

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm - Thursday, January 26, 2023

This meeting was conducted inside Friends of the Library Meeting Room at the Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. An online session was conducted and an online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

- I. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2022**
Keith Beam (Chief Financial Officer) provided a report on the proposed budget amendment for fiscal year 2022. 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 5:30pm, and there were no objections.

Mr. Beam presented on the proposed 2022 budget amendment. This amendment was for the Master Facilities Plan a subset of the Capital Project Fund for the Rawlings renovation.

In 2022 the total approved expenditures for the Capital Fund was \$9,869,648. The budget amendment is for \$275,000 due to construction change orders for the Rawlings renovation.

The request is to update the approved expenditures to \$10,144,648.

Mr. Quintana read the resolution into the minutes:

PUEBLO CITY-COUNTY LIBRARY DISTRICT RESOLUTION NO. 2023-1 RESOLUTION TO AMEND 2022 BUDGET

WHEREAS, the Board of Trustees of the Pueblo City-County Library District adopted the budget and appropriated funds for the 2022 fiscal year in the Capital Project Fund for Master Facility Plan Projects in the amount of \$9,582,511; and

WHEREAS, additional expenditures in the Capital Project Fund for Master Facility Plan Projects are necessary resulting in expenditures in excess of appropriations for the 2022 fiscal year; and

WHEREAS, such additional expenditures are contingencies which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, funds are available for such expenditures from surplus funds in the Capital Project Fund for Master Facility Plan Projects in Contributions, Gifts, Grants in the Capital Project Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Pueblo City-County Library District hereby adopts a supplemental budget and appropriation for the 2022 fiscal year which appropriates an additional \$275,000 from Contributions, Gifts, Grants in the Capital Project Fund to Master Facility Plan Projects.

BE IT FURTHER RESOLVED, that such sums are hereby appropriated for expenditure from any available funds in Contributions, Gifts, and Grants in the Capital Project Fund in accordance with the provisions of §29-1-109, C.R.S. Dated this 26th day of January 2023.

There were no questions from the Trustees and there was no one from the public in attendance. This item was moved to action in the regular agenda.

II. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the regular meeting to order at 5:41pm. Ms. Jubert conducted roll call.

Board Members Present:

Fredrick Quintana, President
Dustin Hodge, Vice President
Iris Clark
Stephanie Garcia
Jacquelyn Keith
Trisha Macias
Doreen Martinez

Attorney Present:

Staff & Guests Present:

Bart Miller, Atty. Collins, Cole, Flynn, Winn, & Ulmer
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
Elizabeth Flores, Interim Director, Tech Services
Mark Gonzales, Network Administrator
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.

It was requested that an additional item be added to the action/discussion portion of the agenda regarding the purchase of a new IT server. Item IX.B.6 IT Server Purchase was added to the agenda.

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on December 6, 2022, and the Library Board of Trustee regular meeting held on December 13, 2022, 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 December 6, 2022, and December 13, 2022, respectively.

Ms. Martinez made a Motion, seconded by Ms. Keith to approve the minutes of the meetings held on December 6, 2022 and December 13, 2022, respectively. The Motion was approved.

V. REPORTS

A. Executive Director Report

Ms. Baca reminded the Trustees that there is an Executive Director's report in the Board packet that contains monthly reports from the departments and branches.

An update at the Rawlings renovation project was provided. The construction work on the fourth

floor is anticipated to be completed the end of February. Furniture is scheduled to be delivered on March 4, 2023.

Extra work on the Rawlings renovation budget is anticipated. Ms. Baca and Mr. Rocco are scheduled to meet with the architect to discuss additional HVAC/Heating and Air Conditioning costs. More information will be provided as it comes available.

Ms. Baca spoke with Houston Construction and HBM Architects regarding the Barkman and Lucero renovations and did value engineering on the projects, meaning they cut the scope of the project and various items from the projects in order to reduce cost. \$570,000 worth of deductions were made. At this point both projects are coming in at \$7.4 million, it had been place held at \$6.4 million. The reason for the expanded cost was due in part to the increased cost of construction supplies. Fundraising discussion is scheduled to take place to discuss what can be done to make up the deficit.

With regard to recruiting, Jill Kleven has returned to the library and has taken the role of Director of Technical Services. Thomas Defrates has been hired as the new Director of Information Technology. The extensive backgrounds were shared and both were welcomed to the PCCLD team.

The Trustees were asked to think about who they would like to nominate for PCCLD's Outstanding Woman award.

Ms. Baca shared that she has continued to meet with staff at employee roundtable meetings. She has met with all but two of the branches. The remaining two branches will be scheduled in January.

Staff Day is Monday, February 20, 2023 and will be held at CSU-Pueblo. Trustees are invited to attend and were asked to participate in the program by handing out awards to staff.

A 2% retention bonus, the last of three that were approved by the Board, was given this past week. This totaled \$91,000.

B. Friends of the Library Report

There was no report from the Friends of the Library group.

C. Pueblo Library Foundation Report

The next Foundation meeting is scheduled the first part of February; it is anticipated that a report will be given at the February Trustee meeting.

D. Attorney Report

Mr. Miller gave an update report on a Colorado District Court Case that involved a Gunnison County Library District. A trial court decision was made and the case is not being appealed within the Colorado Court of Appeals. It involves the interpretation of the library confidentiality law where the library is not allowed to give out information on what books and other materials patrons might be looking at when using a library and the Colorado Open Records Act. This Act requires government entities to make documents and information public. With regard to the Gunnison Library District they are currently on the winning side. They argued in the District Court that they were allowed to release particular documents that a member of the press had requested but they wanted to redact the names of the people who have filled out the documents. The District Court agreed with the Gunnison Library District. There is a Statewide association, the Reporter's Committee for Freedom of the Press, involved with this case.

E. Employment Changes

OVERVIEW: The Board of Trustees is asked to ratify the December 2022 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2022 Employment Changes as contained in the Board materials.

Ms. Keith made a Motion, seconded by Mr. Hodge to ratify the December 2022 Employment Changes as contained in the Board materials. The Motion was approved.

The new hires and promotions were reviewed. The new sole new hire for December was Thea Martinez who had worked for PCCLD before and had returned as the new User Services Early Literacy Librarian. Amy Nelson was promoted to the position of Associate Director of Public Services and Crystal Gonzales is now the Manager of Security Services. The separations were listed.

Recruitment is underway for several positions. Some of the listed open positions have been filled, the names of the new employees and their start dates were listed. Others have interviews that have taken place and are moving forward.

Mr. Quintana referenced the number of separations and wanted to ensure that exit interviews were being conducted. Ms. Baca assured Mr. Quintana that the exit interviews were being conducted as they are part of the process before ending employment at PCCLD. She shared that Human Resources does a formal sit down one on one exit interview and all are documented.

F. Financial Report

OVERVIEW: Keith Beam (Chief Financial Officer) reviewed a report on the December 2022 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December bills and accept the December 2022 fund statement as contained in the Board materials.

Ms. Martinez made a Motion, seconded by Mr. Hodge to ratify the December bills and accept the December 2022 fund statement as contained in the Board materials. The Motion was approved

Mr. Beam reported that this was a preliminary report until the final audit report is completed.

It was reported that there were no significant changes in the PCCLD Combined Balance Sheet.

The Statement of Revenues and Expenditures for period ending December 31, 2022.

Revenues were reviewed for a total of 98% collected. Property taxes were estimated at \$12.3 million, Mr. Beam shared that he did have a call in to the County for an exact amount.

Expenditures in personnel totaled 95% spent. The salaries variance was at \$216,180 due to the staff vacancies. Materials expenditures were at 95% compared to the previous year at 131%. Mr. Beam shared that he anticipated an overage in spending in the category in 2023. Facilities and Operating Expenditures were on target at 100% and 112% spent. Total IT was at 91% spent. The overall total spent for December was 97% spent.

The Capital Fund Statement of Revenues and Expenditures for period ending December 31, 2022 was reviewed. Mr. Beam shared that there was nothing of note to report. He did say that Rawlings

construction was winding down and the Barkman/Lucero renovation discussion is ramping up.

The Payment History Report was reviewed. Mr. Beam commented that it was a straight forward report with nothing of note to comment on. Ms. Clark asked for clarification on the ByWater Solutions contract. It was explained and Mr. Quintana added that the larger contract amounts like ByWater had been approved by the Board in December.

The December 2022 Expenditure report was reviewed.

Total Payables \$1,242,052.79

Total Payroll (3 payrolls) \$580,944.23

January 5, 2023 payroll was included since the pay period ended December 31, 2022.

Total Outlay for December \$1,822,137.81

The P-Card transaction detail was presented, Mr. Beam shared that it was a typical month and asked for questions. Ms. Martinez asked what the Next 50 Grant was. Ms. Baca explained that it was for senior services. Total transaction amount was \$19,583.99.

VI. BOARD COMMENT

Mr. Quintana read into the minutes a thank you note to the Trustees from recently retired Board member, Marlene Bregar.

VII. PUBLIC COMMENT

There was no public comment.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Announcements

1. All libraries will be closed all day on Monday, February 20, 2023, for the President's Day holiday. Library employees will participate in staff development on this date.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, February 14, 2023. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 23, 2023. The times and dates of these meetings are pending approval of 2023 Board meeting dates and times, which is an action item later in this agenda.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "annual meeting shall be held at the time of the regular meeting in January. Officers shall

be elected at the annual meeting.” The Trustees reviewed this matter at their work session on January 17, 2023.

RECOMMENDED ACTION: That nominations be made for President and Vice President of the PCCLD Board of Trustees and an election held.

Mr. Quintana opened the floor for nominations.

Ms. Martinez made a Motion to keep in office Mr. Quintana as President and Mr. Hodge as Vice President, the Motion was seconded by Ms. Clark and Ms. Garcia. The Motion was approved.

2. Selection of 2023 Board Meeting Dates, Times, and Locations

OVERVIEW: The PCCLD Board of Trustees’ Bylaws provide that the “date, hour, and location of the meetings shall be set by the Board at its annual meeting.” Recommendations for these have been reviewed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the dates, times, and locations for the 2023 regular meetings and work sessions as contained in Board materials.

Ms. Martinez made a Motion, seconded by Ms. Keith and Ms. Macias to approve the dates, times, and locations for the 2023 regular meetings and work sessions as contained in Board materials. The Motion was approved.

3. Posting 2023 PCCLD Board of Trustee Meetings Notices

OVERVIEW: The PCCLD Board of Trustees reviewed 2023 proposed public meeting notice postings at their January 17, 2023 work session.

RECOMMENDED ACTION: That the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board’s representative to answer all questions about all postings.

Mr. Hodge made a Motion, seconded by Ms. Keith to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board’s representative to answer all questions about all postings. The Motion was approved.

4. Board Committees

OVERVIEW: The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, and Board Development.

RECOMMENDED ACTION: The Board may take any action desired.

Mr. Quintana listed the committees and the suggested Trustee appointments to these committees. They include:

Audit Committee

Fredrick Quintana
Dustin Hodge
Jacquelyn Keith

Legislative & Government

Trisha Macias
Stephanie Garcia
Doreen Martinez

Board Development

Iris Clark
Dustin Hodge
Fredrick Quintana, Ad Hoc

Mr. Quintana shared that these appointments were suggestions and if a Board member wanted to change committees to let him know.

Mr. Quintana made a Motion to appoint the list as presented.

5. Resolution to Amend the 2022 Budget

OVERVIEW: A resolution to amend the 2022 Budget was presented on January 17, 2023, and a public hearing held on January 26, 2023.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the Resolution to Amend the 2022 Budget, as presented in the Board Materials.

Ms. Montoya made a Motion, seconded by Mr. Hodge to adopt the Resolution to Amend the 2022 Budget, as presented in the Board Materials. The Motion was approved.

6. IT Server Purchase

OVERVIEW: A report and recommendation was presented to the Trustees regarding the procurement of a new IT Server.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to authorize the Executive Director to purchase a new IT Server, as presented, at a cost not to exceed \$42,675. This requires Trustee approval as it exceeds \$25,000.

Ms. Baca shared that PCCLD has had repeated interruptions involving the existing IT server that required staff to move from their desktop computers to laptops causing frustration with both staff and patrons. She worked with the IT staff and Alchemy, PCCLD's third party vendor who is the co-manager of the Citrix virtual network, to remedy the situation.

It is recommended by Alchemy, the experts in the field, and apparent that PCCLD should take the next steps. This includes moving the virtual network on the server to the Cloud. The Citrix contract is a three-year contract that did include provisions to handle this move.

It is recommended by Alchemy and the PCCLD IT staff that this process be fast tracked. This would now become a 3 to 6-month project.

PCCLD's end user platform is now at capacity and underserving the needs of PCCLD. To allow for more users and to improve the stability of the environment a second server has been requested. This would allow PCCLD to provide more resources to its end users and allow for expansion in the future.

PCCLD single sourced the bid to Dell Technologies due to the urgency of the situation and to be able to purchase the exact replica of the server that was purchased in 2019.

The cost came in lower than the cost of the first server in 2019 which was just over \$46,000. The money for the new server would come from the 2023 Capital Budget – IT upgrades and other efficiencies and if needed funds from the Asset Replacement Plan.

Mr. Quintana made a Motion, seconded by Ms. Clark and Ms. Martinez to authorize the Executive Director to purchase a new IT Server, as presented, at a cost not to exceed \$42,675. The Motion was approved.

X. ADJOURNMENT

Ms. Martinez made a Motion to adjourn the meeting at 6:47pm.