

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

5:30pm, April 22, 2021

The meeting took place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing and face mask protocols was hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO

I. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the meeting to order at 5:30 p.m. and asked Rose Jubert to conduct roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Lyndell Gairaud
Phil Mancha

Board Members Not Present: Doreen Martinez
Stephanie Garcia
Marlene Bregar

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Amy Nelson, Director of Rawlings & Customer Experience
Nick Potter, Director of Community Relations
Jennifer Tozer, Branch Manager – Lamb
Diann Logie, Branch Manager – Lucero
Regina Renee Ward – Librarian/ Manager RRA
Chris Currey, Jr. Systems Administrator
Rose Jubert, Secretary to the Board

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.

Jon Walker – Mr. Walker said that there were no corrections or modifications at this time. He pointed out that the Children’s Exhibit discussion had been removed from the agenda and would be on the May agenda.

III. LIBRARY TRUSTEE AWARD FOR EXEMPLARY PERFORMANCE

The Board of Trustees recognized Diann Logie, Lucero Library Managing Librarian, for exemplary performance.

Diann Logie was presented with a crystal book award and a recognition of service certificate. Her certificate was read by Mr. Quintana who gave his thanks to her for her years for service and to recognize her work for PCCLD and the community.

Mr. Quintana read into record Ms. Logie's certificate of exceptional librarianship.

Diann Logie - Ms. Logie thanked everyone and shared that she had enjoyed every moment at the library. She said that it had been one of the most exciting and fulfilling times in her library career.

Lyndell Gairaud - Ms. Gairaud shared that she was so happy to have Ms. Logie on board and to have met her. She said that she had learned a lot from Ms. Logie about digging deep into a subject. Ms. Gairaud had met Ms. Logie when Ms. Logie had returned from Vietnam and saw how active she was in the library district. Ms. Gairaud commented on Ms. Logie's willingness to help during Covid and assist with managing both the Lucero and the Lamb Libraries. She said that was exceptional and she sends her off with best wishes.

Diann Logie – Ms. Logie thanked Ms. Gairaud and stated that the Board was truly her guiding light and she was very appreciative of them and their support. She said that she could not have accomplished what she did over her 20 years at PCCLD without Mr. Walker and the Board of Trustees. She especially thanked Mr. Walker who saw in her the ability to manage the Lucero Branch and to embrace the Pueblo community. She wished she could be with PCCLD longer but it was time to care for her other family.

Ms. Logie congratulated her replacement, Kristi Roque, and stated that she felt confident Ms. Roque would do a great job and knew she was leaving Lucero in good hands. She knew that Ms. Roque would take the library further and she was excited about what new things would be in store for the,

Fredrick Quintana – Mr. Quintana said that it had been a pleasure to work next to Ms. Logie and that she had truly been exemplary. He said that she would be missed and wished her the best in all that was yet to come.

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on March 25, 2021, and the Library Board of Trustee work session held on March 16, 2021, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on March 16, 2021, and March 25, 2021, respectively.

Ms. Gairaud made a Motion, seconded by Mr. Mancha to approve the minutes of the March Board Meetings. The minutes were unanimously approved.

V. REPORTS

A. Executive Director Report

Jon Walker - Mr. Walker reported on two items.

-Covid Update

Mr. Walker reported that PCCLD continued to closely monitor the local Covid-19 situation. The District continued to enjoy a good relationship with leadership at the Pueblo Department of Public Health and Environment. The Colorado Department of Public Health and Environment had continued to provide regular updated reports; Pueblo was currently in yellow status. Mr. Walker presented the newly adopted Pueblo County Covid-19 Response Framework on the screen and showed what yellow status entailed.

Mr. Walker shared that the Governor accorded most responsibility for Covid-19 response to the local County level. The State mask mandate would still stay in effect. Many of the other restrictions/guidelines were now at the County level. He explained that the local response framework resembled the state dial but did have some differences.

Pueblo's yellow status would allow 50%-75% capacities in most indoor situations for PCCLD along with 6-foot distancing. PCCLD would continue to abide by the state mask mandate which was in place until the early part of May. He stated that PCCLD had stayed on top of the various status' throughout the pandemic.

Although there were plans that were prepared for further reopening PCCLD continued to hold steady with current service levels which included:

- Mandatory facemasks while in the library and in a shared space.
- Social distancing inside of the library.
- Limited meeting room use.
- Limited public visits.

Mr. Walker shared that PCCLD had seen increased use of their libraries for visits, checkouts and computer use since the start of the year. He said that libraries were not doing on-site, in building programming at this point but were doing virtual programming. Virtual programming had shown an increase since the start of the pandemic. He shared that the next phase of reopening would include increased meeting room usage and in-building programming.

He reported that PCCLD had carefully tracked their Covid-19 response and had a number of documents. He posted on the screen the PCCLD Reopening Plan in Response to the COVID-19 Public Health Crisis that was updated on April 21st and created by Sherri Baca and Amy Nelson. Both had worked with managers throughout the district and they all had created a 43-page document. Mr. Walker said that the plan provided detailed levels of response that had been worked on and maintained over the course of the pandemic. All costs had been tracked with regard to Covid-19. He felt that PCCLD was in good standing at this time.

The current focus was to continue to provide safe and healthy services to both the employees and the community. He shared that PCCLD was also focused on assisting with the vaccination process. PCCLD and CDPHE hosted a pop up vaccination clinic in the Rawlings Library parking lot and were looking to host other clinics at the various branches. He stated that staff vaccinations had increased and he felt that PCCLD would get to a 90+% vaccination rate amongst staff.

He stated that he and Ms. Baca sat in on weekly updates from CDPHE and felt they were doing a great job. CDPHE had done a recent study on the effectiveness of the vaccine specifically in Colorado. Their numbers mirrored what was seen in the popular press which showed a 93%-94.6% effectiveness. He said that his take away was that the vaccines work, are effective and are making a difference.

- Capital Campaign Kickoff

Tuesday, April 27 - 10:30am – Rawlings Library

Mr. Walker announced that this was a public launch and he hoped that the Trustees would be able to attend.

B. Friends of the Library Report

None

C. Pueblo Library Foundation Report

None

D. Attorney Report

Mr. Miller said that he had nothing to report and that all was going well with legal affairs.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the March 2021 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2021 Employment Changes as contained in the Board materials.

Ms. Gairaud made a Motion, seconded by Mr. Hodge to ratify the March 2021 employment changes. The changes were unanimously approved.

Jon Walker – Mr. Walker reported that there was not a lot of activity to report. He stated that the open position in IT was to replace a person who had resigned.

F. Financial Report

OVERVIEW: Alexandria Romero, Director of Finance, reviewed a report on the March 2021 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2021 bills and accept the March 2021 fund statement as contained in the Board

materials.

Mr. Quintana made a Motion, seconded by Mr. Mancha to ratify the March 2021 bills and accept the March 2021 fund statement. The March 2021 bills were unanimously ratified and the March 2021 fund statement was unanimously accepted.

Alexandria Romero – Ms. Romero presented the March Financial Report

Combined Balance Sheet

Ms. Romero highlighted key points.

- She stated that the cash holdings were very strong with a little over \$4.9 million in cash and investments. Last year at this time it was at \$3.6 million.
- Prepaid service had started to increase and would increase throughout the year.
- Liabilities. Ms. Romero reported that there were 2 payroll liabilities due to a timing difference. The capital project expenses payable was \$53,850 this was payment to AMD – architect firm for the Rawlings Renovation.

Fund Equity Balance

- Library Replacement plan was at \$1.5 million
- The Emergency Reserve had been updated to reflect the 3% from the 2020 results.

Statement of Revenues and Expenditures

The Statement of Revenues and Expenditures should be at 25% collected and spent at this time of the year.

Revenue

Ms. Romero reported that she was still doing the comparisons and if anything was to change she would bring that to the board.

- Property tax was at 24% and the majority of it would be received by July.
- Specific ownership tax was still in line with what's expected this time of year. It's stable throughout the year on the received amounts.
- Misc. sales & photo copy income – This amount was still low due to the Covid restrictions in place at PCCLD, less patrons in the libraries.

Overall revenue was at 23%.

Expenditures

Ms. Romero stated that the numbers were comparable to last year's figures.

Salaries

- Personnel was at 20% overall.
- Employee training was low due to Covid. PCCLD budgeted as if it would be a normal year with staff traveling to trainings but due to restrictions staff was mainly doing virtual trainings which were less expensive.

-Materials. - 22% this year and 26% last year. Should start to increase within the next few months.

-Facilities – 11% this year and 13% last year.

-Operating – 33% this year and 31% last year.

- Professional membership 118% spent – This percentage was due to the purchase of the CAL membership.

-Information tech – 45% this year and 41% last year. This line item included the Bibliotheca membership and the FIT annual dues.

Revenue under expenditures was \$476,178.

Total Expenditures were \$2.3 million.

Revenues were at \$2.8 million.

Capital Fund

Ms. Romero reported that there was not much activity in this fund for the month.

Revenue

-Interest income was at 7%.

Expenditures

-Building Construction – Rawlings Library

- Feb and March architect invoices. \$99,185

-Capital Assets Expenditures

- Furniture, Fixtures and Equipment.
 - Copiers – \$4,839 - Patron photocopiers were replaced districtwide.

Payment History Report

Ms. Romero shared that everything was normal on the report. She referred back to a few items that were discussed previously.

- AMD – architect payments for the Rawlings renovation.

- Clifton Larson Allen – payment for audit services.

- CAL member ship fee

Expenditures

Total Payables – \$476,699.81

Total Payroll - \$413,710.38

- 2 pay period month
- PERA payroll taxes and fees
 - Ms. Romero stated that this amount consists of 8 items.
 - Billing from Paylocity – PCCLDs payroll provider.
 - Colorado state income tax withholding.

- Colorado state unemployment tax.
- Federal income tax withholding.
- PERA
- VOYA – 401K
- HSA – Health Savings Account
- Garnishment payments.

Purchasing Card Transactions

Report was for February 2nd – March 1st

Ms. Romero reported that there was nothing significant to point out.

VI. BOARD COMMENT

Lyndell Gairaud – Ms. Gairaud asked if they would be given notice of future pop up clinics?

Jon Walker – Mr. Walker said that yes, they would be notified of future clinics. There was little notice given to PCCLD for the first clinic.

VII. PUBLIC COMMENT

None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees was scheduled for 2:00 p.m., Tuesday, May 18, 2021.
2. The next regular meeting of the PCCLD Board of Trustees was scheduled for 5:30 p.m., Thursday, May 27, 2021.

NOTE: Due to the public health emergency related to COVID-19, these meetings of the Pueblo City-County Library District Board of Trustees will take place via teleconference with an interactive public session hosted with social distancing and related protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

B. Action/Discussion Items

1. Temporary Telework Policy

OVERVIEW: The Trustees reviewed a reformatted version of the PCCLD temporary telework policy at their April 13 work session.

RECOMMENDED ACTION: That the Trustees approve the reformatted temporary telework policy as presented in the Board packet.

Mr. Mancha made a Motion, seconded by Ms. Gairaud to approve the reformatted temporary telework policy as presented. The policy was unanimously approved.

2. Pueblo Library Foundation Board of Directors Appointment

OVERVIEW: The Trustees reviewed the recommendation to accept the application of Tim Krebs and appoint him to a full term as a member of the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the Trustees appoint Tim Krebs to a full term as a member of the Pueblo Library Foundation Board of Directors.

Ms. Gairaud made a Motion, seconded by Mr. Mancha to appoint Tim Krebs to a full term as a member of the Pueblo Library Board of Directors. The appointment unanimously approved.

3. Capital Campaign Naming Opportunities

OVERVIEW: The Trustees have reviewed the PCCLD capital fundraising campaign and related naming opportunities during meetings in February and March.

RECOMMENDED ACTION: That the Trustees approve the Rawlings Library naming opportunities as contained in the Board packet.

Mr. Quintana made a Motion, seconded by Mr. Mancha and Mr. Hodge to approve the Rawlings Library naming opportunities as contained in the Board Packet. The naming opportunities were unanimously approved.

4. Summer Reading Program

OVERVIEW: The Trustees reviewed a report and recommendation regarding the upcoming PCCLD summer reading program to support the \$1 Million Pueblo Reading Challenge as contained in Board materials.

RECOMMENDED ACTION: That the Trustees take action to allow the President of the Board of Trustees to enter into agreement with Pueblo County and the City of Pueblo to allow PCCLD to administer the program.

Ms. Gairaud made a Motion, seconded by Mr. Hodge to allow the President of the Board of Trustees to enter into agreement with Pueblo County and the City of Pueblo to allow PCCLD to administer the \$1 Million Pueblo Reading Challenge. The motion was unanimously approved.

Fredrick Quintana – Mr. Quintana asked that the verbiage, “In collaboration and in working with the executive director”, be added to the recommended action.

Lyndell Gairaud – Ms. Gairaud asked if the process had been firmed up on how the program would be administered?

Jon Walker – Mr. Walker reported that there had been a lot of work done on the library side both on the procedural pieces and with local banks to work out the steps. He said that he had a high level of confidence on that side of it and that staff had provided good input.

He shared that on the other side of it PCCLD was still working on the process with the City and the County. The money was coming from the American Relief Plan Act (ARPA) and mainly the two school districts would be benefitting from the funds. The funds had very specific attributes in terms of how it was to be used and had not been released yet. The expectation was that the money would be released in May in time for the reading challenge. PCCLD and the City and County were working in advance of the ARPA final rules and guidelines. He explained that the funds would be sourced to the City and the County and then paid out to PCCLD. PCCLD was trying to make the standards of the program less onerous. The process would include; check out ten books from the library and then provide some kind of description of their reading experience to the librarian.

Mr. Walker reported that the IGA between the library, City and County was being prepared in advance of the rules. It was possible that the IGA may need to be tweaked based on the final rules and guidelines. He said that the City of Pueblo had offered to draft the IGA and he hoped to see it next week.

He said that the timing of this project was ambitious but he felt that PCCLD was in a good place and he commended library staff on their hard work. He felt that this was a great opportunity to get money into the economy, incentivize reading, and a way to help kids who had reduced in classroom school time due to Covid-19.

Lyndell Gairaud – Ms. Gairaud thanked Mr. Walker for the report and said that she had faith in the library and its staff and that it looked like the plan was progressing.

Jon Walker – Mr. Walker said that the main hold up was the Department of Treasury who made it clear that the money would not be available until early May. He said that the second week of May was the anticipated date of receipt of the funds at PCCLD. He felt that this was a great introduction for ARPA to the Pueblo community.

5. Executive Session

OVERVIEW: The Trustees entered into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

Mr. Hodge made a Motion, seconded by Ms. Gairaud to enter into Executive Session. The motion was unanimously approved.

The Board entered into Executive Session at 6:00pm.

Mr. Mancha made a Motion, seconded by Mr. Hodge to exit the Executive Session at 7:00 pm

X. ADJOURNMENT

Mr. Hodge made a Motion, seconded by Ms. Gairaud to adjourn the meeting