

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

5:30pm, March 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:

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 asked Ms. Jubert to conduct roll call.

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

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Jill Kleven, Director of User Services
Terri Daly, Director of Human Resources
Nick Potter, Director of Community Relations & Development
Amy Nelson, Director of Rawlings Library & Customer Experience
Regina Renee Ward, Manager - Reference & Readers Advisory
Erik Segall, President - Friends of the Library
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.

None.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on February 16, 2021, and the Library Board of Trustee work session held on February 25, 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 February 16, 2021, and February 25, 2021, respectively.

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

IV. REPORTS

A. Executive Director Report

Jon Walker – Mr. Walker introduced Linda Lewis as the new managerial librarian for the Greenhorn Valley Branch.

Linda Lewis – Ms. Lewis shared that she grew up in Pueblo and graduated from South High School. She stated that she lived throughout the front range as well as Canon City and Durango. Prior to her accepting the position in

Pueblo she lived in Silt, Colorado between Glenwood Spring and Rifle. While in Silt she worked for the Garfield County Library District. She said that when she worked on her MOS she used Pueblo Library for several projects for her classes and thought it would be a great place to work and it turned out that she was right. She stated that over the past month staff had showered her with attention and reached out to her with their help and guidance. She witnessed the Greenhorn staff's kindness and commitment to the library as well as their knowledge and calmness under pressure. She commented that she had submitted several help desk tickets and had been helped by IT, HR, Finance and Facilities. Kayci Barnett had taken Ms. Lewis under her wing and was very helpful. She thanked everyone.

Jon Walker – Mr. Walker shared that he was extremely happy to have Ms. Lewis on board. He segued to Ms. Baca who talked about board training and development.

Sherri Baca– Ms. Baca presented a PowerPoint on Board Training and Development.

Ms. Baca shared that the information she would provide was meant to be informational and was just a part of the training that's available for Trustees. The presentation was in the board packet so could be used as a reference for the Board. She stated that library staff was ready and available to help the Board as a group or individually.

Benefits of Library Trustee Training & Development

Ms. Baca stated that there are many benefits of training and development and listed them.

- Time – Training could help the Trustee acquire library industry principles & concepts efficiently. Time's valuable.
- Advocacy- Critical role as a Trustee. The more you know the more effective an advocate you can become.
- Multi-modal training – There's a diverse offering such as text, video, conferences, webinars, etc.
- Training could prepare the Trustee for great learning opportunities.

Ms. Baca shared that she would present resources that were available to the Trustees from PCCLD, the State, and from national resources. She thanked Ms. Bregar who brought up the topic of Board development.

PCCLD Resources

PCCLD University – PCCLD-U

This was the phrased that was used to reference the Google Classroom used for training at the Library.

Kayci Barnett, Giodone Branch Manager took on the title of Lead Trainer to assist with the training program for the Library District.

- Tailor made training
- Self paced online training
- Customized training

Topics include:

- Library Code of Ethics
- Equity, Diversity & Inclusion
- Mental Health Resources
- Covid-19

Ms. Baca shared that there were approximated 12 – 15 classes that were offered and they splintered into many other types of trainings. Ms. Baca and Ms. Barnett would set up the PCCLD – U training for the Trustee.

PCCLD All Staff Development Day

Ms. Baca shared that PCCLD held staff development days twice per year when the District's closed for the President's Day and Cabrini Day holidays. Trustees were welcome to participate in these PCCLD specific training days.

Colorado Resources

Colorado Public Library Board and Trustee Handbook

This handbook is located on the CDE website. www.cde.state.co.us

Ms. Baca shared that there are various Trustee training opportunities and resources via the state website.

Specifically, in the handbook it showed the duties of the Trustee, board meetings, intellectual freedom, and “Golden Rules for Trustees”. Ms. Baca shared that the website also offered State training that could be customized to each Trustee or to the entire Board.

Marlene Bregar – Ms. Bregar share that the CDE had a monthly Trustee newsletter and that you could access that information on the CDE website. Also, Crystal Schimpf was the contact person and was happy to answer questions.

CAL

Colorado Association of Libraries

Ms. Baca updated the Board with the following bullet points.

- PCCLD was now an institutional member of CAL.
- All board members had a complimentary membership to CAL
- CALCON – Annual Conference
September 29,2021
Registration had not begun yet.

SDA

Special Districts Association of Colorado

- PCCLD was a member of SDA.
- Annual Workshop. This was a staff training but was geared towards Trustees
- Need a login for the website – COSDA.org
- Sample Board Procedures Manual - download
- Legislative Briefings & Bill Tracker
- Past Webinars
- SDA Annual Conference
Sept 14-16, 2021

National Resources

ALA – American Library Association

June 23-29 2021 Annual Conference

PLA – Public Library Association

March 2022 Annual Conference

United for Libraries

Ms. Baca shared that United for Libraries was a division of ALA.

Trustee Academy

- Online courses
- ALA non-member group cost \$249 (Full Board & Library Director). Single seats are available.
- Course List
 - Trustee Competencies
 - Working effectively with the Library Director
 - The Library’s Budget for Trustees
 - Everyday Advocacy
 - Equity, Diversity & Inclusion
 - Vendor Negotiation That Supports Patron Privacy and Intellectual Freedom

Fredrick Quintana – Mr. Quintana thanked Ms. Baca for her efforts and appreciated the valuable research material she provided.

B. Friends of the Library Report

Jon Walker – Mr. Walker reported that the Friends of the Library had recently met and they awarded

scholarships to staff who were pursuing their MLS degree. He said that this was a great support to the Library since many PCCLD librarians had come from the scholarships. He reported that they had also awarded grants to support library programming and upcoming activities.

Nick Potter – Mr. Potter shared that there would be an annual event for the Friends the 1st Thursday in May. This event would coincide with the Friends of the Library Books by the Bag sale. The goal was to bring back all of the PCCLD boards, their members and volunteers after Covid to celebrate the Bookstore.

C. Pueblo Library Foundation Report

Jon Walker – Mr. Walker reported that the foundation did not meet the past month. He did say that there were one or two vacancies on the board and that they were working on a candidate to recommend to the Trustees at the April meeting.

D. Attorney Report

Bart Miller – Mr. Miller had nothing to report but indicated that he would be a participant in the Executive Session.

E. Employment Changes

OVERVIEW: The Board of Trustees ratified the February 2021 Employment Changes as presented by the Executive Director.

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

Ms. Garcia made a Motion, seconded by Mr. Hodge to ratify the February 2021 Employment Changes as contained in the Board materials. The employment changes were unanimously ratified.

Jon Walker – Mr. Walker highlighted a few items on the report. He stated that Jennifer Tozer was now the manager at the Lamb Branch and Linda Lewis was the new manager at the Greenhorn Valley. Missy Mantelli, Accountant was the new hire in Finance.

F. Financial Report

OVERVIEW: Sherri Baca, Associate Executive Director, reviewed a report on the February 2021 bills and fund statements.

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

Mr. Mancha made a Motion, seconded by Ms. Bregar to ratify the February 2021 bills and accept the February 2021 fund statement as contained in the Board materials. The February 2021 bills were unanimously ratified and the February 2021 fund statement was unanimously accepted.

Sherri Baca – Ms. Baca presented the February Financial Report.

Ms. Baca reported that it was a standard report and everything was in good standing overall. Cash holdings were strong in the general fund; the total amount was \$3.1 million. This was a \$1.3 million increase over 2020.

Ms. Baca reported how this increase impacted the fund balance which was at approximately \$4 million. This amount was \$2.5 million higher than 2020. In short more cash holdings provided a stronger fund balance. She stated that the financial strength of the district had increased.

Capital Projects fund balance -\$10.3 million

She reported that most of the COP dollars were sitting in this account due to the Rawling's renovation not quite up to speed yet. Once construction begins those funds would be ready to go. She reported that the contractor wouldn't be onsite until August 2021.

Ms. Baca reported on the remainder of the Balance Sheet.

She said that there were a couple of numbers that offset each other the \$5,000 – to/from Capital Projects Fund and \$5000 from the to/from Genera Fund. This was money that was adjusted for the audit. The library sold an older vehicle and purchased new one in 2020, it went through the capital projects fund and was sitting in the general fund. This was also audit clean-up.

Audit

Ms. Baca reported that the Library District was still in audit and it's going well.

-Audit adjustments

- Long term general debt
 - Compensated Absences – vacation hours not used by employees
 - COPS – Building Projects

Liabilities

Ms. Baca stated there was a small timing difference in the numbers that were presented in terms of payroll and taxes.

Fund balance

TABOR emergency reserve – recalculated in the audit.

Ms. Baca reported that there were no balance sheet issues

Statement of Revenues and Expenditures

Ms. Baca reported that 2 months into the year the percent collected in revenue and the percent spent in expenditures to be at 17%.

Total revenue is at 2% collected last year was 4% collected. Ms. Baca said that this was a timing issue. She shared that a couple revenue line items were at half of what a typical month would be, typical meaning prior to Covid, the Library was seeing dollars in those line items which meant that people were back in the libraries.

Expenditures

-Personnel

12 % spent in 2021 – 13% spent in 2020

Workers Compensation had been fully expended – premium paid up front at the beginning of the year.

-Materials

15% spent in 2021 - 20% spent in 2020

Periodicals – subscriptions paid in one lump sum at the beginning of the year.

Digital materials were at 32% spent due to patrons utilizing more digital materials because of Covid.

-Facilities

8% spent in 2021 - 10% spent in 2020

Rent = 3 months of rent, it's always paid up front.

Insurance – Like worker's compensation the corporate insurance was paid up front at the beginning of the year.

-Operating

20% spent in 2021 - 20% spent in 2020

Professional Membership – paid in advance

Courier expenses – this items will be watched since it was at 33% spent.

Contract services – renew early in the year so they are also paid in advance.

-Technology

40% spent in 2021 - 37% spent in 2020

Total

13 % spent overall in 2021 - 15% spent in 2020 at this time.

Ms. Baca voiced that she had no budget concerns.

Capital Fund

Ms. Baca shared that there was some interest income received in February and the brunt of the activity in the capital fund had come in the form of expenditures.

Expenditures

Building Construction - \$2600 was an inventory shelf count for the Rawlings renovation project.

IT Projects - \$24,684 this amount was used to purchase 50 Chrome Books and 3 laptops that were budgeted.

Expenditures – Capital Assets

-Information Technology - \$113,918 this amount was for the budgeted Erate spending. A firewall and other hardware was purchased. 80% of the budgeted amount was reimbursed through the Erate program.

Total Spending – February - \$141,202

Most of this spending was budgeted.

Checks Listing

Ms. Baca reported that everything looked typical.

Erate spending with CDW was the only out of the ordinary checks.

Expenditures

Total Payables - \$456,190

Total Payroll - \$401,432 – two payroll month

Total Cash Outlay – February - \$857,622

Addendum – P-card Transactions

Ms. Baca asked if there were any questions with regard to any of the purchases. There were none.

Phil Mancha – Mr. Mancha requested an explanation about the PERA payroll amount - \$140,000 for two pay periods. He asked how each of the categories (PERA, taxes & fees) contributed to that amount.

Sherri Baca – Ms. Baca did not have exact numbers but shared that the \$140,000 was for two pay periods. PERA consisted of the employer and employee contributions, payroll taxes would be state and federal withholdings and fees would be garnishments or other deductions.

Taxes are dependent on an individual's particular situation and can range up to 7%.

PERA – employer pays in 14.2% and the employee pays in 8.25%

Phil Mancha – Mr. Mancha asked, of the \$140,000 was 50% PERA? Were 30% payroll taxes? He wanted to get a better sense of the breakdown and to see where the largest percentage of the money was allocated.

Sherri Baca – Ms. Baca said that she would get detailed numbers but said that it broke down to about 50% PERA and 50% taxes, fees were a relatively small amount.

V. BOARD COMMENT

None

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, April 13, 2021. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, April 22, 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.

Stephanie Garcia – Ms. Garcia asked that at the next meeting at the “corrections or modifications to the agenda” portion to move the Public Comment in the agenda if there are guests in attendance.

Fredrick Quintana – Mr. Quintana made note to make this modification if needed at the next meeting.

B. Action/Discussion Items

1. **Library Trustee Award for Exemplary Performance**
OVERVIEW: The Trustees have discussed an exemplary performance recognition.
RECOMMENDED ACTION: That the Trustees approve the exemplary performance recognition.

Fredrick Quintana – Mr. Quintana said that the award was to recognize Diann Logie.

Jon Walker – Mr. Walker presented the recognition certificate with verbiage on the screen. He stated that there had been discussion and interaction on a recognition gift and the award would be a crystal book that could be engraved. He also asked if the action item was approved tonight that the award be presented at the April Board meeting.

Ms. Garcia made a Motion, seconded by Ms. Gairaud to approve the exemplary performance recognition of Diann Logie. The recognition was unanimously approved.

2. **Temporary Library Policy Addendum Regarding Emergency Closings** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed a temporary addendum to the Emergency Closings Policy at the March 16, 2021, work session.
RECOMMENDED ACTION: That the Trustees approve the updated Emergency Closings policy as included in the Board packet.

Mr. Mancha made a Motion, seconded by Mr. Hodge to approve the updated Emergency Closings policy. The updated policy was unanimously approved.

3. **Temporary Telework Policy** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed the Temporary Telework Policy at the March 16, 2021, work session.
RECOMMENDED ACTION: That the Trustees approve the updated Temporary Telework Policy as included in the Board packet.

Ms. Bregar made a Motion, seconded by Mr. Hodge and Ms. Gairaud to approve the updated Temporary Telework policy. The updated policy was unanimously approved.

Phil Mancha – Mr. Mancha asked that the format of the policy be revised because in its current state it was difficult to understand.

Fredrick Quintana – Mr. Quintana asked if the policy was in the employee handbook? Mr. Walker said that it was not but with regard to format he would be happy to revise format of the policy.

Mr. Quintana stated that there was a motion and second on the floor. He asked Mr. Mancha if he felt comfortable moving forward with the motion and then sending it back for form editing?

Phil Mancha – Mr. Mancha stated that he did not want to hold anything up and was fine with sending it back for editing purposes.

Fredrick Quintana – Mr. Quintana asked Ms. Bregar if she would be willing to amend her Motion to include editing of the format. Ms. Bregar said yes. Ms. Gairaud and Mr. Hodge were ok to second the Motion with the amendment.

4. Executive Session

OVERVIEW: The Trustees entered into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

Mr. Mancha made a Motion, seconded by Ms. Garcia to enter into Executive Session. The motion was unanimously approved.

The Board entered into Executive Session at 6:35pm.

Ms. Gairaud made a Motion, seconded by Ms. Martinez to exit the Executive Session at 8:08pm

IX. ADJOURNMENT

Ms. Garcia made a motion to adjourn the meeting.