

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

May 17, 2016

I. CALL TO ORDER AND ROLL CALL

Ms. Pickman, Vice President, called the meeting to order at 3:03 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

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

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Jill Deulen, Technical Services & Collection Development Director; Sara Rose, Chief Operating Officer; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. The Cloud: A Better Digital-Book Experience

Ms. Pickman said Jill Deulen, Technical Services & Collection Development Director, would provide information on the new Cloud digital book service.

Ms. Deulen provided a presentation on the new Cloud digital book service which will be replacing OverDrive as the vendor for e-books. The Pueblo City-County Library District will be transitioning to The Cloud for digital books which will be available on June 6. There will be a soft launch from June 6-July 14. After July 14, nearly all OverDrive content will be moved to The Cloud, and OverDrive will be removed. Benefits of The Cloud will be: easier to use, provide more selection without spending money to buy titles, and will allow customers to borrow books from other Colorado libraries via "Cloud Link." There is also a "Suggestion to Library" feature where customers may suggest books to buy for PCCLD's collection.

Ms. Deulen reviewed the compatible devices, details on how it is used, borrowing rules for customers, and how customers may access support.

Ms. Deulen said some titles will get lost in the transfer; however, 90% will be completed without a problem. Ms. Deulen estimated that 85% of customers own a Smart Device, and it is possible they are not accustomed to using them, and staff will need to help assist customers in using their Smart Devices.

There was additional discussion among Board members about privacy concerns, difficulty of checking out a book, and tracking circulation statistics.

Sara Rose stated The Cloud Library is now live, and the 3M app is available

Ms. Deulen reviewed plans to inform customers of The Cloud which will include information on the website, brochures, a soft launch, and a drawing for a Samsung tablet.

Dr. Mancha suggested that there should be a way to collect customer and staff feedback, and Mr. Walker said that will be included.

Ms. Bregar said she liked the idea of only having to enter your card information once and the ability to return an item early. The Cloud allows a customer to change devices and not lose their place in the book.

Ms. Deulen added that the library will have sixteen Colorado State Wildlife Park passes circulating throughout the district which includes a hanging park pass tag, nature guide, backpack and binoculars. Mr. Walker said in the past couple of years, the library has had a partnership with the Pueblo Zoo and the Buell Children's Museum to allow customers to check out one-week passes.

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The goal of this program is to provide customers that cannot afford to purchase access to these attractions the opportunity to visit.

Ms. Bregar asked if customers are diligent about returning the Zoo passes, and Ms. Deulen said they are because there is a holds list for the passes.

B. ConnectED Memorandum of Understanding with School District 60

Ms. Pickman said the proposed Memorandum of Understanding (MOU) was initially discussed at the March 15 Work Session. School District 60 has made a number of revisions to the MOU which would be presented for discussion.

Mr. Walker referred to the documents provided in the Board packet, one of which shows the changes that had been made, and most of the changes were not substantial.

There was discussion of the procedural challenge to allow the library to retrieve items checked out with a student identification number if the school district demands the return of all personally identifiable information. Mr. Walker acknowledged the library has a vested interest in the return of items, and possible solutions discussed included providing a timeframe to return items, using a different category for students, or having students with outstanding items re-register for a library card in order to collect fees for books that have been damaged or were not returned. Ms. Gairaud asked whether a student's identification number would be nullified upon graduation. There were also concerns about distrust; however, Mr. Walker stated the language was developed by the attorney to protect the school district. Mr. Gradisar will draft language to address the Board's concerns about the return of material.

The Board agreed this should be added as an Agenda item for the May Board meeting.

C. Urban Renewal Commission Appointment Update

Ms. Pickman said Special Districts that had verbally agreed to a member of the Library Board being appointed to the Urban Renewal Board have been asked to provide documentation of that agreement, and efforts have been made to contact a representative for the Thunder Village District. The Board of Trustees would receive an update report on the Urban Renewal Commission Special Districts' representative appointment.

Mr. Walker and Ms. Bregar met with Dan DeRose on Monday May 16. Ms. Bregar talked to Jerry Pacheco and the Pueblo Urban Renewal Authority (PURA) office staff regarding her appointment to the PURA board. The appointment is pending Jerry Pacheco receiving the letters needed for the appointment. She also stated that she will meet with Jerry Pacheco regarding the PURA projects.

There was additional discussion about accountability and whether Ms. Bregar will be able to participate fully as a PURA Board member.

Mr. Walker said he expects support from the Southeastern Colorado Water Conservancy District which was meeting this week. He also acknowledged Ms. Bregar's efforts on behalf of the Board of Trustees and other taxing entities.

Mr. Pacheco had expressed that there is a completely different attitude with the Colorado Springs Urban Renewal Authority.

There was additional discussion regarding guidance if there is an IGA (Inter-Governmental Agreement), how Mr. Pace's participation differs, and concerns about Ms. Bregar's ability to vote if there is not a new project under consideration and issues surrounding what items she could or could not vote on. The general sense was that the library and the special districts are in a much better place as a result of the changes to this law.

D. 2016 Annual Plan update

Ms. Pickman announced that an update on the 1st Quarter of the 2016 Annual Plan would be presented to the Trustees.

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Mr. Walker distributed the 2016 Annual Plan Update, which shows the assigned responsibility for the 32 objectives, and the 1st Quarter updates are shown in green. Some projects are well underway, some are nearly completed, and some have already been completed. Mr. Walker reviewed several of the objectives listed:

- I. Add office space at the Rawlings Library is nearing completion.
- IX. Continue digitization program of early and historically-significant editions of the *Pueblo Chieftain* is underway, and the library is working with the Steelworks Museum
- XI. Create young readers by expanding SPELL (Supporting Parents in Early Literacy through Libraries) is fully implemented. PCCLD is working with the Pueblo Early Childhood Council, and libraries are visiting ten early childhood centers.
- XXI. Overlay parking lots at Pueblo West and Lamb Libraries is still in the planning phase with timing issues related to weather.
- XXIV. Rebid banking services has had no progress yet. Some changes with Wells Fargo have affected their service. Ms. Pickman suggested this should be done every three or four years.

Dr. Mancha suggested including budget figures with each objective which had been provided at one time and would be a helpful analysis for Mr. Walker.

E. Organizational Chart

Mr. Walker made some changes to the Organizational Chart. Human Resources is now under the Chief Financial Officer, and Facilities is now under the Director.

Mr. Quintana pointed out that the Rawlings Manager is responsible for a lot of administrative decision making. Mr. Walker and Ms. Rose both meet with Janina Goodwin, Rawlings Manager, regularly. There was discussion of her duties which include overseeing the Rawlings Library, the issues of the Rawlings building, and her role with security is district-wide. There was concern whether she has time to cover the amount of responsibility, assistance available to her, and the issue of reporting to two different people. Mr. Stuart was concerned that if personalities changed, it might not work. Dr. Mancha wants to ensure the realities of the organization were reflected in the organizational chart.

Mr. Walker explained organizations grow and change. Ms. Pickman understands the organizational chart as an informational piece, and she sees the organization as working more collaboratively.

IV. ADJOURNMENT

There being no further discussion, the Work Session adjourned at 4:40 p.m.

Respectfully submitted,

Marilyn Baillargeon
Secretary Pro Tem