

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

5:30pm, July 22, 2021

**The meeting took place at the Rawlings Library, 100 E. Abriendo, Pueblo CO. Option to watch via an
online video link was available by contacting Rose Jubert at 719-562-5633 or
rose.jubert@pueblolibrary.org**

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 5:30 p.m. by Fredrick Quintana, President. Mr. Quintana welcomed everyone and conducted roll call to ensure there was a quorum. Mr. Quintana, Mr. Mancha, Mr. Hodge and Ms. Garcia comprised the quorum to begin the meeting. Ms. Martinez and Ms. Gairaud joined the meeting later. Ms. Bregar was excused.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Lyndell Gairaud
Phil Mancha
Stephanie Garcia
Doreen Martinez

Board Members Not Present: Marlene Bregar

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Sherri Baca, Associate Executive Director
Aaron Ramirez, Manager of Special Collections
Terri Daly, Director of Human Resources
Amy Nelson, Director of Rawlings Library & Customer Experience
Alexandria Romero, Director of Finance
Robert Childress, Director of Information Technology
Chris Currey, Jr. Systems Administrator
Rose Jubert, Secretary to the Board of Trustees

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.

Fredrick Quintana – Mr. Quintana shared that item VI. Public Comment would be moved to the beginning of the meeting after the Approval of Minutes in order to accommodate the commenters who were in attendance to speak.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on June 24, 2021, and the Library Board of Trustee work session held on June 15, 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 June 15, 2021, and June 24, 2021, respectively.

Mr. Mancha made a motion, seconded by Mr. Hodge to approve the minutes of the June Board Meetings. The minutes were unanimously approved.

IV. PUBLIC COMMENT

Speaker #1

Deborah Martinez-Martinez

Ms. Martinez-Martinez emailed a letter to the Secretary of the Board to distribute to the Board of Trustees prior to their July regular meeting. Her letter listed concerns about the Rawlings library renovation.

The following is a list of concerns she had that were included in the letter and some were reiterated in the meeting:

- The move of the Hispanic Resource Center (HRC) to the 3rd floor and the move of the mural by artist David Garcia to the same floor.
 - Not large enough for the shelves, mural and cabinets.
 - The equivalent of being shuffled to the back of the bus.
- No public comment period on the general remodel.
 - Schematics are online but unreadable.
 - Announcement of the remodel appeared in the newsletter and Chieftain but circulation is limited.
- Fourth Floor conference/event space expansion.
 - The remodel would eliminate the InfoZone Theater, the most used space in the library. Nothing planned to take its place.
 - Lack of staff input/suggestions on the renovation.
 - Funding.
 - What happened to the money from the 21 Sundays Rawlings closed during the Columbus statue protests?
 - Is it legal for the remodel to absorb all unspent funds?
 - The following were concerns that were not included in the letter:
 - The location of children's services to the 2nd floor.
 - Is this legal?
 - Public Computers and Classrooms
 - Where will they be located?
 - A meeting had been scheduled to address Ms. Martinez-Martinez's letter and the contents. This meeting would be with Mr. Walker, Mr. Quintana and Ms. Baca and was scheduled for July 27, 2021 at 1:30pm.

Speaker #2

Robert Pacheco

Mr. Pacheco initially put on the sign-in sheet that he was there as support for the other presenters.

He changed his mind and made comment about the following:

- He questioned the expansion of the 4th floor and referred to it as a "convention center".
 - He felt it would compete with other venues in Pueblo.
 - He questioned if additional help would need to be hired to service the new venue and its events.
 - What was the cost? Was it cost effective?
 - Does it make sense to put a convention center in a library?

Speaker #3

Maria Vega-Clark

Ms. Vega-Clark spoke about the removal of the InfoZone Theater and the mistreatment of people who come into the library.

- She shared that she was concerned about the InfoZone being removed since it was used a lot.

- She was concerned that a prominent Native American dancer was met by security and they searched his belongings. They made him take all of his items out of his backpack. She shared that these items were sacred to his culture and should not have been touched by just anyone. The items were to be used for an educational presentation.
 - She hoped that this did not change the Library and that they would continue to welcome people of all backgrounds with open arms.

V. REPORTS

A. Executive Director Report

Sherry Baca - Ms. Baca introduced Aaron Ramirez, Manager of Special Collections & Museum Services, and informed the Trustees' that he would be giving a report on the Xcel Exhibit.

He reported that in 2019 the District proposed to oversee a project to design, fabricate, and administer a traveling exhibition that would feature the history of Colorado Fuel and Iron (CF&I) and Evraz steel manufacturing in Pueblo and the region, and the inestimable role of energy and electricity and its critical role in the development of the American West from the 19th century through today and into the future. In May 2019 a grant was awarded through Xcel for \$20,000. The display has 6 stands with 12 panels that depicted the background and geography of the steel industry in Pueblo.

Mr. Ramirez named off the list of stakeholders and collaborators. They included:

- Xcel Energy - Ashley Valdez
- Evraz
- Steelworks Center of the West
- Lightsource bp
- Havey Pro Cinema
- Jeffrey De Herrera
- Digital Hart Media – Nicki Hart
- Signs by Scott
- Jon Walker
- Maria Sanchez – Tucker
- Amy Nelson

He reviewed the timeline for the project. The Exhibit was installed at Rawlings on September 2020 & Pueblo West on October 2020. Covid-19 Safer at Home protocols were instituted November 2020. January 2021 the District opened up to one-hour browsing. The Exhibit moved to the San Luis Valley Museum in May 2021 and attracted many visitors.

Mr. Ramirez shared future plans for the exhibit to include displays at the remaining five libraries that were omitted in 2020. Greenhorn Valley would be the first stop and with the last would be the Barkman Branch that would end in May of 2022. He said after that the display could travel to CSU-Pueblo, City Hall and the County Courthouse and various other locations/museums.

Take home kits were created for staff and distributed to the 2020 exhibit sites. 200 kits were distributed from Rawlings and Pueblo West. 150 kits were distributed from San Luis Valley Museum in Alamosa, CO.

Attendance was:

Rawlings Branch	140
Pueblo West Branch	298
San Luis Valley Museum	800

B. Friends of the Library Report

Sherri Baca – The Friends were scheduled to resume their meetings in August. Ms. Baca shared a report from Jim Stuart, Books Again Manager, on the success of the ½ off sale that took place recently at Books Again. Prior to the pandemic the sales in 2019 averaged around \$4500 this sale netted \$4649! Jim thanked everyone who helped stock up for the sale and those who worked the three-day sale. He emphasized that the store has a wonderful and dedicated group of volunteers.

C. Pueblo Library Foundation Report

Nothing to report.

D. Attorney Report

Bart Miller – Mr. Miller report that in the last month the District had received two Colorado Open Records Acts (CORA) requests. He said that one seemed to be a data mining request since they had asked for a record of all purchases since 2015.

He also reviewed the Davis-Bacon Act and how it pertained to the Rawlings renovation. The Act requires that contractors and subcontractors who work on federally funded jobs pay their laborers wages and benefits no less than what others locally pay their workers for similar projects. It applies to public buildings whose contracts exceed \$2,000.

Mr. Miller informed the Board that a patron, Deanna Rhoads, had been harassing library staff and leaving lengthy, derogatory voice mail messages. Her behavior has occurred off and on since 2018. He let the Board know that she has been also harassing other public offices and officials and the police are aware. A warrant was issued for her arrest and she has a restraining order against her.

E. Employment Changes

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

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

Sherri Baca – Ms. Baca reviewed the new hires and promotions for June.

- Jason Thomlinson – New hire, part-time security office at the Barkman Branch.
- Jerry Vigil – Proud to share that Mr. Vigil had been promoted to Librarian-in-Training at the Lucero Branch. Mr. Vigil will soon receive his master's degree in Library Science. He is a recipient of a Friends of the Library scholarship.

Ms. Baca announced the upcoming retirement of long time employee Paula Pryich, Librarian and Assistant Manager at the Giodone Branch as noted on the Employment Changes announcement.

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

F. Financial Report

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

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

Ms. Martinez made a Motion, seconded by Ms. Garcia to ratify the June 2021 bills and accept the June 2021 fund statement as contained in the Board materials and published. The motion was unanimously approved.

Alexandria Romero – Ms. Romero reported that she would be presenting the 2022 Budget Calendar before the regular financial update.

Budget Review – 2022 Budget Calendar

Ms. Romero highlighted the events and dates of the items that are pertinent to the Trustees.

- Budget Refresher – A training and refresher was conducted on July 20, 2021 via Google Meet.
- Distributed Call for Budget data to all supervisors – July 23, 2021
- Presentation of long-range financial plan to the Trustees – October 19, 2021 work session
- Public Hearing for the 2022 proposed budget. - November Board meeting – November 18, 2021
- Budget, appropriation and mill levy resolutions approved by the Trustees – December 9, 2021 – Board will see budget for the final time.

Ms. Romero reviewed the June 2021 bills and fund statements to the Board. She provided an overview of the fund accounts that stood out on the Combined Balance Sheet. She reported that the total investments were \$8.1 million. The amount due to/from the Capital Projects Fund as (\$6,915).

In the General Fund property tax revenues were at 76% collected compared to 73% collected in 2020 at this same time. She shared that the majority of this line item was collected at the beginning of the year. 2021 - 76% collected, 2020-73% collected at this same time frame and Specific ownership tax was at 46% collected compared to 39% collected in 2020. She felt that everything was still on target. She said that the overall revenue was just under 9 million at \$8,943,779 – 2021 and was at 71% collected compared to 68% collected in 2020.

Ms. Romero also highlighted the General Fund expenses and noted that personnel expenses were on track at 46% spent and materials expenses were at the same percentage as last year at 46%. She reported that the facilities vehicle maintenance was higher this year at 46% due to the fact that the vehicles were being used more as compared to last year. Facilities totals were at 32% spent for the year. Postage and Freight expenses were higher because the branches were able to open up and things were running closer to pre pandemic times. Total expenses were at 57% spent for 2021 and in 2020 they were at 49%. Ms. Romero commented that expenditures for both 2021 and 2020 were very comparable with the total expenditures for both years at 44% spent.

In the Capital Fund, Ms. Romero briefly went over the report and shared that Total Revenues were at 10% collected and Total Expenditures were at 12% spent with Total Building Projects at 9% spent and Total Capital Assets Costs at 62% spent.

Ms. Romero reported on a few of the standout charges that were made in June. Advantage Lawn and Snow performed the lawn mowing operations for the District and the cost was \$12,000. She shared that Black Hills Energy charges for the Rawlings Branch were at \$18,000 and Docuteck, Inc.- Document Scanning, one of the contract services had a monthly bill of \$6800.

The total expenditure report was shown on the screen and Ms. Romero shared the following information:

Expenditure Report

- Total Payables - \$510,752.28
- Total Payroll - \$404,584.15

Grand Total \$915,336.43

Ms. Romero reported that there was nothing that stood out on the report this month in the P-Card report. She said that there were a few fraudulent charges on Darlene Sherwood's card that were shown. She emphasized that these were not new but were charges that hit the report at the billing cutoff point. All of these charges were taken care of by UMB.

VI. BOARD COMMENT

Stephanie Garcia – Ms. Garcia shared that she attended the Pueblo County Commissioner meeting where Mr. Walker presented on the Rawlings renovation. She was pleased to see the staff's attendance and support at the meeting. She mentioned that the Commissioners were very pleased with the diversity of the funding and

how PCCLD had almost exceeded its goal.

She suggested after hearing Ms. Martinez-Martinez's public comment about the legality and safety of the children's area move to the 2nd floor and the question if PCCLD passed the regional building code is important. She said that the safety of children was very personal to her and shared an incident where she witnessed a man who was crouched down by the reflecting pools taking pictures of the kids in the children's area. She felt the move to the 2nd floor was a positive thing.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees was scheduled for 2:00 p.m., Tuesday, August 17, 2021, 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, August 26, 2021, at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

Fredrick Quintana – Mr. Quintana let the Trustees know that there may be changes to the location depending on the start of the Rawlings Renovation Project. He asked that they watch their next meeting invite and make note of the location.

B. Action/Discussion Items

1. Coffee Shop Contract

OVERVIEW: The Trustees reviewed the proposed coffee shop contract for the new Rawlings Library at their work session on July 13.

RECOMMENDED ACTION: That the Trustees authorize PCCLD's Executive Director to sign the contract on behalf of PCCLD as published.

Ms. Gairaud made a Motion, seconded by Ms. Martinez to authorize PCCLD's Executive Director to sign the contract on behalf of PCCLD as published. The motion was unanimously approved

Fredrick Quintana – Mr. Quintana shared that he was excited for this next step in the renovation. He felt that it would be a draw for Rawlings and anticipated a new influx of patrons.

IX. ADJOURNMENT

A motion was made to adjourn the meeting at approximately 6:30pm.