Pueblo Library Foundation

Board of Directors Meeting
Meeting: 11:30 a.m., May 13, 2020
Virtual Meeting
Rawlings Library ★ 100 E. Abriendo Ave. ★ Pueblo, Co 81004

M I N U T E S

A. Welcome and Call to Order... Jessi Ones

Ms. Ones called the meeting to order at 11:40 a.m. and welcomed new board member Joe Arrigo.

B. Roll Call and Verification of Quorum .... Gloria Madrill

Board Members Present–Jessi Ones, President; Lyndell Gairaud, Vice President; Michael Voute, Treasurer; Joe Arrigo, Iris Clark, Elizabeth Gallegos, Dustin Hodge, and Gala White

Staff Present–Jon Walker, Sherri Baca, Nick Potter, Alexandria Romero and Gloria Madrill

A quorum is met with 8 out of 8 (100%) members present.

C. Modifications to Agenda for May 13, 2020 Meeting... All

No modifications were made to the agenda.

D. Approval of Minutes of January 8, 2020 Meeting .... All

Mr. Voute made a motion to approve the minutes as presented. Seconded by Mr. Hodge. All in favor. Motion passes.

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

March 31, 2020 Financial Report

Ms. Baca reported the Finance Committee met and reviewed the financials. There are no budget concerns. The checking account at Bank of the San Juans is more than $36,000. Also, $20,000 needs to be moved from the account to the Raymond James Account. The Investment Fund has been marked to market. Mr. Voute reminded the board the amount used to be marked to market on an annual basis (on December 31) and now is done quarterly. The total year-to-date assets, equity and liabilities is $217,189.02. Ms. Baca then reviewed the Statement of Revenue and Expenditures for the first quarter ending March 30, 2020. Revenue is broken out into two categories, with or without donor restrictions. There was an unrealized loss in investments with two weeks of market downturn. The Foundation received $11,159 as an in-kind contribution for staff salary and time. Total event income for the quarter was $850. Revenue over expenditures for the quarter was a negative $29,412, mostly due to the unrealized loss in investments. Ms. Baca then concluded her review by presenting the Summary of Restrictions. The Foundation has $99,196.12 in restrictions. Mr. Voute made a motion to approve the financials as presented. Ms. White seconded. All in favor. Motion passes.

1st Quarter 2020 Raymond James Investment Statement

Next, Mr. Voute and Ms. Baca spoke about the 1st Quarter Raymond James Investment Report. Included in the packet is a statement from the month of March. The report covers one month and is not reflective of the whole quarter. There has been some movement as the stock market started to recover from the shock of the COVID-19 Pandemic. Moving $19,000 to the JP Morgan Core Bond fund shielded us from a decline of 9%. Overall the portfolio is down 9% but the board was reminded we are invested for the long term. Mr. Voute added that we hope things will improve over the next several quarters.

Audit Update

Ms. Romero gave an update on the audit. The audit firm CliftonLarsonAllen completed the audit remotely. They had been scheduled to come for a visit the day we shut our doors to the public. Overall the audit went well and there were no findings. We are currently reviewing the CAFR. An audit team member of CliftonLarsonAllen will present to the Board of Trustees at the June meeting and give an audit report to the Foundation Board on August 5.

Approve the renewal of the directors & officers insurance policy

Next, Mr. Voute presented information on the Directors and Officers Insurance Policy with Great American Insurance Group which is up for renewal. The premium for the year is $696 (a $21 increase over the same policy last year). Mr. Voute made a motion to approve the renewal of the Directors and Officers Insurance Policy. Ms. Clark seconded the motion. All in favor. Motion passes.

F. New business……………………………………………………………………...…Jessi Ones

Library's Response to the COVID-19 crisis and patron resources

Mr. Walker provided an update on the library's response to COVID-19. Starting March 14, the library was closed to the public. During this time we have offered online recourses. The Community Relations Department have focused on developing an online branch for the library. Most recently, when health restrictions relaxed in early May, the library started offering curbside service and home delivery of material from the collection. Staff members are encouraged to social distance, wash their hands often and wear a mask when not alone in their offices. Mr. Walker mentioned we have received some encouraging news that libraries may start offering additional limited services in June. The library will continue to open safely following public health guidance and guidelines.

New Board Member Application

Mr. Potter spoke about a potential new candidate for the Foundation Board. Her name is Abbey Hartless and she is a CPA from McPherson, Goodrich, Paolucci & Mihelich, PC and offers a great set of skills for our board. We feel like she would be an excellent addition. Mr. Walker added after voting from this board we would then present her nomination to the Board of Trustees with our recommendation. Mr. Voute made a motion to approve the recommendation of Abbey Hartless and submit the recommendation to the Board of Trustees. Mr. Arrigo seconded the motion. All in favor. Motion passes.

G. Director's Report... Nick Potter

Pandemic Impact on PCCLD

Mr. Potter spoke about the pandemic's impact on PCCLD. The Outstanding Women Awards event was cancelled and postponed the day prior to the library closing. We received $5,300 in income for lunch reservations. We will be offering refunds or the option for the guest to donate the payment to the library. The library planned on participating in Library Giving Day on April 23 in an effort to reach donors on a day that did not have as much competition with other nonprofit giving days (like Colorado Gives Day). Some of the libraries that participated this year in Library Giving Day received negative feedback on the timing of the ask. We put the fundraiser on hold for another day. The library received a grant from the National Endowment for Humanities (NEH) in the amount of $500,000. The grant is a 3-1 matching grant with the library needing to raise $1.5 million over three years (covering four fiscal years). Regarding this year's fundraising goal, we put out a couple of asks. One of the asks was from the Rawlings Foundation and was awarded $87,500.

All Pueblo Reads and Booklovers Ball Update-NEA Big Reads Grant

In addition to NEH grant, the library was chosen as a recipient for the National Endowment for the Arts (NEA) Big Read grant in the amount of $13,000 in support of All Pueblo Reads. A grant was also received in Q1 from the state in the amount of $43,711 in support of children's books. We have also looked into other grant opportunities including a grant from Target, OCLC, and other opportunities tied to the CARES Act. Plans have also begun for All Pueblo Reads and the Booklovers Ball. With many fundraisers and programs moving to a virtual platform, we are exploring different options and setting the ground work to do more virtual programs.

Q1 Fundraising Report

Mr. Potter reviewed the Q1 Fundraising Report. Items highlighted in purple were recommended for transfer to the district at the Finance Committee Meeting. Gifts included contributions to Lucero Library, gifts in support of the purchase of automotive books, and three Summer Reading sponsorships. Items highlighted in orange symbolize gifts recommended for transfer to the investment fund. The end-of-year campaign brought in $435. We sent out another mailer explaining an opportunity available to donate all or a portion of your state tax refund. In the mailing we placed a card so if someone wanted to make a gift that way they would be able to send in a contribution with the insert and prepaid envelope. We hope to provide more giving opportunities that will make it easy for donors to give. At the Finance Committee meeting a total of $1,170.43 was approved for transfer to the Investment Fund and $1,200 to be transferred to the district. Mr. Potter also highlighted some of the gifts in the report. We are working on seeing if we can reallocate funds from grants received from Friends of the Library for programs that are not happening due to COVID crisis. We also received a few receivables from 2019. Ms. Gairaud made a motion to approve the fundraising report presented. Ms. White seconded the motion. All in favor. Motion passes.

H. Announcements .... Jessi Ones

There were no new announcements.

I. Old Business .... Jessi Ones

Policy and Bylaw Update

During the audit, the auditor reviewed our paperwork and made some recommendations to our policies. The first was an adoption of a Whistleblower Policy and the other a Document Retention Policy. Ms. Baca commented Whistleblower Policy is almost verbatim to a policy on the district side. On tax returns the IRS for nonprofits ask if the organization has this type of policy and we want to say yes. The second policy (the Document Retention Policy) was not patterned off the library district since the district has to follow Colorado Library Law in regards to the Retention Policy and it doesn't quite fit for the Foundation. The Document Retention Policy follows best practices from IRS recommendations for tax and non-tax records. The third policy, discussed by Mr. Potter, was in regards to the number of directors allowed to serve on the Pueblo Library Foundation Board. We would like to move from a maximum of nine directors to a maximum of fifteen. We currently don't have candidates to fill new suggested maximum of fifteen but it gives us flexibility and capacity to add board members if we find some stellar individuals. As we continue raising $1.5 million, having individuals and connections on our board will be important. They can also help find funding opportunities. Mr. Hodge made a motion to approve the Whistleblower Policy, Document Retention Policy, and increase in the maximum number of directors from nine to fifteen and to submit the bylaw change to the Trustees for approval. Ms. Gairaud seconded the motion. All in favor. Motion passed.

Updated Roster

An updated roster was also provided in the board packet. Please inform Ms. Madrill of any adjustments that need to be made.

Next Meeting: Wednesday, August 5, 2020

Meeting adjourned at 12:35 p.m.

Respectfully submitted,

Gloria Madrill
Recording Secretary