

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, February 14, 2023**

*This meeting was conducted inside Kelly Room A located at the  
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.*

**I. CALL TO ORDER AND ROLL CALL**

Mr. Quintana called the meeting to order at 2:00p.m Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Doreen Martinez Jacquelyn Keith Iris Clark Trisha Macias
Board Members Not Present:	Stephanie Garcia
Attorney Present:	Bart Miller – 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 Alan Rocco, Facilities Superintendent Mark Gonzales, Network Administrator Eric Tiffany, Jr. Systems Administrator Jose Beltran, IT Scott Robb, H.W. Houston Construction Mark Taravella, H.W. Houston Construction Andy Nielsen, Anderson Mason Dale Architects Rose Jubert, Secretary to the Board of Trustees

**II. 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. DISCUSSION ITEMS**

**1. Rawlings Renovation Update**

OVERVIEW: Sherri Baca (Executive Director) and Andy Nielson from Anderson Mason Dale Architects will provide an update on the Rawlings Renovation.

Mr. Nielson reported that the current Rawlings HVAC (heating, ventilation, and air conditioning) was installed in 2003 and was equipped with a direct digital control system that allowed the complete control of every piece of HVAC equipment in the building by a central monitor.

During the design work for the current Rawlings library renovation it was hoped that components of the 2003 system could be integrated with a new system that would be installed. Through the course of construction, it became clear that the new Setpoint Control System that was based on newer technology was not communicating correctly with the old Johnson Control System. Historically, different systems had successfully

integrated in other projects but in this case these two systems were not compatible. The new Setpoint pieces were put into place and an attempt was made to connect those pieces with the old system and it was not successful. Replacement control units and other materials are now needed in order to make the HVAC system to work fully. Mr. Nielson feels that it is prudent that PCCLD make these updates in order to bring the entire system up to a contemporary level of direct digital control.

Ms. Baca presented Setpoint's proposal for the replacement units which included the scope of work, project description, and the needed HVAC equipment. This totaled \$218,387. Mr. Nielsen shared that an engineer had reviewed this proposal and felt this was the best solution and he offered to obtain a letter from the engineer stating this.

It was explained that it was shared at the beginning of the Rawlings project that there might be issues with connectivity between the two systems. The thought was that the new system would be installed completely in order to judge whether or not the connection to the old system would work. There were some issues with connectivity prior to the completion but there was hope that once the entire system was installed the issues would be remedied. This was not the case due in large part to the age and technology of the old system.

Trustees questioned where cost sharing comes in for these additional charges since at this point in the project PCCLD does not have \$218,387. Had the issues been brought to the attention of the Trustees sooner, changes to expenses for the renovation could have been made. HW Houston offered to work with Setpoint one on one and save PCCLD \$50,000. Mr. Quintana shared that he was aware that PCCLD held some responsibility in the additional cost but the Trustees relied on the fact that they were told that the two systems could work with each other and did not perceive that they couldn't. He thanked HW Houston for their willingness to help manage Setpoint and save the library money. Mr. Nielson shared that Anderson Mason Dale would take no additional compensation for the additional six months they have been on the project. Rawlings does need an operable HVAC system in order to complete the renovation and to have a completely functioning building.

Ms. Baca was going to review contingencies with H.W. Houston construction to assist with lowering the cost. She would also review the library asset replacement plan as well as fundraising dollars. Discussions would take place prior to the next board meeting and all findings would be shared with the Trustees. She shared that she had been in touch with the libraries attorney, Bart Miller, with regard to the situation. Mr. Miller shared that he would review H.W. Houston and AMD's contracts prior to the next meeting.

The Trustees were asked to include this item on the next agenda

## **2. Capital Asset Procurement**

OVERVIEW: Alan Rocco (Facilities Superintendent) presented a proposal for the procurement of two library vehicles. It required Trustee approval as it exceeds \$25,000.

It was recommended that two vehicles be purchased for the library district. The first recommended vehicle would be a midsize pickup truck to be used for running security rounds to branches, staff travel to the Beulah satellite library and other branches, and other library use as needed. A request for bid was provided. The other recommended vehicle would be a cargo van to replace the current van used for library programs, district support by Facilities and IT departments, and courier use. The van will be purchased under the State of Colorado purchasing contract.

A list of the current library fleet was reviewed to include the age of the vehicle and each vehicles current mileage.

Three bids were provided for the midsize pickup truck. Local dealer, Spradley Chevrolet, provided the best price at \$27,570. The best price for the cargo van came from the Colorado State Purchasing Plan at \$37,185.

The budget impact for each was reviewed. The cost of the truck was already in the 2023 Operating General Fund Budget. The van was also budgeted through the LRP Budget and Capital Contingency funds.

It was asked that this item be included on the next agenda for approval.

### **3. Janitorial Services**

OVERVIEW: The library district received proposals for janitorial services via an RFP process. Results and recommendations were provided by Alan Rocco (Facilities Superintendent).

The RFP was to obtain proposals from experienced firms for daily cleaning and routine janitorial service for PCCLD owned facilities.

Mr. Rocco reported that eight bids were received, none were from a Pueblo business. This was a three-year contract that would begin April 1, 2023 and would cover all branches except for the Library @ Y. Currently PCCLD contracts with Colorado Building Maintenance (CBM). CBM bid on the current project at a cost of \$137,400 per month, which was the lowest bid. The highest bid was \$555,449/ year. It was recommended that PCCLD contract with Colorado Building Maintenance at a cost not to exceed \$137,400.

It was asked that this item be put onto the next agenda for approval.

### **4. Pueblo Library Foundation Board of Directors**

OVERVIEW: Nick Potter (Director of Community Relations and Development) presented on the following topics that involved filling vacant seats on the Pueblo Library Foundation Board of Directors.

-Joe Arrigo, Gala White, and Elizabeth Gallegos have been members of the Pueblo Library Foundation Board of Directors and their terms expired on December 31, 2022, all have asked to be reappointed for a new three-year term. The Trustees are asked to consider their requests.

-Alexandria Romero has submitted her application to fill one of the additional vacant seats. Trustees are asked to consider her application.

Mr. Potter reported that the Foundation Board consisted of twelve total members. Each seat was for a three-year term. Mr. Arrigo and Ms. Gallegos had applied for a second term and Ms. White had applied for a third term.

He shared that Ms. Romero was the past CFO for the library district and was currently the Finance Director for the City of Pueblo, this would be her first term.

It was asked that this item be placed on the next agenda for approval.

### **5. E-Rate Program Procurements**

OVERVIEW: PCCLD issued an RFP for program procurements in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections. A procurement recommendation was presented to the Trustees for discussion. This requires Trustee approval as it exceeds \$25,000.

The FCC's E-Rate program makes telecommunications and information services more affordable for schools and libraries by providing discounts to these entities.

Ms. Baca reviewed the proposal request for E-Rate categories 1 & 2, RFPs #2-2023 and #3-2023. The RFPS were issued on January 11, 2023 and were due February 9, 2023.

#### Category 1 – Wide Area Network Services

This RFP was for services at the Pueblo West Library and the Greenhorn Valley Branch for 1-year pricing. These locations will be expiring June 30, 2023. Only one bid was received and it was from SECOM who is located in La Junta, Colorado. Their bid was for \$2050 for both sites per month plus \$300 for the fiber install, the annual cost was \$24,900. SECOM had already been providing service to the two library locations and their contract expires on June 30, 2023. This bid would extend their contract for another year. E-Rate funds 80% of this cost and PCCLD covers the remaining 20%.

#### Category 2 – Wiring, Hardware, and Licensing

PCCLD issued this RFP for proposal for internal network connections and installation, warranty, and services. Five bids were received. The network connections scoring and recommendation was reviewed. CDW-G was selected as the vendor for the hardware component and their bid was \$105,530. 24/7 Networks was selected as the vendor for the cabling and their bid was \$4,800.

Ms. Baca felt confident that all bids were legitimate and requested that this item be placed on the next agenda for approval.

#### **6. Board Assessment**

OVERVIEW: The Board of Trustees annual assessment was discussed.

The past Board Assessment questions were presented. Mr. Quintana suggested that this form be used again for this year. He also suggested that the two new Trustees be excused from this task since the assessment would be for 2022. All seven Trustees were asked to review the assessment and see if there were things that could be changed. This year the Board Development Committee (Mr. Hodge, Mr. Quintana, and Ms. Clark) would review the suggestions and update the assessment for year 2023.

The Trustees were informed that they would be receiving a link from the board secretary via email that would contain the assessment. They were asked to filled out the form once they receive it and have it completed the week prior to the Trustees March 14, 2023 work session.

#### **IV. ADJOURNMENT**

The meeting was adjourned at 3:37pm

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees