

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 23, 2020**

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 5:30 p.m. in the Ryals room at the Rawlings Library.

Board Members Present:	Doreen Martinez Marlene Bregar Fredrick Quintana Stephanie Garcia Lyndell Gairaud Phil Mancha
Board Members Absent:	Dustin Hodge
Attorney Present:	Doug Gradisar via phone
Staff & Guest Present:	Sherri Baca – Chief Financial Officer Terri Daly – Human Resources Manager Sean Miller – I.T. Department Sara Rose – Chief Operating Officer Jon Walker – Executive Director Sonya Fetty – Executive Assistant/Board Secretary Nick Potter – Director of Community Relations

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

Jon Walker

I would like to request that we add item VIII.B.10 for an Executive Session. It would be for the Board of Trustees to enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations (24-6-402(4)(e)).

Doreen Martinez

OK, we will add that item.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on December 10, 2019 and Minutes of the Regular Library Board meeting held on December 12, 2019 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- ☐ Minutes of the Library Board Work Session held on December 10, 2019
- ☐ Minutes of the Regular Library Board meeting held on December 12, 2019

Fredrick Quintana made a motion to approve the minutes of the Library Board Work Session held on December 10, 2019. Marlene Bregar seconded the motion.
All in favor 6-0.

Stephanie Garcia made a motion to approve the minutes of the Regular Library Board meeting held on December 12, 2019. Phil Mancha seconded the motion.
All in favor 6-0.

IV. REPORTS

A. Executive Director Report

Nick Potter, Director of Community Relations and Development, will present a summary report on 2019 All Pueblo Reads.

Nick Potter

All Pueblo Reads had about 233 events in five weeks. This year we had a great 2019 All Pueblo Reads. The book that we featured was "In the Time of the Butterflies" by Julia Alvarez. If you look, the logos that we created correlated with the book. We worked with CSU-Pueblo's Arts and Graphic Design departments. The students got the opportunity to work on a professional logo and that is where the whole process really starts is with the logo design. The works that we featured this year again was "In the Time of the Butterflies", but that book is meant for more adult or high school level readers. She also has a young adult book that is entitled "Before We Were Free" and we also brought a young adult book that was more for 1st through 3rd grade entitled "Miguel and the Amazing Alebrijes" by Roni Capin Rivera-Ashford. That book is actually the accompaniment book to "Coco". The writer of this book is not from Pueblo, but she graduated from CSU-Pueblo. She was approached by Disney after she won an award for children's literature. All Pueblo Reads was a five weeklong event and the kick off was October 4th. We had events pretty much every single day until the conclusion on November 5th. The kick off on October 4th was the largest kick off that we have ever had. Part of that was because we coupled it with an art exhibit opening title "Return of the Corn Mothers". That brought about 1200 people into the library. The Booklovers Ball was November 8th and in conjunction with that, we did a private reception for the Boys and Girls Club. We had about 60 Boys and Girls Club students that had a private reception with Julia Alvarez. Black Hills Energy sponsored that event. Each of those students got a copy of "In the Time of the Butterflies" and "Before We Were Free", thanks to the sponsorship from Black Hills Energy. We then had a "Public Author Talk" on November 9th with Julia Alvarez that was free and open to the public. This year was also the most sponsorships that we have received. It was also the second highest circulation total. Almost 9,000 circulations went out. That is not just people who check out library books or DVD's but it is also the classroom copies that we purchased. This is also the most events that we have ever had in the All Pueblo Reads Program. Another thing that was huge was the NEA Grant (National Endowment for the Arts) that we received. We applied for \$12,000 and they instead gave of \$15,000. We also had a grant from the Ryals Foundation for an Early Literacy Grant. Some of the money was to be able to bring an author here, so we used that money to bring Roni Capin Rivera-Ashford from Tucson. She visited Columbian Elementary School and Villa Bella Expeditionary School which are two completely different schools. It was a privilege to take her to both schools. At Columbian Elementary school we purchased over 600 books for the students and faculty. We gave the books out about two weeks ahead of her visit. We also provided crafts that went along with the book. Villa Bella is a smaller school and is only kindergarten through 3rd grade. The Booklovers Ball is a huge beast in and of itself. This year we took a different approach on how we decorated and did our program. We were able to get all of our alcohol donated. The table wine was the only thing we paid for. Big Bear gave us a good price and provided labels for the wine bottles that were customized to our event. We also rented more chairs so that the seating could be roomier and not so congested. We got very good feedback regarding all the changes we made. Total gross private dollars raised was \$56,096.23 which was the most financially successful year to date. The event also had the second most tickets sold and like I previously stated, the second most donations received. Tickets sales are always very volatile. It all depends on the author and how popular they are, so sponsorships are really a way to help control how many people are coming. Then with a popular author, that is just icing on top. The other thing that is really important to look at in terms of our numbers are circulations. Our young adult book is important as well. All Pueblo Reads is really about trying to get people to talk about one conversation, one book and one topic during the month of October. The 2020 book has already been selected. The book is going to be "The Things We Carried", by Tim O'Brien. If you are not familiar with that book, it's a book about the Vietnam War. 2020 is actually the 30th anniversary of the book. The book was selected with a new selection committee. We really tried to work on getting a good sample of the community for the selection

committee. We have a representative from CSU-Pueblo, PCC, District 60, District 70, as well as two members of the Board of Trustees. We also have library representation on the committee. We had to run really quick with the selection for 2020 because the NEA Grant is due on Wednesday. "The Things They Carried" is a NEA book, and it was actually our top choice. We had six books we were looking at, and so we have our next two years also picked out. We are also going to be able to bring the author, Tim O'Brien, here the weekend before Veteran's Day. Please save these dates. The Booklover's Ball will be November 6, 2020 and the public talk will be November 7, 2020. There will be a lot more information to come, we are about nine months out. *(Nick Potter also gave thanks to Trustees for flower arrangement they sent him in November when he lost his father.)*

Marlene Bregar

I would like to make a suggestion. I don't know if you are aware that there is a small Veteran's Memorial in Avondale and there is a group of people who take care of that. They also help with the Veteran's Day parade that they have in Avondale. They are really a unique group of people and I think they would be a good group to include in the event or participate in some way. Let me know if you would like contact information for that group.

Jon Walker

You can tell that things are in good hand with Nick (Potter). Thank you Nick for all that you have been doing. A lot of great work in a really short period of time. I want to inform the Trustees that we did get the bill for the election. It has been paid, it was \$30,194.27. Lastly from me, we are in the process now to select architectural design services for the renovation of the Rawlings Library. I appreciate Dr. Mancha and Mr. Quintana helping out with that process. The selections will ultimately come back to you as Trustees for approval. We will be reaching out to select a general contractor as well.

B. Friends of the Library Report

Doreen Martinez

I did meet with the Friends of the Library earlier this week, and there are several vacancies on their board. Although no decisions have been made, it sounds like there will be some structural changes in their leadership. There are a couple of people who are potentially stepping down just because of family obligations. I always think it is nice to have some cross representation. There is nothing in the Friends' Bylaws, I believe, that says we have to have a Trustee sit on that board. In the past we were always fortunate because Jim Stuart was a steadfast member with his involvement with the book store, so we were always abreast on what was happening on the Friends Board. They have five vacancies potentially coming open. If there is an interest, it is a pretty easy board to serve on. They meet once a month, typically at lunch time for an hour. If you know of anyone who might be a good fit for that board, please send their name my way. *(Discussion amongst Trustees.)*

C. Pueblo Library Foundation Report

Lyndell Gairaud

We had our first quarterly meeting of the year in January. We had moved the October meeting to November so that we could get an update from All Pueblo Reads. We had our investment guides at the meeting in January and they gave us a report on our financial status. They made some recommendations about adjusting our investments a little bit, which caused some discussion. If anyone would like more specific details about where we stand with everything, contact Nick (Potter) or contact me. We did nominate Gala White from the Foundation Board and Eileen Arnot from the Friends Board for the Outstanding Women's Award.

D. Attorney Report

None

E. Employment Changes

OVERVIEW: The Board is asked to ratify the December 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the December 2019 Employment Changes as contained in the January 23, 2020 Board materials.

Fredrick Quintana made a motion to ratify the December 2019 Employment Changes as contained in the January 23, 2020 Board materials. Marlene Bregar seconded the motion.

All in favor 6-0

F. Financial Report

OVERVIEW: The Board is asked to ratify the December 2019 bills and accept the December 2019 Fund Statements. Sherri Baca, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

RECOMMENDED ACTION: That the Library Board ratify the December 2019 bills and accept the December 2019 Fund Statement as contained in the January 23, 2020 Board materials.

Sherri Baca

This is a preliminary financial statement for the year ending 2019. You will see here that these are preliminary figures as of December 31st, but the key word is preliminary. The reason for that, is we close our December month end but then we do a lot of right-up work in preparation for the audit. The auditors will be here with us next week. One good thing is, every first quarter, the Library District is typically dipping into the Reserve Funds to make ends meet. What you see here though, is that at the end of December our Cash Holdings are stronger than typical. There is about \$500,000 more there than normal. So the good news is, I don't think we need to tap into reserves much this first quarter. *(Sherri Baca went through all the posted financial statements with the Trustees.)*

Stephanie Garcia made a motion to ratify the December 2019 bills and accept the December 2019 Fund Statement as contained in the January 23, 2020 Board materials. Marlene Bregar seconded the motion.

All in favor 6-0

V. BOARD COMMENT

None

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- ☐ The Library will be closed Monday, February 17, 2020, for the President's Day holiday. Staff will be attending an all-day staff development program on this date. Trustees are invited to a special staff recognition event to be held at 8:00 a.m. at the Rawlings Library in the Ryals Room.
- ☐ The next regular Work Session is scheduled for Tuesday, February 18, 2020 at 2:00 p.m. at the Rawlings Library in the Ryals Room.
- ☐ The next regular Board meeting is scheduled for Thursday, February 27, 2020 at 5:30 p.m. at the Rawlings Library in the Ryals Room.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Board discussed this process at the January 14, 2020 Work Session.

RECOMMENDED ACTION: That nominations for President and Vice President of the PCCLD Board of Trustees be made and an election held.

Fredrick Quintana made motion to nominate Doreen Martinez to serve as President and Stephanie Garcia to serve as Vice President of the PCCLD Board of Trustees. Phil Mancha seconded the motion. All in favor 6-0

2. Appointment of Library Board Secretary

OVERVIEW: The Trustees have discussed appointing the Executive Assistant to the Executive Director to also serve as the Secretary to the Library District Board of Trustees.

RECOMMENDED ACTION: That the Library Board ratify the appointment of the Executive Assistant to the Executive Director to also serve as the Secretary to the Library District Board of Trustees.

Lyndell Gairaud made a motion to ratify the appointment of the Executive Assistant to the Executive Director to also serve as the Secretary to the Library District Board of Trustees. Marlene Bregar seconded the motion. All in favor 6-0

3. Selection of 2020 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations have been discussed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the dates, times and locations for the 2020 regular meetings and work sessions, as presented and discussed at the January 14, 2020 Work Session.

Marlene Bregar made a motion to approve the dates, times and locations for the 2020 regular meetings and work sessions, as presented and discussed at the January 14, 2020 Work Session. Fredrick Quintana seconded the motion. All in favor 6-0

4. Posting 2020 PCCLD Board of Trustees Meetings Notices

OVERVIEW: The Trustees adopted a resolution in 2013 establishing the Rawlings Library's community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees which was discussed at the January 14, 2020 Work Session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate the community bulletin board at the Rawlings Library, 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website (www.pueblolibrary.org) as the two public places for posting of notice of meetings for the PCCLD Board of Trustees for calendar year 2020 and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

Lyndell Gairaud made a motion to approve the designate the community bulletin board at the Rawlings Library, 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website (www.pueblolibrary.org) as the two public places for posting of notice of meetings for the PCCLD Board of Trustees for calendar year 2020 and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings. Stephanie Garcia seconded the motion. All in favor 6-0

5. Outstanding Women Awards

OVERVIEW: PCCLD's Outstanding Women Awards are scheduled to take place on March 13, 2020, and nominations from the Board of Trustees will be considered. RECOMMENDED ACTION: That the PCCLD Board of Trustees provide a nomination(s) for the Outstanding Women Awards.

Doreen Martinez

I have not heard from anybody and I do not have a particular recommendation this year.

Jon Walker

My recommendation would be that the Board authorize you (Doreen Martinez) to work with me to figure out a nomination. We can make the nomination and then inform the Board of that. *(Discussion amongst Board on the recommendation.)*

Doreen Martinez

I will have a meeting with Jon (Walker) and then I can inform every one of the nomination via email.

6. Salary Range Pay Modification

OVERVIEW: Terri Daily, Director of Human Resources, presented at the PCCLD Work Session on January 14, 2020 recommendation for adjusting the Customer Service Representative (Associate B) pay range.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the recommendation for adjusting the Associate B pay range as presented on January 14, 2020, from \$12.75 to \$15.55 per hour effective retroactively from January 1, 2020, forward.

Marlene Bregar made a motion to approve the recommendation for adjusting the Associate B pay range as presented on January 14, 2020, from \$12.75 to \$15.55 per her effective retroactively from January 1, 2020 forward. Fredrick Quintana seconded the motion.

All in favor 6-0

7. Correction of Scrivener's Error

OVERVIEW: The Trustees reviewed a scrivener's error to be corrected in the 2020 Budget Resolution.

RECOMMENDED ACTION: That the PCCLD Board of Trustees instruct staff to correct the scrivener's error in the 2020 Budget Resolution to show the correct date of October 15, 2019, when the proposed budget was presented to the Trustees.

Phil Mancha made a motion to instruct staff to correct the scrivener's error in the 2020 Budget Resolution to show the correct date of October 15, 2019, when the proposed budget was presented to the Trustees. Lyndell Gairaud seconded the motion.

All in favor 6-0

8. Authorization for Online Banking Authority

OVERVIEW: The Trustees reviewed a recommendation for Alexandria Romero, PCCLD Controller, to be authorized to conduct online banking and fund transfers for PCCLD.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the recommendation for Alexandria Romero, PCCLD Controller, to be authorized to conduct online banking and fund transfers for PCCLD.

Marlene Bregar made a motion to approve the recommendation for Alexandria Romero, PCCLD Controller, to be authorized to conduct online banking and fund transfers for PCCLD. Lyndell Gairaud seconded the motion.

All in favor 6-0

9. Pueblo Library Foundation Board of Directors

OVERVIEW: A recommendation was presented for appointment by the Trustees to the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the appointment of Joe Arrigo to the Pueblo Library Foundation Board of Directors.

Lyndell Gairaud made a motion to approve the appointment of Joe Arrigo to the Pueblo Library Foundation Board of Directors. Stephanie Garcia seconded the motion.

All in favor 6-0

Fredrick Quintana made a motion to move into Executive Session at 6:45 p.m. Stephanie Garcia seconded the motion.

All in favor 6-0

Marlene Bregar made a motion to return from Executive Session at 7:21 p.m. Stephanie Garcia seconded the motion.

All in favor 6-0

Meeting adjourned at 7:22 p.m.

Respectfully Submitted by:

Sonya Jetty

Executive Assistant/Secretary to Board of Trustees