

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, August 13, 2024
*This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. - Ryals Grand Event Space***

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present:

- Fredrick Quintana, President
- Jeffrey DeHerrera

Board Members Not Present:

- Trisha Macias, Vice President
- Doreen Martinez
- Stephanie Garcia
- Iris Clark

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
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Thomas Defrates, Director of IT
- Alan Rocco, Facilities Superintendent
- Maria Kropf, Sr. Accountant
- Jen Washburn, Accounting Specialist II
- Javier Razo, IT
- Rose Jubert, Secretary to the Board of Trustees
- Cherish Deegs, Pueblo Urban Renewal

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. OVERVIEW: Certificate of Achievement for Excellence in Financial Reporting was presented to the PCCLD Finance Department.

Mr. Quintana presented the finance team with a certificate of achievement for excellence in financial reporting. This award is the highest form of recognition in the area of governmental accounting and financial reporting.

2. OVERVIEW: Miscellaneous

Ms. Baca provided an update on the Barkman Library renovation. Final preparations are underway for the finalization of the renovation. The Regional Building Department will complete their final inspection and a final punch list walkthrough has been scheduled along with staff building systems training. Reopening celebrations are planned and the library is scheduled to open to the community on September 3, 2024. The project is on time and within budget.

She reported that the Lucero Library closed on August 3, 2024 to start their renovation. Books and shelving have been stored in on-site storage pods and construction fencing has been installed. A meeting is scheduled with the City of Pueblo Planning and Zoning Commission who will review the plans for the Lucero Library renovation project. This is the last step prior to obtaining a construction permit. The first reading of the ordinance approving the facility use agreement regarding the library's use of the El Centro del Quinto Sol was conducted at last night's City Council meeting. The final reading on the ordinance will be on August 26, 2024. Upon receiving the signed agreement from the mayor's office, PCCLD will be able to finalize plans to open an alternative service point for the Patrick A. Lucero Library at the El Centro Community Center. HW Houston Construction will be giving the library the final guaranteed maximum contract price for the project very soon.

Efforts are still underway with the Colorado Department of Labor regarding the library's desire to transition from the Colorado plan to a private insurance to provide FAMLI benefits. There will be a public hearing at the top of the trustee's next meeting along with a resolution consideration.

The Annual Planning Retreat will be conducted on Thursday, August 29, 2024 from 8:00am to 2:00pm.

B. Friends of the Library Report

It was reported that Marisa Stoller has become the new Friends President and Eric Siegel has moved from President into the Vice President role. The book store, Books Again, had a sale that netted \$4,000 in sales this is due in part to their improved social media presence.

C. Quarterly Foundation Report

The annual Capital Campaign was launched on July 17, 2024. The Book Lovers Ball sponsorships are due on Friday, August 16th and work on getting invitations out has commenced. Included again in the events will be a public author talk.

IV. DISCUSSION ITEMS

1. Pueblo Urban Renewal Authority Update

OVERVIEW: PURA representatives were on hand to answer questions regarding the TIF Revenue Cooperation agreement and an update on the new urban renewal areas.

The trustees were provided preliminary information on the TIF Revenue Cooperation Agreement/Saint Charles Industrial Park Urban Renewal Project. Ms. Deegs with Pueblo Urban Renewal Authority (PURA) provided an overview of the agreement.

The cooperation agreement is between PCCLD and PURA and it is in regards to a project to do maintenance and updates on the three Rawlings Library elevators. Estimated costs were \$700,000. PURA has been working with the bank, and has preliminary approvals up to \$765,000 to include closing costs at about a 5.5% interest rate. There is currently 10 years left on the 25-year agreement. The library's portion of the TIF, unless there was an abatement, would be about \$179,000. All of that portion of the revenue would be pledged to the bond. PURA would hold an account with the bank and the library's portion of the TIF revenues would be put in the account every year and then kept in that account if it's above debt service for future debt service. At the

end of the bond, PURA would see if PCCLD would like a check or use the funds for a difference project. PURA would hold the bond so it would be their debt. PCCLD would not have any liability on the bond, other than disclosing this information for audit purposes. PURA will be taking the cooperation agreement and hopefully the bond approval, to the PURA board in September so they can get the project funded by the end of the year.

It was asked if the \$765,000 was the debt capacity based on the remaining years on the TIF? Ms. Deeg answered by saying that was the current request from the bank, based on the proposal and the potential closing costs. The bank also has a \$5,000 counsel fee and PURA would also have legal counsel fees but she anticipates that all of these costs combined would be less than \$765,000. The amortization schedule from the bank was sent to the PCCLD finance department prior to this meeting and was based on a 5.6% interest rate. So cash for the use of the library on the elevators and closing costs would be above the \$700,000.

It was asked if there would be a prepayment penalty on the loan. Ms. Deeg stated there was not supposed to be any penalties but she could confirm that with the bank. It was requested that PCCLD have the latitude to refinance if the interest rates go down and not be locked into a 5.6% interest rate for 10-years. Ms. Deeg agreed, and would check on this as well.

There was a question in the cooperation agreement regarding a restart or reset and how that would impact the arrangement. Ms. Deeg shared that portion of the agreement was stating that the urban renewal area is still active and construction may be done but the library's portion of the TIF revenue cannot be pledged to the new project. The section in the agreement states that if another phase of construction does go forward the City's TIF revenue may be pledged, but the library's pledge is a superior pledge to the bond. Ms. Deegs shared that PURA has no plans on any amendments to the project area with only 10 years left and it being a successful area.

It was asked that with the potential closing of the deal being 30 days from September 10, 2024 and that date being so close to the Fed's meeting again and the potential lowering of interest rates could the deal wait until interest rates are solidified? Ms. Deegs answered by saying PURA will be watching those rates as well.

To clarify language that was used in the discussion, Ms. Deeg shared that the word "bond" means any kind of financial agreement in urban renewal statute and in this conversation the words "private loan" or "private placement debt" should have been used.

Ms. Deeg provided an update on two urban renewal areas, the West Pueblo URA and the Colorado Smelter URA. PCCLD has already signed TIF agreements for both.

Both projects have been delayed due to some issues with city administration but is now on track. The West Pueblo URA consists of the new jail site and the Neighbor Works Project housing development. There has been great interest in the area to include a large gas station/travel center, as well as a grocery store type facility. Two to three other housing development contractors has also voiced interest in the area. The TIF was pledged to help the library secure land and build a library site in the area, if funds are available.

The Colorado Smelter URA was also delayed because after review of the 5000 parcels it was decided that area was too large to handle primarily residential which doesn't produce the TIF revenue like commercial property does. It was decided to phase that project area into smaller phases. The first phase is going to center around Northern Avenue.

Assuming everything goes as planned, approved work in those areas will start by the end of the year.

The North Elizabeth URA is underway and in the final application phase. There have been some design issues but once those are rectified, permits will be issued and the project for a new hotel will start.

2. Pueblo Library Foundation Board of Directors

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives presented on a reappointment to the Pueblo Library Foundation Board of Directors.

It was asked the board consider the reappointment of Timothy Krebs to the Library Foundation Board. Mr. Krebs' contributions to the foundation board where he currently sits as the chair for their finance committee were reviewed. It was asked that this item be put onto the trustees next agenda for approval

3. Lamb Library Structural Update

OVERVIEW: Alan Rocco, Facilities Superintendent, provided a structural update on the Lamb Library.

Mr. Rocco provided a report on foundation settling issues with the building. He reported that in December of 2023 the front door of the Lamb Library would not lock and was dragging on the ground. After looking at other parts of the building, other issues were discovered related to settling issues. There was an interior crack on the wall, outside of the building the sidewalk was coming away from the building, and a few sections of the concrete were dipping down.

A structural engineer determined that a faulty drain downspout and water were the cause of the issues. It was recommended that the sidewalk be removed and to install new emergency exit stairs. Bids were received and the winning bid was for \$17,100 to remove the sidewalk and install the ADA emergency stairs.

It was asked that this item be put onto the next agenda for board approval.

4. IT Equipment Purchase

OVERVIEW: Thomas Defrates, Director of Information Technology, presented on an IT procurement.

A presentation to upgrade library computer systems was presented. The request was to purchase front end user devices for staff and patrons.

Current system issues were provided. The issues included the age of current systems; some are 10-years old. Other issues are the reliance on Citrix for operations, slow performance that affects the user experience, and increased maintenance costs and downtime.

The proposed solution would be to purchase 160 new systems 80 would be for staff and the other 80 for patrons at a cost of \$888.23 per unit, 160 new monitors at a cost of \$112.52 per unit and 25 staff laptops at \$841.14 per unit. Key benefits would be improved performance, the elimination of Citrix dependency, enhanced security, lower maintenance costs, and improved user experience.

Total cost would be \$181,148.50 and if approved all branches would have their systems by the end 2024.

It was asked that this item be placed on the next trustee agenda for approval.

5. Library Policy Updates

OVERVIEW: Policy recommendations from the Legislative & Governance Committee was provided. These items will be placed on the consent agenda at the next board meeting.

A. 02.02.07 Educational Assistance

This policy has already been in practice, there were just a few housekeeping changes that needed to be made. The changes involved tuition reimbursement. In the past the words certification and licensure were not included in the process for tuition reimbursement, those words have been added. Verbiage was added to the policy in order for a person to receive tuition reimbursement for their license or certification they must receive a passing score. An employee now needs to be employed for one year instead of six months of the last educational assistance payment in order to not be liable for the repayment of the full amount of the original educational assistance payment.

B. 03.03.05 Request for Reconsideration of Library Resources

Recent activity has prompted the need to take a look at the policy again to ensure best practices. Additional verbiage was added to clarify responsibility for resources accessed by minors. Also the number of requests submitted by a Pueblo county resident or property owner and the number of times a resource can be reconsidered was solidified. Final determinations regarding requests for reconsideration will now be made available on the

PCCLD website.

C. 03.06.03 Library Rules of Conduct

The title Customer Code of Conduct was changed to Library Rules of Conduct. New verbiage was added and stated that PCCLD follows Colorado law, regarding firearms.

D. 04.01.01 Fund Balance

There were minor changes to the policy. In the policy, the word reserved was changed to restricted, and the word unassigned was changed to unrestricted.

E. 04.01.04 Expense Reimbursement

The title of the policy was changed to Expense Reimbursement and Travel Policy. Approved in-district travel was reviewed to include mileage reimbursement. Approved out-of-district travel expenses was reviewed and the use of a p-card was discussed as well as meals and incidental expenses. The use of the US GSA rates for the area of travel were mentioned. All travel must preapproved via the Travel Request Form.

V. ADJOURNMENT

The meeting adjourned at 3:43pm.

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, August 13, 2024 – Pueblo West Library – 298 S. Joe Martinez Blvd. - Pueblo West, CO

Respectfully submitted by,

Rose Jubert, Secretary to the Board of Trustees