

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, August 22, 2024
This meeting was conducted at the
Pueblo West Library – 298 S. Joe Martinez Blvd. – Pueblo West, CO

I. PUBLIC HEARING ON A PROPOSED RESOLUTION FOR THE PUEBLO CITY-COUNTY LIBRARY DISTRICT TO OPT OUT OF THE COLORADO FAMLI PROGRAM

The hearing was opened at 5:30pm. Terri Daly, Human Resources Director, provided a report on the proposed resolution regarding Pueblo City County Library opting out of the Colorado Family and Medical Leave Program (FAMLI). This was an opportunity for employees to comment on the resolution that was made available for inspection.

The Board was in agreement to opt out of the state paid FAMLI medical leave plan and to replace it with a private plan. This change was due to cost savings, and seamless administration of claims. PCCLD had to notify the state of these changes within 180 days prior to opting out. Today's hearing was for staff, trustees or the public to come forward with any questions. There were no questions so the resolution was moved to later in the agenda for approval.

The hearing was closed at 5:37pm

II. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the meeting to order at 5:38 p.m. Ms. Jubert conducted roll call.

Board Members Present:

- 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
- Terri Daly, Director of Human Resources
- Thomas Defrates, Director of IT
- Heather Wilder, Pueblo West Library Manager
- Jose Beltran, IT

- Rose Jubert, Secretary to the Board of Trustees
- Cherish Deeg, Pueblo Urban Renewal

III. **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.

IV. **CONSENT AGENDA**

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

Ms. Clark made a Motion, seconded by Mr. DeHerrera to approve the consent agenda. The Motion as approved.

V. **REPORTS**

A. **Executive Director Report**

1. Pueblo West Library report

OVERVIEW: Heather Wilder, Branch Manager provided an update on the Pueblo West Library.

Ms. Wilder provided highlights on all of her staff members and the wonderful work they do for the library and the community.

Joyce, a Materials Handling Tech (MHT), assisted Ms. Wilder in rearranging the book shelving making it more appealing to patrons. Circulation went up 4.5%.

Maykala is a Customer Services Representative (CSR) and the Meeting Room Coordinator. Due to her basket-drawing contest and her efforts to improve the quality and efficiency of the library's meeting room procedures, patron visits have increased 17%.

Stacy is the Program and Outreach Specialist. She has made improvements to several existing library programs and has created new programs that have been very successful. She received a Friends of the Library grant in order to improve and expand the craft offerings at her two monthly assisted living programs.

Ray is the Children's Librarian for the Pueblo West Library and is a program powerhouse. They average 20 programs a month!

Beth is the Adult Librarian and her biggest goal this year was to collaborate with local professors and community groups to create lifelong learning opportunities for adults in the homeless community. She has created several programs ranging from Physics 101 taught by a CSU-Pueblo professor to sushi preparation class taught by the Japan American Society of Southern Colorado.

Community events included the Fire & Ice End of Summer Party, The Halloween Trunk-n-Treat, and a visit from Santa and Mrs. Claus. All events were well attend ranging from 150 in attendance to 800 in attendance for the Trunk-n-Treat event.

B. Attorney Report

There was nothing to report.

C. Employment Changes

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

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

There were two new part-time employees hired for Pueblo West library and Greenhorn Valley library. There were two transfers and three separations for the month. HR is recruiting for four new positions two at Rawlings library and two at the Barkman library.

Ms. Macias made a Motion, seconded by Ms. Clark to ratify the July 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 July 2024 bills and fund statements.

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

Ms. Huggins reported that cash flows looked good and there was a healthy cash balance. There was a due to and from between the general fund and the capital fund because a deposit was not made. It will go away next month. The Library Replacement Plan has a healthy balance of over \$2.5 million.

2025 Budget preparations have begun with departments and branches completing and turning in their preliminary work to the Finance Department.

The Statement of Revenues and Expenditures report was reviewed. At this time of the year we should be at 58% spent/collected. Total revenues were at 95% collected due to high interested income and increased sales. Total expenditures were on track at 53% with nothing of note to mention in any of the individual categories.

The Capital Fund showed 154% collected in interest income with total revenues at 22% spent. Total expenditures were at 41% spent due in large part to library renovations.

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 paper check and electronic payments totaled \$1,062,950.50 a large part of this amount was paid out for construction costs. P-Card transactions totaled \$25,234.74.

Expenditures for July 2024

Total Payables	\$	1,062,950.50
Total Payroll (2 pay periods)	\$	508,946.63
Total outlay for July 2024	\$	1,571,897.13

Mr. DeHerrera made a Motion, seconded by Mr. Quintana to ratify the July 2024 bills and accept the July 2024 fund statements as contained in the Board materials. The Motion was approved.

VI. BOARD COMMENT

There was no board comment.

VII. PUBLIC COMMENT

There was no public comment.

VIII. OLD BUSINESS

There was no old business to report.

IX. 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, September 17, 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, September 26, 2024 at the Giodone Library.

B. Action/Discussion Items

1. Resolution for the Pueblo City County Library District (PCCLD) to opt out of the Colorado FAMLI Program

OVERVIEW: A resolution for PCCLD to opt out of the Colorado FAMLI Program was the subject of a public hearing that was held at the beginning of the August 22, 2024 Board of Trustee Meeting.

RECOMMENDED ACTION: That the Trustees adopt the Resolution to Decline Participation in the Colorado FAMLI Program.

Ms. Clark made a Motion, seconded by Ms. Macias to adopt the Resolution to Decline Participation in the Colorado FAMLI Program. The Motion was approved.

2. Pueblo Library Foundation Board of Directors

OVERVIEW: The Trustees were presented with information regarding the reappointment of Tim Krebs to the Foundation Board at their August Work Session.

RECOMMENDED ACTION: That the Trustees approve the reappointment of Tim Krebs to the Pueblo Library Foundation Board of Directors.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the reappointment of Tim Krebs to the Pueblo Library Foundation Board of Directors. The Motion was approved.

3. IT Equipment Purchase

OVERVIEW: A report and recommendation was presented to the Trustees at the August Work Session regarding the purchase of IT Equipment.

RECOMMENDED ACTION: That the Trustees take action to authorize the procurement of IT

equipment not to exceed \$182,000. This requires Trustee approval as it exceeds \$25,000.

Ms. Macias made a Motion, seconded by Mr. Quintana to authorize the procurement of IT equipment not to exceed \$182,000. The Motion was approved.

4. Executive Session

OVERVIEW: The Trustees entered into Executive Session pursuant to section 24-6 402(4)(b) and (4)(e), Colorado Revised statutes for the purpose of a conference with PCCLD's attorney to receive legal advice on specific legal questions relating to determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators regarding a draft amended and restated intergovernmental agreement with Pueblo County and City of Pueblo as required by the Colorado Library Law.

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

Ms. Macias made a Motion, seconded by Ms. Clark to enter into Executive Session at 6:11p.m. The Motion was approved

The Trustees exited Executive Session at 6:57p.m. No action was needed.

X. ADJOURNMENT

Ms. Macias made a Motion to adjourn the meeting at 6:58pm.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, August 22, 2024

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1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on July 16, 2024, and the Library Board of Trustee meeting held on July 25, 2024, were published and provided to Board members prior to the meeting.

2. Library Policy Updates

OVERVIEW: A report and recommendation from the Legislative & Governance Committee was provided regarding the following policy updates. The policies were published and provided to Board members prior to the meeting.

A. EMPLOYEE GUIDELINES

1. 02.07.07 – Educational Assistance

B. CUSTOMER SERVICE POLICIES & PROCEDURES

1. 03.03.05 – Request for Reconsideration of Library Resources
2. 03.06.03 – Library Rules of Conduct

C. FINANCIAL MANAGEMENT POLICIES & PROCEDURES

1. 04.01.01 – Fund Balance
2. 04.01.04 – Expense Reimbursement