

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

**June 17, 2014**

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

Ms. Bregar, 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: Marlene Bregar, President; Fredrick Quintana, Vice President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Jim Stuart

Board Member Absent: Donna Pickman

Attorney Present: Nick Gradisar

Staff Present: Jon Walker, Executive Director; Amy Martin, Outreach/future Greenhorn Valley Library Manager; Charles Hutchins, Information Technology Director; Diann Logie, Lamb/future Lucero Library Manager; others not recorded

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

**III. DISCUSSION ITEMS**

**A. Auditor Report**

Ms. Bregar said the 2013 audit report from Swanhorst & Co., LLC will be delayed beyond June 30, and the Board is asked to take action to accept this delay.

Mr. Walker said the Board policy is to have the Audit Report by June 30. Because the auditor is auditing the Pueblo Library Foundation, which the auditor considers a component unit of the library, for the first time the Audit Report will be delayed this year. Wendy Swanhorst expects to have it to library staff as early as next week, but it takes staff a week or two to prepare the final documents.

There was discussion about delays in past years and whether the delay would impact the July 31 due date required by State Law.

Dr. Mancha asked when the Audit Committee will have it, and Mr. Walker expects the auditor to have it to staff during the week of June 23, and there will be an Audit Committee meeting scheduled prior to the July 24 Board Meeting. Dr. Mancha wants to make sure the Audit Committee has a chance to review it before it must be approved because the Foundation introduces a new element for the Audit Committee.

The Board requested the delayed acceptance of the Audit Report be added to the June Board Agenda.

**B. Furniture Purchase**

Ms. Bregar said PCCLD is preparing to procure furniture for three new libraries. Amy Martin, Managing Librarian, is overseeing this project and will provide an overview of the process for selecting the furniture and costs. The procurement requires Trustee approval because it exceeds \$25,000.

Ms. Martin distributed a folder of information on the furniture being considered, and pointed out that some of the furniture items and swatches were also available for the Board to examine at the meeting.

Ms. Martin provided a presentation in which she reviewed the project scope and her research and efforts. She identified the furniture needs for the new libraries including meeting rooms, public work and lounge areas, and staff areas. She then looked at what was available and identified potential vendors. The budget for furniture is \$166,000.

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The key considerations in addition to cost were: function and flexibility, comfort, aesthetic appeal and durability. She contacted several companies, and 15 answered, so she began work from there. She began researching online and looked at some beautiful furniture, visited with libraries to find out what they loved and what they could do without, and consulted with OZ to get recommendations and color palettes.

Ms. Martin started to get preliminary quotes and realized the libraries would need some custom furniture, such as the help desks in order to retain the look of the other libraries and to carry on the new service model. She described contacts with local craftsmen, and Joseph Kronwitter provided the best bid of \$13,693 to make the help desks. The libraries also need art panels similar to those at Pueblo West, and Joseph Kronwitter also provided the lowest bid of \$1,950.

For the bulk of the furniture, Ms. Martin had planned to prepare a Request for Proposal until she learned about Cooperative Purchasing Programs. The library is eligible to purchase under the Colorado State Purchasing Program, US Communities, and other collaborative purchasing agreements that have already bid for the best prices. She then began looking at the pricing and fabrics and was able to get the estimate for each library just under \$50,000 with Contract Furnishings.

Dr. Mancha asked if they had to compromise on any of the considerations mentioned earlier by using the Cooperative Purchasing Program, and Ms. Martin said they met all the specifications.

There was additional discussion about differences in furniture among the three libraries due to issues of durability and what installation costs covered. Ms. Martin said all three libraries would have the same furniture with different fabrics and finishes because purchasing more furniture drives the price down, but all the furniture and fabrics selected will be durable.

The recommendation is to award the contract to Contract Furnishings not to exceed \$150,357. Ms. Martin explained that is the amount left after the art panels and help desk are made.

Ms. Martin briefly reviewed the color palettes before offering to respond to any further questions. Ms. Martin suggested Board members go through the information provided between now and the meeting next week, and to call her if they have any questions.

Mr. Walker said they would like to place all the orders for the new libraries by July 1 to have them here in time for the openings in the fall.

Mr. Walker said his recommendation is that the Board consider approving \$150,357 for furniture from Contract Furnishings.

Board members took time to take a closer look at the fabrics and try the furniture samples provided. Upon their return, Dr. Mancha noted that the information provided for the Greenhorn Valley Library did not match the samples. Ms. Martin explained that the furniture shown in the information provided may not reflect the fabric samples and finishes selected. Ms. Martin pointed out the mobile power station where customers will be able to charge laptops and mobile devices with the option of charging using a USB port.

Mr. Walker concluded that he had been pleased with the work Ms. Martin had accomplished, and her work exceeded his expectations.

The Board indicated the furniture bid should be added to the June meeting agenda.

