

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

5:30pm, Thursday, December 14, 2023

***This meeting was conducted at the
Rawlings Library – Executive Conference Room
100 E. Abriendo Avenue – Pueblo, CO 81004***

I. CALL TO ORDER AND ROLL CALL:

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

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Stephanie Garcia
Trisha Macias
Iris Clark
Jeffrey DeHerrera
Doreen Martinez

Attorney Present: Bart Miller, Attorney - Collins Cole Flynn Winn & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director
Amy Nelson, Associate Director of Public Services
Ashley Huggins, Chief Financial Officer
Jill Kleven, Director of Tech Services
Eric Tiffany, Systems Administrator
Maria Kropf, Senior Accountant
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 not corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on November 7, 2023, and the Library Board of Trustee Special meeting held on November 16, 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 November 7, 2023, and November 16, 2023.

Mr. Quintana made a Motion, seconded by Ms. Clark to approve the minutes of the meetings held on November 7, 2023, and November 16, 2023. The Motion was approved.

IV. REPORTS

A. Executive Director Report

OVERVIEW: Sherri Baca, Executive Director provided a report.

It was reported that the Lamb Library building is showing indications of settling. The doorjambs are slanting, there are cracks in interior ceiling wood beams, and the sidewalk behind the building has come away from the building wall. A local structural engineer has been engaged and is inspecting the building. They will be issuing an assessment. A request for bids will be issued for structural reinforcement work that is needed. PCCLD has budgeted \$70,000 for this in the 2024 budget.

The Pueblo Library Café had a great first month of operations in November, thanks went out to the café team for their hard work and service. They have received many compliments and patrons are happy to have the café reopened.

An update was provided on the Barkman Library renovation. Work is progressing quickly and there is a lot of onsite activity. Alan Rocco, Facilities Superintendent, is onsite weekly to observe the progress of the interior and exterior renovations. Library staff are participating in biweekly Owner/Architect/Contractor meetings. Photos of the work progress were presented.

B. Friends of the Library Report

Mr. Potter reported that the bookstore held their annual volunteer appreciation lunch. It was a success! Sixty people attended the event.

C. Quarterly Pueblo Library Foundation Report

There was no Foundation report.

D. Attorney Report

Mr. Miller reported that all was going well and there was nothing to report at this time.

E. Employment Changes

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

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

Mr. Quintana made a Motion, seconded by Ms. Macias to Trustees ratify the November 2023 Employment Changes as contained in the Board materials. The Motion was approved.

There were no new hires or promotions to report. There were three voluntary separations. Human Resources is currently recruiting for four positions two of the positions are for branch managers.

F. Financial Report

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

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

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to Trustees ratify the November 2023 bills and accept the November 2023 fund statements as contained in the Board materials.

Ms. Huggins reviewed the combined balance sheet for November. She reported that the Colo Trust

interest bearing cash will continue to go down due to the lack of property taxes being received. This is typical for this time of the year since people have paid their property taxes by this time of the year. The \$75,000 was received from the City for the CBDG grant.

The statement of revenues and expenditures for the general fund was reviewed, at this time of the year the percentage spent or collected should be at 91.5%

Total Revenues was at 98% collected, it was mentioned that the St. Charles TIF will be received in December. Total personnel was at 86% spent and materials was spent under budget at 85%. Total facilities was at 98% spent due in part to high vehicle maintenance costs. Total operating costs were at 94% spent, the spending cut off occurred on November 15, 2023. Information technology was at 85% spent. Total expenditures was at 88% spent.

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for November 2023. Total revenues were 144% collected due in large part to interest income. Total expenditures were at 40% spent with constructions cost continuing on the Lamb Library renovation.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. Ms. Huggins asked to the trustees to review the reports and if they had questions, they could contact her.

Expenditures for November 2023

Total Payables	\$589,838.73
Total Payroll (2 pay periods)	\$473,580.91
Total outlay for November	\$1,063,419.64

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. All libraries will be closed all day on Sunday, December 17th, Sunday, December 24th, Monday, December 25th, and Monday, January 1, 2024.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 16, 2024 and the regular meeting is scheduled for 5:30pm, Thursday, January 25, 2024 both will be at the Rawlings Library, 100 E. Abriendo.

B. Action/Discussion Items

1. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Ashley Huggins, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2024 corporate insurance renewal at the Board's work session.

RECOMMENDATION: That the Board of Trustees approve the 2024 corporate insurance renewal.

Ms. Huggins provided the information that was requested by the trustees regarding the ability to offer a percentage deductible for wind and hail damage. She reported that they are not able to provide a percentage deductible but they will look to see if that is an option for next year. If there is a wind or hail claim in 2024 the deductible will be a flat \$25,000. If there are multiple claims on the same day it would be the flat \$25,000 for all claims. If there was an option for a percentage the deductible would be a percentage per building which combined could be over \$25,000

Ms. Clark made a Motion, seconded by Ms. Garcia to approve the 2024 corporate insurance renewal. The Motion was approved.

2. Resolutions to Adopt the 2024 Budget, Approve the 2024 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2024 PCCLD Budget

OVERVIEW: The Preliminary 2024 PCCLD Budget was presented on October 17, 2023, and a public hearing on the Proposed 2024 Budget was held on November 16, 2023. An update report was presented on December 7, 2023, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2024 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2024 Annual Budget.
4. Adopt the 2024 Annual Plan

Ms. Huggins shared that there were two changes to the 2024 Annual Budget. Capital fund changes included the budgeting of increased expenses by \$70,000 for the structural enhancements at the Lamb Library. The general fund materials budget was increased by \$100,000 for books and materials. The two changes do keep with the ten-year financial projection. There was no impact to the reserves.

The resolution to appropriate sums of money for the 2024 PCCLD Budgets read as follows:

General Fund	\$16,501,935
Capital Project Fund	\$ 6,151,368
TOTAL	\$22,653,303

There were no changes to the Mill Levy resolution that was presented at the last trustee meeting.

Ms. Macias made a Motion, seconded by Ms. Garcia to adopt the 2024 PCCLD Annual Budget,

set the Annual Mill Levy, appropriate funds for the 2024 Annual Budget, and adopt the 2024 Annual Plan. The Motion was approved.

3. Funds Transfer to Pueblo Library Foundation

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 7, 2023 to authorize the transfer of \$5,800 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$5,800 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

It was noted that this is a transfer that occurs annually.

Ms. Clark made a Motion, seconded by Ms. Garcia to authorize the library administration to transfer \$5,800 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation. The Motion was approved.

4. 2024 Holiday Dates

OVERVIEW: The Trustees reviewed the proposed 2024 PCCLD holiday closures at Trustee work session.

RECOMMENDED ACTION: That the Trustees take action to approve 2024 scheduled holiday closures, as included in the Board materials.

Ms. Garcia made a Motion, seconded by Mr. Quintana to approve 2024 scheduled holiday closures, as included in the Board materials. The Motion was approved.

5. Filming & Photography Policy Update

OVERVIEW: The Filming & Photography Policy was presented to the Trustees and an update was provided at the December work session.

RECOMMENDED ACTION: That the Trustees approve the policy as presented.

Ms. Macias made a Motion, seconded by Ms. Garcia to approve the Filming & Photography Policy as presented to the trustees and included in their board packet. The Motion was approved.

6. RFID Library Solutions

OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$53,400 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract.

RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into an agreement and pay \$53,400 for support and maintenance in 2024 to RFID Library Solutions, as presented in the Trustee packet. This requires Trustee approval as it exceeds \$25,000.

Ms. Martinez made a Motion, seconded by Mr. DeHerrera to enter into an agreement to pay \$53,400 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract. The Motion was approved.

7. Bibliotheca

OVERVIEW: The Trustees heard a recommendation at their December work session for PCCLD to agree to pay Bibliotheca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$49,119 to Bibliotheca for maintenance and support services in 2024, as presented in the Board materials. This requires Trustee approval as it exceeds \$25,000.

Ms. Garcia made a Motion, seconded by Ms. Martinez and Ms. Clark to pay \$49,119 to Bibliotheca for maintenance and support services in 2024, as presented in the Board materials. The Motion was approved.

8. Koha Integrated Library System

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$50,514 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2024. This requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$50,514 for services in 2024, as presented in the Board packet.

Ms. Garcia made a Motion, seconded by Mr. DeHerrera to pay ByWater Solutions \$50,514 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2024. The Motion was approved.

9. Freegal Music Subscription Renewal

OVERVIEW: The Trustees heard a recommendation at their December Work Session for PCCLD to extend their music streaming subscription with Freegal.

RECOMMENDATION: That the Trustees take action to authorize PCCLD to pay \$63,400 to Freegal Music to extend their subscription through 2025.

Mr. Quintana made a Motion, seconded by Ms. Garcia and Ms. Martinez to authorize PCCLD to pay \$63,400 to Freegal Music to extend their subscription through 2025. The Motion was approved.

10. Disposal of Property

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their December work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to take action on the disposal of surplus property request as presented. The Motion was approved.

11. Executive Session

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I).

RECOMMENDED ACTION: The Trustees returned to open session to take any action deemed appropriate and/or necessary with regard to this matter.

Ms. Macias made a Motion, seconded by Ms. Garcia to enter into Executive Session. The Motion was approved.

The Board entered into Executive Session at 6:19pm.

The Board exited Executive Session at 6:54pm.

Mr. Quintana wished everyone Happy Holidays!

Ms. Clark made a Motion to adjourn the meeting. The Motion was approved.

IX. ADJOURNMENT

Ms. Clark made a Motion to adjourn the meeting at 6:55pm. The Motion was approved.