the next page similar to the Check Summary that is provided to the Board each month. She noted that the report shows checks in numerical order, with the electronic payments shown at the end which included a patron refund of meeting room fees, a number of employee reimbursements,

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and Cigna requires the payment to be made electronically. Ms. Baca said vendors could continue to be shown alphabetically if the Board prefers.

Ms. Martinez suggested the report should be provided in the way that would save Finance staff time. Mr. Stuart said it makes more sense to keep it alphabetical. Ms. Baca suggested presenting it alphabetically with electronic payments at the end. Dr. Mancha asked if it might be helpful to sort the report by the description, e.g., Office Supplies. Ms. Baca said it can be sorted in whatever way would be easier for the Board as long as it does not require a lot of manipulation of the data.

In the next section, Ms. Baca provided a list of P-card transactions, noting the UMB payment was made in June for expenses incurred in May. She noted the details vary based on each P-card holder's description. Ms. Baca said P-card transactions had not been reported in the past, but could easily be provided monthly. After some review, the Board agreed they would like to receive the P-card report as long as it can be provided easily.

### **D. Property Disposal**

Ms. Martinez said Charles Hutchins, Information Technology Director, would present a proposal to dispose of surplus PCCLD IT equipment.

Mr. Hutchins distributed a Property Disposal Request which itemized a number of items that had been replaced or were inoperable and have been piling up in the IT area. Mr. Hutchins said some of the items cost as much to repair as to replace, and his recommendation was to dispose of the items using a certified e-waste recycler. Mr. Hutchins said some e-waste recyclers will charge to replace monitors, but some will take those at no cost when bundled with computers the recycler can mine for precious metals.

Ms. Martinez asked if there was anything that could be donated to another organization. Mr. Walker said the items are really obsolete and have been used past their useful life. Mr. Hutchins has been in contact with PCs for People which has an office in Denver, and they will pick up equipment, wipe hard drives, fix what they can and provide the equipment to low-income families or nonprofits. They had just had a distribution event in Alamosa so they provide the equipment throughout the state, but they charge an even higher rate for monitors and TVs. Mr. Walker added that it takes time to try to find nonprofits that can use the equipment, and he supports using a service rather than investing time to find homes for this equipment. The school districts now have newer equipment than the equipment the library is trying to dispose.

It was agreed the Property Disposal Request should be added to the July Board meeting agenda.

### **E. Windows 10 Procurement**

Ms. Martinez said Charles Hutchins, Information Technology Director, would present a proposal for procuring Windows 10 workstation software.

Mr. Hutchins said the current staff and public operating systems are using Windows 8.1, and he has received notification that Microsoft is now using extended support for 8.1. The current productivity software is Microsoft Office 2013, and the library needs to upgrade to Office 2016. With the purchase of the upgrades, Mr. Hutchins would like to also purchase Microsoft Software Assurance which includes three years of upgrades free which is somewhat like a subscription service so the library can upgrade at its leisure. The library will upgrade to Windows 10, but Windows 12 is coming so we could upgrade at no additional charge.

Mr. Hutchins received five bids to purchase 400 licenses of Windows 10 and Office 2016. The low bidder was SHI which is using the state contract pricing. The low bid was \$66,412. The library budgeted for this, and the bid is slightly higher than the amount budgeted.

Dr. Mancha asked how long the pricing is good and if it will change if you want to upgrade. Mr. Hutchins responded that the price includes software assurance, so upgrades would be included. Mr. Hutchins said they have not dealt with SHI directly, but SHI has done work in Colorado Springs, and they have the state contract which was pre-negotiated.

It was agreed this should be added to the July meeting agenda.

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### **F. Recommendation for Technology Replacement**

Ms. Martinez said Charles Hutchins, Information Technology Director, would present a proposal for upgrading Trustee workstations.

Mr. Hutchins took the Board's recommendations and is now suggesting the Board replace its laptops with Dell Inspiron 15 5000 which is a 2-in-1 costing approximately \$650 each. The Board laptops are now eight years old, and it is becoming more difficult to find replacement batteries. The new units will be easier to maintain. Information for the Board packets are loaded onto the library's website, so Board members could bring their own devices if they prefer because the materials are on the website available to the public. Mr. Hutchins said these would provide easier portability, and he felt these might be a good fit for the Board. Mr. Hutchins said the price is similar to a laptop but could also operate as a tablet and weigh less than four pounds. They have an Intel i5 processor, 8 gigs of RAM and a 256-gig hard drive which is solid state with no moving parts and would be more reliable. Mr. Hutchins asked for the Board's feedback.

Board members discussed this in detail, cautioning against purchasing equipment just because it is new, commenting on the ease of transport and setup and how little they use the laptops, but acknowledging an upgrade after eight years was not wasteful. Mr. Hutchins would like to purchase the new equipment for the Board along with presentation equipment for meeting rooms in order to standardize. Ms. Garcia suggested purchasing one to try first. Mr. Walker said it is the Board's decision, and if there is a consensus, the cost does not require Board approval. To defend the procurement, Mr. Walker added that staff also use the laptops for various purposes, and staff see the current equipment as diminished. Ms. Gairaud said that helped her, and she agreed they should get one to try first.

### **IV. ADJOURNMENT**

Ms. Martinez reminded Trustees that the Regular Board meeting would be held on Thursday, July 26, at 5:30 p.m. at the Patrick A. Lucero Library, 1315 East 7<sup>th</sup> Street.

There being no further discussion, the Work Session adjourned at 4:32 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary