

PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – Rescheduled from February 27, 2020
March 3, 2020

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 5:31 p.m. in the Executive Conference room at the Rawlings Library.

Board Members Present: Doreen Martinez
Marlene Bregar
Fredrick Quintana
Dustin Hodge (via conference call)
Lyndell Gairaud
Phil Mancha

Board Members Absent: Stephanie Garcia

Attorney Present: Doug Gradisar

Staff & Guest Present: Sherri Baca – Chief Financial Officer
Terri Daly – Human Resources Manager
Chris Currey – I.T. Department
Jon Walker – Executive Director
Sonya Fetty – Executive Assistant/Board Secretary
Nick Potter – Director of Community Relations
Dave Hayden, Data Analyst
Jerry Pacheco, Director of Urban Renewal

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

Jon Walker asked to add an item titled Infectious Disease Pandemic Response Plan to the agenda. Doreen Martinez stated that item VIII.B.4 (Executive Session) would be changed to VIII.B.5 and that Item VIII.B.4 (Infectious Disease Pandemic Response Plan) will be added to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on January 14, 2020 and minutes of the Regular Library Board meeting held on January 23, 2020 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- o Minutes of the Library Board Work Session held on January 14, 2020
- o Minutes of the Regular Library Board meeting held on January 23, 2020

Phil Mancha made a motion to approve the minutes of the Library Board Work Session held on January 14, 2020. Lyndell Gairaud seconded the motion.

All in favor 6-0

Marlene Bregar made a motion to approve the minutes of the Library Board Regular meeting held on January 23, 2020. Fredrick Quintana seconded the motion.

All in favor 6-0

IV. REPORTS

A. Executive Director Report

Nick Potter, Director of Community Relations and Development, will report on PCCLD Dashboard.

Nick Potter went over some of the goals he established when he started his position. One of the goals was to make data more useable and easier to access. He briefly introduced the Microsoft B1 dashboard and stated he wants to use this program as a tool for all departments and the Board to analyze data. He introduced Dave Hayden who is the PCCLD Data Analyst to give a brief overview of the new program. Dave went over the look of the dashboard and also gave examples to the Trustees of what kinds of data could be pulled from this system. He stated that this is not a static

system but rather a dynamic system. He also stated that he is currently still adding different types of graphs and charts to show other data information. He believes that this system will evolve over time and keep expanding in the information it can provide. Dave gave an example of possible future reporting on checkout information by zip code. The Trustees stated they are very impressed with the program and asked for information on how the data gets input into the system. Dave explained that at this point, he is very hands on with the program, but foresees it being a program that others can input data into. Trustees thanked Dave for his presentation and again expressed how impressed they were with the system.

B. Friends of the Library Report

None

C. Pueblo Library Foundation Report

None

D. Attorney Report

None

E. Employment Changes

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

RECOMMENDED ACTION: That the Library Board ratify the January 2020 Employment Changes as contained in the February 27, 2020 Board materials.

Fredrick Quintana made a motion to ratify the January 2020 Employment changes as contained in the February 27, 2020 Board materials. Phil Mancha seconded the motion.

All in favor 6-0

F. Financial Report

OVERVIEW: A report on the January 2020 bills and fund statements was presented to the Board of Trustees at their February 18 Work Session. The Board is asked to ratify the January 2020 bills and accept the January 2020 Fund Statements.

RECOMMENDED ACTION: That the Library Board ratify the January 2020 bills and accept the January 2020 Fund Statement as contained in the February 27, 2020 Board materials.

Marlene Bregar made a motion to ratify the January 2020 bills and accept the January 2020 Fund Statement as contained in the February 27, 2020 Board materials.

Phil Mancha seconded the motion.

All in favor 6-0

V. BOARD COMMENT

Lyndell Gairaud expressed her thanks to the Board for the flowers and card while she was out with knee surgery.

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

- The next regular Work Session is scheduled for 2:00 p.m., Tuesday, March 17, in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled for 5:30 p.m., Thursday, March 26, at the Rawlings Library in the Ryals Room.

Jon Walker reminded the Trustees that he and Doreen Martinez would be working on a possible change to the Work Session meeting date for March.

B. Action/Discussion Items

1. Thunder Village Urban Renewal Area

OVERVIEW: Representatives from the Pueblo Urban Renewal Authority and Thunder Village Metropolitan District will address the Trustees with information regarding proposed changes to the Thunder Village Plan Area.

RECOMMENDED ACTION: That the Board of Trustees consider the information presented.

Jerry Pacheco, Director of Urban Renewal, presented to the Trustees further information on the Property Tax Increment Revenue Agreement (Thunder Village Urban Renewal Plan). Mr. Pacheco gave some history and background information to the Trustees regarding the project which began in 2008 and is scheduled to complete in 2033. He stated that the time line of the project has not changed. Mr. Pacheco said the proposal is to set a 2nd District agreement to replace the original. Mr. Pacheco stated the purpose of this agreement is to carry out both the original plan as modified to reduce its area and the proposed new agreement. There was discussion with the Trustees regarding the areas that straddle both District 60 and District 70 boundaries. Doug Gradisar, attorney for PCCLD, asked who had all signed off on the project thus far. Mr. Pacheco stated that they are working on getting formal signatures. Mr. Gradisar had some questions regarding the proposed contract language. Mr. Pacheco advised Mr. Gradisar to contact the representative (Paul) from Thunder Village. The Trustees stated they are in support of the proposal and would continue to review the proposal. They also asked Mr. Gradisar to report back to Jon Walker with the response from Thunder Village's representative on the verbiage he is questioning. Doreen Martinez stated that this should be reviewed and ready for approval by the Board of Trustees at the March Board meeting. The Trustees thanked Mr. Pacheco for presenting and explaining the proposal.

2. 2020 Property Disposal Request

OVERVIEW: A disposal of property request form was submitted to the Board of Trustees on February 18, 2020 so that a broad determination could be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment.

RECOMMENDED ACTION: That the Board of Trustees approve the 2020 Disposal of Property Request presented for the disposal of discarded collection materials as designated retroactive to January 1, 2020.

Fredrick Quintana made a motion to approve the 2020 Disposal of Property Request presented for the disposal of discarded collection materials as designated retroactive to January 1, 2020.

Phil Mancha seconded the motion.

All in favor 6-0

3. Capital Asset Procurement

OVERVIEW: The 2020 PCCLD Budget allocates funds for a replacement pickup truck. Sherri Baca, Associate Executive Director, presented on behalf of Alan Rocco, Facilities Superintendent, a proposal for this procurement. It will require Trustee approval as it exceeds \$25,000 in cost.

RECOMMENDED ACTION: That the Board of Trustees approve the procurement for a replacement pickup truck as presented at the work session on February 18, 2020 in the amount of \$37,346.

Marlene Bregar made a motion to approve the procurement for a replacement pickup truck as presented at the work session on February 18, 2020 in the amount of \$37,346.

Lyndell Gairaud seconded the motion.

All in favor 6-0

4. Infectious Disease Pandemic Response Plan Draft

OVERVIEW: Jon Walker will present a draft of the Infectious Disease Pandemic Response Plan for the Trustees to review and consider for adoption.

RECOMMENDED ACTION: That the Board of Trustees approve the Infectious Disease Pandemic Response Plan and adopt the plan.

Jon Walker went over the handout Infectious Disease Pandemic Response Plan with the Trustees. He let the Trustees know that the plan had been presented to the administrative team as well, and they had also reviewed it and offered back any recommendations. After going through the handout, the Trustees asked Mr. Walker what steps were being taken to provide all employees with hand sanitizers and cleaners. Mr. Walker informed the Trustees that the supply of both items had already been stocked and provided to every employee at all branches. He also stated that they were working on deep cleaning procedures, signs to direct patrons on hand washing recommendations and working with our local health department to stay up to date on the latest news with the CCVID-19 (Coronavirus). He let them know that the health department is planning a town hall type meeting to update public facilities like the Library District on the virus. The Trustees all agreed that the response plan is needed and looks good. They discussed the options for employees being paid if facilities had to be closed. Mr. Walker went over the current guideline on pay during closers and stated currently it is listed as five days paid. He also stated that they were looking into possible options to include some employees working from home. Mr. Walker asked that the Trustees consider adopting the response plan. Doreen Martinez asked the Trustees to review the plan and will present it at the next meeting for adoption.

5. 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.

Fredrick Quintana made a motion to move into Executive Session at 7:10 p.m.

Phil Mancha seconded the motion.

All in favor 6-0

The Trustees moved out of Executive Session at 8:22 p.m.

IX. ADJOURNMENT

Fredrick Quintana made a motion to adjourn the meeting at 8:23 p.m.

Respectfully Submitted by:

Sonya Fetty

Board Secretary