

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
JUNE 25, 2020 REGULAR MEETING MINUTES**

I. CALL TO ORDER AND ROLL CALL

PCCLD facility closures, due to COVID-19, caused the Pueblo City-County Library District Board of Trustees regular meeting to be held via teleconference. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Jon Walker, Executive Director; Sherri Baca, Associate Executive Director and Gloria Madrill, Board Secretary, attended via teleconference. Other directors and staff attended via teleconference.

Stephanie Garcia, Vice President, called the meeting to order at 5:30 p.m. Trustees in attendance via teleconference included Stephanie Garcia, Marlene Bregar, Lyndell Gairaud, Phil Mancha and Fredrick Quintana. Dustin Hodge was not in attendance and Doreen Martinez joined the meeting during the Executive Director Report.

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

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

No corrections or modifications were made to the agenda. Mr. Quintana made a motion to approve the agenda as presented. Dr. Mancha seconded the motion. All in favor 5-0.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board regular meeting held on May 28, 2020, and the Library Board Work Session held on May 19, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the meeting minutes held on May 28, 2020, and May 19, 2020.

Ms. Gairaud made a motion to approve the minutes of the Library Board regular meeting held on May 28, 2020 and the Library Board work session held on May 19, 2020. Ms. Bregar seconded the motion. All in favor 5-0.

IV. REPORTS

A. Executive Director Report

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

Mr. Walker provided a brief overview. The library has started Phase 3.1 allowing limited computer access through appointment. Starting on June 26, Phase 3.2 will start and allow limited browsing of the collection for thirty minute time periods. Patrons will be allowed to visit first come, first served. Security staff will be doing health screenings (as they do with guests visiting for computer reservations). Visitors will be required to wear facemasks. Staff will be at the service desks from 12-6 p.m. Mondays through Saturdays and 1-5 p.m. Sundays at Rawlings (matching hours of computer availability). Public seating will remain unavailable as we are not allowing guests to stay for extended periods. The InfoZone Museum and satellite locations remain closed. Library at the Y is open and is offering curbside and call center services. Additional services will be added down the road. Ms. Kayci Barnett helped with staff training for everything as lead trainer. Everything we have been doing has been closely aligned with public health orders. There has been a lot of appreciation from the public and they have been respectful of rules.

B. Friends of the Library Report

There was not a Friends of the Library Report for this meeting.

C. Pueblo Library Foundation Report

There was not a Pueblo Library Foundation Report for this meeting.

D. Attorney Report

There was not an Attorney Report for this meeting.

E. Employment Changes

OVERVIEW: The Board is asked to ratify the May 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the May 2020 Employment Changes as contained in the Board materials.

Mr. Walker presented the Employment Report and highlighted a few items. Mr. Aaron Ramirez is the new Manager of Special Collections and Museum Services. He has been an archivist librarian for the past few years. That position opened because Ms. Amy Nelson, who was in that role, became the Director of the Rawlings Library. Also Ms. Katherine MacLeod is a Librarian-in-Training at the Greenhorn Valley Branch. She has been with the library for a few years and just about to finish her Library Science Degree. She will do well in the role. Ms. Garcia made a motion to ratify the May 2020 Employment Changes as contained in the Board materials. Mr. Quintana seconded the motion. All in favor 6-0.

F. Financial Report

OVERVIEW: Sherri Baca, Associate Executive Director, will provide a report on the May 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the May 2020 bills and accept the May 2020 Fund Statement as contained in the Board materials.

Ms. Baca presented the May 2020 financials. The General Fund has been the most active. Our cash holdings are strong. The balance sheet looks good for this time of year and there are no real issues. She said there are typical timing issues with our liabilities and everything is pretty typical for five months into the year. She moved on to the review revenue and expenditures. There was a 2.2 million in tax collections in May it is holding steady. There is about a 6% increase in May's receipts compared to last year which makes sense since 6B money is in there and valuations have increased. Specific ownership tax is 33% collected versus last year 39% collected. Ms. Baca said the library is already looking for grants and other funding to offset this downfall. Revenue is holding strong at 50% collected. Ms. Bregar commented at the Urban Renewal meeting they had a report from the city and they said during the month of April car sales are way ahead of last year. We may see some catch up in that area now that you can make an appointment to register your vehicle or get tags. She is hoping it may not be as bad as it looks. Ms. Baca said the property tax hits the 10th of the month and will keep the board updated.

Ms. Baca spoke about expenditures. We are not spending as much as we typically would in many categories including materials, facilities, friends money, operating and IT. We are trailing 4% less in spending than we spent last year. There are no concerns for budget of the General Fund at the moment. There was no spending in the Capital Projects Fund. There was interest of \$1,392 on cash holdings and about \$5 in interest from special revenue. The Nesbitt Employee Fund is holding a normal balance of around \$7,000. Checks have been less in number. Payables in May were \$300,090.17 this year and \$407,000 last year. We ended up spending almost \$100,000 less on bills this May. Ms. Baca also reported there were only two month pay periods this month. Cash outlay was \$658,170.38. Remainder of report is p-card details.

Ms. Baca turned it over to Ms. Alex Romero to speak about COVID-19 spending. The COVID-19 Related Cost Report had two main sections, payroll and other costs. The total amount spent on payroll was \$508,285 and included administrative pay, pay for those who worked onsite and those who worked remotely. These are the final numbers since admin pay ended on May 22. The second half the report includes other costs for PPE, Safety equipment/supplies, IT equipment/supplies, Virtual programming costs, and Security costs. Those costs totaled \$39,432. Opportunities to help offset some of these expenses include the Colorado Special District Pool Safety Grant and we will be looking at this reimbursement grant costs after we know if we were approved for other grants that may assist with these costs. Ms. Bregar made a motion to ratify the May 2020 bills and accept the May

2020 Fund Statement as contained in the Board materials. The motion was seconded by Mr. Quintana. All in favor 6-0.

V. BOARD COMMENT

Ms. Bregar wanted to make everyone aware Urban Renewal is talking about refinancing the notes for Downtown project, Lake Minnequa, and North Pueblo Project. Also, the sales tax report for April was pretty encouraging in addition to automobile sales, contractor sales were up 504% compared to last April and building materials were up 26%. Restaurant sales were down 19% and retail sales were down 8%. The city feels like they are in a manageable situation. Ms. Bregar also reported the Convention Center had to furlough six staff but they are planning on doing some reopening.

VI. PUBLIC COMMENT

There were no public comments.

VII. OLD BUSINESS

There were no old business items to discuss.

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, July 14, 2020, at the Rawlings Library.
- 2.** The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 23, 2020, at the Lucero Library.

Ms. Martinez shared the announcements and said we will be continuing discussions about how the board will be meeting in July. Mr. Walker added that City Council, Board of County Commissioners and other groups are starting onsite meetings with a virtual option.

B. Action/Discussion Items

1. Financial Audit

OVERVIEW: The Trustees reviewed the PCCLD financial audit as presented by CliftonLarsonAllen LLP at the work session on June 16.

RECOMMENDED ACTION: That the Trustees accept the audit report as presented for filing.

Mr. Quintana made a motion to accept the audit report as presented for filing. Ms. Garcia seconded the motion. All in favor 6-0.

2. Temporary Library Policy Addendum Regarding Emergency Closings

OVERVIEW: The Trustees reaffirmed a temporary addendum to the Emergency Closings Policy on May 25, 2020. It was reviewed, again, at the Work Session on June 16.

RECOMMENDED ACTION: That the Trustees reaffirm the Temporary Addendum to Policy 02.09.09 Emergency Closings Temporary Policy Addendum as presented in the Board materials.

Ms. Bregar made a motion to reaffirm the Temporary Addendum to Policy 02.09.09 Emergency Closings Temporary Policy Addendum as presented in the Board materials. Ms. Garcia seconded the motion. All in favor 6-0.

3. Temporary Telework Policy

OVERVIEW: The Trustees reviewed nomination to the PCCLD Temporary Telework Policy at

work session on June 16.

RECOMMENDED ACTION: That the Trustees reaffirm the Temporary Telework Policy with further review to occur at the end of 2020.

Mr. Quintana made a motion to affirm the Temporary Telework Policy with further review to occur at the end of 2020. Ms. Gairaud seconded the motion. All in favor 6-0.

4. Colorado Special District Property & Liability Board of Directors

OVERVIEW: The Trustees reviewed a nomination recommendation of Sherri Baca to serve as a member of the Board of Directors of the Colorado Special District Property & Liability Pool.

RECOMMENDED ACTION: That the Trustees nominate Sherri Baca to serve as a member of the Board of Directors of the Colorado Special District Property & Liability Pool.

Mr. Quintana commented we are excited to be nominating Ms. Baca, she is deserving and this will be a benefit to the district. Mr. Quintana made a motion to nominate Ms. Sherri Baca to serve as a member of the Board of Directors of the Colorado Special District Property & Liability Pool. Ms. Bregar seconded the motion. All in favor 6-0.

5. Fund Balance Policy

OVERVIEW: The Trustees reviewed a change to the Fund Balance Policy at their Work Session on June 16.

RECOMMENDED ACTION: That the Trustees approve the change to the Fund Balance Policy as contained in the Board materials.

Ms. Garcia made a motion to approve the change to the Fund Balance Policy as contained in the Board materials. Ms. Bregar seconded the motion. All in favor 6-0.

6. Resolution to establish a Master Facility Plan Fund Commitment

OVERVIEW: The Trustees reviewed a resolution approving commitments of funds in support of the PCCLD Master Facilities Plan.

RECOMMENDED ACTION: That the Trustees approve the resolution as presented in the Board materials.

Dr. Mancha made a motion to approve the resolution as presented in the Board materials. Mr. Quintana seconded the motion. All in favor 6-0.

7. Executive Session

The Board of Trustees will 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 pursuant to C.R.S. 24- 6-402(4)(e).

Dr. Mancha made a motion to enter an Executive Session at 6:09 p.m. Ms. Bregar seconded the motion. All in favor 6-0. Following the Executive Session, Ms. Garcia made a motion that the board of trustees is aware the firm Gradisar, Trechter, Ripperger and Roth is no longer a legal entity in the state of Colorado, therefore the board directs the Executive Director to move forward with an RFP for legal counsel and work with existing counsel to develop a contract for interim services.

IX. ADJOURNMENT

The meeting was adjourned. There will be discussion if an in-person option will be added for the next meeting.

Total meeting time: 1 hour 23 minutes