

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, November 7, 2023
This meeting was conducted inside the
Brett Kelly B Meeting Room - Rawlings Library, 100 E. Abriendo, Pueblo CO. 81004

I. CALL TO ORDER AND ROLL CALL

Mr. Hodge called the meeting to order at 2:00p.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 Jeffrey DeHerrera
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Ashley Huggins, Chief Financial Officer Amy Nelson, Associate Director of Public Services Jill Kleven, Director of Technical Services Eric Tiffany, Jr. Systems Administrator Jerry Pacheco, Director of Pueblo Urban Renewal 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 an additional item be added to the agenda, the Executive Director evaluation.

III. DISCUSSION ITEMS

1. North Elizabeth Hotel Urban Renewal Area & TIF Agreement

OVERVIEW: Jerry Pacheco, Executive Director, Urban Renewal presented on the North Elizabeth URA taxing agreement.

A background on the project was provide at the trustee's October Work Session. Mr. Pacheco reiterated that It is a standard TIF agreement in that PCCLD would continue to earn taxes on the base. They are asking that all taxing entities pledge 100% of the millage rate to PURA and this plan area for the full duration of the Plan. It is a single property urban renewal area for the purpose of covering \$2 million in costs over twenty-five years. The costs include the site cleanup and water issues they might have. Similar to the St. Charles TIF agreement, surplus revenues would be given back to the library district once the improvements are paid off. Local developers are associated with this project. The estimated actual value of the project is \$12.16 million. The TIF is anticipated to generate \$7 million. Mr. Pacheco offered to keep the trustees updated on any changes to the agreement.

The City will take final action on this on December 13, 2023.

2. 2024 Preliminary Budget Update

OVERVIEW: Ashley Huggins, Chief Financial Officer provided an update report for Trustee discussion on the preliminary 2024 PCCLD Annual Budget. A public hearing on the proposed budget will follow at the November Regular Trustees' meeting and the Trustees will be asked to adopt a 2024 budget, set the mill levy, and appropriate sums of money for the 2024 budget in December.

Ms. Huggins shared a few changes to the budget. There was a small change to revenue under the general fund. The café sales projection was decreased by \$10,500.

Expense changes included an increase in salaries for the year by \$76,390 to include an increase in payroll taxes and expenses of \$53,299. There was a decrease in employee training costs of \$1,170. Cost for books, periodicals, AV and digital items increased by \$20,000 and bindery & processing costs decrease by \$20,000. Library program costs decreased by \$2,500 as was as a decrease in contract services of \$24,750. Professional memberships were increased by \$2,400 and other increases included \$14,705 in office supplies and small equipment as well as \$4,713 in café services. Total expense changes are \$123,087. Budget revenues totaled \$17,868,036 and budget expenses totaled \$14,681,482. Total revenue over expenses is \$776,554. The net change to the general fund is \$133,587.

Under the capital fund at the October 15, 2023 board meeting it was reported that \$2.8 million would need to be taken from reserves to cover expenses.

Revenue changes included in increase of \$200,000 for a planned capital grant to be used to repair or replace the elevator at the Rawlings Library. Changes to expenses included the cost of the repair or replacement of the Rawlings elevator of \$200,000, Tech Services furniture upgrades of \$30,000, \$10,000 for interior signage at the Rawlings Library, and \$100,000 to fix the Pueblo West Library roof. There was a decrease in expenses of \$8,000 for the removal of Makerspace equipment that was mistakenly coded as capital. The net change to the capital fund was \$132,000.

3. VOIP Hosted Service Migration RFP #05-2023

OVERVIEW: Thomas Defrates, Director of Information Technologies, provided a report on the VOIP hosted service migration.

The intent of the RFP was to obtain proposals from experienced vendors for telephony migration and hosted VOIP services for the library district.

The RFP was issued June 16, 2023, proposals were due by July 21, 2023, and an anticipated contract award date was not defined in the RFP. Thirteen proposals were received and their company names were provided. Scoring and evaluation criteria was reviewed and submissions were scored based on a 0-4 scale, 4 being the highest. RFP submission results by cost were shown with the highest cost being \$289,577 and the lowest cost being \$62,454. The committee selected TCS Zoom Company who provided a cost of service over three years with phones of \$76,168. This vendor strictly adhered to the RFP requirements and with all things taken into consideration was the lowest cost. TCS-Zoom references were provided and included two library districts, five Colorado municipalities, and the Statewide Internet Portal Authority.

It was asked that this be put on the trustee's next agenda for approval.

4. Organizational Culture Consulting Services RFP #08-2023 (estimated time: 15 minutes)

OVERVIEW: Sherri Baca, Executive Director, provided a report on the Organizational Culture Consulting Services RFP.

This RFP has to do with a 2023 Annual Plan Goal to launch a culture strengthening effort for the library district. The purpose is to initiate a new culture enhancement project/plan to spur improvement in library workplace culture, service delivery and employee morale. This will be a team directed effort.

The RFP was issued on September 18, 2023 and proposals were due October 27, 2023. It is anticipated that upon approval from the trustees that the contract would be awarded on November 22, 2023 and planning work would commence in December 2023.

The evaluation criteria was reviewed to include the organization's qualifications, their scope of work and their cost of service. Each proposal had the opportunity to win 100 points.

Five proposals were received three made it to the interview stage and will be interviewed on November 10, 2023. Trustees were invited to attend the interviews. Second round scoring will take place with recommendation for the engagement to be made at the November 16, 2023 trustee meeting. Kickoff of the planning stage with the chosen consulting firm will begin December 2023. The cost of engagement of the top three candidates ranges from \$45,000 to \$113,000 for a project to create a three to five year culture enhancement plan.

This item will be put onto the trustee's next agenda.

5. Filming & Photography Policy

OVERVIEW: Amy Nelson, Associate Director of Public Services provided an overview of the new policy and procedures.

The reason for the new policy is that public libraries across the country have seen an increase in First Amendment audits. A First Amendment audit occurs when people film public officials or employees to hold them accountable or "test" their right to film in public spaces like libraries. Once completed these policies and procedures will be posted on the website for the public to access. The library recently had an audit a few weeks ago and staff handled it in a professional manner.

Part of the challenge for staff is if someone does come in to photograph or film, patrons have the right to privacy and confidentiality in their library use. PCCLD's response to these types of audits include staff training, monitoring best practices shared by the Colorado State Library, reviewing current policy, and to draft a new policy for PCCLD informed by surveys of other Colorado public library policies. The completed new policy was provide to the trustees for their review.

The policy states that patrons are able to film or photograph in the public areas of the library if it does not interfere with the mission of the library district, the delivery of services, and privacy rights according to State statutes. The policy also gives staff the right to ask someone to stop filming or taking photos if it appears to compromise public or staff safety or interfere with library operations. It also states that filming or taking pictures is restricted from certain areas to include restrooms, parental/caregiver support areas, locations housing artifacts or archival materials and areas reserved for staff use only. Library PICs (person in charge) and managers will be available to assist staff if needed. It was noted that library employees can be photographed and filmed while working.

The filming and photographing procedures list of topics was presented and included:

1. Amateur photography and Filming
2. New Media Photography and Filming
3. Documentary-type Photography for Publication or Broadcast
4. Commercial Photography
5. Film and Industry Use of Library Property
6. Photography and Filming During Library Programs or Events (signage will be posted)
7. Photography and Filming for Groups and Non-Library Events in Meeting Rooms

The trustees requested some changes in the wording of some of verbiage that as presented. Posting a notice in various public meeting places was suggested. It was encouraged that the posting indicate that filming and photographing was acceptable in public areas but prohibited in private meeting areas and then list what those private areas are.

Ms. Nelson agreed to take the suggestions and feedback and update the policy. This will be presented again at the December work session.

6. Pueblo West Library Roof – Emergency Repair

OVERVIEW: Sherri Baca, Executive Director provided an update on the emergency repairs needed on the Pueblo West Library roof.

It was reported that the Pueblo West roof was at a state that emergency repair is necessary. The issues were first noticed in the summer on a routine check of the roof by facilities staff. The metal roof is sliding off of the building indicating possible wind damage. No water leaks have been detected yet but if heavy rains or snows happen, the chance of leaks dramatically increases. The insurance company denied the claim because they felt it was faulty installation. A firm that specializes in construction law has been hired by the library district to look into the situation, they did recommend that emergency repair happen. A bid was received in the amount of \$26,896 and the company has been contracted to begin the work. Policy indicates that trustee approval and the RFP process is not needed if it is an emergent situation.

7. Executive Director Evaluation

OVERVIEW: Fredrick Quintana, President of the Board of Trustees, updated the board on the Executive Director Evaluation process.

Ms. Baca has completed her self-evaluation. The board secretary will send out the Board's evaluation for Ms. Baca to the trustees, completed evaluations are to be sent to Mr. Quintana by the end of November 2023. This process is to be finalized in an executive session at the December 2023 regular board meeting.

IV. ADJOURNMENT

The meeting was adjourned at 3:36pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, November 16, 2023 at the Rawlings Library 100 E. Abriendo Ave.