

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
May 23, 2019

I. CALL TO ORDER AND ROLL CALL

Stephanie Garcia (Vice President) called the meeting to order at 5:26 p.m. at the Barkman Library.

Board Members Present: Marlene Bregar
Lyndell Gairaud
Stephanie Garcia
Dustin Hodge
Frederick Quintana
Phil Mancha

Board Members Absent: Doreen Martinez (excused)

Attorney Present: Kate Shafer, Attorney – Gradisar Trechter Ripperger & Roth
Jon Walker – Executive Director
Sherri Baca – Chief Financial Officer
Sara Rose – Chief Operating Officer
Alicia Griebel – Manager of Barkman Library
John Chrastka – Executive Director of EveryLibrary

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

Stephanie Garcia made a motion to add item VIII. New Business – A) Announcements: Audit Committee Meeting

Fredrick Quintana made a motion to approve addition.

Marlene Bregar seconded the motion.

All in favor 6-0

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on April 16, 2019 and Minutes of the Regular Library Board meeting held on April 25, 2019 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- o Minutes of the Library Board Work Session held on April 16, 2019
- o Minutes of the Regular Library Board meeting held on April 25, 2019

Lyndell Gairaud made a motion to approve the April 16th work session minutes and the April 25th regular meeting minutes.

Marlene Bregar seconded the motion.

All in favor 6-0

IV. REPORTS

A. Executive Director

Alicia Griebel (Managing Librarian, Barkman Library) will provide an overview report about the Barkman Library.

Alicia Griebel

(Alicia Griebel presented from a Power Point slide show. Printed copy of slide show was given to Sonya West, Board Secretary, and will be added to board documents.)

Welcome to the Barkman branch Library. We will start off with statistics. We will start with our key data progress for the year. *(Referenced slide-show)* Overall circulation visits are down by 10.6% and visits by 13%. However programs are up by 9.8% and we hope to continue on that progress and stay busy with the programs at our branch. Next slide you will see is a breakdown of our visits. We actually see the numbers of visits have gone up for April 2019 compared to April 2018. Next, the circulation of materials data which also reflects our visitor data. We maintained the constant 11% to 12% variance. Program attendance was something I thought was very exciting to see. Our attendance has stayed pretty consistent with the data from last year. You can see that during the summer reading program our attendance increases quite a bit and we expect the same this year. Now to the fun items. We are continuing our outreach and partnership with Pueblo City Schools. This year was our first snack program for after school. *(Referenced slide-show)* Our last snack program will be next week on Friday. Last

summer we partnered with Pueblo City Schools to give away free lunches and gave out 1838. On June 10th we will start the free lunch program again for this summer. We have also had the Parkview Mobile Nurses come and give free programming about health for the community. Now on to what's new? *(Referenced slide-show)* We went from our book drop that was flab and drab to our new fit and fab one. We have improved air circulation with four brand new fans. They have increased air circulation so much throughout the building. We no longer have to rely on the tornado effect of opening the front doors and hoping it sweeps through the building. Even our patrons have noticed the change and expressed their gratitude. We had a sink installed in this room you are meeting in now. That has opened up this room to more programming so that we can get messier and more involved in projects and have a better way to clean up after. It also helps when we host groups for luncheons as we now have better options for clean-up. We also revamped our break-room and work space a little bit. We got movable walls so that we can make that area bigger when needed and then move them to make two work spaces as needed. Finally, we have moved one of our self-check outs into the children's section. *(Referenced slide-show pictures on new and ongoing programming.)* We were also able to use a United Way grant to help with the weekly Friday programming. This helps support the kids who no longer have school on Fridays. Through this program we offer snacks, crafts and games. We would like to introduce you to our furry new co-worker. *(Referenced picture on slide-show.)* This is Robby Lee he is our security guard and that is his service dog in training Oden. He is a magnificent, beautiful 17 month old German Shepard. It has been really great for staff and patrons to get to see him in the library. Robby Lee is currently finishing his degree at Pikes Peak Community College and is going to be working to become a personal dog trainer. Linda Pacheco still gets our book club going every month, and she is really great at getting local authors into the library. We have an upcoming author who came to visit us, David P. Wagner. He wrote Roman Count Down and came to visit with staff and dropped off book marks for us to handout. We have some really wonderful local authors. My next slide is called Meet Our Neighborhood. This gives you a picture of some of our regular patrons. *(Alicia Griebel finished her presentation and asked for any questions.)*

Stephanie Garcia

How many lunches do you serve a week?

Alicia Griebel

For the snack program, we get 15 of them for the kids Mondays and Fridays. So 30 total, sometimes we serve less and sometimes we have extra kids and need a few more. Next year we are looking to do Mondays, Wednesdays and Fridays. Regarding the lunches in summer they bring 45 per day Monday through Friday.

Stephanie Garcia

Do you do any backpack programs for the weekends?

Alicia Griebel

No

Frederick Quintana

I really liked seeing the pictures of the patrons throughout your presentation.

B. Friends of the Library Report

Dustin Hodge

They just had their last meeting and will now have their summer break. They will elect their new officers and start again in the fall.