### **C. Automated Materials Handling (AMH) Equipment Purchase**

Ms. Bregar said PCCLD is preparing to procure AMH equipment for three new libraries. Jon Walker, Executive Director, will provide an overview of the process for selecting the equipment and costs. The procurement requires Trustee approval because it exceeds \$25,000.

Mr. Walker distributed an overview of the process used to make the recommendation for AMH equipment for the new libraries.

Mr. Walker said in mid-May the library issued an RFP for the AMH equipment described in the second paragraph. The library received five proposals, and he was part of team which included

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Amy Martin and Michael Cox, to review the proposals. The bids from D-Tech and SirsiDynix/Biblioteca were incomplete.

Mr. Walker reviewed the purchase and installation costs and annual maintenance, and 3M was significantly lower. Mr. Walker said they made visits to libraries near Dallas, Texas and Fort Collins where similar AMH equipment from 3M was in use. Staff at those sites indicated the 3M system operated quietly with minimal maintenance required.

Mr. Walker said the recommendation is that the proposal from 3M is the best. The budget for the AMH equipment was \$124,000, and the bid from 3M was the only one within that budget amount. The annual maintenance was also the lowest at \$8,544 annually. The first year of maintenance is included with the equipment purchase, and the quote is for maintenance for five years after that.

Mr. Miltner noted that the library has been using the AMH system for about a year, and he asked how successful the system had been over what the library had been doing before. Mr. Miltner asked if the Board can be certain it is worth the money to do this. Mr. Walker responded yes, without a doubt, and provided a detailed explanation of the labor savings that will enable the library to transfer staff to the new libraries.

Ms. Gairaud asked what company the library had engaged for the first AMH equipment, and Mr. Walker responded it was RFID Library Solutions. Mr. Walker said this equipment checks in materials and does the rough sort. For the new libraries, the bid from RFID Library Solutions was significantly higher.

There was additional discussion on the reliability of and advantages to selecting 3M.

The Board requested this be added as an action item to the June meeting agenda.

### **D. Self-Check and Security Gate Equipment Purchase**

Ms. Bregar said PCCLD is preparing to procure self-check and security gate equipment for three new libraries. Purchase is recommended from an existing bid contract with SirsiDynix/Biblioteca not to exceed \$90,575. The procurement requires Trustee approval because it exceeds \$25,000.

Mr. Walker explained that the other side of automation is the self-check and security gates, and he distributed the bid received from SirsiDynix. The initial bid was good for two years, and they have asked them to hold to that bid for the new libraries. The bid includes two self-checkout stations, security gates, and two staff stations with one in the work room and one at the Help Desk. Mr. Walker added that it would be more efficient to purchase with this contract to insure the systems work together, and it had taken a lot of fine tuning to get the coin system to work properly.

Mr. Quintana asked about the disparity in prices between the libraries. Mr. Walker responded that there are a couple of self-check units that can be relocated from the current libraries. Pueblo West will have four, Rawlings will have six, and Barkman and Lamb have three. It represents about a \$15,000 savings per machine which can be used in other parts of the budget. The library will be purchasing four new units instead of six.

Ms. Gairaud asked about the kiosk to order library cards. Mr. Walker said that will be in a different part of the budget. There is a shelving budget category, and it will have two custom-made pieces of furniture with a computer, and they are planning for that in the new libraries.

The total cost will be \$86,040 and includes installation and delivery. There is \$95,000 in the budget for this, so it will come in just a little bit under budget.

The Board requested this be added to the June meeting agenda.

### **E. Meeting Room Audio-Visual Equipment Procurement**

Ms. Bregar said PCCLD is preparing to procure meeting room audio-visual equipment for three new libraries. Purchase is recommended from Maximus Control for a price not to exceed \$38,992. This procurement requires Trustee approval because it exceeds \$25,000.

Mr. Walker said Mr. Hutchins had been working on this. Six months ago, they replaced the AV equipment in the Ryals Room, and Maximus Controls, a local firm, came in with the low bid. Other

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bidders were from out of town. One of the ways Maximus is able to provide the low bid is because of labor. When they put out the bid at Rawlings, the labor cost was \$3,277 and the next lowest bid on labor was \$14,600; the material costs were almost the same.

Mr. Hutchins said he would like to propose to the Board the quote of \$12,977 for each library. The Financial policies allow for this when there has been a recent bid. The library would like to accept the bid from Maximus Controls for a total cost for all three libraries of \$38,994. Mr. Hutchins said the bid includes the projectors, mounts, screens, surround sound speakers, and microphones for the meeting room and the flexible area. He noted that it also includes the Crestron system that is used for the touch screen and processor.

Mr. Hutchins said the bid is all-inclusive, and for a large event, it would allow the two projectors to mirror the same image simultaneously. There was discussion on the pricing and the potential impact on key results for programs. It was noted that it seemed to be a lot for the price, and Mr. Hutchins said with our key results these spaces are where we use technology to present inviting programming.

