

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

May 15, 2018

I. CALL TO ORDER AND ROLL CALL

Ms. Martinez, President, called the meeting to order at 3:04 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

Board Members Present: Doreen Martinez, President; Stephanie Garcia; Lyndell Gairaud; Philip Mancha; Jim Stuart

Board Member Absent: Fredrick Quintana, Vice President; Marlene Bregar

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Midori Clark, Director of Community Relations, Development & Strategic Initiatives; Ann Boyden (Marketing Manager); Dave Hayden (Data Analyst); Gloria Madrill (Admin Assistant); Sara Schwartz (Special Events Manager); Michelle Vigil (Web Specialist); others not recorded

Others Present: Darrin Tangeman, Pueblo West Metropolitan District Manager; Laura Savage, Assistant to the Pueblo West Metropolitan District Manager

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. Recognition

Ms. Martinez thanked those attending for taking the time to join the Board in recognizing their exemplary performance and the impact of this recent honor. Ms. Martinez then read the entire Resolution into the record.

WHEREAS, the Pueblo City-County Library District (PCCLD) strives to provide the best possible public library service for its community; and

WHEREAS, PCCLD is pleased to demonstrate its achievements in this regard by being selected as a 2017 *Four Star Library* by the *Library Journal*, among the most prestigious public library recognitions, and as a nominee for the 2018 National Medal for Museum and Library Service, our nation's highest honor for libraries; and

WHEREAS, PCCLD also substantiated its high standing when it was nominated by Laura Savage for the Engaging Local Government Leaders (ELGL) Leslie B. Knope "people's choice" award as the America's Best Public Library; and

WHEREAS, the citizens of Pueblo County along with our champions from across the nation and around the world rallied in support of PCCLD during this competition; and

WHEREAS, on March 5, 2018, it was proclaimed by ELGL that PCCLD received the most votes and was designated as America's Best Public Library; and

WHEREAS, PCCLD employees Midori Clark, Ann Boyden, Gloria Madrill, Michelle Vigil, Sara Schwartz, and Dave Hayden of the Community Relations team along with Laura Savage worked tirelessly over a period of six weeks to promote the library district and were instrumental in gaining more than 25,000 votes for the library district in order to win the ELGL contest; and

WHEREAS, the efforts of these individuals amounted to extra duty beyond and in addition to those tasks normally assigned; and

WHEREAS, their dedication in carrying out this work was excellently performed; and

WHEREAS, their service helped encourage a tremendous groundswell of support that caused PCCLD's election as America's Best Public Library;

NOW, THEREFORE, BE IT RESOLVED that the Pueblo City-County Library District Board of Trustees, congratulate Midori Clark, Ann Boyden, Gloria Madrill, Michelle Vigil, Sara Schwartz, and Dave Hayden and Laura Savage for their dedication to this effort on behalf of the library district and the local community; and

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BE IT FURTHER RESOLVED that the Pueblo City-County Library District Board of Trustees extend to Midori Clark, Ann Boyden, Gloria Madrill, Michelle Vigil, Sara Schwartz, Dave Hayden, and Laura Savage its sincere and official appreciation for their outstanding service on behalf of the library district and the local community; and

BE IT FURTHER RESOLVED that the Pueblo City-County Library District Board of Trustees, in consideration of this exemplary achievement, extend to Midori Clark, Ann Boyden, Gloria Madrill, Michelle Vigil, Sara Schwartz, and Dave Hayden the immediate award of an additional three days of paid vacation for each of these deserving employees (to be awarded pro rata for part-time employees); and

BE IT FURTHER RESOLVED that the Pueblo City-County Library District Board of Trustees, in consideration of this exemplary achievement, extend to Laura Savage a special gift of appreciation;

ADOPTED, this 26th day of April, 2018, by the Board of Trustees of the Pueblo City-County Library District.

Ms. Martinez remarked on how exciting the contest had been and then presented certificates to Gloria Madrill, Ann Boyden, Midori Clark, Dave Hayden, Michelle Vigil and Sara Schwartz. Ms. Martinez presented the Resolution and a certificate to Laura Savage with flowers and a PCCLD ceramic mug.

Mr. Walker displayed the trophy that had been awarded and the sign awarded by the Pueblo West Metropolitan District which will be on display at the Pueblo West Library. Mr. Walker added that the Pueblo West Metropolitan District had also passed a Resolution declaring May 8, 2018 Pueblo City-County Library Day within the Pueblo West Metropolitan District and thanked them for their support for the Engaging Local Government Leaders (ELGL) award.

Ms. Savage shared her background with Pueblo West Metropolitan District, and explained that ELGL is open to every level of those working for local government and ELGL's use of social media. Ms. Savage had seen the opportunity on Twitter to nominate the library last December, and in the first part of February she was notified the library had been selected. Ms. Savage described her efforts to engage the library in the competition and how Ms. Clark had embraced it. The ELGL group is not as well known in this part of the state, but has huge membership in the Denver area, and Ms. Savage felt the library effort led to more ELGL friends, and she was happy to see the Governor tweet his support.

Darrin Tangeman, Pueblo West Metropolitan District Manager, added his appreciation and offered to have a second sign made for the main library.

The meeting paused for further congratulations and photographs.

B. National Medal for Museum and Library Services (IMLS)

Ms. Martinez said on May 1, it was announced that the Pueblo City-County Library District will be awarded the Institute of Museum and Library Services' National Medal for Museum and Library Services at a ceremony on May 24, 2018, in Washington, DC.

Mr. Walker said earlier this month U.S. Representative Scott Tipton was at the Rawlings Library, and Mr. Stuart and Ms. Martinez attended. Representative Tipton read into the Congressional Record the library's award, and Mr. Walker passed around the framed Congressional Record.

Mr. Walker said on May 24, Ms. Martinez, Dr. Mancha and Ms. Gairaud will be joining Mr. Walker and Mandy Brown in Washington DC. Mandy Brown is going as a community representative, and some Board members had an opportunity to meet her and review the video that was requested by IMLS. Ms. Brown tells her story very eloquently about how the library made a difference in her life. She is very genuine and will be a great representative. Mr. Walker will share that video clip at the next meeting.

C. Integrated Library System (ILS)

Ms. Martinez said an update report and recommendations would be made regarding PCCLD's Integrated Library System.

Ms. Deulen was excited to have a recommendation, noting for the last few years she has asked the Board for an extension to the Sirsi contract. Ms. Deulen said they are preparing to wrap up the RFP process and would share the committee's recommendation for ILS.

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Ms. Deulen noted that in 2016 the library's contract with Sirsi expired, and the library signed a one-year extension through 2017 while the committee began to meet and create an RFP. The committee is made up of staff who use the ILS, including Daniel Gaghan (ILS Administrator); Joanna Stankiewicz (Circulation Manager), Andrew Bregar (Lamb Library Manager) and Peggy Bilger (Acquisitions Specialist).

Five proposals were submitted, and there were a lot of things vendors were asked to address. Proposals were received from: Sirsi Dynix-Blue Cloud, Innovative Interfaces-Polaris, The Library Corporation, and two open-source vendors: ByWater Koha and Equinox Evergreen, the last two very different than what the library has now. Ms. Deulen reviewed the scoring used based on cost, annual cost of maintenance, data migration, implementation and training; as well as: support service, demonstrated performance in other public libraries, references, and quality of proposal.

Ms. Deulen showed a graph of the results which did not vary too much among vendors. The top two were ByWater Koha and Sirsi. The committee then brought the top two in for site presentations. Several on the committee visited the Huntsville, Alabama library. Vendors met with the RFP committee and the START team to provide an overview, and those attending were asked to complete a more in-depth scorecard on circulation features, ability to integrate with payment system, ability to work with self-checkouts, cataloging and acquisitions, reports, OverDrive and Hoopla records, ability to customize online, and future development plans. In that scoring, Sirsi had 40.2 and ByWater Koha had 46.4.

Ms. Deulen then reviewed the cost summary. Right now, the library pays about \$65,000 per year which is separate from BiblioCommons. The vendors were asked for a 5-year proposal. Over five years, the cost was \$455,000 with Sirsi. ByWater Koha was \$43,060 per year and includes the online catalog, and there is also an implementation fee which covers training and data migration, for a total of \$222,000 over five years. There was a big difference in cost.

Although it may seem easier to stay with Sirsi, and Sirsi is going to web products, it is really not ready and would require working on three different platforms.

The advantages with ByWater Koha is it is open source, allowing the library to customize how the website appears, and it is an easy web interface for staff.

There was additional discussion of other libraries' experiences, how long ByWater Koha had been in business, the tremendous impact of transitioning to a new ILS, and specific plans for the transition.

Ms. Deulen expects the implementation to be complete by mid-December, and the Sirsi contract runs through December. Ms. Deulen said the committee will develop a detailed migration plan. Mr. Walker said they have had detailed conversations with ByWater Koha about offloading, and it is about a six-month process.

Koha is an open-source product, but ByWater will be implementing their version of Koha since no licensing is required. Ms. Deulen said we could load Koha ourselves and some libraries do that, but ByWater promotes themselves as experts in the design of the software and they contribute to the open-source community.

Mr. Stuart said the contract will be with ByWater Solutions. Ms. Deulen said for the first year the fee includes implementation, training and other aspects. Mr. Walker said it is a major undertaking for the institution, but it is the right thing to do. The library will be taking advantage of next-generation interfaces which are important for productivity. Mr. Walker said internally it will be important to have a project manager with dedicated time for the project, so there may be some staffing adjustments. Mr. Walker said this will be a five-year contract running \$45,000-\$50,000 a year. Migrating to a new ILS is not something a library wants to do often.

Ms. Gairaud asked what it will mean for regular users. Ms. Deulen said it will not look significantly different and will allow customers to do most tasks they do now, e.g., placing holds. Ms. Deulen offered to send Board members the demo site. One of the features it does not have that BiblioCommons had is the ability to share book reviews, but there are talks underway with Koha to

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allow contributors to a community of reviewers. There will be some nuances, but it will operate similarly. Ms. Gairaud said she wants to make sure the changes are not earth shaking.

Mr. Walker said the library will ask the Board of Trustees to approve entering into a five-year contract with ByWater Koha in an amount not to exceed \$47,660 in the first year. Ms. Martinez asked that this be added to the May Board meeting agenda.

D. 2018 Budget

Ms. Martinez said the 2018 PCCLD budget document would be presented.

Ms. Baca had provided the 2018 budget and said as a local government entity the library is required by law to have an approved budget by December 15. When the Board last saw the budget it was about a 40-page document. GASB is very proscribed about features to be included in a Budget document. Distinguished Budget awards are given to encourage government entities to create budget documents of the highest quality. Ms. Baca reviewed some of the criteria required which had been added to the approved budget to provide additional detail.

Ms. Baca said the document presented to the Board is also available on the library's website and has been submitted to GFOA, and she hopes to be able to announce a budget award again this year. The library has received the award for a number of years and hopes to continue that tradition.

Ms. Martinez said the Board appreciates Ms. Baca's hard work, and Ms. Baca responded that she could not do it without the support of the Board of Trustees.

E. Audit Committee

Ms. Martinez said the Audit Committee will meet on Tuesday, May 29 at 2:00 p.m. in the Executive Conference Room to discuss PCCLD plans to issue an RFP for auditing services in July.

F. Gallagher Amendment

Ms. Martinez said the Board of Trustees reviewed projected budget impact of the Gallagher Amendment at their March 29 Board Meeting and will discuss options for the library.

Mr. Walker said because assessments occur every two years and the next reassessment will be in 2019, the legislature decided to put off the issue of delaying the assessment to four years to allow time to address constitutional issues, although they said they would study it this summer.

Special Districts are affected by this, and ultimately residential property taxes will be reduced to zero. The legislature will take it up again next year, but he would not be surprised if the reassessment hiatus comes up again next year.

Mr. Walker is participating with library districts facing the same issue, and others are also concerned about this. Library districts are seeing only limited growth or decreasing tax revenues with dire predictions for the next assessment. Mr. Walker said it is important for the library to stay alert to this issue. Mr. Walker has scheduled a meeting with County Commissioner Terry Hart to discuss it. Mr. Walker has also been interacting with the public libraries, Sherri Baca is plugged into the Special Districts Association (SDA), and they are monitoring and seeing others who are in the same place as the library. Ultimately, it will require a vote to make a permanent fix to the Gallagher problem.

Mr. Stuart asked about the conversations on CAL about Initiative #93 which is an effort to fund public education in Colorado. Mr. Walker recently attended a Library Director's retreat where the president of CAL and the State Librarian both talked about Initiative #93 which has a number of provisions to increase funding for public education and claims it will fix the rate on the reassessment issue. Mr. Walker submitted a question because his reading of it is that it only fixes the rate for school districts, and they acknowledged it does not affect any other institutions. It does, apparently, address school funding in a significant way. Mr. Walker believes it will take a similar effort to address Gallagher for libraries.

Ms. Martinez agreed that the Board will be wrestling with this more.

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G. Rawlings Space Planning

Ms. Martinez said an update report will be provided on the 2018 Rawlings Space Planning objective.

Mr. Walker said the library has as one of its objectives to employ a design firm to re-imagine space for the Rawlings Library. The library put out an RFP and has a committee of five staff to conduct the interviews. Two design firms have been scheduled for interviews. Humphries Poli did the Pueblo West Library expansion and they have lots of public library experience; the other is StudioTrobe that did the library enhancement project when the library integrated automated materials handling systems, and much of their design involved Barkman and Lamb as well as some remodeling of the 1st and 2nd floors at Rawlings.

The first interview is scheduled for May 16 from 10:00 a.m. to 12:00 p.m. with Humphries Poli. The second will be held from 1:30-3:30 p.m. on May 18 with StudioTrobe. Mr. Walker has some ideas about what he would like to have implemented, and there is a budget allocation for this.

IV. ADJOURNMENT

Ms. Martinez reminded Trustees that the Regular Board meeting would be held on Tuesday, May 29 at the Barkman Library, 1300 Jerry Murphy Road.

There being no further discussion, the Work Session adjourned at 4:14 p.m.

Respectfully submitted,

Jane Carlsen
Secretary