

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

June 13, 2017

I. CALL TO ORDER AND ROLL CALL

Mr. Fredrick Quintana, Vice 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: Donna Pickman, President; Fredrick Quintana, 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; Maria Tucker, Special Collections & Museum Services Manager; Alan Rocco, Facilities Superintendent; Janina Goodwin, Rawlings Library Manager; Gloria Madrill, Community Relations Assistant serving as Secretary Pro Tem; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. Special Collections

Mr. Quintana said Maria Tucker, Manager of Special Collections and Museum Services, would conduct a tour of the Rawlings Library's Special Collections to take place on the 3rd floor of the Rawlings Library. *Ms. Martinez and Ms. Bregar joined the meeting during the Special Collections tour.*

During the tour Ms. Tucker highlighted many areas of the department including: the historic photo exhibit (that are copied and featured at library branches), resources within the Nonprofit Resource Center, the Genealogy Section (which includes online resources and a great Civil War research collection), Microfilm Readers and the Hispanic Genealogy Collection. Ms. Tucker said she would like to explore replacing the microfilm readers in the future.

Ms. Tucker then introduced front desk staff members and led the group into the vault. Ms. Pickman asked if all donations are accepted by the department, and Ms. Tucker explained the department accepts only pieces that are important to Pueblo history or big historical events and tries to help find other homes for donations that would not fit that criteria but may be important to other communities.

Ms. Tucker also talked about many of the items in the vault including shelving units that were purchased with support from a grant. With the shelves, art is stored better in the vault and is inventoried. Ms. Tucker also showed the current filing system and would like a collection management system in the future. Ms. Tucker talked about issues of *The Pueblo Chieftain* and how they have been microfilmed. She also shared with the group a rare issue of *The Pueblo Chieftain* in the collection published after the flood. Ms. Tucker spoke about a project between Technical Services and Special Collections to help organize pamphlets and other material with barcodes.

Mr. Quintana asked if all books in the binding section are in need of binding. Ms. Tucker said the books will be selected for binding if it has not been digitized and is important to the collection. Ms. Tucker provided an overview of the types of things contained in the vault including: Dr. Buckles Archeological Collection, the rare book section, storage of City Hall documents, funeral home information (that may be digitized in the future), archival collections from Dr. Corwin and Frank Hoag, Monday Evening Club records, maps, a collection featuring the Colorado State Fair, and Kit Carson's Will.

WORK SESSION MINUTES

June 13, 2017 — 2 of 4

Ms. Bregar asked if Special Collections received donations of photos and records from the YWCA. Ms. Tucker said the department did not, but it may be of interest if they still have them. Ms. Tucker also spoke about other digitization projects including oral history tapes (200 of the 1,000 have been digitized) and Channel 5 news reels from the 60's and 70's. Ms. Tucker explained the dry pipe system within the vault and how the humidity and temperature fluctuations are monitored. Ms. Martinez asked if the piping was copper, and Mr. Rocco responded the pipes were copper with insulation.

Ms. Tucker said more shelving may be needed in the future, and parts of the collection may be moved to offsite storage. Ms. Tucker said she wants items in the collection to be preserved but also easily found and used by the public.

Ms. Tucker then led the group to *The Pueblo Chieftain* storage room. Ms. Tucker provided an overview of contents of the room including a specially build platform used to digitize copies of the newspaper and the Colorado Rock Art archive. Ms. Martinez asked if it was important that the collection is stored on metal shelving instead of wood. Ms. Tucker answered that metal is better for the collection than wood. Ms. Tucker would eventually like to store all *Chieftain* issues in a flat box with Tyvek protection in the future.

The tour concluded with a brief visit to the employee area. Mr. Walker added that this department has been an area of growth for the library. Mr. Quintana inquired about the urn featured in the hallway leading out of the offices, and Ms. Tucker said it was from the Andrew McClelland Collection from China. Following the tour, the Board and audience returned to the Ryals Room for the remainder of the meeting.

B. ConnectED Memorandum of Understanding

Mr. Quintana said the ConnectED Memorandum of Understanding (MOU) between School District 60 and PCCLD expires on June 30, 2017 and is recommended for renewal.

Mr. Walker stated that Janina Goodwin, Rawlings Library Manager and one of the leads on the project, planned to present an updated proposed agreement for discussion but was unable to stay following the tour so he would present the agreement instead. Last month, ConnectED MOUs for School District 70 and Pueblo School of the Arts and Sciences were approved. The MOU presented for School District 60 is similar to what was approved last year. Changes to the document were highlighted in yellow. The proposed changes include the MOU term which would remain in effect until either of the parties give 30-day notice of that institution's intent to terminate the agreement. Changes to the data upload schedule and change of PCCLD Supervisor were also noted. Jill Deulen, Technical Services & Collection Development Manager, will be the designated Supervisor for PCCLD replacing Mr. Walker's name on the prior agreement. School District 60's Board has been presented with the new agreement, and it is currently being reviewed by their attorney. There is no response yet, but Mr. Walker is hopeful for a response prior to next week. This agreement comes with the recommendation from PCCLD staff. Mr. Quintana asked that the MOU be placed on the regular meeting agenda for approval.

C. Rawlings Library Climate Controls

Mr. Quintana welcomed Alan Rocco, Facilities Superintendent, to present his recommendation for the HVAC control replacement based on the recently completed bidding process. The HVAC controls that provide heating and cooling for the Rawlings Library are in need of replacement. Mr. Rocco received four bids for the project. Bids were received from Johnson Controls, Trane, Flow Right and Siemens. Johnson Controls had the best value and best bid price. Features include being able to control climate by remote control, not requiring a staff member to be onsite.

Mr. Stuart asked if the bid was for software and hardware. Mr. Rocco replied that it would be for the software and controllers. Dr. Mancha asked if the current system was with Johnson Controls. Mr. Rocco stated it was, and they would upgrade the current controls.

Mr. Walker commented the \$72,741.00 bid is slightly over the project budget but feels PCCLD can absorb the difference. Mr. Quintana asked what the budgeted amount was, and Mr. Walker said

WORK SESSION MINUTES

June 13, 2017 — 3 of 4

\$70,000 was budgeted. Mr. Quintana also asked if there were any immediate concerns district wide for control replacement. Mr. Walker said the Rawlings Library is the only one currently needed since its controllers are currently failing, and it is a planned replacement.

Mr. Quintana recommended adding this to the regular meeting agenda for approval. At the meeting next week, the Board will be asked to approve the selection of Johnson Controls for the Rawlings Library HVAC controls replacement.

D. PCCLD Board Service

Mr. Quintana said two PCCLD Trustee terms of office are set to conclude on December 31, 2017. According to PCCLD bylaws: "The term of office shall be five years. There shall be no limit to the number of terms a Trustee can serve on the Board. Six months prior to the completion of a Trustee term, the President of the Board shall notify appropriate County and City officials of the approaching vacancy and request that they begin the process necessary for filling the vacancy in a manner by which Trustees are regularly chosen so as to minimize the impact of the vacancy on the work of the Board."

Ms. Bregar and Ms. Gairaud's terms are set to expire at the end of 2017 and were asked to inform the Board of their decision. If there are vacancies, letters will be sent out in July.

E. Colorado Public Library Board & Trustees Pocket Handbook

Mr. Quintana said the Colorado Public Library Board & Trustees Pocket Handbook would be distributed and a brief overview report provided.

Mr. Walker distributed the manuals and provided a brief overview. The information comes from the Colorado State Library and Colorado Department of Education. The information provides a nice summary on various topics including Colorado Library Laws, Trustee duties, guidelines for board meetings and other resources for Trustees.

Booklets from the Special Districts Association were also distributed to Trustees. There was a brief discussion about the difference between Special Districts and Library Districts. Special Districts have only two terms allowed for Trustees, and Library Districts have no term limits.

The two manuals were shared as part of board development. Mr. Walker said there may be other development opportunities available through the Special Districts Association in the future.

F. Annual Planning Retreat

Mr. Quintana said the 2018 PCCLD Annual Planning Retreat is scheduled to take place on Thursday, August 17. The purpose of the program is to review the current state of the institution and seek ideas for continuing the institution's positive development in the coming year. This is an all-day affair which will take place at the Union Depot, 132 West B Street in Pueblo. This program is open to all Trustees as well as certain other invited guests, and reservations may be made by contacting Jane Carlsen.

Ms. Gairaud asked what time the retreat is scheduled. Mr. Walker answered that the time was not set yet but it will most likely begin at 8:30 a.m. following a small breakfast at 8:00 a.m. The planning retreat will help set budget priorities for 2018.

G. and H. Executive Sessions

Mr. Quintana said the Trustees would enter into two Executive Sessions. One session was for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e), and the other for the purpose of discussing a personnel matter regarding the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session.

The audience was excused at approximately 4:20 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Pickman.

WORK SESSION MINUTES

June 13, 2017 — 4 of 4

Ms. Baca and Ms. Pickman exited the session at 5:02 p.m. Ms. Martinez exited the session at 5:21 p.m.

The Board reconvened in public at 5:24 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Gairaud. Both Executive Sessions were recorded.

IV. ADJOURNMENT

Prior to adjourning, Mr. Quintana reminded Trustees that the Regular Board meeting would be held Thursday, June 22 at 5:30 p.m. at the Greenhorn Valley Library.

There being no further discussion, the Work Session adjourned at approximately 5:25 p.m.

Respectfully submitted,

Gloria Madrill
Secretary Pro Tem

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