

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES BOARD MEETING MINUTES
July 25, 2019**

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 5:30 p.m. at the Lucero Library.

Board Members Present: Marlene Bregar
Lyndell Gairaud
Phil Mancha
Doreen Martinez
Fredrick Quintana
Stephanie Garcia
Dustin Hodge (via teleconference call at VIII.B.1 section)

Attorney Present: Doug Gradisar – Gradisar Trechter Ripperger & Roth

Staff Present: Jon Walker – Executive Director
Sherrí Baca – Chief Financial Officer
Terri Daly – Human Resources Manager
Sara Rose – Chief Operations Officer
Robert Childress – Information Technology Manager
Alan Rocco – Facilities Superintendent
Sean Miller – I.T. Department
Sonya West – Executive Assistant/Board Secretary
Numerous Library Branch Managers
Other Guests

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

None

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on June 18, 2019 and Minutes of the Regular Library Board meeting held on June 27, 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 June 18, 2019
- o Minutes of the Regular Library Board meeting held on June 27, 2019

Fredrick Quintana made a motion to approve the minutes from the June 18, 2019 work session and June 27, 2019 board meeting. Stephanie Garcia seconded the motion.

All in favor 6-0 (*Dustin Hodge was not present to vote.*)

IV. REPORTS

A. Executive Director Report

Diann Logie, Lucero Library Manager, will review activities of the Lucero Library.

(*Diann Logie presented from a slide-show. She also presented each Trustee with a craft made by youth at the library.*)

Diann Logie

Welcome everybody, nice to see you all here at Lucero Library. I wanted to start with our nutrition program. In 2018 we served 3,547 kids and in 2019 we have served 4,658 kids. I do not know if you are aware of the transition that is taking place right now from Hero's Academy. I served on the transition committee at Risley to transition the kids coming out of Hero's as well as two other elementary schools. They estimate that there will be about 200 to 225 more kids coming into the East side. Right now my staff and I are trying to brainstorm on what that is going to look like for us here at the Lucero Library. A lot of them will be bussed in and bussed out. What will be left over is what we are worried about. There are students who may be participating in sports, and may come to this library to wait for rides after their sports activities. We also have kids whose parents might work and want their kids to wait here until they can pick them up. With that, it will impact our meal programs. We just submitted a Friends Grant to purchase more tables. We also had our meal program training last week and we are preparing for the added numbers we anticipate. Our new partnership this year was with Care and Share Food Bank of Southern Colorado. They contacted us and thought we would be the perfect location for their distribution site here on the East side. We agreed that our parking lot would be a perfect place to host the event. I spoke to Jon Walker about it, and he approved it. We started the program here in December on the 22nd. Here are the numbers for December (*referenced her slide show*). This has really been an amazing partnership for us. The truck comes with 20,000 pounds of food. Community members come and bring baskets and bags. Another partnership is with NeighborWorks of Southern Colorado. I attended the NeighborWorks Leadership Institution in Texas for three days. With that, we received a \$3500 grant to do a project here on the East side. Since we are a "food desert" we thought a community garden would be great. We took that \$3500 plus another \$3,000 from Colorado Trust and purchased, soil, lumber, plants, etc. (*She presented a picture of the community garden from her slide show.*) The community garden is located at Martin Luther King Church and Youth Center. Our kids from the library planted 65 of the plants in the Community Garden. We also had a master gardener come from the CSU Extension office and he did a class for the kids on how to plant vegetables. Another partnership I have is with Cooperative Care – "Power-Up Kidz Sacks". Last year they gave us 100 snack sacks. This year they are giving us 240. This is what they look like (*referenced picture on slide show*). The sacks have two free books, numerous snacks and a drink. The kids love them. Another thing we started doing last year was checking out basketballs. We recently purchased ten more basketballs. The kids come here to the library, they check out the basketballs, go across the street and play basketball and then bring them back and check them in. One request they have made is to please have a basketball court at the library. They said they just feel so safe here. It is scary for them to play across the street. I also manage Books a la Cart. This year we delivered 8,374 books to thirteen organizations. Another goal that I have for this year was to create more space in the library. We removed one of our shelves and moved items around to create more useable space in the library. (*She referenced numerous before and after photos of all the changes.*) We also made a Makerspace. We received a Friends of the Library Grant and were able to purchase two work tables and a floor covering for the space. We also have a game zone which gets used a lot. Another thing that we have and love is the virtual reality room. Another thing we did this year with Alan Rocco's help was to upgrade and redo our landscaping. (*At this point she referenced pictures from her slide show to give examples of all the landscape changes.*) I cannot conclude my presentation without showing you my incredible staff. (*Reference staff picture on slideshow.*) I really have the most magnificent staff. We have the most amazing challenges here at this library, and a lot of other people might run to the hills, but these people are "lifers". They tell me they are going to stay forever. They are patient, they are kind, and they are gentle. They treat every single person that enters our door with respect. We do not judge anyone. Also, our security guard is the perfect fit for this library. This concludes my presentation.

