

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, Thursday, October 27, 2022**

This meeting was conducted at the Giodone Library, 24655 US Hwy 50E (BUS), 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. CALL TO ORDER AND ROLL CALL

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

Board Members Present:	Fredrick Quintana, President Stephanie Garcia Doreen Martinez Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Dustin Hodge, Vice President Lyndell Gairaud
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 Elizabeth Flores, Interim Director, Tech Services Mark Gonzales, Interim Director, IT Luke Gebbink, IT 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.

It was asked that there be a modification to Action Item B.3. Security Cameras. It was asked that the “not to exceed price” be increased to \$93,779 and an explanation for this increase would be provided during the discussion of the item.

The modification was accepted with no objections.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustees Special Meetings held on September 23rd and 30th 2022, the Library Board of Trustee Work Session held on September 13, 2022, and the Library Board of Trustee Regular Meeting held on September 22, 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, respectively, on September 13th, 22nd, 23rd and 30th, 2022

Ms. Keith made a Motion, seconded by Ms. Martinez to approve the minutes of meetings held, respectively, on September 13th, 22nd, 23rd and 30th, 2022. The Motion was approved.

IV. REPORTS

1. Executive Director Report

Ms. Baca provided an update on the Planning Retreat that was conducted as well as updates on the Rawlings renovation and Barkman/Lucero expansions.

She reported that the retreat had approximately 40 attendees and a lot of good feedback was received. All three library boards were represented at the meeting.

The Rawlings renovation is still on schedule and furniture and library materials for the 3rd floor is scheduled to begin being moved back in on November 15th.

The Barkman/Lucero renovation is at the schematic design phase for the next 3 weeks, once that's completed the architect will turn things over to the contractor for their cost estimation.

Updates in equipment for the Rawlings renovation are in place, the materials handler has been updated on the first floor, a new materials handling machine has been installed on the garden level where the exterior book drop has been added, the library is about to take delivery of 5 additional self-check machines, and the replacement of the district-wide telephone system is in the works and should be budget neutral.

Ms. Baca reported that she attended the Colorado Public Library Director's Group meeting in Denver.

Ms. Baca introduced Giodone Branch Manager, Kayci Barnett to provide an update on the Giodone branch.

Ms. Barnett reported that Giodone has been in existence for the last 8 years.

They provided an employee update and shared that Cynthia Nicola, Program Outreach Specialist, was pursuing her Master's in Library Science degree. Ms. Nicola is looking to make contact with school librarians in her area and find ways to support each other. Kayci would like to take advantage of more of the outreach opportunities and ensure that more of the community is aware of Giodone's programs, services, and materials. Kayci would also like to offer more opportunities for experiential learning through play and crafting for all ages.

All staff at Giodone are now CSRs they no longer have MHTs. There is less re-shelving of items and more computer use which means there is a need for more employees to assist with computer use and customer service activities. Giodone is a call center location and all staff is responsible to answer "CSR" type questions so having all staff as CSR's offers coverage and flexibility in scheduling. Staff likes that they have more variety in their shifts.

Giodone's 2022 goals were reviewed and it was reported that their goals had been met. There was an equity and diversity goal where all staff had to take at least one course on equity and diversity. Also, all staff had to take at least one course on reader's advisory, creating displays, and contributing to merchandising the collection.

Programming increased 132.1% in attendance as of September 2022. Two grants for \$1000 each were applied for and received. They participated with the Pueblo Zoo in their Pocket Prairie program. Giodone participated in both Reading Pays and the Summer Reading programs. They

continue to provide Kits2Go which are still very popular at their branch. They have good attendance at their monthly programs. They were also part of several outreach programs to include the Covid vaccination clinics, they delivered books to schools and dropped off storytime kits to Ascension preschool. They also participated in Pueblo Pride by having a booth at the event.

There was a 43.2% increase in visits to the library. All staff participated in the IDEA training at the ALL Staff Day in October. There is a special needs outreach group that visits the library weekly for a craft and a movie. Giodone created a Day of the Dead ofrenda altar to welcome in the Hispanic community. They celebrated African American History Month. Kayci attended IDEA and Difficult Conversation Manager Training and Sandy hosted a weekly ESL class.

Giodone also saw a 9.9% increase in circulation as of September.

2023 Goals included: Increase in key results in programming, circulation, computer use and visits. Also, utilize outreach activities to strengthen library relevance, improve employee skills, and to have a friendly, fun, and interactive branch.

2. Friends of the Library Report

There was nothing to report.

3. Pueblo Library Foundation Report

There was nothing to report.

4. Attorney Report

Mr. Miller had no formal report.

5. Employment Changes

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

RECOMMENDED ACTION: That the Board of Trustees ratify the September 2022 Employment Changes as presented in the Board materials.

Ms. Martinez made a Motion, seconded by Ms. Bregar to ratify the September 2022 Employment Changes as presented in the Board materials. The Motion passed.

It was asked if there was a job posting for the Associate Executive Director position? Ms. Baca answered by saying that job description had changed slightly and the new title is Associate Director of Public Services. Applications are still being accepted for the position, seven had been received. Ms. Keith and Ms. Martinez have agreed to serve on the hiring committee for that position.

6. Financial Report (estimated time: 15 minutes)

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

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

Ms. Bregar made a Motion, seconded by Ms. Keith to ratify the September 2022 bills and accept the September 2022 fund statement as contained in the Board materials.

Mr. Beam reported on the Combined Balance sheet and shared that the report was straight

forward and there was nothing new to report.

The Statement of Revenues and Expenditures was reviewed. The spent and collected percentage this time of year should be at 75%. Total revenues were at 89% collected. Contracts and grants were at 25% collected this low percentage was due to the Reading Pays Program. Invoices for reimbursement for this program had been submitted to the City and to the County.

Total Personnel expenditures were at 72% spent the same as in 2021. Total spent on materials was at 67% compared to 90% spent in 2021, this was due to the larger amount of digital items that were purchased in 2021 compared to book purchases. Total Facilities was at 43% the same percentage as 2021. Total operating costs were at 82% and in 2021 they were at 78%. It was reported that the Chamberlain funds would be received by end of year. Info Technology was at 74% spent and in 2021 it was 68% spent. Total expenditures were at 66% spent comparable to the 69% that was spent in 2021.

The Capital Fund report was reviewed. It appeared that there were no expenditures for the month but in reality there were expenditures, the entries were mistakenly omitted from the report.

The payment history report was provided to the Trustees with the larger amounts being capital expenses or library materials like books or digital materials.

The Expenditure Report was as follows:

Total Payables	\$562,658.33
Total Payroll (3 pay periods and 1 bonus payment)	\$695,570.15
<u>Total outlay for this month</u>	<u>\$1,258,288.48</u>

This total was the amount the Board was asked to ratify.

The P-Card transaction detail was presented for Board review. The total amount expended was \$20,288.36.

It was asked when the Housekeeping/Environmental Services would go for bid. The answer was the last service year for the current contract was in 2023 so the RFP would go out the beginning of 2024.

V. BOARD COMMENT

There was no Board comment.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, November 8, 2022, in the Kelly B Meeting Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, November 17, 2022, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

Ms. Garcia reported that she would not be in attendance at the November 8th work session.

B. Action/Discussion Items

a. Employee Health Benefits

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2022. A proposed benefit package commencing January 1, 2023 and ending December 31, 2023, was reviewed at the work session on October 18th. This requires Board action as the contract exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees take action on the 2023 recommended employee health benefit package at a cost not to exceed \$824,359.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to accept the 2023 recommended employee health benefit package at a cost not to exceed \$824,359. The Motion was approved.

b. Tax Form 990

OVERVIEW: The Library District is required to file IRS Form 990 for 2021 by November 15, 2022. The document was reviewed by the Trustees at the October work session.

RECOMMENDED ACTION: That the Trustees accept the IRS Form 990 as presented for filing.

Mr. Quintana asked if there were any major changes to the documents that were presented at the November work session. Mr. Beam stated that there were not any changes.

Ms. Keith made a Motion, seconded by Ms. Bregar to accept the IRS Form 990 as presented for filing. The Motion was approved.

c. Security Cameras

OVERVIEW: A presentation regarding the procurement of a new security camera system for the Rawlings Library was reviewed by the Trustees at their October work session. A recommendation will be presented at today's meeting.

RECOMMENDATION: That the Trustees approve the Executive Director to execute a contract to procure a new security camera system for the Rawlings library from the recommended vendor for a cost not to exceed \$93,779.

An update on the process was provided to the Board. The top two candidates were selected and they were Technology West and Verticomm, both were given virtual interviews and the opportunity to present their product to the hiring committee.

Verticomm was the selected vendor at a cost of \$93,779 for 72 cameras. There single camera cost was lower than that of Technology West at \$1299/camera compared to \$1400/camera.

The reasons for the difference in the not to exceed number from \$87,779 to \$93,779 was there was a \$6000 optional feature that provided mailroom security features in the system. This option was declined but was deducted from the full bid amount by mistake.

Ms. Martinez made a Motion, seconded by Ms. Gairaud to execute a contract to procure a new security camera system for the Rawlings library from the recommended vendor for a cost not to exceed \$93,779.

IX. ADJOURNMENT

Ms. Martinez made a Motion to adjourn the meeting at 6:37pm