

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
May 14, 2019**

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 2:01 p.m. in the Ryals room at the Rawlings Library.

Board Members Presents: Marlene Bregar
 Lyndell Gairaud
 Stephanie Garcia
 Phil Mancha
 Doreen Martinez
 Dustin Hodge
 Frederick Quintana

Attorney Present: Kate Shafer, Attorney – Gradisar Trechter Ripperger & Roth

Staff Present: Jon Walker–Executive Director
 Sherri Baca-Chief Financial Officer
 Terri Daly-Human Resources Manager
 Midori Clark-Community Relations/Development/Strategic Initiatives Director
 Sean Miller-I.T Department

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III.

Doreen Martinez
Move item III.B (Branch Library Master Facilities Plan), it will be moved to III.D. Also add item III.E (Update on Legal RFP) Are there any other corrections or modifications to the agenda?

Jon Walker
Remove Item III.C (Library @ the Y), it will be moved to the June work session agenda.

No other changes made.

III. WORK SESSION DISCUSSION ITEMS.

A. Executive Session

The Board of Trustees will enter into executive session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of discussion with and advice from special counsel for the district regarding legal issues associated with a potential TABOR ballot question.

Doreen Martinez dismissed all staff except Jon Walker–Executive Director, Sherri Baca-Chief Financial Officer and Midori Clark-Community Relations/Development/Strategic Initiatives Director. All Trustees and attorney remained.

Doreen Martinez stated that the Board moved out of executive session at 2:36 p.m.

B. Employee Guidelines

Terri Daly, Human Resources Manager, will present an update report and recommendations regarding revisions to PCCLD employment policies.

Terri Daly

Terri Daly presented from a Power Point slide show and provided three handouts:

- 1. Summary of Employee Guidelines Changes*
- 2. Current Employee Guidelines*
- 3. Draft of changed Employee Guidelines*

We are going to talk today about the revision draft of the PCCLD Employee Guidelines. In regard to the proposed changes, I want to let you know that they have gone through a lot of iterations. They have been reviewed by Human Resource Best Practice, by the START Team, and also reviewed a couple of times by the Steering Committee. We worked with the Employers Council and they have done a legal review as well. The last revision that the guidelines underwent was in 2006. So a lot has happened in 13 years. There is a lot for you to review now, but going forward, we hope to break it down into smaller more digestible pieces to review on possibly a bi-annual time frame. We are going to go through a summary of changes which I will handout now. I have broken down all of the changes into three categories. This document I am providing is 27 pages. It basically reviews how the changes are broken out. They are broken out by updates, and what that means is practices, systems and definitions. So maybe we have changed some practices like we don't do things by paper anymore as we do them on line, that kind of thing. So that would be considered an update. Maybe we have changed systems, like using the portal instead of the O drive, or using new recruiting system software, etc. Next they are broken down by definitions as some definitions have changed. For example, we use the term manager now instead of supervisor. The next category is consolidation. This simply means that we have consolidated things that were redundant. So maybe they were in one part of the guidelines and in another part and so we have consolidated those items together and decided the best place to put them. Repetitions, as some things were repeated, were consolidated as well. One of the key things we did here is we separated procedures from policies. Before, all the policy and procedures were together. Finally, the other matter of change is the legal consideration. We have had this reviewed by Mountain States Employers Council and they have, in some cases, recommended certain language that we use and we went with their recommendations. Also, there have been new laws added that we wanted to include. *(At this point she handed out the current Employee Guideline book as well as the draft of the proposed Employee Guideline book.)* Today I will show you how the summary lists the changes made. Then the goal will be for you to take these documents with you, review them, and contact me by email, phone or come see me with any questions or concerns. We will discuss the timeline for you towards the end of my presentation. If you will reference the first document which was the 27 page summary guidelines, you will see on the first page I made a key for you to use. Every time you see a yellow hi-light that represents that the item has been removed. The green hi-light means that there is an addition. When you see EC (employers' council), that means that they have reviewed the change. I also want to talk a little bit about navigating the Employee Guidelines book. On your summary you will see page numbers and on my presentation today you will see page numbers. *(At this point, she referenced page numbers on her slide show and gave examples to reference in the Employee Guidelines book. Terri Daly presented on her documents and slide presentation.)* To close this presentation, I would stress that you use the summary document as it will be the key to help you see what has been suggested to be changed. Now let's talk about the proposed timelines. We talked about the first step for you is to review these proposed changes. Remember, you can contact me or stop by with any questions or concerns. I will consolidate all your questions, concerns and comments and then bring those back to your work session on June 18th. On that date we will discuss all of your submitted feedback. Then I would like to ask the Board of Trustees to approve the document on June 27th at the regular Board meeting. My goal is to have all the changes approved and the final completed updated Employee Guidelines book ready by September 2019. *Trustees discussed different ways to review the changes.*

Doreen Martinez

I just want to express our appreciation for all the hard work and time you have put into this. We will all take a look at the proposed changes, and when we meet again in June we will have plenty to discuss. Thank you for a great presentation.

C. Trustee Retreat

The Board of Trustees will discuss dates and topics for a possible Board Retreat.

Doreen Martinez

We had talked about this a couple of months ago. I really support this idea of having an annual retreat. An idea would be to do a retreat to end the Board year. I would also like some feedback of what you all may want to cover during a retreat. I suggest that we do cover Board responsibilities.

Lyndell Gairuad

As far as working to do this at the end of the year, we need to be careful because everybody gets so over scheduled over the holiday season. So we might consider late October or early November rather than December time.

Doreen Martinez

We could even schedule it at the end of summer or beginning of fall time.

Phil Mancha

What about the idea of identifying three of the most difficult issues that we have had to address over the last year and discussing what we learned from those as a topic of discussion at the Board retreat?

Doreen Martinez

That is a great idea, because that is where we grow. We grow in our difficulties.

Jon Walker

Remember that we also have the feedback from the Board self-assessment. So that could be a discussion item at the Board retreat as well. Colorado Library Law could also be part of a retreat as that has been indicated on the past board self-assessment as a need.

Marlene Bregar

Are there resources from the Small Districts Association that we could make use of as we are members? And if so, would we have to pay for any of those resources?

Sherri Baca

I do have a log in to the member portal for the Special Districts Association, so I can check and see what we can download. I know that they are doing their annual Trustee Regional Workshop, so I will see what I can find and download for you online. There are usually resources out there for your use.

Doreen Martinez

What I am envisioning is a half-day retreat. Maybe a couple of small work sessions regarding particular topics and potentially a guest speaker. Then possibly finish with a nice lunch together, that way it does not feel too heavy or overwhelming. I don't feel like we need to start off with a full day or weekend retreat. I will get with Sherri Baca on the resources she is looking into and also work on getting a possible speaker for Colorado Library Law topics. In the meantime, if you want to refer back to your Board self-assessment or have other things you would like to see discussed at the Board retreat, please bring them to the work session agenda for next month.

Marlene Bregar

I don't know if it would work for us, but Urban Renewal is doing their retreat on one of their meeting dates. On that date, they are going to do a bare bones agenda and then do their retreat during that meeting. If we did ours on a work session date, we wouldn't be taking another day to try to work into everyone's busy schedules.

Discussion continued amongst Trustees regarding possible dates and times for a retreat. It was decided to bring back suggestions for topics and dates to the June work session meeting.

D. Branch Library Master Facilities Plan

Dennis Humphries, Humphries-Poli Architects, will present an update report on work toward a district master facilities plans.

Dennis Humphries

(Dennis Humphries handed out copies of his presentation as well as presented from a Power Point.)

We looked at all the library branches and did an assessment of what could be done to refresh and upgrade them as needed. On the branches, we chose to meet with the managers and go through their wish lists. We have come up with the conclusions that I am here to present to you today. This is a draft presentation,

my goal is to come back in June and present to you a final version with more specific costs and other elements of the programs.

(Dennis Humphries proceeded to present from his slide show and handout for each of the branch libraries.)

So those are the draft proposals for the six branches. The cost budgets that we have talked about were given to us based on Sherri Baca's financial projections. I believe you saw a slide last month from Sherri Baca that showed the projections for the timelines regarding the funds. The total estimated cost for all renovations including the Rawlings Library is about 17 million.

Phil Mancha

How did you determine the order of which library gets renovated?

Sherri Baca

Mainly cash flow. As I was looking at each year and how the mill levy would impact our property tax projections, that determined which order to start each project. This could all change depending on future projections from our side as well as project building costs which will also increase over time. At this time, I laid them out based on the best cash flow option for the Library District. This is just a draft projection and things can change as time lines approach and we have solid numbers from a financial perspective as well as from Dennis Humphries on construction cost numbers. Stay tuned, because I always say that whenever I talk about numbers they will change. I will be back with more projections as will Dennis Humphries. These are all just projections.

E. Legal RFP update

Frederick Quintana gave an update on the RFP for Legal Services.

Frederick Quintana

A lot of time has been spent on this and we have been moving along quite well. Jon Walker, Sherri Baca, Sara Rose and I have all been working on this RFP. We have been lucky to receive six responses to the RFP. All of those responses were well put together and gave us good information about the firms that applied. It is good to know that we have a lot of quality firms that would like to work with us. We met today and did an initial review of those six applicants. We have narrowed the applications down to the top two.

Jon Walker

We now have interviews scheduled with the top two firms we have chosen. If any Trustee would like to attend the interviews, please let me know.

Phil Mancha

I will attend.

IV. ADJOURNMENT

Meeting adjourned: 4:48 p.m.

Respectfully Submitted By:

Sonya West

Executive Assistant