

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, June 18, 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:

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

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 no corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

Mr. Hodge asked to address the Board and announced his resignation. He shared that his wife had accepted a job in Massachusetts and that they would be leaving Pueblo. Ms. Baca presented Mr. Hodge with a token of appreciation for all of the work he had done for the Library District since 2013.

The appointment of a new president will be discussed at the July Board work session. Ms. Macias will continue to act as interim president until a new person is selected to fill Mr. Hodge's vacancy.

Executive Director Report

OVERVIEW: Ms. Baca provided a report on Rawlings Library building damage, and an update on the modification of the Rawlings Library elevator.

Ms. Baca reported that after a recent rainstorm damage had occurred to the landscaping in the outdoor amphitheater area located beneath the sky bridge at the Rawlings Library. A deluge of water from a recent rainstorm had followed the previous road's path and ran over the library parking lot gutters into the amphitheater area causing landscaping material and rocks to be carried to the intersection of Church Street and Bates Lane.

It was stated that the cost to continually replace landscaping and rocks did not make sense since this would happen again. A change in the design of the area was needed. Ms. Baca stated that the architect would be notified. She shared that she would present a redesign to the trustees prior to putting the project out for bid. She was advised to consult the library attorney regarding contract issues if any.

Ms. Baca informed the trustees that she had been in contact with Lerch Bates Engineering for an assessment report of the Rawlings library elevators. It was determined that all three elevators, the two main elevators and the staff elevator, needed to be updated. The total cost to modernize the elevators would be \$600,000 and an additional \$100,000 to modernize the interior of the elevators. A funding plan is in the works with a launch date later in the year. The plan may incorporate a budget amendment and the use of TIF money to assist with the funding of the project. Details of the plan will be presented to the trustees at their July work session.

It was announced that the library district would be closed June 19th in honor of Juneteenth.

B. Friends of the Library Report

As mentioned in a previous report, the Friends of the Library will not be having their annual dinner. They will instead provide an annual report to everyone that will include a letter from the Chairman of the Board and the manager of the Bookstore. The report will also highlight the Friends of the Library Volunteer of the Year. Mr. Richard Tucci is the recipient for this year.

An update to the database was done and the database will now be handled by library employees. After research and cleanup of the database, it was determined that there were 716 active paying members. A new process is in place to ensure that members stay active in the system and do not lapse. The bookstore will be set up with a square register and new cash management process.

C. Quarterly Foundation Report

Mr. Potter announced that the Capital Campaign launch will take place July 17, 2024. This is the public announcement; the campaign has been in the works since August 2023 and has been in a silent phase. By the time July 17th arrives there will be an update to the naming rights and how PCCLD moves forward. \$525,000 has already been committed and/or paid for within the campaign. There are \$2,150,000 worth of asks that are still pending. Some of those will be known by the end of this month some not until the end of October or November. The goal is \$2 million raised for the projects.

The Barkman Library is scheduled to reopen on September 9th. The Barkman Community Room naming rights have been sold. Once the completion of the Barkman study rooms and bridge are completed and people actually see them it will be easier to sell the naming rights for them. Towards the end of the month finalizing of the actual naming rights for the Barkman Library should be completed.

IV. DISCUSSION ITEMS

1. 2023 Audit & Financial Report

OVERVIEW: Dmitriy Chernayk with DMC Auditing reported on the 2023 PCCLD audit.

Mr. Chernayk reported that he would present a draft of the annual financial report for both the library district and the Library Foundation. He reported that the library district is required to follow general accounting standards and the role of the accounting firm is to ensure that the district is following those standards. He explained that they make sure that financial statements are presented fairly and free of material misstatement. There were no corrections to the 2023 financial statement.

He shared that the library district has a clean unmodified audit opinion. This means that PCCLD's financial statements are free from material misstatement. He shared that there was a minor item that

was identified that did not affect the outcome of the audit and it had to do with special collections and how PCCLD documents the items in the collection as a capital asset. He reported that he did provide this information to the audit committee and they would look into ways to evaluate and value these items so they could be accurately reported.

He shared that there are a few minor things to complete with IT prior to finalizing the audit. The final version of the audit will be presented for approval to the Trustees at their June regular meeting. This date is in line with statutory deadlines per the State Auditor's Office.

2. Review Colorado FAMILI Program

OVERVIEW: An update was provided on the status of the program.

With regard to participation in the program, as of today, two employees used the program and there is a possibility of three more participants in the coming months.

It was reported that PCCLD would like to transition to a private plan. This transition was brought to the attention of the Trustees last year but PCCLD could not make it happen in the proper timeframe that was needed. The reason for the transition was that it would ease the administration of the employee process and allow for a designated person to handle their case. The second reason has to do with the premium costs. Premium costs under a private plan are anticipated to lower while premium costs under the State are anticipated to increase.

In order to opt out of the State plan and transition to a private plan, a Board vote is needed. It was asked that this item be put onto the Board's next agenda for approval

3. Library Policy Updates (estimated time:15 minutes)

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

A. COLLECTION DEVELOPMENT

1. 03.03.05 – Request for Reconsideration of Library Resources

- a. 03.03.05 P1 – Request for Reconsideration of Library Resources Procedure
- b. 03.03.05 F1 – Request for Reconsideration of Library Resources Form

Originally the policy was a request for reconsideration of library materials, the verbiage was changed to read Request for Reconsideration of Library Resources. This was due to the passing of Senate Bill 24-16. The word "resources" refers to not only printed and electronic materials but also library programs, program exhibits and displays. This bill does not include school libraries only public libraries.

A request for reconsideration of library resources is now considered an open record under the Colorado Open Records Act. A library resource can only be reconsidered once every two years.

The updated procedure and form were also presented.

B. LIBRARY PROGRAMS AND PUBLIC RELATIONS

1. 03.07.01-2 – Requests for Reconsideration of Library Programs

- a. 03.07.01-2 P1 – Requests for Reconsideration of Library Programs Procedure
- b. 03.07.01-2 F1 – Requests for Reconsideration of Library Programs Form

There were minor changes to policy 03.07.01 – Library Programs and Events. One paragraph was included a detailed explanation of what could not be excluded from exhibits or displays.

The main change was the deletion of 03.07.01-2 Requests for Reconsideration of Library Programs. The procedure and the form for this policy were included in policy 03.03.05 Request for Reconsideration of Library Resources.

C. ACCESS AND USE OF FACILITIES

1. 03.05.03 – Exhibits and Displays

- a. 03.05.03 G1 – Exhibits and Displays Guidelines
- b. 03.05.03 F1 – Loan and Exhibition Agreement Form
- c. 03.05.03 P1 – Public Art Acquisition and Display Procedure

The changes to the policy's guidelines, form and procedure were reviewed. The changes were made to show more inclusivity.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees