

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
MINUTES FOR THE REGULAR MEETING**

**July 24, 2014**

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

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:30 p.m. by President Marlene Bregar.

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

Board Members Absent: Lyndell Gairaud; Roy Miltner

Attorney Present: Nicholas Gradiar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Community Relations & Development Director; Sara Rose, Human Resources Director; Teresa Valenti, Technical Services & Collection Development Director; Michelle Vigil, Web Editor; others not recorded

Others Present: Wendy Swanhorst, Swanhorst & Co., LLC

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** None

**III. APPROVAL OF THE MINUTES**

Ms. Bregar said the Minutes of the Library Board Work Session held on June 17, 2014, and Minutes of the Regular Library Board meeting held on June 26, 2014, were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on June 17, 2014. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Pickman, to approve the Minutes of the Regular Library Board meeting held on June 26, 2014. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker referred to the Board Report provided in the packet and offered to respond to any questions. Mr. Walker then invited Michelle Vigil, Web Editor, who has increased the library's web presence, and most recently introduced the Portal.

Ms. Vigil said in the 2013 Annual Plan employees expressed the wish for an intranet, and she provided background on the process used to set up a committee, obtain feedback and research consultants to get the intranet launched. Ms. Vigil demonstrated the intranet, which is called "The Portal" and is accessible to employees only. She pointed out the ease of access to many of the tools employees access every day, such as Paychex, Gmail, eRequester, and others. It allows employees to share information, and she pointed out the tabs with drop-down menus. Under News, there are articles written by staff, announcements, Circulation newsletter, Sunday schedule, suspension list, When to Work, and employee training videos. Under Staff, employees can see the employee directory and search alphabetically or by department and includes photos of employees. HR has its own

## MINUTES

July 24, 2014 — 2 of 6

tab with access to Paychex, Customer Service Counts, Employment Opportunities, and PERA. There is a Committee tab where each of the staff committees can share information with staff. The Documents section allows employees to search frequently used documents, and it has been very popular. Ms. Vigil concluded that the Portal is quickly becoming the standard way of communicating in the library.

Mr. Stuart asked if employees actually email through this, and Ms. Vigil explained that staff still use Gmail, but this will take an employee directly to the Gmail link. Mr. Stuart said this is wonderful. With staff geographically far flung, it makes it hard to get people to know each other, and this is a wonderful way of communicating. Mr. Stuart added that this will also be a wonderful way to make staff more efficient, and it is terrific. Mr. Stuart thanked Ms. Vigil for doing such a great job.

Mr. Walker concluded that Mr. Stuart had described it well, and Ms. Vigil also oversees the public website, and she has done all this working about 24 hours a week.

### **B. Pueblo Library Foundation Report**

Mr. Stuart said there was no report, but reminded Board members of the breakfast events to be held next week at each of the new library sites which will be kept to one hour. He hopes as many of the Board as possible will attend.

### **C. Attorney Report** None

### **D. Employment Changes**

Ms. Bregar said the Board is asked to ratify the June 2014 Employment Changes as presented by the Executive Director.

Mr. Walker referred to the document in the Board packet showing new hires, promotions and terminations for the month of June.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Library Board approve the June 2014 Employment Changes as contained in the July 24, 2014 Board materials.

There being no further discussion, MOTION CARRIED 4-0.

### **E. Financial Report**

Ms. Bregar said the Board is asked to ratify the June 2014 bills and accept the June 2014 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and answer any questions.

On the Combined Balance Sheet, Ms. Brogan pointed out that it no longer includes the "unaudited" heading, and Ms. Swanhorst will be presenting the Audit Report, but these numbers are final, and they have been audited. Ms. Brogan said the General Fixed Assets column on the balance sheet had been updated and several categories added. Land and Art & Collectibles had been separated; they had been together because they are both non-depreciating items. The land for the three new buildings had been added. Buildings and improvements will stay the same until the end of 2014 when the new buildings will be moved from "Construction in Progress" and into this category. Construction in Progress totaled \$369,337 at the end of 2013. Furniture, Fixtures and Equipment used to also include Computer Hardware & Software as well as Books & AV Materials, and Ms. Brogan separated those to provide better information. It was interesting to see that Books & AV Materials were the biggest part of the total. Accumulated depreciation had increased by about \$800,000, and Ms. Brogan said when the library does a lot of weeding that increases.

In the General Fund, the target percentage for the end of June is 50%. Revenues were 72% collected which is on track. Specific Ownership Tax is tracking better than last year at 45%, about 9% more than last year, and Ms. Brogan believes they did a better job of projecting this year.

## MINUTES

July 24, 2014 — 3 of 6

Expenditures were 41% spent compared with last year when it was 45% spent. Personnel was 46% spent which is good. Materials were 29% spent, but they are getting ready to order opening-day collections for the three new libraries, so it is expected to increase dramatically in several weeks, and circulating laptops will be ordered from that budget. Facilities was 34% spent, which is typical for this time of year. Operating was 53% spent with nothing unusual to report. Information Technology was 75% spent, and Ms. Brogan said that has been explained, and she will be looking for savings in other areas. Ms. Brogan said she is starting now to do estimates for this year to find out what they need to do.

Revenue in the Capital Project Fund had no activity except for \$364 in interest. Building expenditures were low at \$14,329 because construction invoices were not received in time for payment which may result in two payments next month, and costs were for architect fees. Capital asset expenditures included \$132,666 for public computer replacement and AV upgrades, and \$4,649 for building improvements, primarily the landscaping project which is now complete and has made a big difference.

In Other Funds, there was nothing to report with only 26¢ interest to the Chamberlain Fund.

In the Check Summary Report, Ms. Brogan pointed out the \$14,560 payment to J. Huber & Associates, the consultant working with Technical Services to accomplish their goal of evaluating work processes to achieve efficiencies. This came in \$5,400 less than budgeted. Ms. Brogan also pointed out a payment to Roto-Rooter for \$3,313 which was to clean out the main drain at Lamb, and they will also have to replace the carpet in the basement and will replace paper towel holders with electric hand dryers to avoid future problems. The payment to Taravella's Hydro-Turf for \$250 was the last item in the landscaping project, areas have been barricaded at Rawlings to allow the grass to grow in, and it is looking great.

Mr. Stuart asked about the payment to Valcom for \$121,314.56 for hardware repair, and Ms. Brogan said that was for the purchase of new public computers and should not have been shown as repair.

Mr. Stuart noticed that a lot of entries include initials, and he suggested providing a legend at the end to help the Board understand what those mean. Ms. Brogan said she would be happy to do that. Ms. Brogan said the entries shown come right off the check.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$110,039.65, Payables of \$456,530.26, and Payroll of \$205,385.02 for a total of \$771,954.93.

Mr. Stuart made a Motion, seconded by Ms. Pickman, that the Library Board approve the June 2014 bills and accept the June 2014 Fund Statement as contained in the June 26, 2014 Board materials.

There being no further discussion, MOTION CARRIED 4-0.

### **V. PUBLIC COMMENT** None

### **VI. OLD BUSINESS** None

### **VII. NEW BUSINESS**

#### **A. Announcements**

- The next regular Work Session is scheduled for Tuesday, August 19, at 3:00 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo.
- The Annual Planning Retreat will be held on Wednesday, August 20, from 8:30 a.m. to 4:30 p.m. at the Pueblo Convention Center. Ms. Bregar said it is a great thing to attend and to let the Board Secretary know if you plan to attend.

## MINUTES

July 24, 2014 — 4 of 6

- The next regular Board meeting is scheduled on Thursday, August 28, at 5:30 p.m. at the Colorado City Metropolitan District at 4497 Bent Brothers Blvd.
- Mark your calendars for the CAL Conference to be held October 16-18 in Loveland, CO. Contact the Board Secretary to make arrangements to attend.

### **B. Action/Discussion Items**

#### **1. Auditor Report**

Ms. Bregar announced that Wendy Swanhorst from the Library's auditing firm, Swanhorst & Co., LLC, would present the 2013 Audit Report to the Trustees.

Ms. Brogan distributed the Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2013 along with the management letter from Swanhorst & Company, LLC.

Ms. Swanhorst said Ms. Brogan had prepared the CAFR, and the auditors prepare the management letter which reports a clean opinion and the numbers are fairly stated in all material respects. Ms. Swanhorst said the audit went very well and no significant adjustments were needed. This year, the Foundation was included in the audit for the first time which is why they were here later than usual. It is a good accounting, and the auditors have some recommendations but nothing significant.

Ms. Swanhorst noted that the District transferred \$41,500 from the Chamberlain Fund for the new libraries, but the transfer was not approved in the budget process. The State requires all transfers to be approved by the governing board, and the transfer should have had a budget approval.

The only other thing for the Board to be aware of is that in 2015 the unfunded portion of PERA retirement will have to be shown in the financial statement as a liability. GASB did this so analysts and bond holders can see who has those unfunded liabilities. Ms. Swanhorst wanted to point this out because the numbers are so large, and it will be a big change.

Ms. Pickman asked if there was anything for the Board to do retroactively to correct the Chamberlain transfer. Ms. Swanhorst said they could, but it is not necessary. She understands the Board did approve the transfer, but it did not formally go into the budget. Mr. Stuart asked what should be done when this occurs after the budget has been approved, and Ms. Swanhorst said the Board should have approved a budget resolution to amend the budget.

Mr. Gradisar asked how the retirement amounts would be divided up, and Ms. Swanhorst said it has not all been settled yet, but PERA will provide that. PERA will do an actuary study and allocate the amounts based on the contributions the library makes. There had been some concern about how that will be done, but auditors will still be able to issue clean opinions.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board accept the 2013 Audit Report.

There being no further discussion, MOTION CARRIED 4-0.

#### **2. Satellite Closures**

Ms. Bregar announced that Pueblo City-County Library District will open three new full-service public libraries later in 2014. This transition includes PCCLD no longer sponsoring satellite public library services in several schools. This change is necessary due to financial limitations. It is recommended that the following satellites cease operations on July 31, 2014: Craver Middle School, Rye Elementary School,

## MINUTES

July 24, 2014 — 5 of 6

and Risley Middle School. The Trustees discussed the closures at the July 8 Work Session.

Ms. Pickman made a Motion, seconded by Mr. Quintana, that the Board approve the closure of the Craver Middle School, Risley Middle School, and Rye Elementary School satellite libraries on July 31, 2014.

There being no further discussion, MOTION CARRIED 4-0.

### **3. Bylaws Revision**

Ms. Bregar said it is recommended by PCCLD legal counsel that the Board Bylaws be revised to reflect its approval of district personnel changes. The recommendation was discussed in detail at the July 8, 2014 Work Session.

Mr. Quintana made a Motion, seconded by Ms. Pickman, that the Board adopt the revision to Article II, paragraph 7, of the Board of Trustees Bylaws to read: "The Board shall retain a qualified Executive Director, who has at least a Masters of Library Science or equivalent degree from an ALA-accredited institution, and who shall have the responsibility to employ, direct, and supervise staff members and present to the Board for approval all terminations, new hires, and changes in employment status in his/her monthly Director's Report; prepare required reports and budgets; recommend policies, develop procedures consistent with those policies, administer policies adopted by the Board; and promote effective library service. (Revised July 24, 2014)"

Mr. Stuart asked if there was anything in the Board's Bylaws that require a time or other process before enacting a change.

Mr. Quintana read the following statement from the Bylaws which provides, "Amendments to these bylaws or to any policy documents of the Board may be adopted by a majority vote of members of the Board present at a regular or annual meeting, provided notice of the proposed amendments shall have been given to all members at least five (5) days prior to the meeting at which such action is proposed to be taken." It was agreed they had met that requirement when it was discussed at the Work Session.

There being no further discussion, MOTION CARRIED 4-0.

### **4. Naming Library Facilities, Rooms or Grounds**

Ms. Bregar said the Board of Trustees are delegated responsibility for approving naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD. There have been a number of contributions to the current new libraries' capital campaign resulting in naming nominations for the Trustees' consideration. The Board reviewed the suggested namings requested by donors for each of the new libraries at the July 8, 2014 Work Session.

Ms. Bregar then called for a motion. Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Board approve the following naming at the Greenhorn Valley Library: Temple Hoyne Buell Foundation Children's Area; Friends of the Library History Wall; Angelo Vitale, Jr. Fireplace, H.W. Houston Construction Co. Gallery, Peter J. Voûte Meeting Room; H.W. Houston Construction Co. Meeting Room; Stacy & Jon Walker Study Nook; Paul & Nancy Shaw Study Nook; Arnie & Jane Carlsen Study Nook – at the St. Charles Mesa Library: Jo Ann Carlo-Cummings, Jean Carlo-Erickson & Jan Carlo-Pullin Entryway; Temple Hoyne Buell Foundation Children's Area; Fred & Evelyn Fitzsimmons Fireplace; H.W. Houston Construction Co. Gallery; Frank & Mayme Carlo Meeting Room; Peter J. Voûte Meeting Room; H.W. Houston

## MINUTES

July 24, 2014 — 6 of 6

Construction Co. Meeting Room; Stacy & Jon Walker Study Nook; Greg & Cathy Hahn Study Nook – at the Patrick Arnold Lucero Library: Temple Hoyne Buell Foundation Children's Area; Jeff and Paula Chostner History Wall; H.W. Houston Construction Co. Fireplace; H.W. Houston Construction Co. Gallery, Neta & Eddie DeRose Meeting Room; Black Hills Energy Artwork; Junior League of Pueblo Meeting Room; Joseph M. & Aurora R. Autobee Study Nook; Stacy & Jon Walker Study Nook; Rebecca Lefebre Peralta Study Nook; William & Janie Lucero Study Nook.

There being no further discussion, MOTION CARRIED 4-0.

### **5. New Libraries Change Orders**

Ms. Bregar said agreed-upon changes to the new libraries construction projects were presented and discussed in detail at the July 8 Work Session.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board approve the change orders totaling \$216,896.51 for the new libraries construction projects.

There being no further discussion, MOTION CARRIED 4-0.

### **VIII. ADJOURNMENT**

Having completed all the items on the agenda, Ms. Bregar adjourned the meeting upon Motion made by Mr. Quintana at 6:13 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary