

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

5:30pm, Thursday, October 26, 2023

This meeting was conducted at the

Giodone Library – 24655 U.S. Highway 50 East – Pueblo

I. CALL TO ORDER AND ROLL CALL:

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

Board Members Present:

Fredrick Quintana, President
Dustin Hodge, Vice President
Trisha Macias
Iris Clark
Doreen Martinez

Board Members Not Present:

Stephanie Garcia

Attorney Present:

Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer

Staff & Guests Present:

Sherri Baca, Executive Director
Nick Potter, Executive Director of Pueblo Library
Foundation & Strategic Initiatives
Amy Nelson, Associate Director of Public Services
Ashley Huggins, Finance Director
Jill Kleven, Director of Tech Services
Kayci Barnett, Manager Giodone Library
Thomas Debrates, Director of IT
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. APPROVAL OF MINUTES (estimated time: 5 minutes)

OVERVIEW: Minutes of the Library Board of Trustee work session held on September 19, 2023, and the Library Board of Trustee Special meeting held on September 28, 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 September 19, 2023, and September 28, 2023.

Ms. Martinez made a Motion, seconded by Ms. Macias to approve the minutes of meetings held on September 19, 2023, and September 28, 2023. The Motion as accepted.

IV. REPORTS

A. Executive Director Report

1. Giodone Library Update

OVERVIEW: Kayci Barnett, Branch Manager – Giodone Library provided an update on the library.

2023 goals for the Giodone Branch were reviewed. They included increase key result in programming, circulation, computer use and visits. Utilize outreach activities to strengthen library relevance, remove barriers, and help citizens achieve their goals. Improve skills of employees that work at the branch. Finally, create a friendly, fun, and interactive branch. Ms. Barnett felt that the team had fulfilled these goals.

The Branch staff was introduced along with their background and current roles.

2. Key Data Report

OVERVIEW: Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives will present on the new PCCLD Key Data report format. Dave Hayden, Data Analyst has created this new report format.

The main key data report comes from sixty different areas and ultimately is reported back to the State. A new look for the report and how it is reported out has been created. The new system used to compile the data is Microsoft Power BI. The goal is to make the data easy to access and review and to be able to use as a decision making tool. The current data only looks backwards there are no benchmark goals moving ahead. The new format is more visually appealing. It keeps the same categories and relies on the data that is related to Library Journal STAR status. The reports are created in real time. The charts are color coded, if the goal is on target for that month for STAR status the color will change to green. If the goal is not on target the colors will range from red to yellow as it transitions to green. Included in the report is current year to date progress, the past year's total, and the expected goal in order to achieve STAR status. The STAR library status is not only used as a tool to talk about PCCLD's performance and success it compares us to our peers who have the similar budgets and demographics. These reports are not a guarantee of STAR status but at a benchmark in which to look at PCCLD's YTD performance. Historically PCCLD has scored four stars since 2017 with 2020 bringing in a five star status award. A request for individual branch reports was requested.

B. Friends of the Library Report

There was no Friends of the Library report for this month.

C. Quarterly Pueblo Library Foundation Report

A 4th quarter report will be provided at a later meeting date.

D. Attorney Report

There was no report from the attorney for this meeting.

E. Employment Changes

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

RECOMMENDED ACTION: That the Library Board of Trustees ratify the September

2023 Employment Changes as contained in the Board materials.

Mr. Quintana made a Motion, seconded by Ms. Martinez to ratify the September 2023 Employment Changes as contained in the Board materials.

New hires included Danielle Cowles, Digital Resource Librarian in the Technical Services Department.

There were three promotions to include: Chris Rivera, promoted to Program and Outreach Specialist at the Lucero Library, Stacy Righini was promoted to Program and Outreach Specialist at the Pueblo West Library and Rebecca McGhee was promoted to the Adult Services Manager position at the Rawlings Library.

There was one separation.

Of the seven listed openings, only one is still ongoing and that is the Lucero Branch Library Manager.

F. Financial Report

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

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

Ms. Martinez made a Motion, seconded by Ms. Clark to Trustees ratify the September 2023 bills and accept the September 2023 fund statements as contained in the Board materials. The Motion was accepted.

Ms. Huggins reported that there was nothing of note to mention with regard to the combined balance sheet. She did mention that the spending cutoff for the year will be on November 17, 2023.

The general fund statement of revenues and expenditures for the period ending September 30, 2023 was reviewed. Collections and expenses should be at 74.78% at this time of the year. There were no budget issues to report.

