

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

June 16, 2015

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana, President, welcomed those attending and called the meeting to order at 3:04 p.m. in the InfoZone on the 4th floor of the Rawlings Library.

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

Board Member Absent: Roy Miltner

Attorney Present: Nicholas Gradisar

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

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. InfoZone Theater

Mr. Quintana invited Maria Tucker, Special Collections & Museum Services Manager, to provide an overview of the remodeled theater.

Ms. Tucker welcomed the Board to the InfoZone and said the library recently undertook a renovation of the technology in the InfoZone. The InfoZone is widely used for movies and community meetings, and over time, the technology needed to be upgraded. The Rawlings Foundation provided the funding to pay for the upgrades. Ms. Tucker acknowledged Charles Hutchins for his work in overseeing the project, especially his assistance with obtaining the latest technology updates available.

Ms. Tucker pointed out some of the features added. One of the changes made was upgrading the lighting with LED light bulbs which improved the lighting and are more energy efficient. There is a new controller that will also control the lighting and the shades. The lights can be dimmed or the shades raised to provide adequate lighting for meetings or screenings. Ms. Tucker pointed out a stage that had been added which is helpful during panel discussions or programs, and the stage was built by a local carpenter. The changes make it a more usable space.

A higher-resolution projector was added, and the InfoZone now has a Blu-Ray player. Ms. Tucker demonstrated the improved resolution showing a Summer Reading commercial. There is access to the laptop for presentations as well as access to resources such as Apple TV or sporting events to show in the InfoZone. It is really very nice, and they are excited to begin using it more.

There are plans to offer a "Night at the Museum" and they will be introducing themed movie nights. Tammi Moe will be featuring a movie and snacks from India. They are looking forward to programming and school tour groups using the InfoZone.

Ms. Tucker said they would like to purchase more comfortable chairs and will be looking for funding for that in addition to curtains.

Mr. Stuart asked if it would be better to offer performances in the InfoZone rather than the Ryals Room with the addition of the stage. Ms. Tucker responded that it depends on the size of the crowd; the InfoZone capacity is 120, but it might be possible to offer two performances to accommodate more. The recent PechaKucha was held in the InfoZone, and a Celtic Music program was held recently with 97 attending. Mr. Quintana asked if they might be able to offer live streaming with overflow attendance in the Ryals Room, and Ms. Tucker said that would be a great idea.

Mr. Walker thanked Charles Hutchins for his work. As they were looking at the project, they had a budget of \$80,000 which includes everything the Board sees—a new sound system with true surround

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sound, new projector, new screen, stage, and lighting and control upgrades. As they were looking at costs, they had planned to hire a contractor to manage the project, but Charles Hutchins serving in that capacity saved the library approximately \$10,000. The library also saved money by using a local contractor to build the stage, and using Facilities staff to demolish the area where the stage is now. Mr. Walker pointed out the Board would not have been able to conduct a meeting in the InfoZone without the added lighting. The InfoZone has the same number of fixtures, but used bigger cans, and moved the smaller cans into the museum area. A lot of ingenuity went into the project.

Mr. Stuart noticed that there is a curtain rod in place above the screen, and Mr. Walker noted that the curtains will be controlled by the same system. They have an estimate of \$5,000 for the curtains which they are trying to confirm since they were estimating \$10,000. Mr. Walker said it is important to have the curtains to protect the screen to keep it bright white.

B. Urban Renewal Law Update

Mr. Quintana said an update will be provided on activities pertaining to urban renewal law reform and the library district.

Mr. Walker said next week Mr. Gradisar will be providing the Board a full analysis on the Urban Renewal law. Mr. Gradisar noted that should be held in executive session because he will be sharing his advice and thoughts about what the new law will mean.

In the meantime, Mr. Walker said the law was signed by the governor despite two vocal sides. He distributed several recent articles:

- *Pueblo Chieftain* article written by Peter Roper on May 8, 2015
- *Pueblo Chieftain* article written by Peter Roper on May 29, 2015 written when the governor signed it at the end of May.
- *Pueblo Chieftain* editorial that appeared on May 30, 2015 which stated that the law did not need to be changed.
- *Denver Post* editorial that appeared on June 1, 2015 titled, "Sensible Urban Renewal Reform" after the governor signed the bill.
- An article about Steamboat Springs Urban Renewal Authority that said something really did need to happen.

Mr. Walker said some cities have voted to put every urban renewal project on the ballot because they did not want to entrust it to Urban Renewal or City Council, and Estes Park threw out Urban Renewal entirely. Mr. Walker discussed how the law passed in the 70s had changed in interpretation putting property taxes into the hands of developers, cities exempting themselves from the tax loss, and capturing taxes from projects that did not address blight and using the funds of other taxing entities to fund city projects like building roads or upgrading fire stations.

Mr. Stuart asked if there had been any rumblings about the law being amended next year. Mr. Gradisar he said he had not heard anything at this point, but he expects the Municipal League will want to tinker with it. Some of it did not jibe with what we had been trying to do. It did not address how much was needed versus the statute, what the impact will be on taxing entities, and what it is going to cost. The law is not all favorable for the library. Lots of it was cobbled together using terms such as "public bodies," "special districts," and "tax entities" where they should have used a single term. There was a question about when the law will go into effect, and Mr. Gradisar said January 1, 2016.

C. Chamberlain Fund Contributions

Mr. Quintana said the library district is the named beneficiary of the Chamberlain Fund. This results in regular distributions of money to the library district by the Chamberlain Fund. A disposition proposal for these contributions would be discussed.

Mr. Walker said the library district is a regular recipient of distributions from the Southern Colorado Community Foundation and the Chamberlain Fund. The Chamberlain Fund has been in place for a number of years and was moved to the Southern Colorado Community Foundation a few years ago. The library receives quarterly distributions, usually less than \$1,000 per quarter, but in April, the library received \$7,105.33 which was particularly large. This money is placed in a special library fund and

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held there. Mr. Walker said there were only two times in his experience when the Board authorized spending from the Chamberlain Fund—once for the Pueblo West Library expansion and again for the three new libraries. In both cases the Chamberlain Fund had built up to \$30,000-\$40,000.

Mr. Walker said he would like for the Board to discuss is as the library holds that money, the library is really not earning much interest on it; most recently the interest earned was \$1.22 on \$10,300. What has changed is the Library Board worked to establish the Pueblo Library Foundation. One thing to consider is to make distributions to the Foundation where it can be invested to get a better return. Chris Brogan will be presenting a Resolution to establish a budget for that fund at the recommendation of the auditor, and she has prepared a draft budget. In 2015, the budget calls for no expenditures; in 2014, expenditures were \$3,500 to complete the funding for the new libraries.

Mr. Walker said what he would like the Board to consider is a budget proposal to put that money to use with the Foundation. Ms. Pickman asked about any covenants, and Mr. Walker explained that there was a statement in the original bequest with money going to a number of institutions as well as the library. Mr. Stuart asked about library law and whether it allows the library to invest those funds. Mr. Gradisar said the Pueblo Library Foundation is a different legal entity, and the reason the library cannot invest excess reserve funds is because it involves taxpayer dollars, but the Chamberlain Fund is separate from taxpayer money. Mr. Stuart said he is totally in favor of it, and the Pueblo Library Foundation is totally dedicated to the library.

Dr. Mancha asked how this would affect the budget, and Mr. Walker said a budget for the Chamberlain Fund would have to be developed, whether or not the money goes to the Pueblo Library Foundation. Mr. Walker said the Board would hear more about the recommendation from the auditor next month. The auditors believe it could be a violation of the law to spend money from the Chamberlain Fund when it has not been budgeted to be spent. If the library spends in excess, it must come back and ask the Board to consider a resolution to amend the budget, but there has been no budget established for the Chamberlain Fund, yet funds have been spent from it. The auditors pointed this out in 2013 and again in 2014. Mr. Walker said it might be a technicality, but it could be a violation to pay attention to. The recommendation is to establish a budget by Resolution for the current fiscal year. The budget, at this point, shows no transfers or other spending, and the Board will see a proposal for a Budget Resolution from staff based on the recommendation of the auditor.

The advantage of using that money and moving it into the Pueblo Library Foundation would be that rather than earning less than 1%, the library has an opportunity to earn more. Mr. Walker said the Foundation is there to support the library district, and there is a lot of control there. Mr. Stuart added that the sooner the Foundation can get the corpus raised to \$100,000, the less cost incurred in managing the money, which can then be put into investments. Currently, the Foundation has about \$30,000 to invest.

Mr. Walker said if there are no objections, he will ask Mr. Gradisar to review the documents to make sure there are no prohibitions against moving the money into the Pueblo Library Foundation. Mr. Quintana said that would be a good direction to take.

D. Pueblo Area Chambers of Commerce

Mr. Quintana said Trustees have discussed participation in the activities of local Chambers of Commerce and other groups such as PEDCO and requested additional information on scheduled meetings and events in order for the Board to consider representatives who may be available to participate in those events.

Mr. Walker distributed a calendar of those events. It did not include anything from PEDCO which meets quarterly, nor from the Greenhorn Valley Chamber of Commerce where Amy Martin has been involved, but Ms. Pickman could also become involved.

Mr. Quintana said attendance would be a good way to network and build relations, and the Board could start this year. Mr. Quintana said he was not sure how formal the Board would want to do this and was open to suggestions. Mr. Walker added that costs would be reimbursed by the library district since Board members would be representing the library.

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Dr. Mancha suggested the same Board member stay with one group to help others become familiar with library representatives. More than one could attend, but regularity is really one of the benefits.

Mr. Walker said Mr. Gradisar had arranged for Ray Kogovsek to speak to the Board at the July Work Session on July 14 about the lobbying side of this. This is about how to influence city leaders and others and networking at these activities. Board members attending the events could also regularly report back to the Board about things they learn from others after attending the events.

Each Board member indicated their general availability and work constraints. Ms. Pickman would be glad to participate in Greenhorn Valley Chamber events, Dr. Mancha was interested in Greater Pueblo Chamber Events as was Ms. Bregar who could also participate in Latino Chamber events.

It was suggested that Board members review the calendar against their own schedules. If someone cannot go to a regular event, perhaps someone else might be available for a different regular event, e.g., one Board member might be available to attend Business During Lunch, and another Board member might be able to attend Business After Hours. Another possibility would be to ask a different Board member to attend when the regular attendee is not available.

There was discussion that the events where Board members can have an impact on legislation is at the Legislative Breakfasts, and the Legislative Barbecue at the State Fair where there are representatives from all over the state.

Ms. Bregar said she would be willing to go as much as she can. Mr. Walker suggested that if Ms. Bregar and Dr. Mancha have that interest, they should see what they can attend. The Board Secretary can register and arrange for the bill to be sent to the library directly.

Mr. Stuart suggested Board members remember to wear their library badge. Board members should also plan to have business cards on hand at the events, and the Board Secretary will send out the form to provide the information needed to order business cards.

E. ALA Conference

Mr. Quintana said Philip Mancha, Donna Pickman, Jim Stuart and he would be attending the ALA Conference on June 25-29, and he suggested those not attending might prefer to leave at this point. Those not attending ALA left the meeting at approximately 4:15 p.m.

Mr. Walker provided copies of a section focused on the ALA Conference in San Francisco from this month's issue of *American Libraries*. Mr. Walker emphasized that this is not even close to everything going on, and those attending will receive a complete directory at registration which may also be available on the website.

Board members attending the conference addressed a number of questions about logistics for the conference. Mr. Walker has been forwarding a number of invitations from library vendors to attend sessions which require advanced registration at no additional cost, and he will continue to forward information that may be of interest. Mr. Walker recommended attendees plan to spend about a full day exploring the various exhibits. Those attending should focus on participating in public library sessions rather than those directed at academic or school libraries.

Dr. Mancha noted the cost of sending them to attend the conference, and he feels a responsibility to make their attendance worth the cost. Mr. Walker suggested focusing on a few topics such as electronic vs. print material, local history digitization, makerspace/learning labs, and mobile apps. The more that can be mapped out in advance, the more successful they will be. He also reviewed the booklet provided and suggested making plans to attend the Opening General Session on Friday, June 26 at 4:00 p.m., and he provided a number of sessions recommended by Jill Deulen. He particularly recommended the session by John Huber who had served as a consultant here. Exhibits open at 5:30 p.m. on Friday. Vendors to explore include: SirsiDynix, Useful, Laptops Anytime, Boopsie, OverDrive and the 3M eBook initiative.

Arrangements were made for the Board members to share contact information and travel schedules, and the Board Secretary will provide a copy of the hotel map showing the vicinity of the conference. The hotel will offer a free shuttle service. Mr. Walker said this will be a great opportunity to learn and bring back information.

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IV. ADJOURNMENT

Mr. Quintana reminded Trustees that the Regular Board meeting will be held at the Pueblo West Library beginning at 5:30 p.m. on **Tuesday**, June 23. The Pueblo West Library is located at 298 South Joe Martinez Boulevard in Pueblo West.

There being no further discussion, the Work Session adjourned at 4:50 p.m.

Respectfully submitted,

Jane Carlsen
Secretary

DRAFT