B. Friends of the Library Report

None

C. Pueblo Library Foundation Report

Lyndell Gairaud

We had our quarterly meeting on July 10th. We introduced our newest board member, Iris Clark. We also introduced Nick Potter, who is here tonight as well. He will begin in August as Director of Community Relations and Strategic Initiatives. Allison Slife, Certified Public Accountant from CLA also joined us to review the Pueblo Library Foundation audit report via phone. The Pueblo Library Foundation was given a clean report from her. Our second quarter investment statement shows a balance of \$201,153.90. This reflects a 6.5% return average since November of 2015 and a year to date average of 12.54%. They are very positive numbers considering the current markets. The balance sheet number is a little lower showing \$198,683.43. All and all the balances are encouraging. The Pueblo Library Foundation ratified the renewal of the directors and officers insurance policy with Great American Insurance Group for one year with a premium of \$675.00, which is only a \$10.00 increase over last year. Concerning the Issues Committee, the Pueblo Library Foundation Board approved a 501H Elections Status to assure proper status to approve \$15,000 from the Pueblo Library Foundation to the Issues Committee.

The Pueblo Library Foundation also approved \$10,000 to PCCLD for public relations activity. These activities are not tied to the Issues Committee. These funds are to allow the PCCLD staff to encourage the public to support our libraries. A note, both the \$15,000 contribution to the Issues Committee and the \$10,000 contribution to PCCLD for public relations activities came from cash holdings. No investments were liquidated for these funds. The Q2 fundraising report showed a total of \$3,458.73 in Pueblo Library Foundation gifts received. In total the PCCLD gifts received in Q2 were \$30,522.52. I also wanted to give an update on the Le Bal de Bibliotheque fundraiser that was held on July 13th. It was a great success and the girls were beautiful. We had a large turnout, so hopefully we will continue on with this fundraiser. The NEA (National Education Association) awarded a \$15,000 grant for All Pueblo Reads for the 2019 selection which is: In the Time of Butterflies by Julia Alvarez. The Book Lovers Black-tie ball will be held on Friday, November 8th and I hope to see everybody there. Just a note, Colorado Gives Day is December 10th. Even a small donation of \$10 makes a large difference, so everybody consider contributing to the Pueblo Library Foundation or PCCLD on December 10th. Last year so many of our employees gave a small amount and that added up to a great big amount.

D. Attorney Report

None

E. Employment Changes

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

RECOMMENDED ACTION: That the Library Board ratify the June 2019 Employment Changes as contained in the July 25, 2019 Board materials.

Stephanie Garcia made a motion to ratify the June 2019 Employment Changes. Lyndell Gairaud seconded the motion.

All in favor 6-0 (Dustin Hodge was not present to vote.)

F. Financial Report

OVERVIEW: The Board is asked to ratify the June 2019 bills and accept the June 2019 Fund Statements.

RECOMMENDED ACTION: That the Library Board ratify the June 2019 bills and accept the June 2019 Fund Statement as contained in the July 25, 2019 Board materials.

(Sherri Baca presented from a Power Point slide show as well as provided a handout to each Trustee entitled: 2020 Budget Calendar)

Sherri Baca

It is budget season, so please take a look at your handout which gives the calendar dates for the budget process. We kicked off our budget season with our budget training for leadership on July 24th and most directors and managers attended. *(Sherri Baca went over all the dates listed on the handout.)* Everyone in this room has a really important role and I am looking forward to our 2020 budget process. This is not a new processes, this is our typical budget calendar with updated dates.

Stephanie Garcia

Based on a vote that is coming later in the meeting, would you have to do two budgets?

Sherri Baca

We are kind of thinking we might want to go that route. I and Jon Walker will be planning out next steps during the upcoming leadership retreat in early September. So we have a little work to do between now and then as far as designing the process and anticipating what that will look like.

The report I have on the finances is short and sweet just like last month's report. What you are seeing for June this year is very typical from what was reported this time in 2018. There are really no issues or concerns to report. *(Sherri Baca went through each page of the financial report and explained her reporting.)* That concludes my report. Very typical month with no issues.

Phil Mancha made a motion to ratify the June 2019 bills and accept the June 2019 Fund Statement. Fredrick Quintana seconded the motion.

All in favor 6-0 (Dustin Hodge was not present to vote.)

V. BOARD COMMENT

Lyndell Gairaud

In your packet you will see a photo copy of a book entitled: The Library Book by Susan Orlean. This title was listed in the recommended for reading list in the Sunday paper. So I decided to read it. I wanted to pass on that this is a really great book and would encourage everybody to read it. It talks about the Los Angeles public library system. It tells three different stories. It tells about how the public library system was created and built in Los Angeles. It talks about a terrible fire that happened in the library in 1986 and why it happened. Then it talks about what the library is like now. It also talks about what library staff does and how complicated it is addressing the issues that we have today in all library systems. I just wanted to share this terrific book.

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, August 13, 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, August 22, at the Pueblo West Library.

B. Action/Discussion Items

1. Resolution to Refer a Library Ballot Measure to Voters

OVERVIEW: Resolution language was presented for final discussion during the work session on July 16, 2019.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt the Resolution as presented entitled A Resolution Requesting the Board of County Commissioners of Pueblo County to Refer a Ballot Issue to the Registered Electors of the District Pursuant to Article X, Section 20 of the Colorado Constitution and Section 24-90-112(1)(b)(III), CRS.

(Jon Walker brought Bart Miller and Dustin Hodge into the meeting via teleconference call.)

Doreen Martinez

Welcome gentlemen. I am going to read our Action/Discussion Item number 1, Resolution No. 19-03. *(At this point Doreen Martinez read Resolution No. 19-03.)* The recommended action is that the Board of Trustees take action to adopt the Resolution as presented. Do I have a motion to that effect?

Phil Mancha made a motion to adopt Resolution No. 19-03. Stephanie Garcia seconded the motion.

Doreen Martinez

I would like to open this up for discussion.

Fredrick Quintana

I am actually really excited that we are at the point to be able to put this question out to our community. As a Trustee, I could not be more proud of the work that our employees do. As a community member, I couldn't be more proud of the value that our libraries bring to our community. I think that this question is one of continuing to provide what our community has grown to expect from our Library District. I owe all of you, our employees and our community, a huge debt of thank you and gratitude. I am excited that we get to bring this question forward and I hope the rest of our board members feel the same.

Phil Mancha

I would like to associate myself with the comments made by Fredrick Quintana.

Marlene Bregar

I think that Fredrick Quintana spoke well for all of us.

Lyndell Gairaud

I would agree, my sentiments exactly.

Doreen Martinez

I would agree, I think Fredrick Quintana said it well.

Phil Mancha

Could we have an individual voice roll-call vote?

(Doreen Martinez asked board secretary, Sonya West, to take a roll call vote to accept motion.)

Sonya West

Marlene Bregar – yes

Lyndell Gairaud – yes

Phil Mancha – yes

Doreen Martinez – yes

Stephanie Garcia – yes

Fredrick Quinta – yes

Dustin Hodge – yes

All in favor 7-0

Doreen Martinez

I believe that Sonya West will now deliver this signed resolution to the Pueblo County Commissioner's attorney and we will begin the work.

Jon Walker

My expectation is that we will find out when the Board of County Commissioners meeting will take place from Bart Miller. I would encourage everyone to attend that meeting as well.

IX. ADJOURNMENT

Meeting adjourned at 6:37 p.m.

Respectfully Submitted by:

Sonya West

Executive Assistant/Board Secretary