

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

5:30pm, Thursday, May 23, 2024

This meeting was conducted at the

Patrick A. Lucero Library – 1315 E. 17th St. – Pueblo, CO 81001

I. CALL TO ORDER AND ROLL CALL:

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

Board Members Present

- Trisha Macias, Vice President
- Stephanie Garcia
- Iris Clark
- Jeffrey DeHerrera
- Fredrick Quintana
- Doreen Martinez

Board Members Not Present

- Dustin Hodge, President

Attorney Present

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

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives
- Ashley Huggins, Chief Financial Officer
- Terri Daly, Director of HR
- Jill Kleven, Director of Technical Services
- Kristi Roque, Manager II, Rawlings Library
- Jerry Vigil, Branch Manager, Lucero Library
- Eric Tiffany, Systems Administrator I
- Javier Razo, IT
- Andy Nathan,
- 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 a change be made to the dollar amount listed on Discussion Item 3. Contract Award Changes for Barkman Library Furniture Procurement. The amount for approval changed to \$126,514 from \$126,513.

III. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

A. Items on the Consent Agenda

1. Work Session Minutes – April 16, 2024 & Meeting Minutes – April 25, 2024

2. Library Policies
 - i. 03.07.03 – Communications
 - ii. 03.01.03 – Public Computers & Other Equipment Use
 - iii. 03.01.04 – Customer Comments
 - iv. 03.01.05 – Americans with Disabilities (ADA)
 - v. 02.05.01 – Work Schedules

Ms. Clark made a Motion, seconded by Mr. DeHerrera to approve the Consent Agenda. The Motion was carried.

IV. REPORTS

A. Executive Director Report

Ms. Baca shared that her report along with reports from the branches and the department is located in the Board Packet.

1. Lucero Branch Update

OVERVIEW: Jerry Vigil, Branch Manager, provided an update on the Lucero Library. Ms. Baca introduced Mr. Vigil as the new Branch Manager and he provided an update on the Lucero Library. He gave a background report on himself and his staff. Several of the branches programs were highlighted. Programs included the Women's Tea that honored women in the Eastside community, the spice library and an outreach program with special needs adults. New to programming is a concert series where local musicians go to the library and play their music.

Mr. Vigil shared that the branch works with people with intellectual and developmental disabilities. He was asked if he worked with Create Day Program on the Eastside of Pueblo? He shared that he had not but would welcome Ms. Garcia's invitation to team with her and be introduced to Joseph Russell who coordinates the program.

B. Attorney Report

Mr. Miller reported on a bill that legislation passed, Senate Bill 216. The bill requires trustees to establish written policies for the use of library resources and the library facility. In addition, the trustees are required to establish a written policy for the reconsideration of a library resource. The requests for reconsideration are now an open record under the Colorado Open Records Act and they are no longer protected under the library confidentiality law.

C. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the April 2024 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the April 2024 Employment Changes as contained in the Board materials.

It was reported that there was one new hire, Sterling Stevens, Program & Outreach Specialist for the Lamb Branch. Two promotions took place to include Jerry Vigil, Branch Manager for the Lucero Branch and Brianne Hasui, Customer Service Manager for the Pueblo West Branch. There were two separations. Recruitment continues for eight vacancies.

Ms. Martinez made a Motion, seconded by Mr. DeHerrera to ratify the April 2024 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the April 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the April 2024 bills and accept the April 2024 fund statements as contained in the Board materials.

Ms. Huggins reviewed the combined balance sheet for April 2024. She reported that the cash balances were looking good. There was a \$30,000 amount in the Due To Projects Fund that was a timing issue and it will be rectified by the May report. On the liability side there was nothing of significance to report.

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 33%.

Total revenues were at 31% collected. Total personnel was at 29% spent and total material costs were at 32% spent both were on track. Total facilities costs were at 22% spent and total operating costs were at 40% spent. Café expenses were at 28% spent, which was right on target. IT was at 47% spent due to the new phone system. Total expenditures were at 30% spent

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for April 2024. Interest income was steady and total revenues were 14% collected. 98% of interest income was collected. Total expenditures were at 19%.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. The trustees were invited to review the reports and if they had questions, they could contact Ms. Huggins. Total expenses paid out was \$960,693.56 and P-Card transactions totaled \$11,727.45

Expenditures for April 2024

Total Payables	\$960,693.56
Total Payroll (2 pay periods)	\$498,054.35
 Total outlay for April	 \$1,458,747.91

VII. BOARD COMMENT

There was no board comment.

VIII. PUBLIC COMMENT

There was no board comment.

IX. OLD BUSINESS

There was no old business.

X. 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, June 18, 2024 at the Rawlings Library – Ryals Grand Event Space

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 27, 2024 at the Rawlings Library.

B. Discussion Items

1. Executive Session – Legal Advice Regarding Rawlings Library HVAC

OVERVIEW: The Trustees conducted an executive session under section 24-6-402(4)(b), Colorado Revised Statutes, for a conference with PCCLD special counsel and general counsel to receive legal advice on specific legal questions related to completion of the Rawlings Library HVAC System changes.

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

Ms. Clark made a Motion to move into Executive Session on 6:06pm, Mr. DeHerrera seconded the Motion.

The Trustees exited the Executive Session at 6:45pm

2. Equipment Procurement for Lucero Library

OVERVIEW: The Trustees heard a recommendation at their Work Session to pay \$25,620.17 for two self-check machines at the Lucero Library.

RECOMMENDED ACTION: That the Board of Trustees authorize the purchase of equipment for the Lucero Library at a cost not to exceed \$25,620.17. This required Trustee approval as it exceeds \$25,000.

Mr. DeHerrera made a Motion, seconded by Ms. Martinez to authorize the purchase of two self-check machines for the Lucero Library at a cost not to exceed \$25,620.17. The Motion was approved.

3. Contract Award Changes for Barkman Library Furniture Procurement

OVERVIEW: The Trustees approved the purchase of furniture for the Barkman Library at a cost not to exceed \$125,800 at their March board meeting. The low bidder for two chairs has changed which altered the total cost for the furniture package. The new total contract amount is \$126,514.

RECOMMENDED ACTION: That the Board of Trustees authorize the additional purchase cost.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to authorize the additional purchase cost for the Barkman Library furniture. The Motion was approved.

IX. ADJOURNMENT

Estimated total meeting time: 1 hour 25 minutes

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees