

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
BOARD MEETING MINUTES**

**5:30pm, Thursday, August 24, 2023**

***This meeting will be conducted at the  
Patrick Lucero Library, 1315 E. 7<sup>th</sup> St. - Pueblo***

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

Mr. Quintana called the regular meeting to order at 5:31pm and Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Iris Clark Trisha Macias Doreen Martinez
Board Members Not Present:	Dustin Hodge, Vice President Stephanie Garcia
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, Executive Director of Pueblo Library Foundation & Strategic Initiatives Amy Nelson, Associate Director of Public Services Ashley Huggins, Finance Director Eric Tiffany, Jr. Systems Administrator Rose Jubert, Secretary to the Board

**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.

A modification to the agenda was request for item IV. Reports E. Financial Report. Ashley Huggins, Chief Financial Officer presented the financial report, not Sherri Baca.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee work session held on July 18, 2023, and the Library Board of Trustee Special meeting held on July 31, 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 July 18, 2023, and July 31, 2023.

*Mr. Quintana made a motion, seconded by Ms. Martinez to approve the minutes of meetings held on July 18, 2023, and July 31, 2023. The motion was approved.*

**IV. REPORTS**

**A. Executive Director Report**

Amy Nelson, Associate Director of Public Services provide an update report on the Lucero Library.

She shared the highlights and accomplishments for 2023. The key data showed that there were increases in all key areas except for circulation. Library programs were up 48.5%, library visits were up 10.7%, and computer use was up 9.5%. A check out challenge was created to increase circulation. Patrons are encouraged to check out any then items and are tracked with a punch card. Filled punch cards are entered in a monthly drawing for a basket of goodies for both children and adults. This has increased circulation numbers by about 1000 since April.

Early literacy kits to go are popular. The Library received a \$500 grant from CLEL and the money is going towards making the kits. They focus on small motor skills, colors, letters, numbers, and other activities that encourage literacy.

The Lucero library piggy backed on PCCLD's Women's Awards luncheon and created their own outstanding women's award specific to Pueblo's East Side. Patrons nominated women from the East Side who inspired them in some way, five women were honored at a tea at the library branch.

Other programs were presented to include the Seed Starting 101 Program in April, in May there was an East Side Block Party with over sixty resources and a thousand attendees. The Lucero music studio was launched in July. The most recent program is the Spice Library where patrons, after signing a waiver, can pick up five packets of spices per day. 137 waivers have been received since early August. The library also subscribes to A to Z World Food which features over 7000 recipes from 174 countries that patrons can access and use their spices. The program was funded by a Friends of the Library Grant.

In 2022 Lucero's circulation was up by 80% and they were awarded a \$1000 Starlight Award to support a makerspace project of their choice. They are looking at purchasing a new 3-D printer with the award money.

Ms. Nelson was thanked for taking on extra duties while the search for a new branch manager is underway. Thanks were also given to Lucero Staff for their wonderful work.

Ms. Baca updated the Board on the Barkman Library renovation. The branch is officially closed for renovations. The general contractor for the project, HW Houston, has finished bidding the project. The pricing on the project held steady with an increased cost of \$60,000 The construction and design team have been asked to do some value engineering to get this increased cost down without changing the scope of the project too much. They are still working on the guaranteed maximum price (GMP); the cost HW Houston will charge for the project. Owner, architect, and contractor meetings that include the project managers from each of these entities will start next week. Pueblo Regional Building Department should be signing off on the permit in the next week or so and Houston Construction will start to demo the building interior.

An update was given regarding the upcoming Annual Planning Retreat. The event will take place Thursday, August 31<sup>st</sup> from 8:30am – 1:00pm in the Makerspace Room at Rawlings Library.

Proposition HH, the ballot initiative that was a referred measure from the Colorado Legislature which is their ten-year fix to try to reduce property taxes for residential and commercial building owners. Finance will be working on two difference budget versions to accommodate the passing (or not) of Proposition HH. More information on this is forthcoming in the next few months. It will take the State three weeks after an election to certify the results. This pushes back the time line for the assessors to get the final property tax valuation to all of the taxing entities. PCCLD normally finalizes their budget information by December 15<sup>th</sup> but due to this situation it could be delayed. December meeting dates may need to change or a special meeting may be called.

The HVAC/heating and cooling work that is being done at the Rawlings library is being completed by Setpoint. This is work that involved the additional \$218,000 that was approved in a previous meeting to complete. There should be an update from the contractor and the architect at a future Board work session or meeting. The HVAC systems will talk with each other which was the concern prior to the update. With regard to recourse on this Mr. Miller shared that working with the contractor and the architect/engineer to rectify the situation was a better way to go. Another concern was what was the architect's (Anderson Mason Dale) stance on the additional costs to the project. The architect explained in a past meeting that PCCLD was not charged for the project going on longer than it should and felt this was their allowance.

It was noted that Alan Rocco, Facilities Superintendent was concerned about the functionality of the HVAC controls. The additional work on the HVAC system should improve things.

If the project is not done to satisfaction, recourse may include seeking legal counsel on the construction issues.

**B. Quarterly Pueblo Library Foundation Report**

OVERVIEW: Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives reviewed the quarterly Pueblo Library Foundation Report.

At the quarterly meeting, Finance reviewed the Foundation's 990 and Audit Report, both were accepted.

The gifts received/fundraising report highlights were provided. The Foundation has about a \$500,000 investment portfolio. Gifts in quarter two totaled \$130,706 which was the second highest dollar amount in a second quarter.

All Pueblo Reads was presented and it was announced that in-person programming was back and will complement the virtual programming. There are three authors, two will be presenting virtually per the school district's request so they can be implemented into their classes. One thousand classroom copies of the books were made available to the schools as well as links to the upcoming programs.

The foundation migrated from Razor's Edge fundraising software to Bloomerang. Bloomerang is less expensive and offers the same things as Razor's Edge along with some other features like donor prospecting. This feature looks at the donors past giving history, and their interests.

**C. Attorney Report**

Mr. Miller reported that Proposition HH – Senate Bill 23-303 will be on the ballot this fall. There may be need for different meeting dates in December and January.

**D. Employment Changes**

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

RECOMMENDED ACTION: That the Library Board of Trustees ratify the July 2023 Employment Changes as contained in the Board material

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

Ms. Baca reported on the July 2023 employment changes. Theia Bravo did a lateral transfer into

Tech Services and is now the ILS Administrator, Rachel Salazar was promoted and is now the Youth Services Manager at Rawlings. There was one separation of note, Pat Stuckey retired after 18 years of service to the District. Recruiting continues for the open positions.

**E. Financial Report**

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the July 2023 bills and fund statements.

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

*Mr. Quintana made a Motion, seconded by Ms. Martinez to ratify the July 2023 bills and accept the July 2023 fund statement as contained in the Board materials. The Motion was approved.*

Ms. Ashley Huggins, Chief Financial Officer provided the report. The combined balance sheet for July 2023 was reviewed, there were no concerns. The CBDG Grant is still showing in the General Fund accounts receivable line item. Ms. Huggins was in touch with the City of Pueblo and PCCLD should be paid for this grant anytime now. She pointed out the library replacement plan under capital projects is still at a strong \$2.5 million.

The July statement of revenues and expenditures key points were reviewed. The percentage spent and collected at this point of the year should be at 58%. The interest income is at an impressive 275% due to the current interest rates.

Expenditures were at 51% even with recruitment costs at 124% spent. Under materials there was an error in the periodicals line item, items were calculated for this year but should have been calculated for next year. This will be corrected in the next month's report. Total expenditures were at 51% spend, right on track.

The Capital Fund for July 2023 was reviewed. The interest income on the revenue side looked great at 278% collected. Capital expenses in the capital asset expenditures were for the Barkman and Lucero renovations. The Furniture, Fixture, and Equipment line item showed the purchase of items for the coffee shop.

**July 2023 Expenditures**

Total Payables	\$562,054.25
Total Payroll	\$437,108.15
Total Outlay for July	\$1,006,162.40

**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, September 19, 2023 in the Friends of the Library 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, September 28, 2023 at the Pueblo West Library, 298 S. Joe Martinez Blvd.

A reminder of the Annual Planning Retreat was announced. It will be Thursday, August 31, 2023 – 8:30am – 1:00pm in the Rawlings Makerspace Room.

### B. Action/Discussion Items

1. **Sick Leave Policy 02.06.04**

OVERVIEW: A report and recommendation was presented to the Trustees at the August 15, 2023 work session regarding updates to PCCLD's sick leave policy in accordance with Colorado's Healthy Families & Workplaces Act (HFWA).

RECOMMENDED ACTION: That the Board of Trustees take action to approve the updates to PCCLD's sick leave policy in accordance with Colorado's Healthy Families & Workplaces Act (HFWA).

There were no changes to the policy since the Trustee Work Session.

*Ms. Clark made a Motion, seconded by Ms. Martinez and Ms. Macias to approve the updates to PCCLD's sick leave policy in accordance with Colorado's Healthy Families & Workplaces Act (HFWA). The Motion was approved.*

2. **Public Health Emergency Policy 02.09.02**

OVERVIEW: The Library Trustees were presented with updates to PCCLD's Public Health Emergency Policy at their work session.

RECOMMENDED ACTION: That the Board of Trustees take action to approve PCCLD's Public Health Emergency Policy.

*Ms. Martinez made a Motion, seconded by Ms. Clark to approve PCCLD's Public Health Emergency Policy. The Motion was approved.*

3. **Library Programs & Events Policy 03.07.01-1 and Request for Reconsideration of Programs 03.07.01-2**

OVERVIEW: A report and recommendation was presented to the Trustees at the August 15, 2023 work session regarding the approval of the updates to the Library Programs and Events policy and the Request for Reconsideration of Programs Policy.

RECOMMENDED ACTION: That the PCCLD Trustees take action to approve the updates to the Library Programs and Events Policy and the Request for Reconsideration of Programs Policy.

*Mr. Quintana made a Motion, seconded by Ms. Martinez to approve the updates to the Library Programs and Events Policy and the Request for Reconsideration of Programs Policy. The Motion was approved.*

**4. Pueblo Library Coffee Shop Proposal**

OVERVIEW: The PCCLD Board of Trustees were presented with a review and recommendation for a new Rawlings Library Coffee Shop vendor. The recommended vendor is Gypsy Javas.

RECOMMENDED ACTION: That the Trustees take action to empower library administration to move into contract negotiations with Gypsy Javas. The contract period will be for three years with the option to renew for two additional years on a year to year basis.

*Ms. Clark made a Motion, seconded by Ms. Macias to move into contract negotiations with Gypsy Javas for a three-year contract period with the option to renew for two additional years on a year to year basis. The Motion was approved.*

**5. Auditing Services Proposal**

OVERVIEW: A recommendation for auditing services was presented to the Trustees at the August 15, 2023 work session. The recommended vendor is DMC Auditing and Consulting, LLC.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to contract services with DMC Auditing and Consulting, LLC to audit its financial statements for fiscal year ending December 31,2023, with the option of renewing the engagement for the audit for each of the four subsequent fiscal years.

*Mr. Quintana made a Motion, seconded by Ms. Clark to authorize PCCLD to contract services with DMC Auditing and Consulting, LLC to audit its financial statements for fiscal year ending December 31,2023, with the option of renewing the engagement for the audit for each of the four subsequent fiscal years. The Motion was approved*

**6. Executive Session**

OVERVIEW: The Trustees conducted an executive session pursuant to sections 24-6-402(4)(b) and (4)(e), C.R.S., for a conference with PCCLD's attorney to receive 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 relating to fundraising for Barkman Library renovations.

*Ms. Macias made a Motion, seconded by Mr. Quintana to enter into Executive Session at 6:40pm. The Motion was approved. Ms. Baca and Mr. Potter were asked to attend the Executive Session.*

*At 7:34pm Ms. Macias made a Motion to exit executive session.*

**IX. ADJOURNMENT**

*At 7:36pm Ms. Macias made a Motion to adjourn the meeting.*

