

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
COMBINED MEETING MINUTES
March 23, 2020**

I. CALL TO ORDER AND ROLL CALL

Due to PCCLD facility closures with the recent government recommendations regarding COVID-19, the combined Pueblo City-County Library District Board of Trustees meeting was held via teleconference. The public was invited to attend in an interactive session in the Rawlings Library Ryals Room. All Trustees attended the meeting via teleconference. Phil Mancha attended the meeting via teleconference in the executive conference room with Sherri Baca, Associate Executive Director and Terri Daly, Director of Human Resources. Jon Walker, Executive Director attended meeting from his office. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Sonya Fetty, Board Secretary, attended via teleconference.

Doreen Martinez called the meeting to order at 2:01 p.m.

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Jon Walker requested that an item be added for public comment. Doreen Martinez added Item IV.E (Public Comment) and moved current Item IV.E (Executive Session) to Item IV.F.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on February 18, 2020 and minutes of the Regular Library Board meeting held on March 3, 2020 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the minutes from the Library Board Work Session held on February 18, 2020 and the minutes of the Regular Library Board meeting held on March 3, 2020.

Stephanie Garcia made a motion to approve the minutes of the Library Board Work Session held on February 18, 2020 and the minutes of the Regular Library Board meeting held on March 3, 2020. Dustin Hodge seconded the motion.

All in favor 7-0

IV. DISCUSSION ITEMS

A. PCCLD Closure Update

OVERVIEW: An update report on PCCLD's closure due to the COVID-19 public health crisis will be provided.

RECOMMENDED ACTION: The Library Board may take any action it deems necessary.

Jon Walker reported to the Trustees that leadership has been meeting since the local library buildings closed to the public due to the public health emergency. These meetings are transitioning now to virtual videoconference and are being used to stay abreast on updates or situations that may arise or need to be addressed, and to plan for library services during this time period. He reported that the majority of public libraries nationwide have closed buildings to the public due to the pandemic. He also reported that staff continue to check-in on buildings every few days. The district has closed all book drops and asked patrons to keep their checked out items for now. Patrons have been notified that they will not be charged any overdue fees during this time. Security drives by each library location daily and gives a report to Sherri Baca. Mr. Walker reported that the paid leave policy was utilized for the past week and later during the meeting he will ask for an extension to the administrative leave policy. He also stated that as of today, there are no positive COVID-19 cases reported among staff. One staff member was tested, but no results has of yet been reported back. Mr. Walker reported custodial attendants are sanitizing all facilities. Human Resource director, Terri Daly along with Sherri Baca and Jon Walker are fielding questions from staff. The Human Resource department is working and assuring payroll is completed. Mr. Walker also stated that the I.T. department is working and ensuring computers and

networks are up and running, and setting up “work from home” capabilities for certain staff. The Community Relations department is keeping the website and social media platforms updated on services. Nick Potter reported that about 30,000 Facebook interactions have occurred since PCCLD closed. Jill Kleven, Director of User Services, has reported that the online services offered by PCCLD have increased. Mail and parcel intake is being run by a skeleton staff during this time. As well, the Finance Department is being run by a skeleton staff and making sure all bills are being paid. The financial audit is continuing as scheduled and being conducted online with no reported issues. Mr. Walker recommended that PCCLD remain closed through April 19, 2020 due to the latest updates with the COVID-19 virus. Under the PCCLD policy, the extended closure does not require a Trustee vote. The Trustees decided to offer a vote in support of the Executive Director’s decision to extend the closure. (Discussion amongst Trustees on how staff is being paid and when the next Trustee’s next meeting will occur.)

Stephanie Garcia made a motion to support the Executive Director’s decision to extend the closure of PCCLD through April 19, 2020. Marlene Bregar seconded the motion.

All in favor 7-0

B. Leave Policy

OVERVIEW: A proposed temporary change to paid leave policies will be presented.

RECOMMENDED ACTION: That the Library Board approve the temporary changes to policy.

Mr. Walker showed a screen that listed the temporary addendum to the paid leave policy. Our current policy states that the Executive Director can approve up to 5 days of paid leave. Mr. Walker asked for approval for this temporary policy addendum:

“Temporary Policy Addendum due to COVID-19 public health emergency Effective immediately and for 30 days, or longer if the state of emergency declared by the Colorado Governor continues, emergency library closings due to the COVID-19 public health emergency may result in employees being excused from reporting to work with the time off from scheduled work to be paid based on the regular work schedule for those who are excused from reporting to work. This paid administrative leave will be made available for regular full-time and part-time employees at the discretion of the Executive Director or his/her designee. This policy addendum will be reviewed every 30 days until further notice.”

Stephanie Garcia made a motion to approve the temporary changes as presented. Fredrick Quintana seconded the motion.

All in favor 7-0

Mr. Walker then asked the Trustees to review points with regard to the Families First Coronavirus Response Act (federal legislation HR6201) to provide employee benefit coverage in certain situations in connection with COVID-19. He asked the Trustees to approve PCCLD in complying with the Federal Legislation. There was discussion on worker’s compensation benefits if the employee was infected at work.

Stephanie Garcia made a motion to approve PCCLD complying with Families First Coronavirus Response Act (HR6201) and to investigate coverage under worker’s compensation. Fredrick Quintana seconded the motion.

All in favor 7-0

C. Librarian Salary Changes

OVERVIEW: Terri Daly, Human Resources Director, will provide a report and recommendations to adjust librarian compensation aligned with the 2020 Library District Annual Plan & Budget and the recent wage study.

RECOMMENDED ACTION: That the Library Board approve the recommended wage changes.

Terri Daly, Director of Human Resources, sent a copy of the presented report and recommendations to Trustees. Terri Daly reported that the last wage study was implemented in 2013. She reminded the Trustees that the Colorado minimum wage had also increased and some changes to PCCLD wages for Associates A and B were implemented earlier with Trustee approval effective in January. She stated that the wage study, which was conducted for PCCLD by McGrath Human Resources Group, included interviews, questionnaires, and surveys. The goal is to adjust PCCLD wages to ensure internal equity and competitively with external marketplace. Teri Daly went through the presentation. Recommendations include additional adjustments to wages in 2020 effective July 5 for librarians and directors, and, further, in January 2021 for other job categories, with a total cost to the organization of \$147,966. The adjustments also include a 2% additional wage based upon tenure.

Marlene Bregar made a motion to approve the recommended wage changes. Phil Mancha seconded the motion.

All in favor 7-0

D. Financial Report

OVERVIEW: A report on the February 2020 bills and fund statements will be presented to the Board of Trustees at their March 23, 2020 combined meeting.

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

Sherri Baca, Associate Executive Director, presented the February 2020 bills and fund statements. Mrs. Baca stated that the reports are standard and very typical for this time of year. She stated nothing unusual to report. She emphasized to the Trustees that the Cash Holdings are strong. Mrs. Baca reiterated that the audit is continuing online through this pandemic. She stated that the process was going very well. She also thanked Dustin Hodge (Trustee) for volunteering to be interviewed by the audit company and stated it was just a process they follow.

Dustin Hodge made a motion to ratify the February 2020 bills and accept the February 2020 Fund Statement as contained in the Board materials. Fredrick Quintana seconded the motion.

All in favor 7-0

E. Public Comment

Chris Currey was onsite and reported there was none.

F. Executive Session

OVERVIEW: The Trustees will enter 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 will return to open session to take any action deemed appropriate and/or necessary.

The Trustees moved into Executive Session at 3:17 p.m.

The Trustees moved out of Executive Session at 3:24 p.m.

Fredrick Quintana made a motion to increase the Executive Director's base salary by 7% based upon the completed performance evaluation by Trustees. Phil Mancha seconded the motion.

All in favor 7-0

IV. ADJOURNMENT

Meeting adjourned at 3:27 p.m.

Respectfully Submitted by,

Sonya Fetty

Board Secretary