

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, Thursday, April 27, 2023**

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

I. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the regular meeting to order at 5:30pm. Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Doreen Martinez Iris Clark Stephanie Garcia Jacquelyn Keith Trisha Macias
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Board Members Not Present:	Dustin Hodge, Vice President
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Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
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Staff & Guests Present:	Sherri Baca, Executive Director 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 Thomas Defrates, Director of IT Eric Tiffany, Jr. Systems Administrator Rose Jubert, Secretary to the Board of Trustees
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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. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on March 14, 2023, and the Library Board of Trustee meeting held on March 23, 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 March 14, 2023, and March 23, 2023.

Ms. Clark made a Motion, seconded by Ms. Martinez to approve the minutes of meetings held on March 14, 2023, and March 23, 2023. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Press Club Award

Ms. Baca announced that the Southern Colorado Press Club had awarded PCCLD the Media Excellence award for graphic design. Kudos were given to the Community Relations team and specifically graphic artist, Ann Boyden.

Bank Collapse

Ms. Baca reported on the banks that had recently collapsed, specifically in the U.S. market. There had been three collapses in the United States since early 2023, Silicon Valley Bank, Signature Bank, and Silver Gate Bank. Two of these banks were the largest bank collapses since 2008. 2008 was the start of the great recession. There had been a mismanagement of banking assets that caused these collapses meaning they were using deposits from their short term funds to purchase long term investments. When interest rates had started to aggressively go up the value of their investments started to lower. When that sparked there was a run on the bank so many of the depositors showed up in droves pulling out their money. The banks then had an inability to raise capital. The banks that did go under were not traditional, mainstream U.S. banks.

In terms of where the library district lies with their financial resources, the district only moves funds that are needed for current activity to their local checking account. This is done every two weeks so they do not sit on a large checking account balance. The Federal Deposit Insurance Corporation (FDIC) ensures up to \$250,000 in deposits, the district tries to carry an average balance around this amount. At the end of March 2023, most of the district's funds were held in local government investment pools, COLOTRUST, CSAFE, and CSIP. These pools are extremely liquid and highly regulated and are in a different capital system than the banking systems.

If PCCLD had any exposure above the FDIC limit, the State of Colorado would step in and liquidate the collateral per the Colorado Public Deposit Act, where banks can take government funds but anything over \$250,000 they would have to collateralize. They need to have other assets held in trust to match whatever is above the \$250,000. The library district would be made whole but access to these funds would be limited in time.

PCCLD banks with Bank of the San Juans, who are local and part of Glacier Bancorp, Inc. Glacier has approximately \$20 billion in assets and in 2023 they were posting \$3 million in net income.

Barkman Library Update

Ms. Baca gave an update on the Barkman Library. The approach that has been used, is an evidence-based approach which is data driven. Recent data was provided since the closure.

Barkman Library drug-related suspensions, incident reports and communication log entries were reviewed for the period March 6-April 27, 2023. The reports showed that there was double the rate of drug related activity since the closure in February which was concerning. Additionally, there was increased activity at the Rawlings library which is being monitored.

Total district suspensions for all violations from October 18, 2022 – April 27, 2023 were 75, 25 of the suspensions were at Barkman library.

As a result of the increase incidents at Barkman library PCCLD staff met with the City Police. Staff requested more police presence around the Barkman library, and they also asked about hiring additional officers for after hours. The Police Chief said that he would send his officers by the library branch more often, and if reports needed to be filed by the officers they may do those in the Barkman library parking lot to show their presence at the branch. The police are down about forty-five officers and have sixteen officers on FMLA so it was unlikely they would be able to hire an officer specifically for the library. A second security officer has been staffed at the Barkman library. The environmental sensors are now being used.

PCCLD's attorney was consulted if staff could legally request ID's in order for patrons to use the restrooms. Staff were cleared to request the identification, due to safety reasons. PCCLD is also seeking a proposal from local contract security companies to be able to outsource security guards. It was questioned what safety precautions were in place for staff when they were asking for ID's from patrons to reduce the possibility of contamination. It was shared that Covid like precautions were in place to include gloves and other proper PPE. It was reminded that the request for ID's was only temporary and not to be used for data collection but rather to keep the community and staff safe.

Due to the increased drug activity the next step would be closure of the Barkman library. Instead of a complete closure, the branch would go back to curbside service and only close the interior of the library similar to the way the library operated during Covid.

It was asked if PCCLD had data showing who the offenders are and if they are possibly part of a local acute treatment unit or part of a community corrections facility that are both located near the Barkman library. The community corrections facility issues passes to their residents when they leave the property. It was asked if Ms. Baca could ask the corrections facility how many of their residents are being given passes to the library or have the facility contact the library when passes were issued for Barkman library.

It was shared that if a patron is abiding by the libraries' conduct policies they can enter a library anonymously.

It was asked if community members were still going to Barkman and it was reported that visits were down. Patron and program attendance at the library has dropped, for two weeks no one has attended the children's story time that was once very well attended. Peak times at the library for problematic instances to occur were between 10am and 4pm.

Ms. Baca asked for the flexibility to go to curbside services if needed. This would allow staff the time to do more outreach. Mr. Quintana stated that he would support curbside service, if needed, knowing that the Barkman Branch would be closing due to upcoming construction and it would be for a short amount of time. In the long run PCCLD can't rely on library closure when situations like this occur. The reason for the closure/curbside services was for the safety of the community and the staff. PCCLD staff are not trained to deal with high intensity drug related incidences.

Mr. Miller stated that Ms. Baca could be authorized by the Trustees to make operating service decisions on behalf of the Barkman library as necessary. This would include the choice to move to curbside service. The Trustees would be notified prior to any decisions involving the Barkman library, any discussion on the matter would be reserved for posted meetings.

For now, the Barkman renovation would proceed as normal. Ms. Garcia voiced concerned over this decision saying that PCCLD would invest millions of dollars into a building that could not be opened.

It was requested that the topic of how to proceed with the next renovation be put on the next agenda.

Colorado Family and Medical Leave Insurance Program (FAMLI)

Ms. Baca shared information about the family medical leave program. \$50,000 for 2023 was budgeted for this program to be able to cover the 4.5% payroll salary expense put in by the employer and the 4.5% that would have been put in by the employee, the library will fund both contributions.

A meeting took place with the PCCLD's insurance broker regarding a quote on a short term disability insurance product that would meet the level of compliance with the FAMLI law. It would allow PCCLD to stay opted into the program but not necessarily put PCCLD in the realm of dealing with the state of Colorado and claims with the State. This will allow PCCLD to pay an insurance premium and lessen the time for staff to administer this program, weeks instead of months. The insurance company would field all of the questions as opposed to the PCCLD HR department.

Ms. Baca shared that on May 18th – 19th she will be attending the Colorado Library Executive Director's Retreat. This is an annual retreat for all library executive directors.

She shared that the Finance department was finishing the 2022 financial audit. Things have gone well. It is anticipated that a draft report will be received sometime in May.

B. Friends of the Library Report

There was no Friends of the Library report.

C. Pueblo Library Foundation Report

There was no Pueblo Library Foundation Report.

D. Attorney Report

There was no formal attorney's report at this time.

E. Employment Changes

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

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

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

The changes for the month of March were reviewed. Three positions listed under recruiting were filled and HR is actively recruiting for the other positions. A firm has been hired to assist with finding a new Chief Financial Officer.

F. Financial Report

OVERVIEW: Sherri Baca, Executive Director and acting Chief Financial Officer reviewed a report on the March 2023 bills and fund statements.

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

Ms. Keith made a Motion, seconded by Ms. Clark to ratify the March 2023 bills and accept the March 2023 fund statement as contained in the Board materials. The Motion was approved.

Ms. Baca reported that the cash holdings were strong. The Cash Operating line is the Bank of the San Juans Bank. This account is at approximately \$600,000, for payroll (\$200,000) and a payment to Houston Construction for \$261,000. There is \$2.8 million in the ColoTrust general fund which is mainly made up of property taxes. The \$3.9 million under the capital projects fund is made up of \$2 million in the library replacement plan, the remainder is money set aside for the Lucero library and the Barkman library renovations and the completion of the Rawlings renovation. CSAFE is at \$335,774 and CSIP is at \$716,113, these are funds that normally do not get touched and gain interested income.

Accounts receivable show \$120,000. \$75,000 is grant money that PCCLD is waiting to receive.

Long term debt in the general fund included \$341,000 in compensated absences which is a payable account that totals all of the staff vacation time that is being carried. The COPS – building projects totaled \$13.1 million.

The main notable item under the equities was under the capital projects fund, the library replacement plan at \$2 million.

The statement of revenues and expenditures was reviewed. At this time of the year the accounts should be at 25% collected or spent. Total revenue was at 31% collected, last year we were at 24% collected. Interest income was at 62% of budget.

Total personnel costs were at 22% spent, last year it was at 23% spent. Employee relations was above at 40% due to elevated recruiting costs. Total Materials were at 25% spent, last year was 16% spent. Digital numbers were high due to the purchase of licenses for the Chromebooks, also included in this number where the Verizon and T-Mobile bills. Total facilities were at 13%, similar to 2022 at 11%. Total operating expense was at 34% compare to 31% for last year. Total info technology was at 48%, last year it was at 41%. Total expenditures were at 23% spent, which was right on target.

The capital fund was reviewed. There were no budget concerns, just anticipated expenses. Interest income was at \$17,590 which was 108% collected! Building construction was at \$336,000, with \$287,000 of the total being paid to Houston construction for the Rawlings renovation. \$42,000 under information technology was for the purchase of the Dell server. \$200,000 under furniture, fixtures and equipment was for the purchase of Chromebooks but PCCLD has applied for reimbursement from the federal government for this expense.

Check expenses were reviewed with no major issues.

Expenditures were:

Total Payables	\$1,115,187.71
Total Payroll (3 pay periods)	\$627,502.08
Total outlay for March	\$1,742,689.79

Purchasing Card transaction detail was reviewed and totaled \$18,835.24.

V. BOARD COMMENT

Ms. Clark asked if a Board Development Committee meeting had been set to discuss the Board Assessment. Mr. Quintana stated that he would be getting this scheduled.

Ms. Macias voiced concern about the safety of the new mobility plaza and if a safety fence had been considered to deter children from running into traffic. Ms. Baca shared that the mobility plaza is as designed but that the library staff would monitor safety in that area.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

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, May 16, 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, May 25, 2023 at the Lamb Library 2525 S. Pueblo Blvd.

B. Action/Discussion Items

1. **Colorado Smelter Revitalization Urban Renewal Area and West Pueblo Urban Renewal Area TIF Agreements**

OVERVIEW: An update report on the Tax Increment Financing (TIF) agreements was provided at the April 18, 2023 work session.

RECOMMENDED ACTION: That the PCCLD Trustees take action to approve the Tax Increment Financing (TIF) agreements for the Colorado Smelter Revitalization Urban Renewal Area and the West Pueblo Urban Renewal Area.

It was reported that there were no changes or updates to the documents.

Ms. Martinez made a Motion, seconded by Ms. Keith to approve the Tax Increment Financing (TIF) agreements for the Colorado Smelter Revitalization Urban Renewal Area and the West Pueblo Urban Renewal Area. The Motion was approved.

2. Meeting Room Policy Revisions

OVERVIEW: Revised meeting room policies were provided to the trustees at the April work session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the revised meeting room policies, as presented at the work session.

The documents were with same, there were not changes. Procedurally, the cost for set up time for the Ryals' Grand Event Space was decreased to \$50/hour and the cleaning deposit was reduced to \$150. All costs would be reduced by half to all non-profit education and governmental businesses, there will also be a sponsorship process to assist with costs. It was suggested that the person renting the space provide a certificate of insurance.

Mr. Quintana made a Motion, seconded by Ms. Clark to adopt the revised meeting room policies, as presented at the work session.

3. Disposal of Property

OVERVIEW: The PCCLD Board of Trustees reviewed a recommendation for disposal of property at their April 18, 2023, work session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the property disposal as contained in the Board materials

Mr. Quintana made a Motion, seconded by Ms. Macias and Ms. Martinez to take action to approve the property disposal as contained in the Board materials. The Motion was approved.

IX. ADJOURNMENT

Ms. Martinez made a Motion to adjourn the meeting at 7:00pm.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees