

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
5:30pm, February 25, 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: REGULAR MEETING**

The regular session of the Pueblo City-County Library District Board of Trustees was called to order via teleconference at 5:31 p.m. by Fredrick Quintana, President. Mr. Quintana asked Rose Jubert to conduct roll call. Mr. Quintana made note that there was a lack of quorum, he shared that Mr. Hodge would not be in attendance and that Ms. Garcia would be late. He shared that he would proceed with the meeting and would not discuss action items until a quorum was present.

Board Members Present: Fredrick Quintana, President  
Marlene Bregar  
Lyndell Gairaud  
Stephanie Garcia  
Phil Mancha  
Doreen Martinez

Board Members Absent: Dustin Hodge, Vice President

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  
Jill Kleven, Director of User Services  
Nick Potter, Director of Community Relations & Development  
Amy Nelson, Director of Rawlings Library & Customer Experience  
Robert Childress, Director of IT  
Regina Renee Ward, Reference & Readers Manager  
Chris Currey, Jr. Systems Administrator  
Erik Segall, President Friends of the Library  
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.

No changes.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on January 28, 2021, and the Library Board of Trustee work session held on January, 19, 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 January 28, 2021, and January 19, 2021, respectively.

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

## **IV. REPORTS**

### **A. Executive Director Report**

Jon Walker – Mr. Walker introduced Nick Potter, Director of Community Relations & Development. Mr. Potter reported on the development side of his job.

Nick Potter – Mr. Potter presented a recap of the last Library Foundation meeting report. This report included the Foundation's 4<sup>th</sup> quarter financials and fundraising efforts for 2020. He shared that 2020 started out strong and then Covid hit along with panic wondering if their fundraising goal could be met. Thankfully things turned around quickly for the better.

Mr. Potter stated that at the start of 2020 they wanted to send out annual giving appeals, consistent mailers that included news updates and information for library stakeholders and supporters that asked for their continued support. Mr. Potter shared that there were a few grants that were targeted to include the NEA Grant that was used for the Summer reading program. He stated that there were ideas that were planned from the beginning of 2020 and some were opportunities that came about along the way.

#### *2020 Grant Success*

Mr. Potter reported that there were a lot of people that provided funding/fundraising support and grant writing skills and he acknowledged and thanked them. He shared a 2020 grant success page and reviewed the fully and partially awarded grant totals. He reported that in 2020 the Library had submitted 25 grant applications for a total of \$1.85 million and were awarded \$1.35 million in grant fund. That was a 73% success rate! Some of the grants were Covid relief fund grants, some were capital infrastructure grants and some were digital equity grants. He said that the digital equity grants, like the one from the Housing Authority, were used for hotspot access to their members. The Packard Foundation grant was a huge gain at \$177,090. The largest grant was provided by DOLA –Department of Local Affairs and was a part of the Covid Relief Package, \$500,000.

#### *End of Year Activities*

Mr. Potter said that an end of year mailer appeal was sent out and it recapped 2020. This soft ask provided the Library a forum to present to stakeholders and past donors all the 2020 successes to include, digital infrastructure, the Summer reading program, and speaker Tim O'Brien & the All Pueblo Reads event. He reported that \$9,000 was raised in the mailing appeal. Colorado Gives Day was paired with this effort and raised an additional \$2,614.58.

Mr. Potter commented on the historical comparisons of the Library's fundraising efforts. He stated that when he started at the Library he wanted to create an annual giving platform that consistently communicated with the donors outside of the newsletter. This gave the donor the opportunity to give but also provided information about the Library. He shared that in 2018 there was success when the Library was deemed one of America's Best Libraries. He noted the dip in funds in 2019 but reported that 2020's end of year figures far surpassed the other years end of year activities.

#### *Year to Date Revenue Comparison*

Mr. Potter provided comparison figures from 2017-2020. 2020 started off with a below average first quarter. The second through fourth quarters hit a stride and 2020's 4<sup>th</sup> quarter garnered the largest fundraising dollar amount within the Foundation. The year-end total for 2020 was \$1,316,710.02 as compared to \$188,520.06 in 2017.

