



Board of Directors Meeting
Meeting: 11:30 a.m., July 12, 2017
Bret Kelly, Room A, 1st Floor
Rawlings Library ★ 100 E. Abriendo Ave. ★ Pueblo, Co 81004

M I N U T E S

A. Welcome and Call to Order.....Jon Walker & Midori Clark

Mr. Walker called the meeting to order at 11:35 a.m.

B. Roll Call and Verification of Quorum Gloria Madrill

Board Members Present (at roll call)—Carol King, Secretary, Lindsay Moore, Joyce Vigil and Gala White. Julie Rodriguez; President and Lyndell Gairaud joined the meeting during Mr. Salardino's portion of the Treasurer's Report.

Absent—Jim Stuart, Vice President; Michael Voute, Treasurer; Dustin Hodge

A quorum is met with 6 out of 9 (67%) members present.

Staff Present—Jon Walker, Midori Clark, Sherri Baca, Jeanette Cortez and Gloria Madrill

Guests—Michael Salardino

C. Modifications to Agenda for July 12, 2017 Meeting All

No modifications to agenda.

E. Treasurer's Report Sherri Baca

2nd Quarter 2017 Raymond James Investment Statement

Ms. Baca introduced Michael Salardino from Security Service Investment Group. Mr. Salardino presented a portfolio review of Pueblo Library Foundation investments with Raymond James. He noted that some of the funds are listed twice because changes were made in the types of account in the Foundation's portfolio. Mr. Salardino discovered that the Foundation can be in an advisory platform which would include less fees. Some funds are listed twice because the Foundation must have the money invested for one year or incur a deferral sales charge. Once the one year anniversary occurs, the funds will be moved over. When reviewing the Holdings with Annualized Returns Report, Mr. Salardino noted the 15 year numbers are good estimates and said the Foundation has an aggressive index without taking on the extra risk. Mr. Salardino feels the presented portfolio will continue to do that.

Mr. Salardino said that the market is a little bit overvalued because interest rates are not moving up and at some point there will be a correction. He believes that eventually there will be a down turn in the market. Intra-year declines in the S&P 500 since 1946 have averaged 13.8%. Ms. Baca asked what the current asset allocation is. Mr. Salardino estimated about 25% bonds and 75% stocks. The Franklin Income Fund and Capital Income Builder move up and down but it has been more tilted toward stocks. Mr. Salardino also noted the three year beta has been more aggressive than S&P 500. Normally the three year beta would be lower and run around 0.75.

2016 Audit Report

Ms. Baca presented the board with early copies of the 2016 audit report. The Foundation Finance Committee and Library Trustees are scheduled to meet with the auditors the week of July 17. The audit management letter was shared and Ms. Baca is happy to report the Foundation was given a clean report and good audit.

Approve 2016 990 Form for Filing

Ms. Baca presented the board with copies of the Form 990 EZ 2016 tax return. The filing deadline is November 15, 2017 but the finance staff would like to file the form in the weeks following this meeting. Ms. Baca presented document to Ms. Rodriguez for signing.

June 30, 2017 Financial Report and D&O Insurance Policy Renewal

Ms. Baca reviewed the documents presented at the Finance Committee meeting held July 11. Per request of the Finance Committee the balance is now comparative, showing the current quarter amounts compared to the same quarter in the previous year. The Balance Sheet for the second quarter was reviewed including all assets and equity. Currently there are no liabilities.

Ms. Baca then reviewed the unrestricted and temporarily restricted gifts listed in the Statement of Revenues and Expenditures. There are no permanent restricted contributions. A \$250 donation for the purchase of large print books was released from restriction. The budget was talked about briefly and how it is tracking. The Foundation would like to be at 50 percent of budget but is slightly behind compared to last year. Ms. Baca noted that there have been lower expenses compared to last year and the foundation is on target on half a year for revenues over expenditures.

Ms. Baca reviewed the Summary of Restrictions Report. Ms. Baca noted that numbers will change and move as new restrictions are received and old restrictions are satisfied and the Foundation is doing quite well. The Library Foundation has a total of \$71,661.00 in restricted gifts (\$64,611.00 in the investment account and \$7,050.00 in the Wells Fargo checking account). Ms. Moore asked how budget numbers are determined. Ms. Baca answered that 2017 data was used to create a conservative budget that wasn't too far from the prior year. Prior budgets involved more guessing. Ms. Clark also mentioned that the Foundation had different targets because a capital campaign was in progress in previous years.

Ms. Baca also said the Directors and Officers insurance policy with Philadelphia Ins. Co. is up for renewal and asked the board to ratify the renewal of the policy for \$722 (a \$13 increase). Ms. Vigil made a motion to ratify the renewal of the directors & officers insurance policy with Philadelphia Insurance Company for one year effective June 13, 2017. Seconded by Ms. White. All in Favor. Motion passes. Ms. Gairaud made a motion to accept the June 30 Financials. Seconded by Ms. King. All in Favor. Motion passes.

Adoption for Resolution and Agreement for Credit Card Program

Ms. Baca presented a proposal for establishing purchase cards for the Foundation. Ms. Baca recommended having a credit card for Ms. Clark and Ms. Madrill for purchasing items on behalf of the Foundation. The credit card limit for similar to district purchasing cards through UMB with a limit of \$500 for managers and \$200 for other staff. Ms. King made a motion to adopt the Resolution and Agreement for credit card program for the Foundation through UMB with the employees and limits discussed. Seconded by Ms. Moore. All in Favor. Motion passes.

D. Approval of Minutes of April 12, 2017 Meeting All

Ms. Gairaud made a motion to accept the minutes. Seconded by Ms. White. Ms. King and Ms. Vigil abstained since they had not attended prior meeting. All in Favor. Motion passes.

F. Director's Report..... Midori Clark

Q2 Fundraising Report

Ms. Clark presented to the board a Fundraising Report with list of all gifts received in Q2. Total gifts received equaled \$29,526.34 (with \$5,275.29 coming in to the Foundation and \$24,251.05 coming to the district). Ms. Clark highlighted some of the gifts including a large gift from the Friends of the Library in support of Summer Reading. Foundation gifts recommended for transfer to the district included Q2 gifts in support of the district's poetry and bookmark contests, a gift in support of the Patrick A. Lucero Library (both highlighted in purple) and a completed pledge in support of the Patrick A. Lucero Library. Gifts highlighted in orange came in unrestricted and were recommended for transfer to the investment fund as well as Leadership Institute Gifts.

At the Finance Committee meeting on April 12, the committee approved the recommended transfers listed in the Q2 Fundraising Report. \$5,365.29 will be transferred to the Investment account and \$1,010.00 will be transferred to PCCLD.

Leadership Institute and Le Bal de Bibliotheque Update

Ms. Clark provided an update on the Leadership Institute. The class of 2017 is coming to a close with Le Bal de Bibliotheque on Saturday, July 15. The young ladies completed five workshops in the last six months. The leaders participated in: a leadership inventory (with facilitator Ms. Kae Rader), an etiquette workshop (led by Ms. Lindsay Pechek), a community impact workshop (led by Ms. Charlene Garcia Simms), a women in leadership workshop (with panelists Ms. Kayci Barnett, Representative Clarice Navarro, Ms. Trish Rooney, Ms. Debbie Rose and Ms. Kala Loptien), and a communications workshop (led by Ms. Sara Joseph). The workshops were great opportunity for the young ladies to learn, network and make friends.

All of the leaders have been working hard on the upcoming Bal and helped assembly centerpieces this week. The Bal's theme is Enchanted Forest and there are 97 reservations this year. Ms. Clark thanked the board for their support. All proceeds from the program go to investment fund in addition to helping develop these young ladies. Ms. Gairaud made a suggestion that in the future some of the ladies from the previous class can participate in the program and possibly speak with the current class. Ms. Clark said that it was a great idea and that the young ladies from the inaugural class were invited to this year's ball and seven out of the ten girls are planning on attending. Part of the programming will incorporate last year's class. There will be an unveiling of a composite photo of the first leadership institute graduates.

Ms. Vigil asked about program goals and Ms. Clark mentioned how it would be great to bring \$10,000 in from the program and she would love to have 25 students participate. The primary fundraising for the program is \$500 tuition and scholarships which help put the girls through the program. In August the staff will start fundraising for scholarships for 2018. Last year two things were done differently. Ms. Clark met with high school counselors and after the meetings many of the counselors provided lists of young ladies in the target GPA that may be good candidates for the program. Through the list of names, contact information was for them. Ms. White asked what grades are targeted for the program. Ms. Clark said grades 10 through 12. Ms. Moore suggested that the young ladies send thank you notes to counselors that recommended them to the program. Ms. Vigil asked how many applications were accepted. Ms. Clark said that 10 applications were received and they were all accepted into the program. She also mentioned that the program has the capacity to accept 25 students or more. Ms. Clark said that having the program over the year has worked well, it allows the girls to work on individual projects for the Bal in between workshops.

2017 Upcoming Fundraisers

Ms. Clark reviewed fundraising opportunities coming up throughout the year. The Heart Your Library fundraiser is an opportunity to invite your friends to learn more about the library over lunch. The

fundraiser will be similar to capital campaign fundraisers and include a talk, short movie, and ask for donations. The goal for this event is 100% Board attendance. Please consider inviting seven guests to the event. An email with more information will be sent on July 24.

The third giving opportunity is the Booklovers Blacktie Ball the library's highest profile event. The library is looking for sponsors and silent auctions items (services and experiences are great items). Items donated by Aug. 1 will get the most recognition for donors since they can be included in the All Pueblo Reads resource guide. Also each year the board puts together a wine basket for the silent auction. If you would like to do this again this year please bring your donation to Gloria or Midori. Ms. King asked what the date was for the Booklovers Blacktie Ball. Ms. Clark said the ball is on a Friday, October 20. Ms. Gairaud said expressed how much she enjoyed the book. Ms. Vigil asked what the selection was this year and Ms. Clark said the book is *Station 11* by Emily St. John Mandal. Ms. Clark was happy to report that the district received a \$9,000 NEA Big Read grant in support of the project this year.

In addition to Le Bal de Bibliotheque, Heart Your Library and Booklovers Blacktie Ball, there are two fundraisers scheduled in November, the end of year mailing campaign and a fundraiser for the Giodone Library. If you know any leads or people who may be interested in the fundraisers please contact Ms. Madrill.

G. Announcements Julie Rodriguez

Ms. Clark presented a list of upcoming announcements for the board to review. Ms. Clark invited the board to attend one of the many talks by the Loseling Monks. They will be at the library the week of July 19 creating an intricate sand painting celebrating the beauty and impermanence of life. The design they will create is the conflict resolver and unity mandala.

Mr. Walker also confirmed the library planning retreat was moved to a new date. Mr. Walker said for the last 10 plus years the Trustees, Foundation Board, Friends of Library board, staff and stakeholders have met as a group to talk about what the library district wants to do in coming year and invited Foundation Board members to attend.

H. New Business..... Julie Rodriguez

No new business to report.

I. Old Business Julie Rodriguez

No old business to report.

Next Meeting: Wednesday, October 11, 2017

Adjourned 12:47 p.m.

Respectfully submitted,

Gloria Madrill
Recording Secretary