

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, April 16, 2024**
*This meeting was conducted inside the Ryals Event Center located at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.*

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present:

- Dustin Hodge, President
- Trisha Macias, Vice President
- Iris Clark
- Jeffrey DeHerrera
- Fredrick Quintana

Board Members Not Present:

- Doreen Martinez
- 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
- Thomas Defrates, Director of IT
- Alan Rocco, Facilities Superintendent
- Javier Razo, IT
- 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. REPORTS

A. Executive Director Report

1. Security Information Update

OVERVIEW: Amy Nelson, Associate Director of Public Services provided a report.

The district wide Drug-Related Incidents & Interventions report for August 2022-March 2024 was presented.

The drug-related suspension log data showed that from August 2022- December 2023 24% of library suspensions were due to drug-related incidents. Barkman Library reported 22 of the 33 incidents and Rawlings reported 10 of the 33 incidents.

January 2024-March 2024 showed that there was an uptick in overall drug-related suspensions. In the three-month period there were 23 incidents and 8 were drug related. Rawlings reported 5 of the 8 incidents. Barkman Library has been closed since August 2023 for renovations so there was no suspension data to report for January – March 2024.

The next log reported data for the district regarding drug related incident reports. From August 2022 – December 2023, 338 incidents were reported and 63 were drug related incidents. Barkman Library had 37 of the 63 incidents and Rawlings Library had 21 incidents that were drug related. January through March 2024 there were 49 incidents and 11 were drug related. Rawlings Library reported 7 of the 11 incidents.

The final report was the Drug-Related Communication Log. This log documents suspected drug use and found paraphernalia. Of the 466 total district communication log entries from August 2022 – December 2023 49 were drug related. The majority of them came from the Barkman Library and the Rawlings Library. January through March 2024 there were 5 drug related communication incidents reported out of total of 115 total communication log entries. Rawlings Library had 4 of those incidents.

There have been daytime and overnight security concerns. To remedy those concerns environmental sensors have been ordered for Rawlings Library, public restrooms on floors 1-3. Night patrols have started at Rawlings. Security officers will patrol the grounds both on foot and in vehicles to deter people from sleeping in hidden places, ex. Loading dock, turtle park, etc. Rawlings also has a new overnight parking/camping policy and Wi-Fi access has been adjusted from 24 hour access to access from 6:00a.m. – 11:00p.m.

Barkman Library parking lot cameras and lighting have been ordered.

Thanks were given to the facilities team who clear and check the Rawlings Library property prior to staff arriving daily.

2. Executive Director Update Report

Ms. Baca reported that there have been community leader visits to Rawlings to include Councilman Hernandez and Councilman Gomez. Councilman Gomez spoke to Ms. Baca and Mr. Hodge about a satellite library on Pueblo's Southside. CSU-Pueblo President Valdez is scheduled to visit the Rawlings Library on April 22nd.

The Lucero library alternate location was discussed. Staff toured El Centro Del Quinto Sol Community Center and felt that it would be a great location to service patrons while the Lucero Library is being renovated. Library attorney Bart Miller is drafting an MOU and the district is working with the El Centro team on an operating plan.

Ms. Baca reported on the Special District Association (SDA) Legislative Briefings. She shared that Senate Bill 49, a Bill that would establish a process for school districts and public libraries to review

requests to remove materials from circulation in libraries, was voted down by the Senate Education Committee.

Also discussed in the briefing was SB131, prohibiting firearms either concealed or not in sensitive spaces. Libraries were included in the list of sensitive spaces. The Governor signed this bill on April 19, 2024. Staff have been watching the developments of this bill for impact on the library district.

It was announced that DOLA has released the backfill money for SB 238, which is good news for PCCLD!

SDA is in support of Proposition 95, which is an amendment that requires voters to approve any statewide limit on property tax revenue growth that would reduce a local taxing authority's property tax revenues.

There is much happening on the legislative front regarding property taxes. Library staff will continue to monitor things.

B. Friends of the Library Report

The board met and approved their budget and the Books Again bookstore budget. The bookstore's half price book sale was a success!

New officers have been elected.

They are:

- Marisa Stoller, President
- Erik Segall, Vice President
- Adina Vega, Secretary
- Jeffrey DeHerrera, Treasurer

The next meeting will be May 21, 2024. There will be no meetings in June or July.

C. Quarterly Foundation Report

The next report will be at the June Work Session.

IV. DISCUSSION ITEMS

1. Pay for Performance

OVERVIEW: Terri Daly, Director of Human Resources, provided a summary of the Pay for Performance process for 2023.

The goal for pay for performance is to reward employees for exceptional job performance within budgetary and board-approved guidelines. The process is governed by library policy.

Pay for Performance was implemented in 2012. In place is an electronic performance appraisal system. Regular check-ins regarding performance are conducted throughout the year along with an annual self-review and an annual performance review.

Areas of performance include: customer service, comprehension and competencies, teamwork and relationships, and time management. Managers are scored in two additional areas, personnel management, and planning and decision-making.

Once the reviews are completed the Human Resources department creates a spreadsheet and presents the results and recommendations to the Executive Director and Chief Financial Officer.

In order to determine the percentage of salary increase the total amount budgeted for salaries and the amount budgeted for wage increases is reviewed. Also taken into consideration is inflation and if there were any state minimum wage increases.

The pay increases for 2023 were presented. The total score possible was 5.0 the lowest was 2.0. A score of 3.0 indicated that the employee was meeting job requirements overall. The district average was 3.89, 54% of employees scored 3.89 or above and 45% scored below 3.89.

2. Organizational Culture Enhancement Project

OVERVIEW: An update on the project was given.

On April 10th Moss Adams Consultants provided a workshop for library leadership, and the trustees. The workshop reviewed the outcome of a districtwide survey that was sent out. 80% of staff participated in the survey. One main takeaway from the workshop is that library communication is an area where improvement can be made. Improvements to library processes were discussed and a follow up workshop was scheduled for May 2024.

3. 2024 Annual Plan (estimated time: 15 minutes)

OVERVIEW: An update on the accomplishment of goals was provided for the first quarter of 2024.

The first quarter strategic focus areas were reviewed and 95% of the projects were in progress. Everything is on course with adequate progress at this point in the year.

V. ADJOURNMENT

The meeting adjourned at 3:00pm

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees