

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

July 8, 2014

I. CALL TO ORDER AND ROLL CALL

Ms. Bregar, President, called the meeting to order at 3:01 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: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Amy Martin, Outreach/future Greenhorn Valley Library Manager; Sara Rose, Human Resources Director; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None.

III. DISCUSSION ITEMS

A. Review of Key Data

Ms. Bregar said an overview of PCCLD key data would be presented for Trustee discussion.

Mr. Walker displayed a graph showing the progress toward key results. The goals set were 1.9 million circulations, 1.3 million visits, 135,000 program attendance, and 750,000 digital use, which includes computer use and electronic resources. Mr. Walker explained how the goals were established and remarked that at midway through the year, the library is on track to reach those goals.

Mr. Walker distributed the Key Data report for June, which is provided to the Board each month, and discussed why and how the data is increasing so much. He noted that the Key Data report includes Holds Filled, which impacts circulation, and Meeting Room Attendance, which impacts library visits.

In Circulation, the library made some changes to policies and procedures to provide automatic renewals and allow more checkouts and introduced Collection HQ to target purchases that are most likely to be used.

In Library Visits, the Library @ the Y numbers are down, which was attributed to the physical problems the building has been experiencing. The Y's traffic has been down overall, and it is impacting library visits there.

Mr. Walker said the entire library staff has been focusing on key data, and the Board may have noticed several references to key data during Cindy Shimizu's presentation in Pueblo West. Mr. Walker said that focus is starting to yield results. (*Mr. Miltner arrived at this point.*) There is still some growth showing in Outreach, although at the beginning of the summer the library closed four of the satellites in anticipation of new branches opening soon.

In Program Attendance, there was a big push for summer reading with creative ways to get more enrollment and participation. At the end of June, there is more enrollment than there was for the whole summer last year. Mr. Walker discussed a change to programming strategy, and Youth Services has taken a leadership role in providing pre-packaged programs to ensure quality programs throughout the district. The same kind of effort is underway in adult programming. Mr. Miltner asked how much difference there is in delivery between locations, and Mr. Walker said the pre-packaged programs allow some tailoring to the audience and there is a difference in delivery between librarians, but it assures the same quality in terms of topic and content. He also noted that there is a committee of staff from throughout the district that create the topics and content. Mr.

WORK SESSION MINUTES

July 24, 2014 — 2 of 5

Walker said program attendance at the Y is also down. Outreach program attendance includes Books in the Park during the summer months, and it is having strong participation.

Dr. Mancha initiated a discussion on how the goals are set to ascertain that the goals are realistic with so many variables. Mr. Walker explained that they use peer libraries' data together with internal resources available and noted the library's goal is to be at the top in program attendance, and he commented on staff striving to reach the goals and the impact it is having. Mr. Walker also pointed out factors that are impacting the comparisons with 2013 such as Barkman and Lamb's closure for two months in 2013, the 2nd floor remodel earlier this year, as well as the recent increased computer capacity at Barkman and Lamb.

Mr. Quintana asked how laptop checkouts are counted, and Mr. Walker said the checkout is counted as a circulation, and if the customer uses the laptop in the library it is counted as wireless computer use. Mr. Walker said with the new system, that will change, and laptops will not be counted as a circulation.

Mr. Walker pointed out that the library went to a centralized phone system which impacted Phone Call numbers. Overall, phone calls are up, but the percentages are down at each location because of the call center model. Mr. Walker noted that Holds Filled shows that people are using the holds system.

Ms. Bregar asked if Interlibrary Loan is included, and Mr. Walker said it is tracked separately and is not shown here, except as it is reflected in circulation totals.

Mr. Walker attributed the bulk of Electronic Resources to use of the local database which includes historic photos and other digital material. The library just received word of a grant award from *The Pueblo Chieftain* to digitize the newspapers going back to 1860, and the library will start digitizing back issues.

B. Satellite Closures

Ms. Bregar said it is proposed for the Craver, Rye and Risley public library satellite locations to permanently end service July 31, 2014 in anticipation of new full service libraries opening in the Greenhorn Valley and Pueblo East Side neighborhoods.

Mr. Walker said Amy Martin has been overseeing the project for several months and talking with the librarians and principals at the affected schools. Ms. Martin shared thank you notes and artwork from children expressing their appreciation for the services provided by the library. Mr. Walker and Ms. Martin had attended a School District 70 meeting where they also expressed appreciation for the library's willingness to turn over those collections to the schools.

Mr. Walker said it is now time to look at closing Craver, Rye and Risley as programs wrap up at the end of July. The library has been in contact with the principals, and it will take Board action to actually end those services. Mr. Walker said this is also tied to the opening of the new libraries, and satellite staff will be used to help staff those new libraries.

Mr. Miltner asked about the time between the closures and the opening of the new libraries, and Mr. Walker expects there will be about a two-month gap between closing at the end of July and opening the new libraries. Ms. Bregar noted that teachers report on August 4, so the closures will be synced with the start of the school year. Adult use of the satellites is limited, although more adults use Craver, but children are the primary users of the satellite libraries. The satellite closures will be relatively transparent to the children because most of the collection will remain in place.

Mr. Walker said the recommendation is that the Board take action to formally end the satellite service at Craver, Risley and Rye at the end of July. The Board requested that this be added to the meeting agenda.

Ms. Bregar pointed out that the Beulah and Avondale satellites will continue to remain open, with Beulah reporting to the Greenhorn Valley Library and Avondale reporting to the St. Charles Mesa Library.

WORK SESSION MINUTES

July 24, 2014 — 3 of 5

C. Finance Audit Report

Ms. Bregar said the auditing firm Swanhorst & Co., LLC, will meet with the Board Audit Committee to present the 2013 audit report in July, and the final audit report is anticipated for delivery from the auditor for acceptance by the Trustees at their regular meeting on July 24.

Mr. Walker said the Board Audit Committee will meet before the Board Meeting and the Employee Recognition Event, and Chris Brogan will be sending details for that.

Mr. Walker said the Board will be taking action to accept the audit report at the Board meeting on that day. Wendy Swanhorst will be attending both the Board Audit Committee meeting and the Library Board meeting and will provide details and respond to questions. Mr. Walker has seen a preview, and it looks very positive. It reiterates that the reason for the delay was the complication of adding the Foundation. Otherwise, it looks like a clean report.

The Board agreed this should be added to the Board meeting agenda.

D. Personnel Changes

Ms. Bregar said Nick Gradisar, PCCLD legal counsel (following up on comments by library consultant Jacqueline Murphy), has made recommendations regarding Trustee practices related to PCCLD personnel changes.

Mr. Walker distributed the full memorandum from Nick Gradisar, and noted that Doug Gradisar is up to speed on this question. Mr. Walker said Nick Gradisar took the information provided during the training session with Jacqueline Murphy and did some research on how that should be managed by the library. The last paragraph of the memo contains the substance of his recommendation: "...the best practice would be for the Board of Trustees, on a monthly basis, to approve the Personnel Report prepared by the Executive Director so that the hiring and firing becomes an action of the Board of Trustees."

Mr. Walker distributed a statement from the Board Bylaws that describes how the library has been operating: "The Board shall retain a qualified Executive Director, ... to whom shall be delegated the responsibility to employ, direct, and supervise staff members and update the Board on terminations, new hires and changes in status in his/her monthly Director's Report..." Mr. Walker distributed the Employment Changes included in each Board packet with the changes made in June. This report has been provided regularly for the last several years, but no formal action is taken on the report. Mr. Gradisar is suggesting that the Board approve this report on a monthly basis. Mr. Walker pointed out that the report includes performance reviews and changes in hours, but performance reviews will change with the implementation of the Pay-for-Performance model.

There was discussion of what should be included for the Board's ratification, and it was suggested that the only items the Board needs to approve are new hires and terminations, but after some discussion it was agreed that it should also include promotions which could also be seen as a hiring decision. The performance reviews would not be necessary.

Mr. Quintana said this should be added as an item for approval on the agenda. There was discussion of the potential for using a consent agenda item which could include minutes, but no definite preference was expressed.

Mr. Walker raised concern about a new employee's status pending the Board's action in terms of the operation of the district. There was discussion of provisional hiring; however, Sara Rose pointed out that it would be difficult to recruit people from out of town if the job is provisional. It was agreed that the Board hires the Executive Director to hire employees, and the Board would just be ratifying what had taken place in a manner similar to payments made by the library which are approved after the fact.

Mr. Quintana questioned whether this would also require the Board to amend the Bylaws to reflect the new practice. After some discussion, it was suggested the paragraph be changed to read, "...delegated the responsibility to employ, direct, and supervise staff members and present to the Board for ratification all terminations, new hires and changes in status in his/her monthly Director's Report..."

WORK SESSION MINUTES

July 24, 2014 — 4 of 5

Mr. Walker will present those revisions to the Board for approval at the July meeting.

E. Naming Library Facilities, Rooms or Grounds

Ms. Bregar said the Board of Trustees are delegated responsibility for approving naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD. There have been a number of contributions to the current new libraries' capital campaign resulting in naming nominations for the Trustees' consideration.

Mr. Walker distributed a list of donors for each of the new libraries with the names requested. The Board had approved a list of naming opportunities presented for the Libraries for Life campaign some time ago. Mr. Walker said they are preparing to make signs and would like to ask the Board to approve the namings they have now. Even though the campaign will continue, he would like to get as much of the signage ready as possible.

Ms. Gairaud asked if the names were requested by the donors, and the grammar rule is that a man's first name should not be separated from his last. Mr. Walker said Amber Pepin had sent a request to donors specifically asking how they would like their names to appear.

Dr. Mancha raised the question of the names for the other two libraries (the Board had acted to name the East Side Library for Patrick A. Lucero). Mr. Walker said they do need to address that question in order to make signs.

Mr. Walker shared a letter expressing concerns raised by Jean Carlo Erickson. Mr. Walker provided an extensive review of how the property for the St. Charles Mesa had been acquired from the Carlo family, the contribution made back to the library, and the naming requests made by the Carlos for their contribution a year ago. Mr. Walker also discussed the library's sale of the surplus land which gave the buyers the naming right if a \$150,000 donor was not identified by July 1, 2014.

There was additional discussion about details of the transactions, and Mr. Walker's interpretation is that the buyer essentially purchased the land and the naming right. The Board emphasized the importance of responding to Ms. Erickson's letter, and Mr. Walker suggested meeting with Ms. Erickson for coffee or lunch to discuss potential solutions. The Board agreed and suggested the Board President also participate and Jan Carlo-Pullin should also be invited. *(Mr. Miltner departed during this discussion.)*

The Board indicated that the namings presented be added to the July meeting agenda, and if changes result, those will be considered at a later date.

F. New Libraries Change Orders

Ms. Bregar announced that agreed-upon changes to the new libraries construction projects will be presented to the Trustees for discussion.

Mr. Walker shared current photographs showing progress on the new libraries. The Greenhorn Valley Library has the most progress, the St. Charles Mesa is a week or two behind, and the Lucero Library is about six weeks behind. The Greenhorn Valley is beginning to look like a building now and will soon start interior drywall work.

Mr. Walker distributed documents showing the budget status for the new libraries, and details of changes to contract included for each library.

Mr. Walker provided an extensive review of the costs and savings thus far and explained the reasons for each of the amounts listed.

Mr. Walker said the history walls had not been included in the budget but are an important part of the project. The security and lock system will allow use of the meeting rooms after library hours which was not in the budget. The furniture is expected to be about \$5,000 over the budget which includes signage.

Mr. Stuart asked about the extra cost into the water pipeline, and Mr. Walker said it was included in the budget and in the contract signed with H.W. Houston.

WORK SESSION MINUTES

July 24, 2014 — 5 of 5

Ms. Gairaud asked about signage, and Mr. Walker said each library will have a sign on the building showing, "LIBRARY," but there will be a lighted monument sign with the selected name such as the Patrick A. Lucero Library.

Mr. Walker said this is where we are with H.W. Houston on the three libraries, and the details had been provided. Mr. Walker expects to ask the Board to approve the total of \$216,896.51 for the new libraries.

Dr. Mancha asked why the expenses were not the architect's responsibility. Mr. Walker explained some of the changes, such as lighting control to the children's area, were changes requested by the library, some had been deleted to reach a target budget, such as flag pole lighting, and were being added back, and others resulted from issues that could not have been anticipated and required solutions for final approval, such as the need to provide insulation for the water main in Colorado City. Mr. Walker reviewed the change orders for each library and explained the reasons behind each.

Mr. Walker said the change orders are minimal overall at this point, and leaves another \$50,000 for any other change orders needed.

Ms. Bregar said the East Side Library alley landscaping will cost more, and there will be some surveying charges with vacating the alley, and Mr. Walker agreed. There may be some additional cost for the architectural design and the actual construction work itself. Mr. Walker expects that will be the biggest change order ahead.

There was additional discussion of savings expected with security cameras and telephone systems. They were able to repurpose some self-checkouts to purchase four rather than six. Mr. Walker credited Al Perea with some significant savings on shelving by using shelving in storage at Rawlins. They had budgeted \$75,000 for shelving but expect to spend much less. There was a discussion that some of the shelving will be on wheels to extend the meeting room space. Mr. Walker also expects the shelving in the new libraries to be lower.

The Board requested the change orders be added to the July meeting agenda.

IV. ADJOURNMENT

Prior to adjournment, Ms. Bregar reminded Trustees that there will be an Employee Recognition Event beginning at 5:00 p.m. before the next meeting.

There being no further discussion, the Work Session adjourned at 5:13 p.m.

Respectfully submitted,

Jane Carlsen
Secretary