

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, August 15, 2023**

***This meeting was conducted inside the Brett Kelly “A” Meeting Room
at the Rawlings Library, 100 E. Abriendo, Pueblo CO. 81004***

I. CALL TO ORDER AND ROLL CALL

Mr. Hodge called the meeting to order at 2:01p.m. Ms. Jubert conducted roll call.

Board Members Present:	Dustin Hodge, Vice President Fredrick Quintana, President Iris Clark Doreen Martinez
Board Members Not Present:	Trisha Macias Stephanie Garcia
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives Ashley Huggins, Chief Financial Officer Terri Daly, Director of Human Resources Amy Nelson, Associate Director of Public Services Jill Kleven, Director of Technical Services Thomas Debrates, Director of IT Alan Rocco, Facilities Superintendent Eric Tiffany, Jr. Systems Administrator 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.

There were no corrections or modifications to the agenda.

III. DISCUSSION ITEMS

1. Sick Leave Policy 02.06.04

OVERVIEW: Terri Daly, Director of Human Resources discussed updates to PCCLD’s sick leave policy in accordance with Colorado’s Healthy Families & Workplaces Act (HFWA).

Consistent with the State of Colorado’s Healthy Families and Workplaces Act PCCLD will provide two types of sick leave to employees: accrued sick leave and public health emergency (PHC) leave.

Included into accrued sick leave benefits are Substitute and Seasonal employees who will accrue sick leave benefits on a pro-rata basis, based on number of hours worked, but at least one hour for every thirty hours worked.

The new policy items regarding the use of sick leave benefits went into effect on August 7, 2023. The updates included the care for a family member in the event of school or place of care closure. Use of sick time benefits for funeral leave included grieving, time to attend funeral/memorial services, and time to address financial

and/or legal matters after the death. Sick time can also be used by employees to evacuate their residence due to various unexpected events to include; inclement weather, loss of power, loss of heating, and loss of water.

2. Covid-19 Vaccination Policy 02.09.02

OVERVIEW: Terri Daly, Director of Human Resources discussed updates to PCCLD's Covid-19 Vaccination Policy.

The Covid-19 Vaccination Policy 02.09.02 was changed to the Public Health Emergency Policy.

PCCLD would follow authoritative public health guidance and best practices to preserve and enhance workplace safety and health in the event of a federal or state declared public health emergency. Requirements and procedures will be determined at the discretion of the Executive Director or a designee.

In granting supplemental leave for Public Health Emergency leave, PCCLD may take into account paid time off already accrued by or granted to an employee. During the duration of a public health emergency (the time between the date on which the emergency is declared and for four weeks after its termination or suspension), PCCLD permits employees to take both sick leave and that they accrued prior to the public health emergency and supplemental leave provided for the public health emergency, for a qualifying reason related to a public health emergency event.

It was explained that the verbiage for the Covid Vaccination Policy would be kept if in the event it was needed at a later date. All stages of the Covid Vaccination Policy have been archived.

3. Library Programs & Events Policy 03.07.01-1& Requests for Reconsideration of Programs Policy 03.07.01-2.

OVERVIEW: Amy Nelson, Associate Director of Public Services discussed updates to PCCLD's library programs and events policy and the addition of the requests for reconsideration of programs policy.

Guidelines for public programming was reviewed. A background was given that included the reason for programs and the guidelines that are used. Also, how are quality standards kept in place to guide the variety of programming options that are now offered in-person and through hybrid/virtual formats?

A lot of research was conducted to refine the current program policies. This included literature review and sample policies from various Colorado and nationwide libraries.

Highlights for the policy revision included, further definition of what public programming consists of and to state clearly in policy that the programming is mission driven. Also, the ability to set criteria for program selection and set fees or lack of fees and have a co-sponsor and non-endorsement clause. An addition to the current policy would be a policy governing requests for reconsideration of a program.

