



Board of Directors Meeting
Meeting: 11:30 a.m., Jan. 8, 2014
Executive Conference Room, 3rd Floor
Rawlings Library ★ 100 E. Abriendo Ave. ★ Pueblo, Co 81004

MINUTES

A. Welcome and Call to Order ..... Jim Stuart

Mr. Stuart called the meeting to order at 11:41 a.m.

B. Roll Call and Verification of Quorum.....Amber Pepin

Board Members Present: R.J. Black Schultz, Carol King, Priscilla Lucero, Julie Rodriguez, Jim Stuart, Michael Voute

A quorum is met with 7 of 9 (67%) members present.

Staff Present: Jon Walker, Midori Clark, Chris Brogan, and Amber Pepin.

Absent: Anthony Nunez and Joyce Vigil

Excused: Gary Parks

C. Modifications to Agenda for Jan. 8, 2014 Meeting ..... All

No modifications requested.

D. Approval of Minutes of Oct. 2, 2013 Meeting..... All

Gary Parks was in attendance 6 of 9 Board members are present a quorum is met with 66% of members present. Priscilla Lucero made a motion to accept the minutes with the change noted. Seconded by Michael Voute. All in favor. Motion passes.

E. Treasurer's Report.....Michael Voute

Mr. Voute presented the Dec. 31, 2013 financials, 2014 Budget and the audit document to all in attendance. \$190,000 balance of assets with receivables outstanding of approximately \$17,000.

Priscilla Lucero made a motion to accept financial statements as presented for 12/31/2013 with provision it will be amended for receivables. Seconded by R.J. Schultz. All in favor. Motion passes.

The 2014 budget was discussed at a meeting of the Finance committee Jan. 7, 2014. The most significant line-item is the transfer to PCCLD of \$250,000 with a balance of

\$11,004. Budget is only an estimate, but should stand throughout the year. Michael Voute made a motion to accept the 2014 budget as presented. Seconded by Priscilla Lucero. All in favor. Motion passes.

**Annual Audit**

Swanhorts & Company, LLC has presented a bid to prepare and audit of the Foundation as a subset of the Library District for a discounted price of \$4,000. Offered to prepare the IRS 990 for no more than \$1,000. Mr. Voute feels it would be useful for the same firm to prepare both documents. Mr. Stuart asked who and how much prepared the 2012 990. Ms. Brogan reports \$375 from an independent accountant. The consensus is that an agreement of less than \$500 to prepare the 990 is more appropriate.

Michael Voute made a motion to accept Swanhorst and Company as the official audit firm. Priscilla Lucero seconded the motion. All in favor. Motion passes.

Mr. Voute asked about changing the April and October meeting dates since they are too close to the end of the previous month for appropriate reporting. Proposes the 2<sup>nd</sup> Wednesday of the month. Mr. Voute moves the April 9 and October 8 to the 2<sup>nd</sup> Wednesday of said months. Seconded by Carol King. All in Favor. Motion Passes.

**F. Election of Officers ..... Jim Stuart**

Mr. Stuart welcomed our newest board member, Carol King, representative of the friends. President, Vice President and Treasurer. One year period of officers. Micheal Voute nominates President – Julie Rodriguez, VP Dr. Gary Parks and Treasurer – Michael Voute Secretary – Joyce Vigil. All in favor. Passes.

**G. Director’s Report..... Midori Clark**

**Campaign summary**

Midori provided a summary of the campaign to date. 934,783 of 970,315 goal. 96% of total. Michael Voute gave the foundation a gift of \$10,000 yesterday.

**Next steps**

Timeline summary – planning to do fundraising to reach our goal, but will continue to fundraise to add features like the MediaScape – a technology hub. Focusing now on individual asks to achieve our goals. Will have another series of Point of Entry events – likely late February, early March. A sneak peek, hard hat tour. All dates are fluid based upon the building schedules. Also will host Grand Opening events for each site next fall.

**Board member referrals**

Would appreciate your referrals to begin making appointments for coffees/lunches.

**Grants update**

Amber Pepin offers thanks to Priscilla Lucero and her representation on Temple Hoyne Buell, as we were awarded \$10,000. Julie Rodriguez facilitated a grant application resulting in a \$15,000 award from Black Hills Energy Pueblo and the Black Hills Energy Foundation.

End of year direct mail campaign resulted in \$4,165 with 30 donors – those who had not given in 2013 (lapsed or new).

***2015 and beyond***

The capital campaign will be the focus through the end of 2014 to ensure specific amenities are included. Promote “enhance” the user experience. Jon Walker talked about the changes libraries are experiencing because of technology. Free and open access to information is the goal of public libraries. Maker spaces, collaborative spaces, checking out things other than books – iPads, e-Readers.

**G. New libraries update .....Jon Walker**

Jon Walker mentioned that the original timeline had the libraries opening in July 2014, but it has shifted to October 2014. Construction drawings are complete. Entitlements are 99% complete. Construction has begun at the sites. Ms. Lucero asked if all three would be built at the same time – yes. Mr. Voute asked if this delay would increase our costs – Mr. Walker said not necessarily, but only through change orders. In terms of the schedule, hard hat tours will be likely be in August/September.

Mr. Stuart asked for referral names for individual donation requests. Also would like to talk about moving on to growing a corpus for the Foundation. The Board should consider having a strategy meeting to set that long-term strategy and goals for five and ten years. As we move into an era of building an endowment, deciding on the strategies for growth (legacy giving, wills). Priscilla Lucero asked if we currently meet with financial planners and attorneys for wills. Mr. Stuart said not at this time, but should be part of the plan.

**Next Meeting: Wednesday, Apr. 9, 2014  
Adjourned 12:29 p.m.**

Respectfully submitted,

Amber Pepin  
Recording Secretary