Ms. Bregar asked about their experience with the vendor. Mr. Hutchins described the savings on repairs using Maximus and attributed any hiccups to the manufacturer releasing the equipment before it was ready. Mr. Hutchins said the advantage of using the same equipment will be ease of use by staff traveling between locations, ability to keep the same pass codes, and stocking supplies that will fit the system at any library, such as replacement bulbs.

The Board indicated the meeting room audio-visual equipment procurement should be added to the June meeting agenda.

### **F. Citizen's Access to PCCLD Records**

Ms. Bregar said Nick Gradisar, PCCLD attorney, recommends PCCLD modify its written guideline regarding open record access in light of a recent change to state law. Mr. Walker referred to the document provided in the Board packet.

Mr. Gradisar said due to a legislative change, a public entity cannot charge to research a request for public records unless they have an established policy for that, and the charge cannot exceed \$30 per hour, after the first hour. To comply with that and protect the library, the recommendation is that the policy be revised to comport with the law. Mr. Walker said it had not been the library's practice to charge for research.

It was noted that there was another change replacing Human Resources with the Executive Director, since the Executive Director is the "official custodian of records..." Mr. Walker said that revision was a housekeeping matter and not related to the change in the law.

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

### **G. Alley Vacation**

Ms. Bregar said PCCLD has been in negotiation with Safeway for a mutual agreement to vacate an alleyway adjoining north to the new Lucero Library site. An update report will be provided for discussion.

Mr. Walker provided an aerial view of the site showing the area around the construction site and the alleys involved in the agreement with Safeway. Mr. Walker provided a detailed explanation of what had transpired when Safeway procured the property and the need for access to utilities for the houses that used to be where the library is being built.

Mr. Walker then distributed an Agreement that Mr. Gradisar worked out with Safeway to vacate the alley. Typically, when an alley is vacated, the property owners each get one-half of the alley which means that Safeway would get half of the alley north of the library. The library's goal was to get all the vacated alley, and part of that alley is needed to complete the construction for a transformer base. There remains one outstanding issue for the city to work out which will not affect the library district. Mr. Gradisar pointed out paragraph 5 on the second page of the agreement which provides

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that once the library takes ownership, it will be the library's obligation to provide and maintain the landscaping.

Mr. Walker distributed a diagram with a preliminary proposal. Mr. Walker pointed out the northeast corner needed to relocate the transformer which was larger than larger than anticipated without enough clearance, and it can be relocated into the alley way.

Mr. Walker said if the Board is agreeable, a meeting is scheduled with the city and the affected parties to start the alley vacation application process. They still have to go through the alley vacation process with the City of Pueblo. Safeway will quitclaim their half of the alley to the library. Mr. Gradisar said Safeway has overnighted an updated agreement to him, but Safeway reserves the right to change the agreement prior to formal execution of the parties, so it is in the library's interest to formalize the agreement as soon as possible.

Mr. Miltner asked about the area labeled as a "rain garden," and Mr. Walker said it is a storm water detention pond that will be incorporated with the landscaping.

The Board indicated the Agreement With Respect to East Side Library and Vacation of Alleys Adjacent Thereto should be added to the June meeting agenda.

### **H. Urban Renewal Law**

Ms. Bregar said Governor Hickenlooper vetoed HB 14-1375, the Urban Renewal Fairness Act. This act had been approved in a bipartisan vote of both houses of the state legislature.

Mr. Walker distributed copies of the letter from Governor John Hickenlooper and said he was disappointed to learn that he had vetoed House Bill 14-1375. The letter seems to indicate the deal breaker was the inclusion of the sales tax provision in the law.

There was additional discussion about the possibility of removing that provision, the involvement of the Colorado Municipal League in defeating the measure, and continued support for change.

The local Urban Renewal Authority has put a document for local agreement before us, so we need to go back to them with a document we can agree to.

No further action is required from the Board at this time.

### **IV. ADJOURNMENT**

Prior to adjournment, Ms. Bregar pointed out a memo provided to Board members from Gina Dutcher, City Clerk, that the City's Boards and Commissions are required to attend annual training that will be held on Monday, June 23, 2014 at 5:30 p.m. in the City Council Chambers, 3<sup>rd</sup> Floor of City Hall, #1 City Hall Place, Pueblo, CO. Ms. Bregar said if you are not able to attend the training, you may request to check out a DVD of the training. Mr. Walker indicated that he did not believe the city could obligate the board to attend. Several Board members indicated they had attended the training previously.

Ms. Bregar reminded Board members that the Regular Board Meeting will be held on Thursday, June 26, 2014 at 5:30 p.m. at the Pueblo West Library at 298 South Joe Martinez Boulevard. Ms. Bregar will not be available, and Mr. Quintana will run the meeting.

Mr. Miltner noted that the Board has been asked for a lot of votes, but behind each of those a lot of work has gone into preparing for those, and he wanted to say how much the board appreciates the work that had gone into this. Mr. Stuart added that it is clear these were thoroughly researched and done in a professional manner which makes the Board's job easier, and makes them feel more confident in taking these votes.

There being no further discussion, the Work Session adjourned at 4:41 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary