

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

5:30pm, Thursday, December 12, 2024

***This meeting was conducted at the
Rawlings Library – Ryals Event Space
100 E. Abriendo Avenue – Pueblo, CO 81004***

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 5:30pm and conducted roll call.

Board Members Present

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Jessi Ones
- Stephanie Garcia
- Iris Clark

Board Members Not Present

- Doreen Martinez

Attorney Present

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

Staff & Guests Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Amy Nelson, Associate Director of Public Services
- Kristi Roque, Manager of Rawlings Library and Customer Experience
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Jose Beltran, IT
- Alexandria Romero, Financial Compliance Consultant

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.

Ms. Baca requested that an additional action item be added to the agenda, the CSD Pool Resolution and Intergovernmental Agreement. The request was approved. Mr. Quintana asked that this be placed as item #2 under the action/discussion items.

III. CONSENT AGENDA

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

Ms. Macias made a Motion, seconded by Ms. Ones to approve the consent agenda. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca reported that there was nothing to add to the report that is posted in the board packet.

B. Attorney Report

There was nothing to report.

C. Employment Changes

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

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

It was reported that there was one new hire, Chief Financial Officer, Bri Reyes. Amanda Dalie was promoted to the position of Events Coordinator in the Community Relations Department. There was one separation, Maria Smyer in the Local History and Genealogy Department. There are three openings, Lead Security Officer, a part time Customer Service Representative, and the Hispanic Resource Specialist.

Ms. Ones made a Motion, seconded by Ms. Clark to ratify the November 2024 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer reviewed a report on the November 2024 bills and fund statements.

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

Ms. Reyes reviewed the November 2024 financial report and pointed out the capital project expense payable and shared that she will be working on this item for the December report.

The general fund statement of revenues and expenditures and key line items were reviewed. Total spent and collected should be at 92% for this time of the year. The property tax line item was a 97% collected. Specific ownership tax was budgeted at \$1.25 million in 2024 and was at 84% collected. Total revenues was at 103% collected

Expenditures were discussed. Personnel is at 84% spent, Materials is at 87% spent, Facilities is at 97% spent, Operating expenses are right on target at 91% spent and IT is at 87% spent. Total expenditures were on target at 81% spent.

The capital fund statement of revenues and expenditures was reviewed with the majority of the activity dedicated to building construction and information technology. Total revenues is at 70% collected and total expenses is at 56% spent.

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. Reyes. There was a question asked regarding fraud charges to Jerry Vigil's P-Card. Ms. Baca explained that he did have fraudulent activity on his card and it was reported to and fielded by the credit card company.

Total check and electronic payments totaled \$472,181.25 and P-Card transactions totaled \$8,907.34.

Expenditures for November 2024

Total Payables	\$ 472,181.35
Total Payroll (2 pay periods)	\$ 473,580.91
Total outlay for November	\$ 948,762.26

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

IV. BOARD COMMENT

Mr. DeHerrera shared that he noticed that the construction of a bicycle trail along Joe Martinez Boulevard impacts the exiting egress from the parking lot on the south side of the Pueblo West Library. He asked how long this construction will take. Ms. Baca reported that she talked with Alan Rocco, Facilities Superintendent and he has been in touch with the Pueblo West Metro District and they confirmed that the project was ongoing. The library is questioning if the project infringes on the library's property line.

Ms. Garcia apologized for not being in attendance that the holiday party and wished everyone a happy holiday season.

V. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

1. All libraries will be closed all day on Sunday, December 22nd, Tuesday, December 24th, Wednesday, December 25th, Sunday, December 29th, and Wednesday, January 1, 2025.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 14, 2025 and the regular meeting is scheduled for 5:30pm, Thursday, January 23, 2025 both will be at the Rawlings Library, Ryals Event Space.

B. Action/Discussion Items

1. **PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance**
OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2025 corporate insurance renewal at the Board's work session.
RECOMMENDATION: That the Board of Trustees approve the 2025 corporate insurance renewal.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to approve the 2025 corporate insurance renewal. The Motion was approved.

2. Colorado Special District Property and Liability Pool Resolution and Intergovernmental Agreement

OVERVIEW: The trustees heard a report regarding the CSD pool and the Intergovernmental agreement.

RECOMMENDED ACTION: That the board approve the resolution and agreement.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the Colorado Special District Property and Liability Pool Resolution and Intergovernmental Agreement. The Motion was approved.

3. Resolutions to Adopt the 2025 Budget, Approve the 2025 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2025 PCCLD Budget

OVERVIEW: The Preliminary 2025 PCCLD Budget was presented on October 15, 2024, and a public hearing on the Proposed 2025 Budget was held on November 21, 2024. An updated report was presented at the December 5, 2024 work session, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2025 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2025 Annual Budget.
4. Adopt the 2025 Annual Plan

Mr. Quintana reported that the resolution to appropriate funds for the 2025 annual budget would be as follows: the general fund, \$20,171,231, the capital fund \$1,110,400, and the reserve fund balance \$2,957,529 for a total of \$24,239,160.

Ms. Ones made a Motion, seconded by Ms. Clark to adopt the 2025 PCCLD Annual Budget, set the Annual Mill Levy, Appropriate Funds for the 2025 Annual Budget and Adopt the 2025 Annual Plan as reported by Mr. Quintana and noted in the resolution. The Motion was approved.

4. Funds Transfer to Pueblo Library Foundation

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 5, 2024 to authorize the transfer of \$12,000 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$12,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

Ms. Clark made a Motion, seconded by Ms. Ones to transfer \$12,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation. The Motion was approved.

5. 2025 Holiday Dates

OVERVIEW: The Trustees reviewed the proposed 2025 PCCLD holiday closures at the Trustee work session.

RECOMMENDED ACTION: That the Trustees approve the 2025 scheduled holiday closures, as included in the Board materials.

Ms. Macias made a Motion, seconded by Mr. DeHerrera to approve the 2025 scheduled holiday closures, as included in the Board materials. The Motion was approved.

6. RFID Library Solutions

OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$160,200 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Lamb, and Pueblo West Libraries along with an associated three-year contract (2025-2027).

RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into a three-year agreement (2025-2027) and pay \$160,200 for support and maintenance to RFID Library Solutions, as presented.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to enter into a three-year agreement (2025-2027) and pay \$160,200 for support and maintenance to RFID Library Solutions. The Motion was approved.

7. Bibliotheca

OVERVIEW: The Trustees heard a recommendation at their December work session for PCCLD to agree to pay Bibliotheca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$59,402.77 to Bibliotheca for maintenance and support services in 2025, as presented in the Board materials.

Ms. Macias made a Motion, seconded by Mr. Quintana to pay \$59,402.77 to Bibliotheca for maintenance and support services in 2025, as presented in the Board materials. The Motion was approved.

8. Koha Integrated Library System

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$50,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2025.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$50,614 for services in 2025, as presented in the Board packet.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to authorize paying ByWater Solutions \$50,614 for services in 2025. The Motion was approved.

9. Freegal Music Subscription Renewal

OVERVIEW: The Trustees heard a recommendation at their December Work Session for PCCLD to extend their music streaming subscription with Freegal.

RECOMMENDATION: That the Trustees take action to authorize PCCLD to pay Freegal Music to extend their subscription through 2025.

Mr. DeHerrera made a Motion, seconded by Ms. Ones to authorize PCCLD to pay Freegal Music \$31,700 to extend their subscription through 2025. The Motion was approved.

10. Resolution – State Property Backfill Funds

OVERVIEW: The Trustees reviewed recommendations at their December work session to approve the State Property Backfill Funds Resolution.

RECOMMENDED ACTION: That the Board of Trustees take action and approve the resolution.

Ms. Clark made a Motion, seconded by Ms. Macias to approve the State Property Backfill Funds Resolution. The Motion was approved.

11. Chief Financial Officer Authorization

OVERVIEW: The Library Trustees reviewed recommendations to approve Bri Reyes, Chief Financial Officer as an authorized signer for PCCLD banking and investment accounts.

RECOMMENDED ACTION: That the Board of Trustees take action to approve Bri Reyes as an authorized PCCLD signer on bank and investment accounts.

Mr. DeHerrera made a Motion, seconded by Ms. Macias to approve Bri Reyes, Chief Financial Officer as an authorized PCCLD signer on bank and investment accounts. The Motion was approved.

12. Executive Session

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I).

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

Ms. Ones made a Motion, seconded by Ms. Clark to enter into executive session. The board exited executive session.

Mr. Quintana made a Motion, seconded by Ms. Macias to increase the Executive Director's salary by 4.2% and to provide a one-time bonus of \$3000. The Motion was approved.

IX. ADJOURNMENT

The meeting was adjourned at 7:06pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, December 12, 2024

This meeting was conducted at the

Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO

1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on November 12, 2024, and the Library Board of Trustee meeting held on November 21, 2024, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of the November meeting as posted.