

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, Thursday, February 23, 2023**

This meeting was conducted inside the Friends of the Library meeting room located at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

- I. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2023**
Keith Beam (Chief Financial Officer) provided a report on the proposed budget amendment for fiscal year 2023. This was an opportunity for citizen comment on the budget amendment which had been made available for public inspection.

Mr. Quintana opened the hearing at 5:33pm.

Mr. Beam reported that the Trustees had adopted the budget and appropriated funds for 2023 in the Capital Project Fund for Master Facilities Plan projects in the amount of \$2,800,000. He shared that unforeseen additional expenditures had occurred to include HVAC updates and other Rawlings renovation expenses. These additional expenses totaled \$149,075 which included contractor allowances and contingency in the amount of \$96,312.

It was presented through resolution that the Trustees adopt a supplemental budget and appropriation for 2023 that appropriates an additional \$149,075 from contributions, gifts, and grants in the Capital Project Fund to Master Facility Plan projects.

There were no questions from those present online or in person.

Mr. Quintana closed the hearing at 5:47pm.

II. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the regular meeting to order at 5:47pm. Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Iris Clark Stephanie Garcia Jacquelyn Keith Trisha Macias
Board Members Not Present:	Doreen Martinez
Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Keith Beam, Chief Financial Officer Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations Amy Nelson, Associate Director of Public Services Jill Kleven, Director of Technical Services Eric Tiffany, Jr. Systems Administrator Rose Jubert, Secretary to the Board of Trustees

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on January 17, 2023, and the Library Board of Trustee meeting held on January 26, 2023, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on January 17, 2023, and January 26, 2023.

Ms. Keith made a Motion, seconded by Mr. Hodge to approve the minutes of meetings held on January 17, 2023, and January 26, 2023. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca reported that the Barkman library was tested for methamphetamine contamination due to recent elevated incidents of drug use at the branch. Tests showed that areas in the library with residue above what the state considers safe were the air ducts and surfaces in the restrooms. The library has closed and is anticipated to open once remediation has been completed by a state-certified remediation company. PCCLD has also been in touch with Randy Evetts, Public Health Director for the Pueblo Department of Public Health and Environment.

She and Nick Potter, Community Relations Director are ready to meet with the media.

Ms. Baca reported on the upcoming renovations for the Barkman and Lucero libraries. She announced that the Barkman library would be renovated first then the Lucero library.

She shared that the renovations at the Rawlings library were on track and that the fourth floor is in the completion stages, furniture should be arriving on March 4, 2023. The construction fence and trailer were removed which would allow for the small parking lot near Abriendo and Union to reopen.

The Colorado Association of Libraries Global Connections Conference will take place on March 7, 2023. Trustees are invited to attend. Ms. Baca, Mr. Hodge and Ms. Roque from the Lucero library will be presenters at the event.

1. Staff Report/Update

OVERVIEW: Nick Potter (Director of Community Relations & Development) provided an updated report on the 2022 Reading Pays program, a report on All Pueblo Reads, and the Rawlings Grand Opening.

Mr. Potter started his presentation with a Reading Pays 2022 Update. He gave an overview of the school enrollment timeline that started April 1, 2022 and launched on June 13, 2022. The program concluded on September 30, 2022. A total of \$952,200 in vouchers were issued. There were a total of 5,664 students who registered for the program in District 60 with 2,527 completions. District 70 had 6,729 register and 3,092 completions. School participation for charter/private schools was 2,655 registrants.

He shared some of the highlights of the program from June 1- August 31, 2022 which included; 1,267 newly issued youth library cards, 200,000 library visitors, and more than 440,000 checked out library materials. Most impressive was the fact that 5,495 children completed the 2022 Summer Reading Program. More children completed Summer Reading in 2022 than completed Summer Reading in 2017,2018, 2019, 2020, and 2021 combined!

Mr. Potter reported next on the All Pueblo Reads 2022 program which included three authors; Kristin Hannah, Ross Gay, and Alicia Ortego. There were 95 programs with total attendance of 5,207 and 16,281 select title circs.

The Book Lover's ball was a success with featured author Kristin Hannah who donated her speaker fee back to the library. She asked that the money be used to purchase her books and to have them given away free of charge to the community. This generous donation totaled \$20,000. Other receipts included an NEA Grant for \$15,400 and a donation from Health Colorado of \$5,000. Total gross revenue for the event was \$65,260.

Steps in preparing for 2023 All Pueblo Reads were listed and included:

- Return the program to being fully in person.
- Ensure profitability.
- Restore the book selection committee.
- Continue to integrate the program with all both school districts, Pueblo Community College and CSU-Pueblo.
- Renew the focus on library and community programming.

Mr. Potter presented the events for the Rawlings Library Grand Opening which will take place the week of March 20th. Events include self-guided tours of the library, an open house on March 21, 2023, a ribbon cutting ceremony on March 22, 2023, a cornerstone ceremony scheduled for 1pm on March 23, 2023, and a special Pecha Kucha presentation on March 24, 2023.

B. Friends of the Library Report

There was nothing to report.

C. Pueblo Library Foundation Report

The Pueblo Library Foundation Board met on February 8, 2023.

First item on the agenda was officer elections for the 2023 year. Jessi Ones will serve as President, Elizabeth Gallegos as Vice President and Tim Krebs as Treasurer. We also talked about board members whose terms were coming up for renewal soon.

Mr. Kennedy spoke about how the investments performed in 2022. We are bringing in \$9,455 or 2.43% in dividend income. He has no change recommendations for changes to the asset allocations at this time.

Next, the Foundation financials as of December 31, 2022 were reviewed. The cash balance was \$99,691.29 and the investment balance was \$370,085.69. The total assets, liabilities and equity equaled \$493,561.36. Total year-to-date revenue is \$108,367 and total year-to-date expenditures is \$76,954. The difference brings us a year-to-date revenue over expenditures of \$31,413. The amount reflected in the statement of revenue and expenditures takes into to account an unrealized loss in the market. The total amount of restrictions is \$161,685.36.

There was discussion about fundraising activities and gifts received in the fourth quarter. In Q4, PCCLD and the Foundation combined brought in \$835,897.20. A large portion of that amount was from NEH matching grant funds received in support of the Capital Campaign and reimbursements from the city and county for the Reading Pays. There was also some activity with Booklovers Ball Sponsorships and ticket sales and gifts received in support of end of year activities (including staff payroll deduction gifts, end of year direct mail gifts and Colorado Gives Day contributions). Recommendations for transfer that were approved at the last finance committee meeting included \$8,010.12 from the Foundation to the district. This transfer recommendation includes gifts in support of the Lucero Library, Barkman Library, Lamb Library, a gift in support of books, a gift in support of Summer Reading and contributions towards the Your Future Library Capital Campaign. Also transfer of \$45,000 was recommended from the checking account to the investment account.

Ms. Baca provided an update on the Rawlings Library renovation and also the Lucero and Barkman libraries. She also spoke about library facility safety and preventative steps being taken to test for drug residue in the bathrooms. Next, we spoke about the Foundation board application received from Alex Romero and her application was unanimously approved to be presented to the library trustees for final approval.

An update on the 2022 Summer Reading program and the Reading Pays \$1 Million Reading Challenge was shared. In 2022 PCCLD brought in a combined total from the foundation and district of \$1,664,599.56 beating its previous record of \$1,620,252.00. Next we reviewed upcoming activities happening as part of the Rawlings Library Grand Opening. We also spoke about the two people we would like to nominate on behalf of the Foundation Board for the Outstanding Women Awards.

The next meeting will be held May 10, 2023

D. Attorney Report

Mr. Miller shared that he had nothing to report.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the January 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2023 Employment Changes as contained in the Board materials.

Ms. Macias made a Motion, seconded by Ms. Keith to ratify the January 2023 Employment Changes as contained in the Board materials. The Motion was approved

It was reported that there were several new hires for the month of February to include Jill Kleven who had returned to PCCLD as the Director of Technical Services. There were two voluntary resignations. Currently Human Resources is continuing to recruit for positions and have scheduled interviews on the calendar.

F. Financial Report

OVERVIEW: Keith Beam (Chief Financial Officer) reviewed a report on the January 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2023 bills and accept the January 2023 fund statement as contained in the Board materials.

Mr. Hodge made a Motion, seconded by Ms. Clark t Trustees ratify the January 2023 bills and accept the January 2023 fund statement as contained in the Board materials. The Motion was approved.

Mr. Beam shared the combined balance sheet report for January 31, 2023 on the screen. He reported that there was nothing of note to report at this time of the year. Things were wrapping up for the Rawlings renovation and that was evident in the report.

The statement of revenues and expenditures was reviewed. At this point in the year the PCCLD should be at 8.3% spent/collected. There were only a few items that stood out to include prepaid items such as periodicals which were 91% spent and Insurance which was 99% spent. All accounts were tracking appropriately.

Mr. Beam reported that there was a need to move \$33,826 from the general fund liabilities to the capital fund and that would take place prior to the next Trustee meeting.

The payment history report was reviewed; it was reported that all expenses were typical. The Trustees were asked if they had any questions. There were none.

The expenditures for January 2023 read as follows:

Total Payables	\$491,227.44
Total Payroll	\$311,347.29
Total outlay for January	\$802,574.73

There was nothing of note to report for the p-card transactions.

IV. BOARD COMMENT

There was no board comment.

V. PUBLIC COMMENT

There was no public comment.

VI. OLD BUSINESS

There was no old business to discuss.

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, March 14, 2023 in the Brett Kelly A meeting room at the Rawlings Library, 100 E. Abriendo.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 23, 2023.

B. Action/Discussion Items

1. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(b), Colorado Revised Statutes, the Trustees conducted an executive session for the purpose of a conference with PCCLD's Attorney to receive legal advice on legal questions relating to the renovation project for Rawlings Library.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt a motion to conduct executive session by a 2/3 vote.

Mr. Quintana made a Motion, seconded by Ms. Macias to enter in to executive session. The Board entered into executive session at 6:55pm.

The Board exited Executive Session at 7:14pm.

2. Rawlings Renovation HVAC Project Costs

OVERVIEW: A report and recommendation was presented to the Trustees on February 14, 2023 regarding project costs associated with the Rawlings HVAC unit. The proposed costs totaled \$218,387.

RECOMMENDED ACTION: That the PCCLD Trustees take action to approve the Rawlings renovation HVAC proposal at a cost not to exceed \$218,387. This requires Trustee approval as it exceeds \$25,000.

Mr. Hodge made a Motion, seconded by Ms. Keith to approve the Rawlings renovation HVAC proposal at a cost not to exceed \$218,387. The Motion was approved.

It was noted that the cost was very unexpected but PCCLD needed to move forward in order to benefit the community and the team.

3. Resolution for Supplemental Budget and Appropriation

OVERVIEW: A resolution for supplemental budget and appropriation was presented and a public hearing held on February 23, 2023.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the Resolution for Supplemental Budget and Appropriation, as presented.

Ms. Macias made a Motion, seconded by Mr. Hodge to adopt the Resolution for Supplemental Budget and Appropriation as presented. The Motion was approved.

It was noted that the resolution ultimately resolves to appropriate an additional \$149,075 from contributions, gifts, and grants from the Capital Project fund to the Master Facilities fund.

4. Capital Asset Procurement – Library Vehicles

OVERVIEW: A report and recommendation was presented to the Trustees on February 14, 2023 regarding procurement of two library vehicles at an amount not to exceed \$64,755.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of two library vehicles, at cost not to exceed \$64,755. This requires Trustee approval as it exceeds \$25,000.

Ms. Clark made a Motion, seconded by Ms. Macias to authorize the procurement of two library vehicles, at cost not to exceed \$64,755. The Motion was approved.

It was confirmed that the \$64,755 amount was current and accurate.

5. Janitorial Services

OVERVIEW: A report and recommendation was presented to the Trustees on February 14, 2023 for PCCLD to contract with Colorado Building Maintenance for janitorial services at a cost of \$137,400 for a three-year contract.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize a three-year janitorial contract with Colorado Building Maintenance at an annual cost not to exceed \$137,400. This requires Trustee approval as it exceeds \$25,000.

It was asked to be read into record that the janitorial contract is \$137,400 annually for a three-year contract.

The overview statement was modified to read; *“A report and recommendation was presented to the Trustees on February 14, 2023 for PCCLD to contract with Colorado Building Maintenance for janitorial services at a cost of \$137,400 per year for a three-year contract.”*

The recommended action was modified to read; *“That the PCCLD Trustees take action to authorize a three-year janitorial contract with Colorado Building Maintenance at an annual cost not to exceed \$137,400 per year. This requires Trustee approval as it exceeds \$25,000.”*

Mr. Quintana made a Motion, seconded by Ms. Clark to authorize a three-year janitorial contract with Colorado Building Maintenance at an annual cost not to exceed \$137,400 per year. The Motion was approved.

6. E-rate Program Procurement

OVERVIEW: A report and recommendation was presented to the Trustees at the February 14, 2023 work session regarding program procurements in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections not to exceed, \$132,562. This requires Trustee approval as it exceeds \$25,000.

Ms. Keith made a Motion, seconded by Mr. Hodge and Ms. Clark to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections not to exceed, \$132,562. The Motion was approved.

7. Pueblo Library Foundation Board of Directors

OVERVIEW: The PCCLD Board of Trustees reviewed the current vacancies on the Pueblo Library Foundation Board of Directors at their February 14, 2023, work session.

RECOMMENDED ACTION: That the Trustees takes action to reappoint Joe Arrigo, Gala White, and Elizabeth Gallegos and appoint Alexandria Romero to a full three-year term as members of the Pueblo Library Foundation Board of Directors.

Mr. Hodge made a Motion, seconded by Ms. Macias to reappoint Joe Arrigo, Gala White, and Elizabeth Gallegos and appoint Alexandria Romero to a full three-year term as members of the Pueblo Library Foundation Board of Directors.

IX. ADJOURNMENT

Mr. Quintana moved to adjourn the meeting at 7:24pm.

The next meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00pm, Tuesday, March 14, 2023 in the Brett Kelly A meeting room inside of the Rawlings Library 100 E. Abriendo Ave.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees.