

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

September 15, 2015

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana, President, called the meeting to order at 3:00 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

Board Members Present: Fredrick Quintana, President; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Roy Miltner

Board Member Absent: Donna Pickman, Vice President; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Maria Tucker, Special Collections & Museum Services Manager; Charles Hutchins, Information Technology Director; Midori Clark, Community Relations/Development/Strategic Initiatives Director; Sara Schwartz, Program & Events Manager; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None

III. DISCUSSION ITEMS

A. Adult Summer 2015 Reading Program

(Discussed after Item III.B.) Mr. Quintana said the summer reading program concluded in August. A report on the adult summer reading program outcomes would be presented.

Midori Clark reviewed past adult summer reading programs and said this year they set a goal to increase adult registrations by 20% by offering more robust programming.

Ms. Clark introduced Sara Schwartz, Program & Events Manager, and said the Lure 'em to the Library Committee focused on adult programming this year. The library offered a total of 162 programs between June 1 and August 15 with program attendance of 3,020—an increase of 174%. There was an incentive program for staff, and the location with the highest increase in adult participation was awarded a pizza party. Every single branch far exceeded the goal

Ms. Gairaud asked what some of the programs had been, and Ms. Schwartz responded that the Lure 'em to the Library Committee approach was to allow each branch to develop programs based on their customers' interests. Programs with good attendance included music programs, the PechaKucha, crafts, cooking, book clubs, and hikes at Greenhorn Valley. There was a question about having relevant book displays available at programs, and Ms. Clark said they are trying to come up with a perfect way to do that; however, getting people into the library also gives them the chance to pick up books while they are there.

Ms. Clark said this is the first time she has seen the whole district rally around the adult programs, and she credited that to Ms. Schwartz's leadership. Ms. Schwartz distributed an overview sheet with statistics. It was pointed out there were 500 adult registrations district-wide last year, compared with 2,023 this year, which is a tremendous increase. Pueblo West had the highest increase with 38 last year and 413 this year.

There was additional discussion of the increased programs, adults being asked to read five books, and the idea of offering adult programs while children attend programs for their age group.

Dr. Mancha commented that the library just finished the next long-range plan, and it addresses focusing on the whole family. There was discussion of changes made to bring children's programs more in line with the whole family.

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Ms. Clark said that is a perfect segue into All Pueblo Reads, and she referred to the resource guide provided. The kick-off event will be a family concert with Gipsy Moon on October 2. Ms. Clark said the key to family programming is to market programs so people understand children can attend.

Ms. Clark said the book selection group had talked about featuring *Ender's Game*, but they got some feedback from the public with a preference for reading other books. Some felt *Ender's Game* was not for them, so they decided to offer science fiction—two featuring women and two featuring men. The featured speaker for the Black Tie Ball will be a special-effects filmmaker who is also featured on Mythbusters, which should be a fun combination.

Ms. Clark said so far they have had requests for 480 copies of *Ender's Game* from School Districts 60 and 70, and this year the library is collaborating with the school districts.

The Friends of the Library are again funding students to attend the Black Tie Ball, and Dr. Donna Souter with CSU-Pueblo will be conducting an essay contest. Last year's winning essays were displayed during the ball.

Mr. Quintana thanked Ms. Clark and Ms. Schwartz for the work that was put into both of these, and he is glad to see it is including more people.

B. InfoZone Exhibit Upgrade

Mr. Quintana said the PCCLD 2015 Annual Plan anticipates upgrading the film exhibits in the InfoZone Museum. Rawlings Foundation grants have been procured to help accomplish this project, and an RFP has been issued to solicit vendors to perform this work. A report and recommendation on proceeding with the project would be presented.

Ms. Tucker provided copies of InfoZone Video Wall Update presentation. Ms. Tucker said the InfoZone video wall needs to undergo an update, and the films have been there since the museum opened in 2003. An RFP (Request for Proposal) was issued in July, and the intent of the RFP was to obtain proposals from experienced firms to design, fabricate and install a new multimedia exhibit/video wall and produce one or more proposed multimedia films or exhibit interactives. Three proposals were received. Spaces by Witvoet presented two different cost proposals, one being a perfect world approach, and the second more in line with the other proposals received.

Ms. Tucker reviewed the cost proposals. Although CD Meyer had the lowest cost proposal, it omitted prices for shipping and installation which were considered significant. The proposals were reviewed by a staff evaluation team who scored each of the proposals, and Experience Design scored the highest with 365 out of a possible 400.

Ms. Tucker said she would like to request the Board accept the proposal from Experience Design at a cost of \$44,000 which best meets the needs of the project.

Ms. Tucker said the new content must fit the theme of the space. It also needs to be designed for flexibility so staff can update videos to tie in to themes of future programming and take advantage of in-house videos.

Dr. Mancha asked about the difference between Experience Design and the second Witvoet proposal. Ms. Tucker responded that Witvoet had not accounted for how their proposal would fit within the space.

Ms. Tucker reviewed the proposed project timeline with a site meeting in October 2015; design, development and evaluation in October-November 2015; final design by December 2015; printing, fabrication and final software by February 2016; and shipping and installation by March 2016.

There was additional discussion about how long the present exhibit had been in place, a review of projects from Experience Design, and what would be included. (*Ms. Bregar arrived at this point.*)

Mr. Miltner asked if there were any Colorado bidders. Ms. Tucker responded the RFP had been sent to some Colorado firms, but none of the bid proposals were from those firms.

Mr. Walker requested the Board add this proposal to the September meeting agenda, and the Board agreed. Mr. Quintana thanked Ms. Tucker for her work on the project.

C. PCCLD Staff Desktop Computer Replacement

Mr. Quintana said the PCCLD 2015 Annual Plan calls for replacing all staff-use desktop computers, and funds for the project are allocated in the 2015 budget. The next step is to employ a qualified consultant to advise and assist with configuration of the desktop deployment and management server environment. A report and recommendation would be presented.

Charles Hutchins said about a year and a half ago, the library replaced the public PCs, and this year it is time to replace the staff PCs. Mr. Hutchins explained how the XenDesktop computer environment compares with the typical computer environment. With a hard drive, you have to update the software and set each PC up to talk to certain servers. Using that same model, we have nine computers with nine different sets of software such as Windows, so if Windows has an update it gets out of control. Since 2008, PCCLD has been using a Citrix PVS (Provisioning Service) and as the users boot up, it downloads that hard drive to each of the computers, so IT only has to update it once. All the users have to be the same, and processing is done on the local machine so there is a lot done on the user's PC that can be limiting. What Citrix has done is VDI (virtual desktop infrastructure) so each user is looking at a video screen and everything is sent to the server. All the processing is done on the server, and it does not care about the size of the computer, but how large the server. The library will need to buy one new server, but it will upgrade everyone in the district, and we are not stuck with certain hardware. For example, a new branch could purchase different hardware, and it is not dependent on the hard drive. With this model, they can buy 80 systems to replace staff PCs and still continue to purchase new systems. With this environment, they all start working with Xen.

There was additional discussion in which Mr. Hutchins addressed vulnerability, efficiencies and cost savings.

Mr. Hutchins said the library put out an RFP to find a firm to provide XenDesktop consulting services to help the library stand up the new system. Once the system is up, the IT staff will be able to add systems in after the fact. The RFP was sent to ten companies and it was posted to the library's website, but there were only two bids. The bidders were Long View Systems and GTRI. They had been talking to 3T Systems prior to the RFP, but 3T did not submit a bid. Mr. Hutchins reviewed the ratings used which included evaluating the environment, license server, database server, storefront servers, build base image, and test, train and final support. Both bidders met all the requirements.

There was discussion of differences between the bids received, and Mr. Hutchins explained the only difference was cost, and because GTRI is a premium company the bid price difference was likely a result of higher per-hour rates. Mr. Hutchins had checked the references, and the City of Longmont provided a glowing review of Long View Systems where they still use them for support. Long View Systems has an office in Denver. Mr. Hutchins provided detailed explanations of volume licensing, firewalls, how the XenDesktop system operates, and said users should not be impacted. He displayed a sample provided by Dell.

There was discussion whether one server would meet the needs. Mr. Quintana asked about the training needed for IT staff to manage it, and if the library purchased more servers later if they would have to go through this again. Mr. Hutchins explained the consultants were needed to help the IT staff stand the system up. Long View Systems will provide tech support, usually for about 30 days after getting the system up.

Mr. Miltner asked about the timeline. Mr. Hutchins said this would be in this year's budget, and he expects to be back next month to get approval for the capital project of about \$75,000 to replace staff PCs. Mr. Walker explained that this was budgeted, and there will be some other purchases to come on the server side and on the desktop side. This is the first step.

Mr. Hutchins said the recommendation is for the Board to approve a cost not to exceed \$31,065 which includes a 10% contingency.

Mr. Miltner said this was a good presentation. Mr. Quintana requested this be added to the September Board meeting agenda.

D. Library Board Vacancy

Mr. Quintana said a vacancy on the Board of Trustees is anticipated at the end of the current year. A Nominating Committee has been appointed to identify skills and representation needed, discuss recruitment strategies, and develop a process to review applicants in order to make a recommendation to City and County officials. An update report would be presented.

Mr. Walker said the Nominating Committee met last week, and a newspaper notice of the vacancy was published on September 14, although the County did not get the vacancy on their website until earlier today, and it is there now. The Nominating Committee will meet again this week to talk about interview questions. The committee has been talking about skills and will meet again to discuss the process for reaching consensus on a recommendation.

Mr. Walker said the vacancy is posted at <http://pueblo.org/government/county/boards-and-commissions/upcoming-openings>. If you know individuals who might be interested, encourage them to apply, and this is the opportunity to do that. We are actively recruiting candidates right now. Dr. Mancha said they want everyone to help recruit.

Mr. Walker thanked Mr. Miltner for his service on the Board and provided a copy of a letter from Mr. Miltner to Mr. Quintana.

E. 2016 Planning Retreat

Mr. Quintana said PCCLD held its 2016 planning retreat on August 26, and a report would be presented.

Mr. Walker distributed the outcomes from the retreat. The retreat was held at Pueblo Mountain Park in Beulah, and it was a beautiful day in the mountains. The group focused on key results but did so in the context of the new Strategic Plan focus. At the end of the day, these were the ideas the group reached consensus on.

One of the challenges in 2016 will be dealing with a flat budget. There will not be an increase in revenues over 2015. The preliminary property tax evaluation shows a flat property tax with very little growth of less than 1% in revenue. The challenge will be to achieve new goals within the confines of the flat budget. The good news is the library will have \$9-10 million, which is still a significant budget.

Mr. Walker said in addition to this list, he is working on his own list, such as: Take advantage of PLA Conference in Denver for staff development; Partner with PEDCO on innovation center.

Individual departments have submitted their budgets, and the admin team is pouring over those. In October the Board will hear more from him and others about the 2016 budget. Sherri Baca is working on projecting salaries through the end of this year and working on benefits such as health insurance which are big numbers for the library.

Dr. Mancha noted that these are new priorities, and suggested the library has five years to get it all done. Mr. Walker said he is not unduly alarmed and believes the library is in a strong position. We have good structure and context to guide us and help us focus.

Dr. Mancha asked if the Strategic Plan documents provided were the final products. Mr. Walker said they went through some slight editing. Mr. Quintana pointed out corrections needed on the final page. The Strategic Plan will be posted to the Library's website.

IV. ADJOURNMENT

Mr. Quintana reminded Trustees that the Regular Board meeting will be held on Thursday, September 24 at 5:30 p.m. at the Giodone Library located at 24655 U.S. Highway 50 East.

There being no further discussion, the Work Session adjourned at approximately 4:30 p.m.

Respectfully submitted,

Jane Carlsen
Secretary