

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
April 23, 2020

I. CALL TO ORDER AND ROLL CALL

Due to PCCLD facility closures aligned with public health authority mandates and recommendations regarding COVID-19, the Pueblo City-County Library District Board of Trustees meeting was held via teleconference. The public was invited to attend an interactive session in the Rawlings Library Ryals Room. All Trustees attended the meeting via teleconference. Phil Mancha attended the meeting via teleconference in the executive conference room. Jon Walker, Executive Director, attended meeting from his office. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Sonya Fetty, Board Secretary, attended via teleconference.

Doreen Martinez called the meeting to order at 5:30 p.m.

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

Jon Walker requested that an item be added for a presentation on a new telework policy. Doreen Martinez added Item VIII.B.5 (Telework Policy).

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board regular meeting held on March 23, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the meeting minutes held on March 23, 2020.

Phil Mancha made a motion to approve the combined meeting minutes held on March 23, 2020. Fredrick Quintana seconded the motion.

All in favor 7-0

IV. REPORTS

A. Executive Director Report

Jon Walker, Executive Director, will provide a current overview report on PCCLD.

Jon Walker, Executive Director, gave an update to the Trustees on the current closures and plans with the COVID-19 issue. He stated that the online and digital resources are having great success and that he will forward the Trustees a press release that will be put out to the public. He also stated that PCCLD is continuing to follow the state and national guidelines as well as directives from Governor Polis and local health authorities. Staff will return to work on April 27th with safety guidelines to include wearing masks and social distancing. He reiterated the library buildings have been deep cleaned and supplied with personal protective equipment and cleaning supplies. Staff is scheduled to attend training the week back to work on the safety guidelines that will be implemented. Mr. Walker went over the different phases involved with re-opening again. The phases had previously been presented at the work session. Discussion amongst the Trustees. Support was given again for the phased re-opening plans.

B. Friends of the Library Report

Jon Walker, Executive Director, stated that the Friends of the Library book store will remain closed until further notice.

C. Pueblo Library Foundation Report

None

D. Attorney Report

None

E. Employment Changes

OVERVIEW: The Board is asked to ratify the March 2020 Employment Changes as presented by the Executive Director.
RECOMMENDED ACTION: That the Library Board ratify the March 2020 Employment Changes as contained in the April 23, 2020, Board materials.

Fredrick Quintana made a motion to ratify the March 2020 Employment Changes as contained in the April 23, 2020 board materials.

Marlene Bregar seconded the motion.

All in favor 7-0

F. Financial Report

OVERVIEW: Sherri Baca, Associate Executive Director, will provide a report on the March 2020 bills and fund statements.
RECOMMENDED ACTION: That the Library Board ratify the March 2020 bills and accept the March 2020 Fund Statement as contained in the April 23, 2020, Board materials.

Sherri Baca, Associate Executive Director, went through the posted March 2020 bills and fund statements. She stated that it was a pretty standard report for this time of year and nothing unusual to report.

Dustin Hodge made a motion to ratify the March 2020 bills and accept the March 2020 Fund Statement as contained in the April 23, 2020 board materials.

Fredrick Quintana seconded the motion.

All in favor 7-0

V. BOARD COMMENT

Doreen Martinez shared a story about her joy in seeing Lovely's Book Club on Facebook and shared some of the other items the librarians were hosting on social media.

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

1. The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, May 19, 2020, in the Ryals Room at the Rawlings Library.
2. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, May 28, 2020, at the Barkman Library.

B. Action/Discussion Items

1. Universal Services School and Libraries Program Grant
OVERVIEW: The Trustees reviewed the proposal at their work session meeting on March 14 presented by Robert Childress, Information Technology Director, for telecommunications equipment procurement as part of the federal ERate grant program.
RECOMMENDED ACTION: That the Trustees approve the recommended procurements as presented at the work session on March 14, 2020, at a total amount not to exceed \$240,041.79.

Robert Childress, Information Technology Director, reviewed his presentation he had given the Trustees at the work session.

Phil Mancha made a motion to approve the recommended procurements as presented at the work session on March 14, 2020 at a total amount not to exceed \$240,041.79.

Stephanie Garcia seconded the motion.

All in favor 7-0

2. Approval of Temporary Library Policy

OVERVIEW: The Trustees reviewed at their work session on March 14 the Addendum to Policy 02.09.09 Emergency Closings Temporary Policy.

RECOMMENDED ACTION: That the Trustees approve continuation of the Temporary Addendum to Policy 02.09.09 Emergency Closings Temporary Policy Addendum as reviewed at their work session on March 14, 2020.

Marlene Bregar made a motion to approve the continuation of the Temporary Addendum to Policy 02.09.09 Emergency Closings Temporary Policy Addendum as reviewed at their work session on March 14, 2020.

Lyndell Gairaud seconded the motion.

All in favor 7-0

3. Architect Recommendations

OVERVIEW: The Trustees were updated on the architect selection process for the Rawlings Library renovation at their work session on March 14. Jon Walker (Executive Director) will present additional information and recommendations.

RECOMMENDED ACTION: That the Trustees approve the recommended architect firm for work on the Rawlings Library renovation.

Jon Walker, Executive Director, presented to the Trustees that the committee had chosen AMD Architects. Mr. Walker asked the Trustees to approve the chosen architect firm for work on the Rawlings Library renovation.

Fredrick Quintana made a motion to approve AMD Architects for work on the Rawlings Library renovation.

Dustin Hodge seconded the motion.

All in favor 7-0

4. Thunder Village Property Tax Increment Revenue Agreement

OVERVIEW: The Trustees have reviewed the proposed Thunder Village Property Tax Increment Revenue Agreement on varying occasions beginning in February 2020. An update will be provided.

RECOMMENDED ACTION: That the Trustees approve the recommended agreement.

Doug Gradisar, Attorney, gave an update on the Thunder Village Property Tax Increment Revenue Agreement. The Trustees asked for an MOU to be put in place and Mr. Gradisar stated he did not foresee an issue with that request and would take care of getting the MOU.

Stephanie Garcia made a motion to approve the recommended agreement with the requested MOU as an attachment. Fredrick Quintana seconded the motion.

All in favor 7-0

5. Telework Policy

OVERVIEW: Terri Daly, Human Resource Director, will present the proposed temporary Telework Policy for PCCLD.

RECOMMENDED ACTION: That the Trustees approve the recommended temporary Telework Policy for PCCLD.

Terri Daly, Human Resource Director, presented the proposed temporary Telework Policy for PCCLD. She presented the recommended policy via slide-show. Ms. Daly went over the requirements for being approved for telework as well as the expectations for the teleworking employee. She also went over the materials or resources that would be provided as needed for the employees. Discussion amongst Trustees followed. It was decided that the Telework Policy would be reviewed every 60 days rather than the suggested 30 day review.

Dustin Hodge made a motion to approve the temporary Telework Policy for PCCLD.
Phil Mancha seconded the motion.
All in favor 7-0.

IX. ADJOURNMENT

The meeting was adjourned at 7:03 p.m.

Respectfully Submitted by:
Sonya Fetty
Board Secretary