#### *Your Future Library*

Mr. Potter announced that this year springboards into the capital campaign and the Rawlings renovation. He showed a rendering of the library that would act as the new logo for the campaign. The logo was created by local artist Sophia Fernandez-Healey. The campaign would be titled "Your Future Library". He shared that this was an \$11 million project, \$9 million would come from Library Funds, \$1.5 million would come from private funds and \$500,000 would come from NEH funds. He shared that there would be a \$2 million fundraising goal part of that would be a matching grant from NEH, for every dollar raised 33 cents would be matched. This campaign would launch on April 27, 2021. Mr. Potter reported that at this time \$1.25 million of the \$2 million had already been raised. He reviewed the campaign timeline. He said that in order to launch the campaign a few items needed to be completed. These items include the end of the design development phase in order to provide renderings of the new building to donors and finalized campaign materials which are slated to be completed in early April. He shared

miscellaneous activities that would be done once the campaign was launched. These activities included, development of a campaign website, marketing materials and naming opportunities. He and Mr. Walker had been working with larger, potential donors.

## **B. Friends of the Library Report**

Erik Segall, President, Friends of the Library – Mr. Segall shared that the Friends of the Library had a meeting on February 16, 2021. He reported on the highlights of the meeting.

-Presentation by the Lucero Branch Teen Librarian, Kristi Roque. Ms. Roque presented the arts and crafts projects they had been conducting during the pandemic.

-Book overflow. There was a discussion about book overflow at the Books Again store. Due to the pandemic people had stopped shopping the store and there was now a surplus of books filling the store. A committee was formed to discuss what to do with the surplus books. Mr. Segall reported that children in Tanzania were in need of books so some of this surplus may go to them.

-Mr. Stewart gave a quarterly report on the finances. A check for \$13,000 was received for the quarter.

-Sales were down 40% from the usual sales.

-The bookstore changed their hours of operation and are now open until 4pm. Hours are 10am – 4pm.

-Friends of the Library reported having 1111 members.

-There were 3 writing contests made available for Pueblo school district children.

-Project selection would take place at the next meeting, the annual selection would be provided to the Trustees at the next Board meeting.

Doreen Martinez – Ms. Martinez stated that she would reach out to Mr. Segall with regard to the overflow of books. She said that she had some ideas.

Marlene Bregar – Ms. Bregar offered the idea of sending some of the book overflow to prisons. She said that she had a contact person and would give the information to Ms. Jubert to share. She also asked if the writing contests were provided to the private schools. Mr. Segal stated that they were.

## **C. Pueblo Library Foundation Report**

Lyndell Gairaud – Ms. Gairaud reported that the Foundation met with the advisor from Raymond James, Mr. Salardino. He provided a year review on the Foundation's investment portfolio and reported that the Library's investments earned \$27,626.12 as of year-end which brought the portfolio to a total of \$275,685.82. A forecast for the economy was provided so the Trustees had knowledge and insight into next year on any possible situations that may arise with the stock market.

Ms. Gairaud shared that a fundraising report and end of year review was given by Mr. Potter, the same report that he provided at today's meeting. 2020's total fundraising revenue was \$1,316,710.02. The funds raised in 2020 were a steep increase from previous years. It was a great fundraising year for the Foundation and PCCLD as a whole.

Ms. Gairaud shared that Mr. Potter provided a progress report on the Leadership Academy. The learning modules were currently being created. Outreach and recruitment would begin in April.

A report on the fundraising efforts for renovation was reviewed and \$2 million was the goal amount to be raised for the project. \$1.25 million had already been raised.

Ms. Gairaud gave a huge thank you to Mr. Potter.

#### **D. Attorney Report**

Bart Miller – Mr. Miller followed up on the topic of appointment and reappointment of Library Trustees. He had reached out to City attorney, Dan Kogovsek and the Pueblo County Attorney, Cynthia Mitchell and ask them if they were ok with him drafting an inter-governmental agreement between the Library District, the City, and the County. He stated that the statutes mandate that the Library have an inter-governmental agreement and there was supposedly one but no one could seem to locate it. The agreement was referenced in past resolutions between the 3 entities but the actual agreement was never found.

Mr. Kogovsek and Ms. Mitchell were ok with Mr. Miller drafting an amended agreement that recognized the fact that this situation had existed for a long time. Mr. Miller would get input from the City and the County on this agreement. He said that before he would provide a draft to the City and the County he would have it vetted through senior Library staff.

Marlene Bregar – Ms. Bregar asked if there would be other things that would go into the agreement other than the selection of trustees?

Bart Miller – Mr. Miller said that the statutes called out a number of things that could be in the agreement but they don't specify what had to be in the agreement. He said that he spoke to the City Attorney and they agreed that the real issue that required interaction between the three entities was the selection of the Trustees. He added that in the distant past there were agreements that involved property but since then the property had been deeded over to the Library. He added that the three entities operated separately so the only real agreement that was needed involved the selection of Trustees.

#### **E. Employment Changes**

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

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

*Ms. Gairaud made a Motion, seconded by Ms. Bregar to ratify the January 2021 Employment Changes as contained in the Board materials. The employment changes were unanimously approved.*

Jon Walker – Mr. Walker pointed out the list of branch librarians who had taken on additional responsibilities as assistant branch managers. He stated that with this change there would be resiliency and a backup person to the manager in place to ensure there was strength and depth in terms of management.

Security supervisor – Robert Larsen, Library Security was promoted to this position.

Lyndell Gairaud - Ms. Gairaud question if Dian Logie was still managing both the Lucero and Lamb branches?

Jon Walker - Mr. Walker reported that Jennifer Tozer was transferred into the Lamb Branch Manager position leaving the Greenhorn Branch Manager position vacant. Linda Lewis was hired for the Greenhorn Branch and would be formally introduced at the next Board meeting. He shared that Ms. Lewis came to the Library from the Glenwood Springs area. He shared that Ms. Logie had done a great job during the transition.

Lyndell Gairaud – Ms. Gairaud asked if the Trustees could discuss at the next meeting some type of thank you or recognition for Ms. Logie?

#### **F. Financial Report**

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

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

*Ms. Bregar made a Motion, seconded by Mr. Macha to ratify the January 2021 bills and accept the January 2021 fund statement as contained in the Board materials. The January 2021 bills were ratified and the January 2021 fund statement was contained in the Board materials were approved by the quorum in attendance.*

Alexandria Romero – Ms. Romero reported on the January 2021 bills and fund statement.

Balance sheet – General Fund

Ms. Romero pointed out the strong cash position. She reported that typically in January funds are transferred from COLA trust reserve fund to be able to cover general operations, this year the funds did not need to be transferred. The amount in the COLA trust reserve fund was \$1.4 mill even after the January bills and payroll were paid. She shared that items for 2022 had already been prepaid.

Liabilities

Ms. Romero shared that the liabilities were a timing difference between when the payroll was initiated and when the payments were made.

Balance Sheet – Capital Projects Fund

Assets – Accounts Receivable

Ms. Romero reported that \$220,000 was received from the Rawlings Foundation.

General Fund Statement of Revenues and Expenditures.

Ms. Romero said that at this point in the year the Library should have spent 8.33% of the budget.

Revenues

Ms. Romero noted that there were no figures for the property tax and specific ownership tax this was because the January collections were received in February.

Variances - January 2020 fees were a little larger because they were pre-pandemic.

Expenditures-Personnel

-Ms. Romero shared that most of the expenditures are at the 8.33% spent which was typical for the month of January.

-Workers Compensation was at 84% spent because it was paid for the entire year.

-Employee training still down due to the pandemic.

-Total - 7% spent on personnel this was same as 2020

Expenditures - Materials

-Books – (\$459) – Ms. Romero reported that the negative figure was due to a timing difference with an accrual journal entry. A journal entry was entered before expenses were input.

-Periodicals - 86% spent - This was due to yearly subscriptions that were paid up front.

-Total 8% spent on materials and in 2020 – 13% was spent.

Expenditures - Facilities

Ms. Romero commented that the figure was typical to prior years.

–Insurance – 91% spent – This expense was paid for the entire year.

-Rent – 16% spent – This percentage was due to a timing difference, both January and February payments would show up in February reports.

### Expenditures – Operating

Ms. Romero reported that the percentages were similar from the prior years.

Total operating expenditures were currently at 18%, last year at this point they were at 14%. This slight increase was due to items that were paid on an annual basis.

### Expenditures – IT

Ms. Romero reported that the only item of note was the technology contract service line item at 73%. This percentage was high due to RFID and Bibliotheca subscriptions annual payment.

Stephanie Garcia – Ms. Garcia commented that these figures were pre-Covid, in March it would be more of an apples to apples comparison. She assumed that was why money did not have to be transferred.

Alexandria Romero – Ms. Romero agreed. She attributed the good fortune to the \$1.7 million that was put into the Fund Balance the end of 2020. Part of that money would be a general transfer to the capital fund in 2022. She also noted that expenditures were less in 2020 in several areas so the budgeted cash was not used.

Stephanie Garcia – Ms. Garcia asked if the budget had been changed to accommodate additional digital items?

Alexandria Romero – Ms. Romero said that budget had looked at those specific items some of the other items were kept at a pre-Covid budget amounts in case they could do more of them in 2021, they did not want to under budget and then need to amend the budget. They conservatively looked at what would typically be spent and also factored in the increased digital items.

Stephanie Garcia – Ms. Garcia typical for the library to do budget amendments throughout the year?

Sherri Baca – Ms. Baca commented that in the past 5 years they had not had to do a budget amendment. She said that the level that the Library watched their expenditure versus budget is at the fund level not at the line item level, ex. its ok for contract services to go over budget but it's not ok for total expenditures to go over budget. She shared that budget amendments were very rare.

Stephanie Garcia – Ms. Garcia questioned the rent line item and asked for clarification. Ms. Baca said that it was rent for the Books Again bookstore – the Friends of the Library book store who utilized about 2/3<sup>rd</sup>'s of the building the rest was used for storage.

### Capital fund

Alexandria Romero – Ms. Romero shared that there was not much activity, there was only some interest income which was typical for January. Once the Rawlings renovation gets underway, more activity would show up on the report.

### Payment History Report

Alexandria Romero – Ms. Romero gave the highlights of the report.

#### Checks

- UMB Card Service – Purchasing Cards – This was less than typical months due to the spending period cut off time.
- CSD Pool – Insurance - \$97,197
- Freegal – Subscription - \$31,025
- Verizon Wireless – 150 Hotspots were purchased along with 2 months of service which was part of the start-up package agreement. - \$23,852.98. This cost was covered by the Packard Grant.

### Expenditure Report

#### Payables

Paper Checks	\$390,392.58
Bill Pay	
AVCH Payments	\$71,279.61
TOTAL PAYABLES	\$461,672.19

## Payroll

Ms. Romero reported this was a 2 pay period month for a total of \$424,273.17.

Total outlay of cash was - \$885,945.36.

Phil Mancha - Mr. Mancha was struck by the fact that the payroll PERA was more than either of the payroll periods.

Alexandria Romero – Ms. Romero said that the amount was more than just PERA it was taxes & fees.

Stephanie Garcia – Ms. Garcia asked what was the Library District's PERA match?

Ms. Romero stated it was 14.22%.

## P-card Transactions

Ms. Romero said that there was nothing of note to report due to the spending cutoff period.

Marlene Bregar – Ms. Bregar asked how the District got by with only paying \$18.94 to Black Hills Energy for the Lucero Branch.

Alexandria Romero – Ms. Romero stated that she would look further into this and get some answers.

Jon Walker – Mr. Walker said that they had seen an all-time low in electricity bills at the Lucero Branch. He said that Black Hills had taken the Lucero Branch up as a special case and supported it in various ways on an ongoing basis. In the past Black Hills had donated the mosaic tile for the Lucero Branch.

## V. BOARD COMMENT

Marlene Bregar – Ms. Bregar reported that she and Amy Nelson sat in on the final public meeting for the renovation and repurposing of Union Avenue and Main Street. She reported that one of the reasons for the renovation/repurposing was to decrease the traffic on Union Avenue and divert it to Main street. One item in the plan was to put in a designated right turn lane at Church Place to be used as a conduit to Main Street.

Ms. Bregar wanted this on the Trustee's radar and said that this is just in the planning phase but should it happen she hoped the City would be responsive. She felt the Library should have some input because the entrance to Books Again book store and the Library parking lot entrance are both located on Church Place.

Ms. Bregar commented that she attended a Zoom meeting by Crystal Schimpf – Colorado Public Library Specialist. It was a Board introduction meeting. She said that she, Kayci Barnett, and Ms. Baca were working together on access to training for Trustees. The trainings would focus on Board development and are free of charge. Ms. Bregar had a time set up time with Ms. Schimpf to discuss meeting access, and to see if these trainings could be viewed at a later date. She had asked Ms. Schimpf if she had sample MOU's for the use of developing an agreement with the City and the County. She said the conversation was very interesting.

Doreen Martinez – Ms. Martinez thanked the Board for the plant that was given to her as thanks for her service as President to the Board for past years.

Stephanie Garcia – Ms. Garcia had attended a class on sexual abuse mandated by her employer. She asked if the Library District had this same requirement for staff due to liability insurance or just as professional development?

Jon Walker – Mr. Walker said that there was no District-wide requirement. He did say that the Library does have an active training and development program through Special Districts Association. Ms. Daly oversees this training, if the Library had 100% participation the Library District would get a significant payback on insurance. He shared that one of the options was a module that dealt with sexual harassment. This course was not a requirement but was an option from a menu of training options.

Stephanie Garcia – Ms. Garcia said that the training was on sexual abuse not harassment and she thought since staff dealt with children it would benefit them. She said the training was outstanding and past sex offenders contributed to the training. She felt it was well worth the investment. Ms. Garcia offered to forward contact information to Mr. Walker.

Jon Walker – Mr. Walker shared that Librarians are not mandatory reporters as documented under Colorado revised statutes but in terms of the mentioned training is sounded like something the Library should look into.

## **VI. PUBLIC COMMENT**

None

## **VII. OLD BUSINESS**

None

## **VIII. NEW BUSINESS**

### **A. Announcements**

1. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, March 16, 2021. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 25, 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. Internet Service Provider**

OVERVIEW: The Board of Trustees reviewed a report and recommendation for PCCLD's Internet Service Provider at their February 16 work session.

RECOMMENDED ACTION: That the Trustees approve action authorizing PCCLD administration to enter into contract with ENA Services, Inc., for 5 GBPS bulk Internet services as proposed to commence July 1, 2021, at a cost of \$1450 per month for a three-year term. This proposal complies with USAC rules and qualifies PCCLD for ERATE discounts.

*Ms. Martinez made a Motion, seconded by Ms. Bregar authorizing PCCLD administration to enter into contract with ENA Services, Inc., for 5 GBPS bulk Internet services as proposed to commence July 1, 2021, at a cost of \$1450 per month for a three-year term. This authorization was unanimously approved.*

Robert Childress - Mr. Childress finalized the reference checks and everything checked out. He recommended that the Library proceed with ENA.

#### **2. 2021 Property Disposal Request**

OVERVIEW: The Board of Trustees reviewed a recommendation to approve a property disposal request at their February 16 work session.

RECOMMENDED ACTION: That the Board of Trustees approve the 2021 Disposal of Property Request presented for the disposal of discarded collection materials as designated retroactive to January 1, 2021.

*Mr. Mancha made a Motion, seconded by Ms. Gairaud to approve the 2021 Disposal of Property Request presented for the disposal of discarded collection materials as designated retroactive to January 1, 2021. The disposition of materials was unanimously approved.*

#### **3. 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.

The Board entered into executive session via virtual breakout rooms.

*Ms. Bregar made a Motion, seconded by Mr. Mancha and Ms. Martinez to move into executive session. The Board entered into executive session at 6:49pm.*

The Board reconvened at 7:39pm.

Stephanie Garcia – Ms. Garcia made a statement and motion when the Board returned from executive session. She said that the Board of Trustees had met to review the performance of the Library's executive director, Jon Walker. She shared that the Trustees had unanimous confidence in his performance.

Fredrick Quintana – Mr. Quintana thanked Mr. Walker for the worked he had done and that he had not gone unnoticed in a year that could have been detrimental it turned out to be very successful.

*Ms. Garcia made a motion seconded by Mr. Mancha to have Executive Director Jon Walker's salary increased to \$162,240 effective January 1, 2021. The increase was unanimously approved.*

## **IX. ADJOURNMENT**

*Ms. Gairaud made a motion to adjourn the meeting. Mr. Quintana adjourned the meeting at 7:41pm.*