Property taxes were at 97% collected and should remain stable until the end of the year. Total revenues were at 94% collected. Personnel expenses were are target at 70% spent as well as Materials, which were at 71% spent. Total facilities were at 45% spent, with lease/purchase of buildings at 14%, which will begin to increase in November. Total operating expenses were at 81% and total information technology expenses at 73% spent, both were on target. Total expenditures were at 67% spent.

The statement of revenues and expenditures for the capital fund were reviewed. The only item to report was that total expenditures were at \$13,000 for furniture and IT costs. This is lower than previous months but will increase as expenses for the Barkman renovation continue to be incurred.

Payment history was presented and Ms. Huggins asked the trustees to contact her with any questions they might have. There was nothing of note to report.

September 2023 expenditures were as follows:

Total Payables	\$409,660.32
Total Payroll	\$448,664.73
Total Cash Outlay for September	\$858,325.05

The P-card transaction detail was presented with nothing of note to report. Trustees were asked to provide questions to Ms. Huggins.

V. BOARD COMMENT

Ms. Clark congratulated fellow trustee Stephanie Garcia on her Lifetime Achievement Award from the Latino Chamber of Commerce.

VI. PUBLIC COMMENT

There was no public comment to report.

VII. OLD BUSINESS

There was no old business to report

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, November 7, 2023 in the Kelly "B" 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, November 16, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo.

These meetings will take place one week earlier than the regular meeting schedule due to the Thanksgiving holiday.

B. Action/Discussion Items

1. Employee Health Benefits

OVERVIEW: A proposed benefit package commencing January 1, 2024 and ending December 31, 2024, was reviewed at the work session on October 17, 2023. This requires Board action as the contract exceeds \$25,000

RECOMMENDED ACTION: That the Board of Trustees take action on the 2024 recommended employee health benefit package at a cost not to exceed \$850,000.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to take action on the 2024 recommended employee health benefit package at a cost not to exceed \$850,000. The Motion was accepted.

2. Barkman Library Automated Material Handling System and Self Checks RFP #10-2023 (estimated time: 5 minutes)

OVERVIEW: A presentation and recommendation regarding procurement of an automated material handling system and self-checks for the Barkman Library was

reviewed by the Trustees at their October work session.

RECOMMENDED ACTION : That the Board of Trustees approve the Executive Director to execute a contract to procure an automated material handling system and self-checks for the Barkman Library from Bibliotheca at a cost not to exceed \$121,650.

Mr. DeHerrera made a Motion, seconded by Ms. Macias to approve the Executive Director to execute a contract to procure an automated material handling system and self-checks for the Barkman Library from Bibliotheca at a cost not to exceed \$121,650. The Motion was approved.

3. 2023 Audit Engagement & Tax Preparation

OVERVIEW: The Board of Trustees were presented the 2023 Audit Engagement and Tax Preparation letters for the Library District and for the Library Foundation in their board packet for review.

RECOMMENDED ACTION: It was recommended that the Trustees approve the 2023 Audit Engagement & Tax Preparation letters for PCCLD and the Pueblo Library Foundation.

Mr. Quintana made a Motion, seconded by Ms. Clark to approve the 2023 Audit Engagement & Tax Preparation letters for PCCLD and the Pueblo Library Foundation. The Motion was approved.

4. Colorado Family & Medical Leave Insurance Program (FAMLI) – Move to Private Plan

OVERVIEW: The Trustees were presented at their July work session information regarding the move to a private plan with regard to the FAMLI insurance program. The move would save PCCLD approximately \$47,000 over a 24-month period.

RECOMMENDED ACTION: It was recommended that the Board approve the move to a private insurance plan with regard to the Colorado Family & Medical Leave Insurance Program.

Ms. Macias made a Motion, seconded by Ms. Martinez to approve the move to a private insurance plan with regard to the Colorado Family & Medical Leave Insurance Program. The Motion was approved.

Ms. Baca gave a brief explanation of the FAMLI Insurance Program and that PCCLD had opted in to the program. She reminded the trustees that they had approved to budget for both the employer and employee premium costs, which was 9% or approximately \$84,600 over a two-year period. There is a provision to allow employers to adopt a private plan. By moving to a private plan, MetLife, it would save the District \$46,940 over a two-year period.

IX. ADJOURNMENT

Ms. Macias made a Motion to adjourn the meeting at 6:29pm, the Motion was approved.