The current policy was shown with the proposed edits. A new section was added to the current policy to establish criteria for program selection. It was emphasized that in planning programs, PCCLD staff seek to ensure that the library's mission to offer free and open access to information from around the world is met. The most important general criteria in making decisions around program topics, speakers, and accompanying resources were listed and read.

The last section of that policy remained unchanged and included the statement, "Fees will not be charged for library programs or events except at the discretion of PCCLD's Executive Director or their designee".

A new policy, Requests for Reconsideration of Programs, was reviewed. It shared that the library welcomes expressions of opinion from customers concerning programming. Individuals may disagree with program content that does not support their own views or values on a subject or that are not compatible with their beliefs. PCCLD is not a judicial body. Laws governing obscenity, subversive content and other questionable matter are subject to interpretation by the courts. No challenged program will be cancelled based solely on a complaint unless a local court of competent jurisdiction has entered an order requiring it to be cancelled.

A formal request needs to be made in writing through a library form. The Executive Director and other library staff consider each formal request base on criteria from appropriate sources. The Executive Directory will respond in a timely manner in writing to a request. A program will be evaluated for reconsideration only once in a 12-month period.

Also being developed are program procedures for staff which will include a staff programming guide that will be available on the portal.

It was requested that the trustees be notified of program and material challenges and the outcomes. It was asked if there was an appeal process in place. It was shared that the procedures are similar to what are in the ALA recommendations. The committee is who makes the decision and the appeal happens at the executive director level.

4. Pueblo Library Coffee Shop Request for Proposals

OVERVIEW: Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives, provided an update on the RFP process.

The RFP was posted on July 10, 2023 and proposals were due on July 31, 2023. The RFP was used to obtain proposals from qualified vendors to run and operate a café on behalf of PCCLD that would offer coffee and limited food catering services. Interviews took place on August 8, 2023. The anticipated contract award date is August 31, 2023 with services expected to begin on October 30, 2023.

The library evaluation team and selection criteria were provided. Proposals were received from Gypsy Javas Café, So All May Eat (S.A.M.E Café), and Café Chamisa. The top two vendors were Gypsy Javas – 363 points and the S.A.M.E. Café – 324 points. The committee unanimously chose Gypsy Javas as the top candidate. It is recommended that there be a contract period of three years with the option to renew for an additional two years on a year to year basis. The library location would be a separate operation under the Gypsy Javas brand. This location would be the library's cafe with Gypsy Javas providing their staffing product and brand. There will be products specific to the Rawlings location.

This item will be put on the next agenda for Trustee approval.

5. Auditing Services Request for Proposal

OVERVIEW: Ashley Huggins, Chief Financial Officer, provided an update on the RFP process for auditing services.

The RFP opened on June 29, 2023 and proposals were due on July 28, 2023. The intend of the RFP was to obtain proposals from qualified certified public accounting firms to audit PCCLD's financial statements for the year ending December 31, 2023 with an option of renewing for each of the subsequent four fiscal years. The anticipated contract award date would be August 28, 2023.

Two proposals were received from Clifton Larsen Allen, LLP (CLA) who PCCLD has contracted with most recently, and DMC Auditing and Consulting, LLC (DMC). PCCLD had prior experience working with the principal auditor of DMC for auditing services prior to working with CLA. Both firms were very knowledgeable about the library.

The library evaluation team and the scoring evaluation were provided. Costs for services was 40% of the scoring. Both were strong firms with knowledge of the library district.

The 2023 costs were as follows:

- CLA \$50,140 - 2022 cost was \$30,318
- DMC \$26,600

These bids cover the PCCLD audit, the Foundation Audit, the Foundation's 990, and all non-audit services and annual routine consulting. The recommendation by the committee was to go with DMC Auditing and Consulting LLC.

This item was put onto the next agenda for Trustee approval.

IV. ADJOURNMENT

The meeting adjourned at 3:10pm

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, August 24, 2023 at the Patrick Lucero Library, 1315 E. 7th Street, Pueblo, CO.