

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, January 23, 2024
The meeting was conducted inside the
Kelly “A” meeting room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

I. CALL TO ORDER AND ROLL CALL

Mr. Hodge called the meeting to order at 2:00 p.m. Ms. Jubert conducted roll call.

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

OVERVIEW: The Board Trustees will hold its annual meeting on January 25, 2024, with the following items for action:

A. Election of Officers

The Bylaws provide “The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.” The officers to be elected are President and Vice President.

Mr. Hodge shared that Ms. Macias is slated to appear on the ballot for the position of Vice President of the Board of Trustees and he was slated to appear on the ballot for the position of President of the Board. He asked if there were any other nominations and there were none. Officers will vote on these two positions at the annual meeting, which will be held during the trustee’s regular meeting on January 25, 2024.

B. Selection of the 2024 Board Meeting Dates, Times, and Locations

The Bylaws provide that “The date, hour, and location of the meetings shall be set by the Board at its annual meeting.” A recommended calendar of meetings is included in the Board packet.

The trustees were asked to review the 2024 board meeting scheduled to ensure that the dates and times of the meetings work with their schedule. They were informed that they are able to suggest changes to the days of the week and times of the meetings if they choose. Those recommendations would be reviewed and taken into consideration at the annual meeting on January 25, 2024.

C. Posting 2024 Board Meetings Notices

The Board of Trustees will take action at its annual meeting to designate the location of the official posting of notice of the PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

The trustees were informed that Rawlings Library is working on a new Community Wall that will be located in the main entry of the library where the community bulletin board will be housed. Board agendas are posted at this location. Currently the agendas are housed at the information desk as you walk into the library. All branches are sent a copy of the agenda for posting. The agenda is also posted on the website under the Board of Trustees tab and an agenda is emailed to the County Commissioners, City Council, and the Mayor's office for posting as information items.

D. Affirmation of Ethics Statement

By policy, "individual members of the Board of Trustees shall annually sign the Ethics Statement adopted by the Board of Trustees." A copy of the statement will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

The trustees were asked to review and sign off on the Affirmation of Ethics statement. The signed statement is due to Ms. Jubert by the end of this month.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

Ms. Macias offered to take the place of past trustee Jacqueline Keith on the Audit Committee. The other two boards and their members were left alone.

The following list of committees and members will be presented at the next board meeting for approval:

Board Development Committee

Ms. Clark
Mr. Hodge
Mr. Quintana
Mr. DeHerrera

Legislative and Governance Committee

Ms. Martinez
Ms. Macias
Ms. Garcia

Audit Committee

Mr. Hodge
Ms. Macias
Ms. Martinez

2. Board Assessment

OVERVIEW: The Board of Trustees' annual self-assessment was discussed.

The assessment questions were provided to the trustees in their board packet. Ms. Clark and Ms. Baca had previously reviewed the questions and felt them were all valid. The assessment and the 1-5 scale rating chart will be sent to the trustees, they were asked to have it complete by February 29, 2024.

3. Trustee 2024 Meeting Dates

OVERVIEW: The Trustees will review proposed 2024 Trustee meeting dates. They will be asked to approve the proposed dates at their next meeting.

This item was discussed earlier in the agenda.

4. 2024 Property Disposal Request (estimated time: 10 minutes)

OVERVIEW: The Board of Trustees annually make a broad determination to donate or discard weeded collection materials, which are considered to be fixed assets in aggregate, as well as dispose of miscellaneous surplus furniture and equipment. The Board of Trustees will discuss the recommended 2024 Disposal of Property Request. It is recommended that the Trustees approve the 2024 Disposal of Property Request presented for the disposal of discarded collection materials as designated.

It was explained to the trustees the process for the annual weeding out of books and collection items. Due to the limited space in the library branches books are weeded out every two years at the Rawlings Library and every year at the other branches. Some items are moved to other branches to see if they will be read or given to Books Again bookstore for resale. Others are given to other groups such as rotary groups. If it is decided that a book has no value due to its outdated content or the condition of the book itself it is thrown away. Archived items are rarely if ever disposed of and are housed in the vault located in the Local History and Genealogy department.

It was asked that this item be added to the next agenda for approval.

5. Policy Review and Revision

OVERVIEW: Sherri Baca, Executive Director, provided an update.

Ms. Baca presented a policy review and update plan to the trustees. The goal is to re-establish a regular schedule to review and update (as needed) PCCLD policies and procedures. Policy is a critical tool for operating the library district effectively and efficiently. Because continuous improvement and adherence to current techniques and library need is a key component, policies and procedures need to be reviewed on an ongoing basis.

The list of policy types included Customer Service, Employee Guidelines, Finance, Information Technology, and Governance. The brief description of the policy type contents was shown and how many of these types of policies will be reviewed. Also listed was who will lead these reviews. It was suggested that the trustees Legislative and Governance Committee review the policies once they are revised prior to presenting them to the rest of the trustees at a board meeting. The use of a consent agenda was also suggested.

The Executive Director will remain actively involved in the process by assisting the policy leader with planning, review, research and draft edits. Executive Director approval is necessary before the policy/procedure edits move to trustee review. A specific time line was not provided pending a review of the current policies/procedures to see how many need to be updated. This is an ongoing project.

It was suggested that a new standing item be added to the trustee agenda to ensure that the project is ongoing.

6. 2023 Budget Amendment & Hearing

OVERVIEW: Ashley Huggins, Chief Financial Officer, presented recommendations for a budget amendment and hearing regarding PCCLD's 2023 General Fund and Capital Fund.

Ms. Huggins presented the 2023 Resolution to Appropriate Sums of Money. The sums of money were presented and it was documented in the resolution that the sums were appropriated from the revenue of each fund, to each fund for the stated purpose and read as follows:

General Fund	\$14,131,583
Capital Project Fund	365,734
Reserve/Fund balance	<u>2,360,233</u>
TOTAL	\$16,857,549

The way the appropriations read is that there are three funds when there are actually only two funds, the General Fund and the Capital Project Fund. What the resolution meant to convey was that the Reserves/Fund Balance weren't coming from revenues but from reserves, which is true. There was no need to list the Reserves/Fund balance amount.

There was another resolution in early 2023, Resolution No. 2023-02 for the capital projects fund for an appropriation of an additional \$149,075 from contributions, gifts, grants in the Capital Projects Fund to Master Facility Plan Projects.

The new resolution provided two fund breakdowns for the General Fund and the Capital Project Fund, for comparison the first was the breakdown of the original appropriation and the second was the breakdown of the amended appropriation. The total amendment amount is \$5,260,000.

The new appropriation reads as follows:

DISTRICT FUND	AMENDED APPROPRIATION	AMOUNT OF 01/25/2024 AMENDMENT	SECOND AMENDED APPROPRIATION	FUNDING SOURCE
General Fund	\$14,131,583	\$2,460,000	\$16,591,583	Fund Balance
Capital Project Fund	\$514,809	\$2,800,000	\$3,314.809	Fund reserves plus transfer
TOTAL	\$14,646,392	\$5,260,000	\$19,906,392	

The amended appropriation column reflects the additional \$149,075 in the Capital Projects fund.

The next column shows the proposed 01/25/2024 amendment. It includes additional expenditures in the General Fund of \$2,460,000 for operations resulting in expenditures in excess of appropriations for 2023 related to a transfer in the Capital Project Fund to be covered by fund reserves. Also included are additional expenditures in the Capital Project Fund for Master Facility Plan Projects resulting in expenditures in excess of appropriations for 2023 related to work on the Barkman Library for \$2,800,000. This amount will be covered by fund reserves and transfers-in.

The new resolution no longer contains the Reserve/Fund balance line item. PCCLD's attorney approved this omission. This format is what will be used in the future and there will no longer be a need for amendments regarding this issue since the Reserve/fund balance amount will be absorbed into the General Fund and the Capital Project Fund on future resolutions.

It was asked that this item be put onto the trustees' regular agenda for approval.

IV. ADJOURNMENT

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, January 25, 2024.

This meeting will take place at the Rawlings Library, 100 E. Abriendo Avenue in the Brett Kelly B meeting room.

The meeting adjourned at 3:05pm