

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

**March 17, 2015**

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

Mr. Quintana, President, called the meeting to order at 3:03 p.m. in the Ryals Room on the 4<sup>th</sup> floor of the Rawlings Library.

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

Board Members Absent: Roy Miltner

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sara Rose, Human Resources Director; Todd Smith, Help Desk Specialist; others not recorded

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

Mr. Walker recommended changing item III.A. to New Libraries Capital Budget. Sara Rose was not available to present on Career Pathing, so that presentation will be postponed.

**III. DISCUSSION ITEMS**

**A. New Libraries Capital Budget**

Mr. Walker distributed a Library Building Projects Budget Summary for the period ending February 28, 2015. Mr. Walker compared the budgets and actual expenses for Greenhorn Valley, Patrick A. Lucero and Giodone Libraries, and another section combining all the projects. Overall, the projects came in \$27,717.66 under budget. Mr. Walker attributed the good news to the contingency budget, which had been used but not expended entirely.

Mr. Walker then reviewed the section on the Capital Project Fund which showed a \$103,003 deficit. Mr. Walker explained the Library Foundation has about \$144,000 in the bank, and of that about \$135,000 is money that was raised by the Foundation for the capital projects. The Foundation is committed to turning this over to the library to pay for those projects. One of the points of discussion for the Foundation at the next meeting will be writing a check from the Foundation to the library district. In addition, the Foundation has another \$8,000 in pledges for the capital projects as well as the Rotary Foundation that pledged \$2,000, which is money yet to come. With the pledges due, there is another \$76,000 after taking out the \$103,000 to cover the deficit. At some point, we will ask the Board for a Budget Resolution because the library had not budgeted anything for capital projects for the three libraries in 2016.

Mr. Walker said there are some things the new libraries need, such as signage for the Greenhorn Valley Library, and the meeting rooms need acoustic panels to muffle sound. The projects will be prioritized based on costs and benefits to figure out the best way to use the \$76,000 in the way donors expected.

Mr. Stuart encouraged the Board to leave as much money as possible with the Foundation because the library already has a large fund balance that earns almost nothing in interest. If the Foundation can hang on to the money, and the library would be better off leaving it in the Foundation so they can make money on it. Eventually, it will all go to the libraries, and the library could take the money out as needed, even if it means doing the work needed from the library's excess funds. The best use of the money is to leave it in the Foundation unless it is needed for something.

There was additional discussion focused on the fact that donors had made contributions to the Foundation with the expectation that the money would be used on the library projects. Mr. Walker added that some of the grants and gifts received from other foundations include contractual obligations that require the money to be used on the projects within a specific time frame. There

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was additional discussion of the needs at the new libraries, possibilities of delaying the transfer from the Foundation to allow some short-term investment until the money is needed, and the importance of using the money given to the Foundation for the projects the donors intended. It was noted this would have been a different type of discussion if the projects had come in over budget instead.

After additional discussion, Mr. Quintana requested more information on donor obligations and how the money will be used to give the Board a better picture.

Mr. Quintana said he appreciated the work of the team, and Dr. Mancha said it reflects good decision-making, and we should all take pride in what was accomplished.

Mr. Walker said this may be an ongoing discussion for a few months, but there should more to report after the Foundation meets in April.

### **B. Trustee Development**

Mr. Quintana said Library Trustees are encouraged to participate in at least one professional library training opportunity per year. Two such programs are upcoming and require preplanning and registration. The American Library Association Annual Conference is scheduled to take place in San Francisco, California, June 25-30, and the Colorado Association of Libraries Annual Conference is scheduled to take place in Loveland, Colorado, October 22-24.

Mr. Walker said the Bylaws provide, "All members of the Board shall participate in at least one continuing education activity annually. This may be part of a regularly scheduled Board meeting with a presentation provided or attendance at continuing education activities sponsored by various continuing education providers. Trustees who participate in continuing education shall be offered reimbursement in the same manner and at the same rate as the library staff."

Mr. Walker said the American Library Association (ALA) is holding its annual conference June 25-30 in San Francisco. He will ask the Board Secretary to email further information about the conference and information on airfares which are pretty reasonable right now. Mr. Walker said if there are Board members who are available and interested, he will have the Board Secretary send additional information. The housing registration deadline is May 1. Board members indicating an interest included Dr. Mancha, Ms. Pickman, Mr. Quintana and Mr. Stuart.

Ms. Bregar said the Public Library Association (PLA) Conference will be held in Denver in 2016. Mr. Walker said the PLA Conference is held biennially and is usually held in March. Mr. Walker said it is a good opportunity to network with librarians across the country.

Mr. Walker said the Colorado Association of Libraries (CAL) Conference will be held October 22-24 in Loveland.

Ms. Gairaud noted both the ALA Conference in June and the CAL Conference in October conflict with the Board meeting dates. The Board asked for alternate dates for the Board to consider at the March Board meeting.

### **C. Naming at Greenhorn Valley Library**

Mr. Quintana said a library study nook naming at the Greenhorn Valley Library would be presented for discussion.

Mr. Walker said the Board has the naming authority. One of the donors at the Greenhorn Valley Library who had agreed to the naming of a study nook has since indicated that they would prefer not to have their name on the study nook. Mr. Walker asked Amber Pepin, Fundraising Manager, to look at other donors that rise to that level of contribution, and Drs. Reiko and Mark Clark were recommended for the Board to consider.

The Board agreed with that solution and discussed the reason the previous donors had made the decision. Mr. Walker said they were not upset and were concerned it could be considered bragging.

Mr. Stuart said if the donors want their name removed, the Board should take action, and it was agreed the Board should honor that request and take action at the March Board meeting.

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### **D. Lucero Library Property Expansion**

Mr. Quintana said Trustees had indicated interest in the addition of property adjacent to the new Lucero Library. An update report would be provided.

Mr. Walker said at the last meeting there was some consensus discussion on procurement of property adjacent to the Lucero Library. The Lucero Library is located at the corner of 7<sup>th</sup> Street and Monument, and just to the north is a smaller mirror-image rectangle of property adjacent to the Safeway parking lot. Early on, they had looked at that area as a building site and had some preliminary discussions with Safeway about securing the property for library parking, but the process was moving so slowly, they abandoned that idea and moved forward with the library without the additional parking.

Mr. Walker said he reached out to the Real Estate Director for Safeway, and they talked by phone. She had knowledge of the agreement recently made regarding vacation of the alley, but she is relatively new and needed to speak with someone else about the joint use of that parking lot. She asked Mr. Walker to put the request in writing, and he has done that and provided a photo and diagram about ten days ago, but he has not heard anything further since then.

Mr. Walker asked Mr. Gradisar to provide more information about a complication with the property in question. Mr. Gradisar discovered that 40 years ago, the Assessor's Office made a mistake, and one parcel was listed in someone else's name. He spent considerable time because there was no deed, and he discovered someone from the Assessor's Office erroneously picked up a different transaction, and the Assessor has made the correction so it now shows that it is all held by Safeway.

Ms. Bregar said as we move forward with the long-range plan, there should probably be some outline for expansion. There was a discussion comparing the size of Barkman in relation to its statistics and agreed library services for the entire northeast section should be taken into account in the strategic plan. Mr. Walker agreed the libraries were going full gun with the only library that could increase performance being Pueblo West.

Mr. Walker said Steve Antonuccio agreed to come out of retirement to become the librarian at Pueblo West for a one-year contract when Cindy Shimizu recently resigned. Susan Wolf will be moving to Pueblo West and will be mentored by Steve Antonuccio. Alicia Griebel who has been a librarian at Lamb and now also at Lucero will become the Barkman Library Manager replacing Jill Deulen who has moved to Technical Services and Collection Development. Alicia Griebel has worked as a librarian for Diann Logie and will be moving into this larger role. Steve Antonuccio will provide positive leadership at Pueblo West. Mr. Walker credited Sara Rose and Michael Cox for working out these solutions.

Dr. Mancha asked if there is anything the Board can do to help these people, and Mr. Walker said the Board can welcome them and offer encouragement at the next recognition event. Susan Wolf and Alicia Griebel are in new roles and should welcome the boost to their confidence. Mr. Walker also encouraged the Board to recognize Sara Rose and Michael Cox because they worked out how to make this work.

### **E. Greenhorn Valley Library Exterior Sign**

Mr. Quintana said Trustees have indicated interest in the addition of an external sign identifying the Greenhorn Valley Library. An update report will be provided.

Mr. Walker said he had been in contact with Schlosser, the sign company that provided the signs on all the new libraries, and they are familiar with the project. They are starting the process of looking into getting the necessary permits needed. Nick Gradisar has been in touch with the County Department of Planning and Development regarding our special-use permit. The County reviewed the library last week to make sure the building was being used for the purpose it was granted in the permit. As part of that, an application and permit were required for a sign, and the library has used all the space and signage allowed in that special-use permit, so any additional space or signage will require another permit. Schlosser will provide a proposal on costs which will include any necessary permits, and the proposal should be available at the April meeting.

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Dr. Mancha said he noticed that tomorrow evening the Planning Commission will approve the special-use permit, and he recommended that it go through and amending it later.

Ms. Bregar asked about a highway directional sign. Mr. Walker displayed the national library symbol and said he feels confident the library will be able to get road signs up by going through CDOT (Colorado Department of Transportation). Mr. Stuart suggested the library request a similar sign for the Lucero Library, and Mr. Walker said the sign would have to be on Highway 96 which is 4<sup>th</sup> Street. Signs continue to be a work in progress.



### IV. ADJOURNMENT

Mr. Quintana reminded Trustees that the Regular Board meeting will be held beginning at 5:30 p.m. on Thursday, March 26, at the Lamb Library, 2525 South Pueblo Boulevard. .

There being no further discussion, the Work Session adjourned at 4:10 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary

DRAFT