C. Pueblo Library Foundation Report

None

D. Attorney Report

None

E. Employment Changes

OVERVIEW: The Board is asked to ratify the April 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the April 2019 Employment Changes as contained in the May 23, 2019 Board materials.

Phil Mancha made a motion to ratify the April 2019 employment changes.
Frederick Quintana seconded the motion.
All in favor 6-0

F. Financial Report

OVERVIEW: The Board is asked to ratify the April 2019 bills and accept the April 2019 Fund Statements.
RECOMMENDED ACTION: That the Library Board ratify the April 2019 bills and accept the April 2019 Fund Statement as contained in the May 23, 2019 Board materials.

Sherri Baca

Sherri Baca presented from a slide-show and referenced the April financial reports that are uploaded on the library website. She also passed out the 2019 Budget and Annual Plan to each Trustee.)

Marlene Bregar

Does this document go to the county commissioners and city council?

Sherri Baca

No, but it is posted on our website.

Sherri Baca

We are one of the only libraries who present and get an award on our budget. Hopefully we will get our 10th award. We stopped printing this document in mass to save on paper, it is on website however. My presentation for April is very basic and there are no budget concerns. We are tracking with about the same averages this month as in the previous year same month. So I will just go through these financial statements quickly. Again, they are very basic and tracking the same as this time last year. I have no concerns this month with our financial statements. *(Sherri Baca continued her presentation from the power point slide show.)* I do want to talk to you about courier service for a moment. We do subscribe to the Colorado Library Consortium (CLiC). This deals with interlibrary loan materials throughout the state of Colorado. They charge us a flat fee for the courier services, around \$800 per year. Then they charge an ILL fee for the volume of an activity that is happening. So in 2017/2018 our agreement with them was for a volume of 4, 586 items I believe, and in the current contract year for which this \$1700 is now hitting our expenditure, that agreement is for a much higher ILL number which is 7,738. That is just based in ILL usage. Again, I don't have any budget concerns for the month of April, it is all tracking pretty typical. The expenditures for the month are for architect fees and are typical for what we had budgeted. We also purchased a new copier/printer for the Community Relations department. The good news is that we got a great machine at an extremely good price. We purchased it under the NASPO State contract (National Association of State Procurement Officials). So we did not have to run our own RFP for this purchase as the state virtually does that for us through NASPO. With that opportunity we saved between 10 to 15 percent on the purchase price. We also purchased new book drops for a couple of the branches. Again, nothing unusual to report. All the purchase that you see here *(referenced slide show)* had been budgeted for. The remainder of the packet is the check listing. There is nothing specific to point out to you, unless there is something that caught your eye. The recap for the spending of the month of April you will see here *(referenced slide show)*. You can see that April was a two payroll month. Then finally, the last part of your packet is the description of Pcard purchases for the month of March as we pay in the current month for the previous months transactions. That is the summary of the financial reports for April, are there any questions?

None

Lyndell Gairuad made a motion to ratify the 2019 bills and accept the April 2019 Fund Statement.
Frederick Quintana seconded the motion.
All in favor 6-0

V. BOARD COMMENT

Marlene Bregar gave information on a senior seminar she attended on Tuesday.

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

- The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, June 18, in the Ryals Room at the Rawlings Library.
- The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 27, at the Rawlings Library in the Ryals room.
- The audit committee meeting will be June 18, 2019 at 12:30 in the executive conference room in the Rawlings Library.

B. Action/Discussion Items

1. **Overview:** John Chrastka (Executive Director of EveryLibrary) will provide a report on his library advocacy consultation work with PCCLD.

Recommended Action: This is for discussion only with no recommended action at this time.

John Chrastka was introduced by Mr. Jon Walker. He provided an update to the Board of Trustees in regard to feedback he had received from the day spent having different meetings with library staff members as well as a luncheon with Friends of the Library members. (*Audio inaudible for presentation due to technical issues.*) He stated that staff members are onboard, supportive and just waiting to get the word to move forward. He suggested that the Board of Trustees come up with two actions. One to push the request for the funding and what it will help. Two, to have the statement ready for what will occur if the funding initiative does not pass.

Jon Walker

Staff is ready to support the matter. The staff are in anticipation of vote by Trustees on this matter. Many discussions need to be had. There is a committee about to form to be a support system for moving forward with this initiative.

Stephanie Garcia

We will have this matter on the agenda for June to vote on.

Marlene Bregar

Research needs to be done on different ideas in case the initiative does not pass. For example, what is the number of funds that could be saved if we shortened the library hours or closed more days compared to totally closing facilities? Also, what type of contracts are we under for land that was donated or gifted for each library branch?

Jon Walker

We can have Sherri Baca report back on what type of funds could be saved with different scenario options. We definitely need to look at each location and see what special needs or land concerns each branch has.

Discussion continued amongst Board of Trustee members. It was agreed that the issue should be addressed at the upcoming June work session meeting.

IX. ADJOURNMENT

Total estimated time: 7:08 p.m.

Respectfully Submitted by:

Souya West

Executive Assistant