

PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, December 9, 2021

NOTICE REGARDING COVID-19: This meeting was conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

I. CALL TO ORDER AND ROLL CALL:

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at 5:31pm by Fredrick Quintana, President. Mr. Quintana conducted the roll call.

Board Members Present: Fredrick Quintana, President
Lyndell Gairaud
Stephanie Garcia
Marlene Bregar

Board Members Not Present Dustin Hodge, Vice President
Phil Mancha
Doreen Martinez

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Amy Nelson, Director of Rawlings Library
Jill Kleven, Director of User Services
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Nick Potter, Director of Community Relations and Development
Robert Childress, Director of Information Technology
Regina Renee Ward, Manager RRA
Eric Tiffany, Help Desk

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. Garcia asked if there was quorum without her attendance. Mr. Quintana answered that at this point if she left there would not be quorum. Ms. Garcia shared that she had to leave the meeting by 6:50pm. She asked that if there were things that needed to be voted on could they be moved up in the agenda? Mr. Quintana shared that he would watch the clock and check to see when/if another Trustee joined the meeting.

There were no corrections or modification to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on November 18,

2021, and the Library Board of Trustee work session held on November 9, 2021, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 9, 2021, and November 18, 2021, respectively.

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

IV. REPORTS

A. Executive Director Report

Mr. Walker shared that there were three items he wanted to talk about. He shared that the Pueblo County settlement with Xcel Energy was adopted by the Board of County Commissioners. He stated that he gave testimony in support of the settlement to the Public Utilities Commission. He felt that it was in the best interest of the community and the library district. In regard to the Library District this decision helped to ensure that payments in lieu of taxes would continue to go to institutions. The agreement was with Pueblo County so the funds would be paid to them and would need to be redistributed back to the taxing entities. The Public Utilities Commission (PUC) needs to accept the settlement agreement and it that was still pending. He said that in his consultation with other it could happen quickly but it may take a number of weeks if not months for it to be settled. He reminded the Trustees that this was an agreement to close the Comanche III plant 5 years early with an agreement to pay back to the County payments in lieu of the taxes due which was \$25 million per year. It's a little over \$1 million per year that the library district would see from that amount. Its closure would be very important to the library since its annual revenue was approximately \$12 million dollars.

He briefed the Board on the Library Trustee appointments. He shared that both Mr. Hodge and Mr. Quintana's terms would end on December 31, 2021. The process is slowly moving forward. It was on the City Council agenda for Monday, December 13th for them to appoint their committee of 2 council members. The County would also appoint 2 Commissioners to the committee. He's hopeful that the full committee would meet shortly after. Mr. Miller had been in contact with the appointing authorities to ensure the process proceeds smoothly.

Ms. Garcia asked if there were other applicants? Mr. Walker stated that there was a total of 4 applicants. He stated that he would forward the applications to the Trustees.

He finalized his portion of the meeting by wishing the Trustees a happy holiday season and thanked them for their service.

B. Friends of the Library Report

No report at this time.

C. Pueblo Library Foundation Report

No report at this time

D. Attorney Report

No report at this time.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the November 2021

Employment Changes as presented by the Executive Director.

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

Ms. Bregar made a Motion, seconded by Ms. Gairaud to ratify the November 2021 Employment Changes as contained in the Board materials. The motion was approved.

Mr. Walker commented that there three new hires. Three MHTs, one at Lamb, one at Pueblo West and one at Greenhorn Valley. The report had shown that Noah Simons was a new hire when in reality he was a separation, Mr. Walker asked the Board to make an update to that in terms of the motion. He also shared that Evelyn Lile was promoted to the Barkman Branch. He shared that IT employee Chris Currey was also a separation, he had found employment closer to his home in Canon City.

Both Ms. Gairaud and Ms. Bregar kept their motion with the changes to the employment changes report.

Mr. Quintana extended a thank you to Chris Currey on behalf of the Board.

F. Financial Report

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

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

Mr. Quintana made a Motion, seconded by Ms. Gairaud to ratify the November 2021 bills and accept the November 2021 fund statement as contained in the Board materials and published. The motion was approved.

Ms. Romero presented the combined balance sheet as of November 30th. She pointed out that the cash and investments was just over \$5 million. The COP payment was due and paid in November, this slightly decreased the cash holdings.

The capital projects fund also increased due to the transfer from the general fund to the capital project fund for items that were received for the capital campaign/Rawlings Renovation.

The prepaid amounts were getting higher as we moved closer to year end. There was minimal activity in the liability section.

She reported on the General Fund, Statement of Revenues and Expenditures. Since it was November PCCLD was 92% through the end of the year and that is where the report line item percentages are expected to be.

With regard to revenue, property tax was at 100%, Specific Ownership tax was at 93% and last year it was at 80%. She shared that PCCLD was doing well and felt they would exceed the budgeted amount for revenue.

Other items she reported on were:

Photocopier income was at 51% due to the fact that branches were now able to be open to the public. Total revenue was at 102% due in large part to Reading Pays, last year PCCLD's total revenue was at 98%.

Salaries/PERA were at 88% and total Personnel Expenditures were at 87%, which was very similar to 2020 numbers.

Ms. Romero broke the Materials Expenditures down into two portions. One portion was Library Programs which was at 276%. It was over budget due to the Reading Pays program and the amount that was paid out. The other portion dealt with Tech Services, Ms. Kleven adjusts the numbers to where it is being spent within the collections. It made it appear that some sections were under spent and others over spent but in reality the total in Tech Services was right at the expected budgeted amount.

Utility expenses were up slightly due to the fact that people were in the buildings more. The COP payments had been completed as of December. Total Facilities expenditures were at 94% and last year it was at 87%.

Operating expenditures were at 87% for this year and 80% for 2020. Contract services was at 90% and last year it was at 77%, this helped to increase the overall total.

Hardware repair and maintenance was at 42% compared to 30% in 2020. Technology supplies was at 87% and last year this percentage was at 154%. Total IT Expenditures was at 76% for the year and last year it was at 80%.

Revenue over expenditures for 2021 was at 110% and it was 80% in 2020.

Ms. Romero made note of the transfer out to the Capital Project Fund. The amount that was budgeted in the 2021 budget was \$980,000 which went towards the Master Facility Plan - \$800,000 and also the Library Replacement Plan - \$180,000.

The Capital Fund as of November 30, 2021. Total revenues collected were \$524,965, this amount was the transfers from the general fund into the Capital Projects Fund. That included \$130,00 for the E-Rate category II reimbursement items, \$200,000 in the Rawlings Foundation for the InfoZone, and \$211,000 for the Your Future Library capital campaign. Year to date was \$925,000 above the set budget.

Total expenditures in the Capital Fund mainly included expenses for the Rawlings renovation. They included \$15,000 to Flint Hills for the InfoZone, \$17,825 to AMD and \$289,000 to HW Houston.

Revenues over expenditures as of November 30th for the Capital Project Fund was \$531,115.

Ms. Romero gave a report on the payment history for November 2022. She highlighted a few line items that were not typical spending habits.

The Amazon account was higher due to the spending cut off date so everyone was purchasing items for their programs. There was a data base payment of \$12,500 for digital materials and a \$10,622 payment to Rocky Mountain Window Cleaning for the annual window cleaning at the Rawlings Branch.

Total payables were \$755,062.49.

Total payroll was \$395,955.56.

Other payables – COP payment - \$1,029,756.25

Grand Total of Expenditures for November - \$2,180,774.30

Ms. Romero reported on the P-Card transactions. She made note of the \$657 that was paid to Awards by Trophy City for the awards for the 48-hour Film Festival, it was a Friends grant expenditure. She reported that Jennifer Sullivan's card was compromised and the credit card company took care of the charges. Total P-Card transactions totaled, \$6,101.25.

V. BOARD COMMENT

No Board comments.

VI. PUBLIC COMMENT

No Public comments.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

A. Announcements

1. All libraries are closed all day on Sunday, December 19; Friday, December 24; Saturday, December 25; Sunday, December 26; and Saturday, January 1, 2022.
2. The next work session of the PCCLD Board of Trustees was scheduled for 2:00 p.m., Tuesday, January 18, 2022, at the Rawlings Library, 100 E. Abriendo, Pueblo CO. The next regular meeting of the PCCLD Board of Trustees was scheduled for 5:30 p.m., Thursday, January 27, 2022, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

B. Action/Discussion Items

1. Resolutions to Adopt the 2022 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2022 PCCLD Budget

OVERVIEW: The Preliminary 2022 PCCLD Budget was presented on October 15, 2021, and a public hearing on the Proposed 2022 Budget was held on November 18, 2021. An update report was presented on December 7, 2021, 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 2022 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2022 Annual Budget.

Ms. Bregar made a Motion, seconded by Ms. Garcia to adopt the following resolutions, as presented in the Board Materials

1. *Adopt the 2022 PCCLD Annual Budget*
2. *Set the Annual Mill Levy*
3. *Appropriate Funds for the 2022 Annual Budget*

The motion was approved.

Mr. Walker noted that there had been no changes to the resolutions since they were presented on December 7, 2021. Ms. Garcia asked if the resolutions needed to be read into the record? Mr. Miller stated that the entire resolution did not need to be read into the record, it was not

legally required. Mr. Walker mentioned that all of the full resolutions are accessible to the public via the PCCLD website.

2. Fund Transfer to Pueblo Library Foundation

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 7 to authorize the transfer of \$9,000 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 \$9,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

Ms. Garcia made a Motion, seconded by Ms. Gairaud to authorize the library administration to transfer \$9,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation. The motion was approved.

3. Rawlings Library Furniture Procurement

OVERVIEW: A report and recommendation was discussed by the Trustees on December 7 regarding procurement and installation of furnishings for the renovated Rawlings Library at an amount not to exceed \$640,771.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the Executive Director to award furniture procurement and installation packages to various vendors, as presented in the Board materials, at cost not to exceed \$640,771. This requires Trustee approval as it exceeds \$25,000.

Mr. Quintana made Motion, seconded by Ms. Bregar to authorize the Executive Director to award furniture procurement and installation packages to various vendors, as presented in the Board materials, at cost not to exceed \$640,771. This requires Trustee approval as it exceeds \$25,000. The motion was approved.

Mr. Walker reported that the various bids added up to \$15,000 less than the number presented at the December 7th work session. The \$640,771 added up to the various bid amounts plus the contingency fund of \$15,000.

4. Legal Representation

OVERVIEW: The PCCLD Trustees reviewed a letter agreement for general legal counsel at their work session on December 7.

RECOMMENDED ACTION: That the Trustees take action to authorize the Executive Director to enter into the letter agreement for PCCLD legal representation, as presented in the Board materials.

Ms. Garcia made a motion, seconded by Ms. Gairaud to authorize the Executive Director to enter into the letter agreement for PCCLD legal representation, as presented in the Board materials. The motion was approved.

Ms. Garcia voiced how pleased the Board was with Mr. Miller's services and thanked him.

5. Pueblo Library Foundation Board of Directors

OVERVIEW: The PCCLD Trustees reviewed a nomination to the Pueblo Library Foundation Board of Directors for Michael Voute, who is nominated to be reappointed for a three-year term to commence on January 1, 2022.

RECOMMENDED ACTION: That the Trustees take action to reappoint Michael Voute to a new full term as a member of Pueblo Library Foundation Board of Directors to commence on January 1, 2022.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to reappoint Michael Voute to a new full term as a member of Pueblo Library Foundation Board of Directors to commence on January 1, 2022. The motion was approved.

Mr. Quintana reiterated his comments from the previous Board meeting that PCCLD was lucky to have Mr. Voute willing to serve on the Foundation Board the Library District and our community. He was happy Mr. Voute wanted to continue to help us.

6. 2022 Holiday Dates

OVERVIEW: The Trustees reviewed the proposed 2022 PCCLD holiday closures at Trustee work sessions in November and December.

RECOMMENDED ACTION: That the Trustees take action to approve 2022 scheduled holiday closures, as included in the Board materials.

Mr. Quintana made a Motion, seconded by Ms. Bregar to approve the 2022 scheduled holiday closures, as included in the Board materials. The motion was approved

Mr. Quintana made note that these dates included June 19th as the Juneteenth holiday.

7. RFID Library Solutions

OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$38,800 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract.

RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into the three-year agreement and pay \$38,800 for support and maintenance in 2022 to RFID Library Solutions, as presented in the Trustee packet. This requires Trustee approval as it exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to enter into the three-year agreement and pay \$38,800 for support and maintenance in 2022 to RFID Library Solutions, as presented in the Trustee packet. The motion was approved.

8. Bibliotheca

OVERVIEW: The Trustees heard a recommendation at their December 7 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 \$55,583 to Bibliotheca for maintenance and support services in 2022, as presented in the Board materials. This requires Trustee approval as it exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Mr. Quintana to pay \$55,583 to Bibliotheca for maintenance and support services in 2022, as presented in the Board materials. The motion was approved

9. Laptop Procurement

OVERVIEW: The Trustees discussed a report and recommendation to procure public-use laptops for the Rawlings Library from Dell Technologies. This requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees take action to authorize PCCLD to procure 48 units of Dell Latitude 5400 I5 Processor laptops from Dell Technologies at a cost of \$38,611, as presented in the Board packet.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to authorize PCCLD to procure 48 units of Dell Latitude 5400 I5 Processor laptops from Dell Technologies at a cost of \$38,611, as presented in the Board packet. The motion was approved.

10. Koha Integrated Library System

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$43,600 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2022. This requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$43,600 for services in 2022, as presented in the Board packet.

Mr. Quintana made a Motion, seconded by Ms. Garcia to authorize paying ByWater Solutions \$43,600 for services in 2022, as presented in the Board packet. The motion was approved.

11. Letter

OVERVIEW: The Trustees reviewed a draft letter at their December work session to the Pueblo Board of Health regarding COVID-19 and agreed that a revised letter be prepared for review.

RECOMMENDED ACTION: That the Trustees take any action desired with regard to the revised letter.

Mr. Quintana moved to have this item be tabled to a date uncertain, this was seconded by Ms. Bregar and Ms. Garcia.

Mr. Quintana stated that he moved to table this item so that the Trustees could take more time to consider the options. Mr. Walker was in full agreement to table this item.

X. ADJOURNMENT

Prior to adjournment of the meeting Mr. Quintana stated that there were 4 voting members present at the meeting, they included: Mr. Quintana, Ms. Gairaud, Ms. Bregar and Ms. Garcia which provided the quorum needed to take action. One Trustee was missing, Mr. Mancha and two Trustees were absent, Ms. Martinez and Mr. Hodge. Historically the President does not vote but in order to take action he did vote.

Ms. Gairaud made a motion to adjourn the meeting and it was seconded by Ms. Garcia. The meeting was adjourned.

Respectfully submitted by,
Rose Jubert
Secretary to the Board