

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, May 14, 2024
*This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.
Kelly B Meeting Room***

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:

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

Board Members Not Present:

- Dustin Hodge, President

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
- Josh Vicknair, IT Systems Engineer
- 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 two modifications to the agenda:

1. Strike discussion item 1. Executive Session – Legal Advice Regarding Rawlings Library HVAC from the agenda and move it to the next regular agenda.
2. Add Policy/Document review to discussion time 4. Library Policy Updates.

III. REPORTS

A. Executive Director Report

The Executive Director Report is included in the board packet that is posted on-line. There were no additional topics for discussion.

B. Friends of the Library Report

The Books by the Bag Sale brought in \$5,000 with over 500 bags of books sold. It was announced that there will be no Friends of the Library dinner this year instead there will be a publication created to honor the efforts of the volunteers and highlight their events. It was announced that long time

PCCLD advocate Richard Tucci will be named the Friend of the Year. Currently Mr. Tucci volunteers at the Friends of the Library Book Store and on boards all of the new volunteers.

C. Quarterly Foundation Report (next report will be presented at the June Work Session)

IV. DISCUSSION ITEMS

1. **Executive Session – Legal Advice Regarding Rawlings Library HVAC** *this item was moved to the regular board meeting agenda.

2. **Equipment Procurement for Lucero Library**

OVERVIEW: A procurement for new equipment was discussed.

It was requested that the board approved the acquisition of two self-check machines for the Lucero Library. They are the same model as the self-checks that were recently purchase for the Barkman Library. The cost would be \$25,620.17 and would be a sole source purchase if approved. One of them would have the cash/coin feature and both would take credit/debit cards. The quote is good until the end of May 2024. The goal is to have similar machines at library branches.

This item was moved to the next agenda for Board approval.

3. **Contract Award Changes for Barkman Library Furniture Procurement**

OVERVIEW: Updates regarding low bidder status were reviewed.

The Trustees approved the purchase of furniture for the Barkman Library at their March meeting at a cost not to exceed \$125,800. The low bidder for two gaming chairs declined the award so the next bidder was given the contract, which altered the total cost for the furniture package. The new cost is now \$126,514.

Since the contract approval was not to exceed the \$125,800 it is requested that the board approve the new total amount of \$126,514.

This item was moved to the regular agenda for approval.

4. **Library Policy Updates**

OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

A. POLICY/DOCUMENT REVIEW *this item was added to the agenda

The Customer Service Policies & Procedures booklet was modernized to reflect up to date formatting and incorporates the new library logo. The heading colors will be blue for policies and yellow for guidelines and procedures to aid in locating items in the booklet. Also updated was spelling, verbiage, and other housekeeping items. Trustee minutes were reviewed to ensure that all approved policies were included in the new policy version. The same updating was done to the Employee Guidelines booklet.

B. COMMUNICATIONS

1. Communications – 03.07.03

The original policy was created in 2012. The policy itself was fine except for some housekeeping items. A main change was instructions on communicating with the press. It not only includes press releases but also media releases, and general correspondence from the press.

- **03.07.03.G1 Guiding Principles of Communication Procedure**

The majority of the changes dealt with clean up and making the procedure easier to read. A fourth paragraph was added on utilizing graphics. Instead of lengthy instructions, teaching graphics are now used.

- **03.07.03.G2 Marketing Guidelines**

A completely new document was created to assist with the promotion of programs, services, and resources at PCCLD. It provides steps for staff to communicate their marketing needs to the Community Relations Office. This now includes instructions on how to display information on PCCLD's website and digital marketing services.

It was requested that policy 03.07.03 – Communications be placed on the consent agenda for approval.

C. PUBLIC SERVICES

1. Public Computers & Other Equipment Use – 03.01.03

This policy did not have many changes, just minor housekeeping. This policy included the following guidelines.

- **03.01.03.G1 Public Computers and Other Equipment Use Guidelines**
This included operating the equipment, time limits, customer behavior and the required use of earbuds or headphones.
- **03.01.03.G2 Temporary Visitor Pass Guidelines**
Visitors to PCCLD's libraries who are in Pueblo County for a short period or who are not eligible to obtain a library card may request a temporary visitor pass. They can also be issued a pass to provide additional computer time after a system outage or to accommodate special needs.

2. Customer Comments – 03.01.04

Minor changes were made to this policy. Changes were completed on the comment form.

- **03.01.04.F1 Comment Form**
Comment forms are no longer posted due to privacy. They are just forwarded to the appropriate department. A blank paper form and an online form are available for use.

3. Americans with Disabilities Act (ADA) – 03.01.05

Changes to this policy were made to ensure PCCLD's commitment to accessibility.

A request was made to cross reference service animals to the ADA policy. It is now located in the Library Security portion of the policy booklet.

- **03.01.05.S1 Accessibility Statement**
This is a new policy. It is required that an accessibility statement be publicly posted. The PCCLD's attorney office was contacted to complete this portion of the policy to ensure that PCCLD is in compliance.
- **03.01.05.P1 Assistive Technology Equipment Procedures**
This procedure informs people patrons that auxiliary aid and interpreter services are available to individuals with disabilities upon request. It lists what is available and how to schedule the use of these items. Work is being done to make these items available at all branch locations.
- **03.01.05.P2 Assistive Listening System (ALS) Procedures – Rawlings Library Meeting Rooms and Ryals Grand Event Space**
This procedure provides information regarding the new ALS systems located in the Rawlings Library meeting rooms and the Ryals Grand Event Space and how to gain access to them.
- **03.01.05.P3 Grievances Concerning Services for People with Disabilities**
The procedure restates ways that people can provide feedback on accessibility.

- **03.01.05.F1 Customer Concern Form (ADA)**

The form is used together with procedure 03.01.05.P3. Grievances Concerning Services for People with Disabilities

It was requested that policies 03.01.03 Public Computers & Other Equipment Use, 03.01.01 Customer Comments and 03.01.05 Americans with Disabilities (ADA) be placed on the Consent Agenda for approval.

D. EMPLOYEE GUIDELINES

1. Scheduling and Pay Practices

This policy focuses on a flexible and equitable approach to scheduling and pay practices in order to foster a supportive and productive work environment.

- **02.05.01 Work Schedules**

Changes to policy focused on adding alternative scheduling. The benefits of this type of scheduling include, flexibility, employee retention and recruitment. It was noted that business operations would be taken into consideration prior to the approval of an alternative schedule.

- **02.05.01.G1 Work Schedule Guidelines**

Alternative Scheduling and its options was discussed. Currently, this type of scheduling would be made available to library support services to include Finance, Technical Services, Human Resources, IT, Facilities and Community Relations and available to full-time employees only. Future phases will review public services and part-time employees.

Types of alternative schedules include:

- 9/80 Work Week (exempt employees only)
- Four 10's Work Week (non-exempt and exempt employees)
- Half-day Option – Work Week involves working four 9-hour shifts and one 4-hour shift each week. (non-exempt and exempt employees)

Other alternative schedules can be proposed.

It was requested that policies 02.05.01 Work Schedules be placed on the Consent Agenda for approval.

V. ADJOURNMENT

The meeting adjourned at 3:01pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, May 23, 2024. This meeting will be conducted at the Patrick A. Lucero Library, 1315 E. 7th Street.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees