

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINTUES
5:30pm, Thursday, May 25, 2023
This meeting was conducted at the
Lamb Library Branch, 2525 S. Pueblo Blvd., Pueblo, Colorado 81005

I. CALL TO ORDER AND ROLL CALL:

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

Board Members Present:	Fredrick Quintana, President Iris Clark Stephanie Garcia Jacquelyn Keith Doreen Martinez Trisha Macias
Board Members Not Present:	Dustin Hodge, Vice President
Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
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 Jennifer Tozer, Lamb Branch Manager Eric Tiffany, Jr. Systems Administrator

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 changes or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on April 18, 2023, and the Library Board of Trustee meeting held on April 27, 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 April 18, 2023, and April 27, 2023.

Mr. Quintana made a Motion, seconded by Ms. Garcia to approve the minutes of the meetings held on April 18, 2023, and April 27, 2023. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca reported that the Barkman Library and Lucero Library renovations are proceeding as scheduled. Design work is being finalized on both projects.

Ms. Baca reported that she had a successful library executive director meeting in Greeley, Colorado. She visited the Greeley library and was very impressed by it and the LINC Center. Great opportunity to meet other library directors.

An audit update was provided. All documents have been turned over to PCCLD's auditors, Clifton Larsen Allen for review. The Audit Committee will meet with the auditor prior to the June 13, 2023 work session and a report will be provided to the Trustees at the work session.

1. Lamb Library Update

Jennifer Tozer, Lamb Branch Manager, presented an update on the Lamb Library.

Ms. Tozer provided an update on the Lamb Branch, and Library at the Y, and the Beulah Satellite Library.

A history of the Beulah Satellite was provided from its start in 1988 to current. A new agreement with School District 70 is underway. The Beulah community requests for the satellite included; expanded hours, meeting space, district inclusivity, a wireless network, and technology services. PCCLD's commitments included; an increased budget for the Satellite, dedicated hours and staffing, a furniture and signage upgrade, a collection refresh, varied programming and technology improvements. The Satellite is open Tuesdays and Thursdays from 4:30-6:30pm starting June 6, 2023 the hours will expand and include Saturdays.

An update on Library at the Y was given. This location offers preschool Storytimes on Monday mornings, outreach at YMCA events, added displays to increase circulations, additional trained staff, and increased call centers tracking.

Lamb programming numbers were reported. The main events were the toddler and family Storytimes followed closely by youth programs that included Fun Fridays and Teen/Tween Hangout. Other programs included Adult Programs and Services. New to Lamb is the Seed Library and a Tai Chi for Seniors class. A new Outreach Librarian, Alva Claussen, joined Lamb. Horror Café is starting in June. It is a horror themed book club that will offer coffee and is targeted to younger adults.

Outreach highlights included the Beulah Roundup to promote the satellite and saw 300 people, the Community Resource Fair at Roncalli STEM Academy saw 500 people, YMCA Healthy Kids Day was attended and 150 buttons were made.

Key Data from January-April 2023 for each location was provided. Focus points included circulation, library visits, program attendance, computer use and meeting room use.

Mr. Quintana thanked Ms. Tozer for all of her efforts.

2. Beulah Satellite Library Update

Amy Nelson, Associate Director of Public Services, and Jennifer Tozer, Lamb Branch Manager, presented an update on the Beulah Satellite Library.

Ms. Tozer provided the update in her report.

B. Friends of the Library Report

OVERVIEW: Nick Potter, Director of Community Relations & Development, provided the Friends of the Library Report.

The annual Books by the Bag sale hosted by Books Again was conducted the first part of May 2023 and it netted a record \$3,322 in sales.

The Friends of the Library (FOL) annual dinner was held earlier in the month. Membership for FOL now number over 1,000 individuals. In 2022 they had over 10,000 volunteer hours. Within the last year Books Again netted \$92,754 that goes back to the library district. This number is outside of their membership revenue. This essentially fuels the Friends of the Library Board.

Accomplishments that were shared at the dinner included; over 5,000 writing contest entries, over \$20,000 in library projects, over \$10,000 awarded in scholarships to staff, Books Again donated books to 26 non-profits within the community.

Jan Hoover and Teresa Therriault were awarded the Friends of the Year award.

Ms. Baca added that Mr. Potter does a great job for the Friends board.

C. Quarterly Pueblo Library Foundation Report

OVERVIEW: Nick Potter, Director of Community Relations & Development, provided the quarterly report for the Pueblo Library Foundation.

A new appointment to the board was Alexandria Romero who was added to the finance and investment committee.

Investments were at \$428,685 during quarter one. Quarter two will likely be affected by the debt ceiling crisis.

Fundraising brought in \$209,041 in quarter one. Typically, the first quarter is the lowest in terms of fundraising dollars however this is the second largest first quarter PCCLD has had in the last six years.

Work on fundraising and marketing materials is being done. This packet of information will be used to approach potential donors to include; planned giving, contributions, and investments through wills, estates, or trusts. Also included in the packets would be capital campaign contributions.

Next meeting will include four applications for the Friends. It will be asked that Jessi Ones be placed as a permanent Board member since she is a Friends of the Library cross over and her tenure on the Friends Board is ending.

D. Attorney Report

Mr. Miller, general counsel, did not have an official attorney report but will be speaking with the Trustees in the executive session portion of the meeting

E. Employment Changes

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

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

Ms. Clark made a Motion, seconded by Ms. Macias to Trustees ratify the April 2023 Employment Changes as contained in the Board materials.

Highlights from the April 2023 employment changes were announced.

Stacia Absalon has joined PCCLD in the HR department as the new HR Generalist. Luke Lyons, who previously worked at the Pueblo Chieftain has joined the team as a Customer Service Representative in the Experiential Learning department.

HR is in final stages of several open positions to include the Chief Financial Officer position.

F. Financial Report

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

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

Mr. Quintana made a Motion, seconded by Ms. Macias to ratify the April 2023 bills and accept the April 2023 fund statement as contained in the Board materials.

Ms. Baca presented a standard financial report for April 2023, there was nothing noted out of the norm. She did highlight the beneficial interest rates.

The Statement of revenues and expenditures was reviewed and the target percentage for spent and collected is 33%. Total Revenues were at 51% collected last year was 30% collected. Total Personnel was at 28% spent. Total Materials were at 33% spent. Ms. Clark asked questions with regard to specific line item spending in this category. Ms. Kleven, Director of Technical Services provided explanation and clarity to her questions. Total Facilities was at 16% spent and Total Operating was at 42% spent.

Total Info Technology was at 51% spent. Mr. Defrates, Director of Info Technology, is feverishly fixing and updating equipment. He has been mindful of his spending and played a key role in obtaining the donated servers.

Financials are still on track and underspent as a whole at 29% spent.

The Capital Fund statement of revenues and expenditures was reviewed. Capital fund earning was at nearly \$17,000 in interest income.

The payment history was presented and main capital expenditures were reviewed which were mainly due to the Rawlings renovations.

Expenditure for April 2023 were as follows:

Total Payables	\$411,805.83
Total Payroll (2 pay periods)	\$417,894.49
Total outlay	\$829,700.32

The staff P-Card transaction detail was presented with nothing of note to report. Total for the month was \$28,250.

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 time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, June 13, 2023 in the Brett Kelly A meeting room at the Rawlings Library, 100 E. Abriendo.

It was noted that there will also be an Audit Committee meeting prior to the June 13, 2023 work session.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 22, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo.

B. Action/Discussion Items

1. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(b) and (4)(e), Colorado Revised Statutes, the Trustees will conduct an executive session for the purpose of a conference with PCCLD's attorney for purposes of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators on the coffee service at Rawlings Library.

Mr. Quintana made a Motion to entered into Executive Session at 6:41pm, the Motion was seconded by Ms. Keith and Ms. Clark. The Motion was approved.

Ms. Macias made a Motion to exit Executive Session and adjourn the meeting at 7:38 pm, the Motion was seconded by Ms. Martinez. The Motion was approved.

IX. ADJOURNMENT

The meeting was adjourned at 7:38pm.

Respectfully submitted by.

Rose Jubert
Secretary to the Board of Trustees.