

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

**March 27, 2014**

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

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Lamb Library at 5:30 p.m. by President Marlene Bregar.

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

Board Member Absent: Roy Miltner

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Midori Clark, Community Relations & Development Director; Teresa Valenti, Technical Services & Collection Development Director; Janina Goodwin, Youth Services & Library @ the Y Manager; Maria Kramer, Teen Services Librarian/future Lamb Manager; others not recorded

Others Present: Doreen Martinez, Friends of the Library Secretary

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

**III. APPROVAL OF THE MINUTES**

Ms. Bregar said the Minutes of the Special Library Board Meeting held on February 18, 2014, Minutes of the Library Board Work Session held on February 18, 2014, and Minutes of the Regular Library Board meeting held on February 27, 2014 were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Special Board Meeting held on February 18, 2014. The minutes were approved by unanimous consent.

Ms. Pickman made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Work Session held on February 18, 2014. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on February 27, 2014. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker introduced Maria Kramer who is currently the Teen Services Librarian, and she will be the new Lamb Library Manager in the fall. Diann Logie will be moving to the East Side Library when it opens, and Maria will become the Lamb Manager.

Mr. Walker then introduced Janina Goodwin who manages both Youth Services and the Library @ the Y, and she recently completed one of the library's signature programs, "Read OUT LOUD." Ms. Goodwin said this was the library's fifth Read OUT LOUD program, and the purpose is to promote literacy, meet a famous author and participate in extended creative activities.

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This year's program featured Jennifer Holm, co-creator (illustrated by her brother) of *Babymouse* and *Squish* series. The library partnered with the Sangre de Cristo Arts Center Buell Children's Museum. Every classroom that signed up received a free copy of the book, *Babymouse*, to share in the classroom. Jennifer Holm visited the library on February 3 and 4, and also visited Minnequa Elementary and Avondale Elementary with programs featuring singing, artwork, and storytelling. Total program attendance for all of the events totaled 3,294 and included 22 schools, and 71 classrooms received books. Rawlings had 966 in the library for the author's program. The Avondale program also included a book cover contest, and a winner was named in each grade.

Ms. Goodwin reviewed the circulation data totaling 648, and *Babymouse* had 594 circulations, *Squish* had 48, and the author's other books had 6.

Next year, the author will be Jarrett Krosoczka, author of *Punk Farm* and *Punk Farm On Tour* as well as other titles. The program will be held April 29 and 30. One of the things they learned is that holding the program before Spring Break is not easy for classrooms because they are busy with testing, so they hope to have a better response in April. It will also give the library more time to amp up excitement for it with ideas such as a petting zoo, battle of the bands and a graphic novel workshop. The InfoZone will feature a graphic novel exhibit in April. Ms. Goodwin hopes to get 3,000 into the library for next year's program.

Ms. Gairaud thanked Ms. Goodwin for the presentation and said she believes that lofty goals are good. Ms. Goodwin believes it is possible, and they will have more time to prepare.

Mr. Stuart asked what the target demographic is, and Ms. Goodwin responded that the target is lower elementary, but many upper elementary classes also participated and loved it. The authors are prepared for anything and tailor their presentations for the audience.

Dr. Mancha asked what had been the biggest challenge, and Ms. Goodwin said she had to start putting it together while she was still working as the Circulation Manager. She was also concerned about registrations. At the end of Christmas break, she started contacting teachers directly emphasizing the benefits and that it is free, and offered to provide busing scholarships. Ms. Goodwin said it was a good way to reach out, and she learned about the challenges with the timing.

Mr. Walker noted that Ms. Goodwin transitioned into this larger role in July and was straddling the fence in both departments for some time.

Mr. Walker reported on the Colorado Public Library Statistics for 2013 that had been compiled. He distributed a sheet comparing Pueblo City-County Library District with twelve other libraries serving populations of 100,000 or more, which are the large library districts in Colorado. PCCLD visits had gone up over the five-year period shown. In 2009, PCCLD had been in 7<sup>th</sup> place, and had moved into 3<sup>rd</sup> place in 2013. Circulation improved over the five-year period, although not to the same level as visits, and the library is making some adjustments to improve circulation. Mr. Walker pointed out the trend with Arapahoe Library District and noted the shift taking place in terms of circulation, and the reasons for that have been discussed previously. Compared with the other libraries, PCCLD is in 9<sup>th</sup> place and only improved by one notch over the five-year period. In Program Attendance, PCCLD had a significant increase from 483.3 per capita to 737.5 per capita in 2013. In 2009, PCCLD was in 4<sup>th</sup> place, and it is now in 1<sup>st</sup> place in terms of program attendance. It is still early in the year, but the library hopes to continue those trends.

Mr. Walker distributed an update on the Libraries for Life campaign in terms of naming rights. The Board had approved a menu of opportunities several months ago, and it is going well. More than half of the opportunities have been claimed but many remain available. Mr.

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Walker asked Board members to refer anyone interested in naming rights at the new libraries to him.

Mr. Walker displayed photographs showing each of the libraries under construction, and reviewed specific progress at each location. They are making good progress. Amy Nelson is working on furniture, and Charles Hutchins is working on technology for the new libraries.

Mr. Walker said the polling results for the Library Law Workshop show that June 3 will work for most Board members, and Mr. Quintana indicated the date will also work for him. Mr. Walker asked Board members to set aside that date, and he will contact Jacquelyn Murphy with the State Library to confirm Tuesday, June 3 at 3:00 p.m.

### **B. Friends of the Library Report**

Doreen Martinez, Secretary for the Friends of the Library, reported that the Treasurer, Greg Clark, reports the budget on track with financial reserves being met and financial obligations set to be met on time. Ms. Martinez reported that the Membership Committee reported total membership of 908 in January which increased to 926 in February, leaving them 74 short of the goal of reaching 1,000. The Books Again ½-Off Sale was a huge success with sales of \$3,287, exceeding last year's sales by \$1,802. Jaclyn Baros, recipient of the Friends Scholarship from last cycle had to withdraw from classes so those funds will be kept in the scholarship fund until the next cycle, and she is welcome to reapply. Sara Schwartz, the new Special Events Manager, helped coordinate judges for the Dr. Seuss Contest which had 1,678 participants. The awards ceremony is scheduled for April 10 at 7:00 p.m.

The Project Selection Committee decided not to fund any of the project requests made for this cycle. Applicants are welcome to review their proposals and resubmit for next cycle. There was discussion about reviewing the proposal requirements and process before the next cycle.

The Nominating Committee has a new slate of officers for next year: Doreen Martinez, President; Doris Kester, Vice President; Dustin Hodge, Secretary; and Greg Clark, Treasurer. Instead of a Library Report, Ms. Clark provided the Friends a tour of the 2<sup>nd</sup> floor renovation. The next Board meeting will be held on April 15 at the Rawlings Library in Bret Kelly A.

Ms. Martinez announced that the Annual Dinner will be held on May 9 at 6:30 p.m. with the guest speaker Drew Dix, and she invited Board members to make plans to attend.

### **C. Pueblo Library Foundation Report** None

### **D. Attorney Report** None

### **E. Financial Report**

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

Mr. Quintana made a Motion, seconded by Ms. Pickman, that the Library Board approve the February 2014 bills and accept the February 2014 Fund Statement as contained in the March 27, 2014 Board materials.

Ms. Brogan said the Audit Committee met prior to the meeting, and the auditors have been in the Finance office this week. Ms. Brogan also displayed the award presented for Outstanding Financial Reporting for 2012, noting that they will issue "buttons" for each year awarded instead of plaques for each year in the future.

On the Combined Balance Sheet, Ms. Brogan said there was nothing of note to report.

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In the General Fund, the target percentage for the end of February is 17%. Ms. Brogan said Revenues were at 7% because taxes are collected a month behind. Expenses were at 13%. Personnel was 16% spent, and materials were 11% spent; both are typical. Facilities was only at 8% which was attributed to debt service payment due twice a year, and utilities were only 9% due to the mild winter. Operating was 14% spent, and IT was 19% spent.

The only revenue in the Capital Project Fund was \$400 interest income and is on target at 17%. Expenditures for the new libraries were \$213,178 after receiving the first construction invoices as well as some architect fees. Ms. Brogan said a new category was added for Miscellaneous Building expense to separate expenses that should not be applied to the COP or is not attributable to any one of the projects, and the amount shown was for the sale of land on the St. Charles Mesa. Under Capital Assets, the amount includes AV upgrades of \$1,621, and \$2,498 for the 2<sup>nd</sup> floor enhancement project.

Ms. Brogan said there was nothing to note in Other Funds or in the Check Summary Report.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$103,368.63, Payables of \$589,259.56, and Payroll of \$200,325.57 for a total of \$892,953.76.

There being no further discussion, MOTION CARRIED 5-0.

**V. PUBLIC COMMENT** None

**VI. OLD BUSINESS** None

**VII. NEW BUSINESS**

**A. Announcements**

- The next regular Work Session is scheduled for Tuesday, April 15, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The Rawlings Library will be closed on Sunday, April 20 for Easter Sunday.
- The next regular Board meeting is scheduled on Thursday, April 24, at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event beginning at 5:00 p.m.
- The Friends of the Library will hold their Annual Meeting on Friday, May 9.

**B. Action/Discussion Items**

**1. Marijuana and E-Cigarette Policies**

Ms. Bregar said the Board had discussed information gathered by staff and recommendations for policy revisions needed due to the use of e-cigarettes and the recent legalization of recreational marijuana use. The Board reviewed proposed policy revisions prepared for Board consideration at the March 18 Work Session and made recommendations. Ms. Bregar said the Board would vote on each of the policy revisions individually.

- (a) Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board approve the revisions to 02.08.04 Drug and Alcohol Use.

There being no further discussion, MOTION CARRIED 5-0.

- (b) Ms. Pickman made a Motion, seconded by Mr. Stuart, that the Board approve the revisions to 02.09.08 Smoking.

There being no further discussion, MOTION CARRIED 5-0.

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- (c) Mr. Quintana made a Motion, seconded by Ms. Gairaud, that the Board approve the revisions to 03.06.01.G1 Guidelines Governing Use of the Library.

There being no further discussion, MOTION CARRIED 5-0.

### **2. Committee Guidelines.**

Ms. Bregar said the Board of Trustees recently established the Legislative and Governmental Committee, and the Board Development Committee has made the recommendation that the Board establish written guidelines for standing committees. The Board reviewed a draft document to be added to the Governance section of the Policy Manual at the March 18 Work Session.

Ms. Bregar then opened the floor for a motion. Dr. Mancha made a Motion, seconded by Mr. Quintana, that the Board of Trustees adopt 01.02.01.G1 Committee Guidelines.

There being no further discussion, MOTION CARRIED 5-0.

## **VIII. ADJOURNMENT**

Having completed all the items on the agenda, Ms. Bregar opened the floor for a Motion to adjourn. Mr. Quintana made a Motion to adjourn, and the meeting adjourned at 6:16 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary