

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

**5:30pm, May 27, 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 will be hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO**

**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 asked Ms. Jubert to conduct roll call.

Board Members Present: Fredrick Quintana, President  
Marlene Bregar  
Lyndell Gairaud  
Phil Mancha  
Stephanie Garcia

Board Members Not Present: Dustin Hodge, Vice President  
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  
Alexandria Romero, Director of Finance  
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.

There were no changes or modifications to the agenda.  
No one was slated for public comment

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on April 22, 2021, and the Library Board of Trustee work session held on April 13, 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 April 13, 2021, and April 22, 2021, respectively.

*Ms. Gairaud made a Motion, seconded by Ms. Garcia to approve the minutes of the April Board Meetings. The minutes were unanimously approved.*

**IV. REPORTS**

**A. Executive Director Report**

Jon Walker – Mr. Walker reported on \$1 million reading challenge. He asked Ms. Baca to start the report.

Sherri Baca – Ms. Baca shared that PCCLD was in the twilight hours of the launch and a lot of good things were in place.

She thanked Ms. Martinez for attending the Board of County Commissioners meeting with her on Tuesday afternoon. Ms. Baca reported that the Commissioners did approve the IGA this morning. City Council approved the IGA on Monday night and she thanked Ms. Bregar for attending and speaking at that meeting.

She reported that Mr. Potter would MC the kick off tomorrow with Mr. Quintana speaking on behalf of the Board of Trustees. The Mayor would speak on behalf of the City with Commissioners Griego and Ortiz representing the County. Burnie Zercher the CEO of EPIC would be in attendance and had done a lot to promote the event. EPIC had donated 10,000 free books for kids to pick up at the various library locations over the summer.

She shared that the event would start at 9am and Mr. Potter had lined up kids to attend and register early for the program. PCCLD was honored that the City and County had turned to the library and used their summer reading program to kick off the spending of their ARPA funds.

Ms. Baca thanked the PCCLD team for all of their efforts.

- Nick and the community relations team for their marketing and outreach efforts.
- Jill and the technical staff for their role in verifying the applications and reports once they are turned in.
- Alex and the finance team for their role in regards to payments and funds.
- Amy and her staff for leading public services efforts.
- Kayci for creating the training materials for staff.

Jon Walker – Mr. Walker shared that in the end, PCCLD would payout up to \$1 million in individual increments of \$100 payments to young people ages 0-17. This would help local economy by getting money into the hands of young people and their families and it was believed that since it was in small increments it would be spent locally. He stated that there was a financial literacy piece to this program. Pueblo's under saved, it does not utilize its banking and savings services. PCCLD would help to teach by setting up a savings account if the participant would like to utilize this option. PCCLD's key benefit would be the fact that young people would be reading!

Mr. Walker shared that he had several conversations on how to enroll. The process had been made simple due to the efforts of Ms. Baca and the community relations team.

He shared that PCCLD was honored to kick off the ARPA spending. As the program rolls out, there would be millions of dollars flowing into Pueblo and the state of Colorado. He said that nothing like this had been done since the New Deal. The Mayor wanted to do this because he believed that young people were the highest dislocated group, due to lack of in classroom time.

He thanked Ms. Martinez and Ms. Baca for attending the Commissioner's meeting, they did great! He also thanked Ms. Bregar for speaking so lovely and on point at the City Council meeting.

He commented that this was going to be hard to pull off well. The good news was PCCLD had the money but the hard part was making it work.

Mr. Walker asked if anyone had any questions or comments.

Lyndell Gairaud – Ms. Gairaud said that she knew of several people who were very interested and very excited!

Thanks to the Library employees and their continued work!

Marlene Bregar – Ms. Bregar shared that friends with young kids were excited and families that were struggling were looking forward to the income.

Jon Walker – Mr. Walker asked that as Trustees talk about this publicly to please convey that the program was made possible by a federal funding source, the Federal American Rescue Plan Fund.

Jon Walker – Mr. Walker spoke about the current Covid situation. He said that new info showed that vaccination efforts are paying off and cases in Pueblo were going down the past few weeks. Hospitalizations were decreasing as well. Vaccines had proven to be effective. Break through cases – vaccinated folks contracting the virus were minimal. The playing field had changed but PCCLD continued to stay in contact with state and city authorities. Mr. Walker shared that Mr. Potter had set up vaccination clinics at each of the PCCLD branches. With regard to PCCLD, indoor face masks were no longer required but were optional. Currently 86% of PCCLD staff had been vaccinated.

Fredrick Quintana – Mr. Quintana was happy that staff were welcoming the vaccine and setting up clinics, all

positive steps.

## **B. Friends of the Library Report**

Jon Walker - Mr. Walker shared that there was no report. He commented that an event was hosted at the Books Again Book Store and commended Mr. Potter and his staff on doing a great job. He shared that it was a lovely evening with good food and drink and that it was well attended. An overall great evening.

Nick Potter – Mr. Potter thanked those who were in attendance and shared that the event was a great way to get everyone back together. He reported that the Friends budget passed at last month's meeting and that they were almost back at 100% of what the budget was at before in terms of the support they provide to PCCLD.

He reported that the book store has increased revenues. The last day of the Books by the Bag sale had paralleled pre-pandemic sales. This ended the Friends year and they are now on a two-month break. They would resume activities in August

## **C. Pueblo Library Foundation Report**

Lyndell Gairaud – Ms. Gairaud, Foundation Board Member, provided an update on the Library Foundation's May 12<sup>th</sup> board meeting.

She shared that new board member Tim Krebs was introduced as well as new PCCLD accountant Missy Mantelli.

The balance sheet was reviewed as of March 2021.

The cash balance was a little more than \$28,000, and the Raymond James investment balance was at \$329,000.

The year to date total for assets was \$357,195.76

Liabilities included:

\$1,000 to the County –Processing the Enterprise Zone contribution in 2020.

Statement of Revenue & Expenditures

Total Revenue was \$25,060

Total Expenditures were \$12,491

Revenue over Expenditures - \$12,569

D&O insurance. The Foundation had been working with the CSD pool to see if they could be covered under PCCLD's D&O liability insurance. It was determined that the Foundation as a component unit of the district could be covered under the district's policy. As of June 12<sup>th</sup> when the current insurance expires the Foundation Board would be covered under PCCLD bringing the cost to \$32 which would cover the Foundation from June until the end of the year. The previous amount was \$348 for 6 months of coverage.

Grants

\$22,500 from Target

This was added to this quarter in support of the Leadership Academy.

PCCLD program restrictions received income from the Outstanding Women's Awards.

\$300 was received in support of the Lucero Branch.

Total amount in restrictions - \$138,586.12

Total Investments at Raymond James as of the end of April - \$336,535.71

She reported that Mr. Walker provided an update on the renovation and the reading challenge. Mr. Potter reviewed the fundraising report, which was a little quiet this first quarter.

In the first quarter the Foundation began receiving summer reading program contributions, gifts and support of the Lucero Library, and gifts in support of the year end appeal and grant.

Total gifts received by the Foundation- \$6,336.00

Total gifts received by the District - \$1557.92

Grand total for Q1 - \$7,893.92

This quarter the Foundation recommended \$1,350 to be transferred to PCCLD. Nesbitt total, to include the Outstanding Women's award contributions that were run through the Foundation's PayPal account and gifts, in support of the Lucero Library.

\$10,000 was transferred from the checking account to the investment account.

Mr. Potter shared the grant report. The Foundation requested \$565,688.23 in grant funding and had been approved for \$395,988.23

Your Future Library amount raised was:

\$695,000 – Grants

\$667,334 – Individual Contributions

\$500,000 – NEH Match

Total - \$ 1,862,334

Mr. Potter provided an update on the Leadership Academy. Currently 40 students were registered. The first module would focus on mental health and it begins in June.

The program start date was pushed slightly back due to the fact that PCCLD had received grant funding to accommodate more students in the program.

#### **D. Attorney Report**

Bart Miller – Mr. Miller reported that Rose Jubert located old documentation on the appointment process for the trustees. Ms. Jubert found a document from December 2002 from then City Attorney Tom Jagger. The document was addressed to the County Commissioners and City Council and talked about their understanding of the process. Mr. Miller would be able to use the memo to talk with the City and County attorney's as that process evolves.

#### **E. Employment Changes**

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

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

*Mr. Mancha made a Motion, seconded by Ms. Gairaud to ratify the April 2021 employment changes as contained in the board materials. The motion was unanimously approved.*

It was reported that Maria Kramer, Youth Services manager, had voluntarily resigned her position and Kirsten Dees and other staff would fill in the gap for the time being.

Ms. Garcia had asked if PCCLD had difficulties in hiring for open positions. Mr. Walker shared that they had not had any issues but there was not a lot of movement during the pandemic, but now people are starting to make moves into retirement and new positions. Ms. Daly stated that there was a tight labor market but PCCLD had not seen any problems. Mr. Walker predicted that there would be a lot of labor market movement within organizations since employees had to hold off on any type of movement due to the pandemic. He also shared that PCCLD had modified pay ranges right before the pandemic and that repositioned salaries in a stronger way, which made PCCLD more competitive. He felt that PCCLD was a desirable workplace because there were no layoffs during the pandemic. There was a month where PCCLD was entirely closed but staff were paid and the Trustees were behind all of that. These types of things help to make PCCLD a desirable place to work.

#### **F. Financial Report**

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

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

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

Alexandria Romero – Ms. Romero presented the April 2021 Financial Report.

## **COMBINED BALANCE SHEET**

She shared that there was not much activity to report but she would report on some key items.

She noted that the cash in the general fund was holding strong with a combine total of \$4.8 million.

### Total Assets

Liability – The amounts were due to payroll timing differences.

### Total Liabilities

Revenue over Expenditures - \$517,111

Expenditures over Revenue – (\$370,663)

## **STATEMENT OF REVENUES AND EXPENDITURES**

PCCLD should be at 33% collected at this point.

### Revenue

-Property tax looking good at 32% collected.

-Specific Ownership tax was at 26% collected.

-Grants and contracts were lower but PCCLD was getting ready for the capital campaign. Another DOLA request was submitted.

TOTAL revenue was at 31% collected.

### Expenditures

#### *Personnel*

-Salaries and PERA were on target at 31%.

-Workers comp higher since premium was paid at the first of the year - 84%.

-Trainings still lagging but will increase as the year progresses – 15%.

TOTAL Personnel was on target at – 31%

#### *Materials*

-Periodicals were high because they are paid out at the beginning of the year on an annual basis – 91%

TOTAL Materials on target at – 29%.

#### *Facilities*

-Lease/Purchase of Buildings – The first interest payment was made on the COPs, next month would reflect this payment. \$200,000 between the 2020A and the 2020B COP issuance.

TOTAL Facilities lower due to the large payment that would be made in December for the COP principal and interest amount. 15%

#### *Operating*

-Professional Memberships - Higher percentage that will carry throughout the year due to CAL membership payment last month. – 118%

TOTAL Operating – 40%

#### *Info Technology - IT*

All line items were consistent with prior years at 49%.

TOTAL Expenditures were at 29% spent.

## **CAPITAL FUND**

### Revenues

-Interest income – 9%

### Expenditures

-Building Construction – Expenses due to the Rawlings Renovation - \$123, 243

### Expenditures – Capital Assets

-Furniture, Fixtures and Equipment – Copier replacement – Lucero Branch - \$4839

## **PAYMENT HISTORY**

Significant expenses were noted and explained.

- Anderson Mason Dale Architects – Capital Project Expense – Rawlings Reno - \$53,850
- Anderson Mason Dale Architects – Capital Project Expense – Rawlings Reno - \$121,317.82
- UMB- P Card services – Higher due to things opening up after Covid - \$16,364.05
- Clifton Larson Allen LLP – Audit expenses. Partial payment - \$12,600.00
- Niche Academy LLC – Employee Training – Amount spread over 3 years - \$11,000
- T-Mobile – Hot spots - \$9,305.78
- Verizon – Hot spots - \$10,790.75

## **EXPENDITURE REPORT**

- Total Payables \$544,181.08
- Total Payroll – 3 pay period \$629,596.86
- TOTAL Expenditures \$1,173,767.94

## **P-CARD TRANSACTION DETAIL**

-Aaron Ramirez was able to get a refund from Netflix due to not usage during the pandemic.

-Ms. Romero reported that there was fraudulent use on an employee's p-card so the report will show a lot of debit/credit amounts. Fortunate to realize the problem right away to get it rectified.

## **V. BOARD COMMENT**

Marlene Bregar – Ms. Bregar reported that there would be a special Pueblo event next Wednesday evening. Justin Bregar and Sam Ebersole with CSU-Pueblo created a video to commemorate the 100<sup>th</sup> anniversary of the 1921 Pueblo Flood. She shared that it would be shown in Pueblo the night before the Thursday Rocky Mountain PBS airing. The event would be free of charge and would be located at the River Walk. The program would start at 8:30pm and food trucks would be on site at 7pm.

The Library and especially Aaron Ramirez and the staff in Special Collections were recognized at a luncheon at a noon on the day of the River Walk presentation. Governor Polis was in attendance.

## **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, June 15, 2021. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 24, 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.

### **B. Action/Discussion Items**

#### **1. Pueblo Library Investments**

OVERVIEW: The Trustees reviewed recommendations to establish COLOTRUST Edge investments at their May 18 work session.

RECOMMENDED ACTION: That the Trustees direct the PCCLD Director of Finance to establish COLOTRUST Edge investments as contained in the May Board materials.

*Ms. Gairaud made a Motion, seconded by Ms. Garcia to direct the PCCLD Director of Finance to establish COLOTRUST Edge investments as contained in the May Board materials. The motion was unanimously*

approved.

2. **Rawlings Library Children's Feature Exhibit**

OVERVIEW: The Trustees reviewed recommendations for a new children's exhibit in the renovated Rawlings Library.

RECOMMENDED ACTION: That the Trustees approve the award of a contract for a new children's exhibit in the renovated Rawlings Library as contained in the May Board materials.

*Ms. Garcia made a Motion, seconded by Ms. Gairaud to approve the award of a contract for a new children's exhibit in the renovated Rawlings Library as contained in the May board materials. The motion was unanimously approved.*

Fredrick Quintana – Mr. Quintana noted that typically these recommendations come with the “not to exceed amount”, this project was budgeted at \$75,000.

3. **Trustee COVID-19 Meeting Protocol**

OVERVIEW: The Trustees reviewed their COVID-19 meeting protocol.

RECOMMENDED ACTION: That the Trustees take any action it deems appropriate.

Mr. Quintana talked about the Covid trends and asked how the trustees want to move ahead with meetings. He asked if they would like to return to live meetings in the conference rooms.

Ms. Gairaud shared that she was in favor of meeting live again but would like to keep the option to meet via google meets. Ms. Garcia liked a hybrid form of meeting since many of her meetings run congruently. Ms. Bregar felt the same as Ms. Garcia and felt that a virtual option made back to back meetings easier to attend. She asked if the by-laws would need to be changed if the decision was made change meetings to a hybrid form. Ms. Gairaud asked if there was a cost to use Google Meets.

Mr. Walker shared that when process was started in 2020 the current policy was reviewed. The policy allowed for meeting via tele or video. This policy existed prior to the pandemic. He stated that since PCCLD was an education institution there was no cost to the district to use Google Meets.

Mr. Quintana stated that he was in agreement with what was said and also looked forward to meeting in person. He said that when people were ready to meet in person he would like to offer a hybrid option.

He said that for the next work session he would like to meet virtually and then see if the trustees would like to meet live for the regular meeting for people who might be interested in meeting live. He would like to have this put onto the work session agenda to see how Ms. Martinez and Mr. Hodge feel about the situation and be able to offer up suggestions.

## **IX. ADJOURNMENT**

Ms. Garcia made a motion to adjourn the meeting.