

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, October 28, 2021

NOTICE REGARDING COVID-19: This meeting was conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally at this time. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

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 at 5:30 p.m. by Fredrick Quintana, President. Mr. Quintana conducted the roll call.

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

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Amy Nelson, Director of Rawlings Library
Sandy Hudock, Assistant Manager – Giodone Library
Jill Kleven, Director of User Services
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Nick Potter, Director of Community Relations and Development
Robert Childress, Director of Information Technology
Eric Tiffany, Help Desk
Rose Jubert, Secretary to the Board of Trustees
David Vecchio, Benefit Brokers

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 corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on September 23, 2021, and the Library Board of Trustee work session held on September 14, 2021, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on September 14, 2021, and September 23, 2021, respectively.

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

IV. REPORTS

A. Executive Director Report

Jon Walker – Mr. Walker shared that there would be a couple of guest reports. He introduced Sandy Hudock as the new Assistant Manager/Librarian at the Giodone Library who joined PCCLD a few weeks ago. He shared that prior to PCCLD she had worked as a librarian at the CSU-Pueblo Library. He was happy to have Ms. Hudock on board and shared that she would provide an update on the Giodone Library.

Sandy Hudock - Ms. Hudock shared that it was the 7th year of the Giodone Library. She reported that there were some staff changes, Ms. Pryich retired after 20 years of service and Ms. Cherry after 7 years of service.

Ms. Hudock shared that her background was as a librarian at CSU-Pueblo. She said that she looked forward to bringing to the branch her community and university connections, interest in programs that centered around the community and its history and to provide outreach to the local schools and teachers.

She shared the goals that were achieved by the branch, most notably the Reading Pays Program completion stats. She shared that the branch was just shy of 1000 completions, 995 was the total count at the end of September. She shared a complimentary letter from one of the participants and their family.

Other goals that were achieved were outreach for McHarg Park for their 50th anniversary and the end of summer foam party with the Boys and Girls Club. There was outreach to the Veterans home seniors through the Friends Grant that provided Boredom Bags during the continued Covid-19 restrictions. Covid-19 inspired innovative programs like outdoor story time, take home kits, and story walks. The branch moved back to in-person programs like the Book Club and the Crochet Club.

Ms. Hudock reviewed the 2022 goals for the Giodone Branch. They included Programming and Outreach and the need to look for new creative ways to engage the community and to work with a segment of the population they don't see much of at the branch (high school students). The next goal was for staff to take an equity and diversity class and for them to take at least one course on readers advisory, create displays, and contribute to merchandising the collection.

Marlene Bregar – Ms. Bregar asked about the crochet club and when they meet?

Doreen Martinez– Ms. Martinez said that she loved the Giodone branch and thanked Ms. Hudock for her presentation and welcomed her to PCCLD!

Jon Walker – Mr. Walker appreciated the presentation and also welcomed Ms. Hudock. He transitioned to another report from Amy Nelson, Director of the Rawlings Library and her update on the Children's exhibit.

Amy Nelson – Ms. Nelson said that it had been a pleasure to work with the company, Unrivaled, who was awarded this project. She said that their creativity and ingenuity was phenomenal. She shared the updates and what next steps would look like.

She showed the new location of the exhibit, the lower left of the 2nd floor right when you enter the Youth Services Department. Part of the idea behind the location was to highlight the space and its

high ceilings. Ms. Nelson showed on the screen different views of the new exhibit. She reviewed the various components of the display and started with the birth – 2 years' kiosk. Each area would recognize the learning needs of different ages and extra funding from the Buell Foundation helped to fund this kiosk. This section would be for children and their caregivers and engages them to practice with the 5 stages of literacy; talk, sing, read, write and play through different activities in the area. There would be interactive components for little hands to enjoy as well as board books for them to enjoy with their caregiver.

Ms. Nelson moved on to the 2-5+ year section of the display and was located in the tower. She shared that this area could be shared by older aged children as well. The exterior of the tower there would be activity panels those would correlated with themes or stories that were currently under development to explore how different variables in a story could decide the outcome. Inside the tower would be different opportunities for children to create. There's room for small tables, storage for art supplies, and a board for children to hang their finished projects. There is also room in this area for book displays. She said that the space was approximately 12 feet in diameter and 12 feet high so it was large area that would be the center point for Youth Services.

She shared that they were currently doing a lot of work on the third piece that centered around ages 5-7 years. This area would operate like an old telephone switchboard. This area invites kids to interact with different pieces of a story; character, setting and plot. By changing the variables, they would create new stories and be able to listen to them. This area would have the ability to be multilingual and would have a braille component. She shared that the patch cables had the ability to create over 10,000 unique stories based on three variables. A child could go into the library every day for the rest of their life and never hear the same story twice. She said that they have invested the help of a Community Focus Group to help with the story variable ideas. This group was made up of various people from throughout the community; educators, community organizations, and library staff and Trustees. They used a website called Jam Board to put their ideas together and will then take this information to youth in the community for their input. They created an online survey tool for the youth survey. Ms. Nelson was also collaborating with the school districts and private schools to promote the survey.

In summary Ms. Nelson wrapped up her presentation with a timeline. It read as follows;

2021

August-September

-Design Development & Final Approval

October

-Story Development

-Establish Themes

-Community Focus Groups

December

-Prototyping (testing build method & custom electronics)

-Final approval of story lines, script-writing & recording.

-Production drawings

2022

January – February

-Finalize graphics (instructional panels, library messaging, infographics)

-Content development & creations (all content and recordings for audio and interactive components)

March

-Fabrication

-Complete all custom electronics and software programming.

April

-Preview exhibit (virtually or in person)

-Installation 4/22/22

Stephanie Garcia – Ms. Garcia asked if the tower entry ways were wheelchair accessible?

Amy Nelson – Ms. Nelson said yes, the design team had kept an eye on this by creating wider doorways and more open areas on the exterior to accommodate wheelchairs. Access to the kiosks were at a height to accommodate people who were either standing or in a wheelchair.

Stephanie Garcia – Ms. Garcia saw the different titles of the books when she reviewed the story line slide that referenced bullying and being tired of school. She asked if there were any books that talked about children with disabilities and would they be available? Ms. Nelson said yes, there would be inclusion and diversity book titles, that was actually a collection goal for the coming year.

Ms. Garcia asked if there would be an unveiling after each floor was completed or when the entire library was done? Ms. Nelson did not have details but shared that she was certain there would be unveiling events.

Lyndell Gairaud – Ms. Gairaud thanked Ms. Nelson for a great presentation. She asked if there would be restrictions to the number of children/people inside the kiosks? Ms. Nelson shared that time restrictions were a possibility and they were in tune with social distancing. She also shared that security cameras would be in place and the display would be in the sight line of staff.

Ms. Gairaud asked how close would the actual books be for the children in proximity to the kiosks? Ms. Nelson said that there would be approximately a 4 to 6-foot girth between the books and the displays. There would also be book shelves within the displays.

Marlene Bregar – Ms. Bregar thanked Ms. Nelson for allowing her to be part of the community outreach group. She said that she was at Buell Children's Museum recently and their staff asked to be notified of the progress of the children's area and they would send people to the library to see the new floor.

Jon Walker – Mr. Walker reported that he had been in conversation with representatives from Pueblo County and Xcel Energy. The Comanche III electric plant was being considered by the Public Utilities Commission for closure. The plant was supposed to in place until 2075. There was a proposal from Excel to completely utilize Comanche III through 2030 and use it as a peaking plant for about 3 months each summer during peak energy months through 2040 and then it would completely close.

He reported that the PUC held a hearing today about this. It's a big deal for Pueblo because it generated a very large property tax base of about \$31 million/year. PCCLD does rely on 90% of their funding on property taxes. Mr. Walker felt the new Excel plan was prudent and the County Commissioners, City Council and the Mayor were all on board with the idea. There are other people who are advocating for an earlier closure since the plant emits carbon emissions.

Mr. Walker shared that there was a large amount of investment in solar energy going on in Pueblo

and Excel was a big part of that. There was an unveiling of a large solar farm at EVRAZ this past week that Ms. Baca attended. Part of Excel's transition plan from the Comanche plants included solar, wind and battery backup. If Comanche III was to be decommissioned in the next few years, it would leave the community in a world of hurt. It's an important part of the community and an important economic development issue as well. 1A money would come off the table because it's funded through property tax revenue that's through the Comanche III plant. If the plant would close early the 1A money would dry up early. PCCLD had in the past received hundreds of thousands of dollars annually through 1A money.

Fredrick Quintana – Mr. Quintana thank Mr. Walker for the update and was glad he had been in communication with people about this topic.

B. Friends of the Library Report

There was nothing to report.

C. Pueblo Library Foundation Report

There was nothing to report.

D. Attorney Report

Bart Miller – Mr. Miller shared that he did not have a formal report. He shared that he helped Ms. Romero with a few Colorado Open Records Act requests that the District had received. He reported that they were fairly minor. He said that from a legal perspective the District was doing well. Ms. Garcia asked what the requests were about. Mr. Miller shared that they were both from parties who had requested documents from the library a few months ago and they had neglected to realize that they had already received the items they had requested. They were from an organization, Smart Procure, who wanted to know everything the library had purchased and the other was from one of the vendors for the Automatic Media Handling system.

E. Employment Changes

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

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

Ms. Bregar made a Motion, seconded by Mr. Mancha to ratify the September 2021 Employment Changes as contained in the Board materials. The motion was approved.

Jon Walker – Mr. Walker shared that there was not a lot to report and that there had been one MHT new hire at the Lucero Branch. The report did not reflect the large amount of activity HR was currently working on in their department. There had been a higher level of turnover, similar to what other organizations experienced, the Board would see that in future reports. He shared that there were two Librarian positions opened, a Program and Outreach Coordinator and HR Generalist position and other MHT openings.

Fredrick Quintana – Mr. Quintana had wondered when PCCLD would start to see the change in employment he was not surprised to hear of the vacancies.

F. Financial Report

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

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

Mr. Mancha made a Motion, seconded by Ms. Garcia to ratify the September 2021 Employment Changes as contained in the Board materials. The motion was unanimously approved.

Alexandria Romero – Ms. Romero reported on the September financial statement. The first report was the combined balance sheet, there was nothing out of the ordinary to report. Cash holdings between the investment and bank accounts were just over \$8 million as of September 30, 2021. She reported that the (\$50,763) was on the report until they were ready to move it to the capital fund. It was the capital campaign items that had been collected over the last month. There were typical amounts in the liability section.

She reported on the Statement of Revenue and Expenditures for the general fund. She said that we were 75% through the year so the spent/collected percentage would be the same at 75%. Under revenues the property tax was at 98% collected which was the same as it was at this time last year. There was an increase in collections on Specific Ownership Tax at 73%, last year it was at 63% collected. Contracts and Grants were not as large as expected this was due to the reimbursement from the Reading Pays items. The invoices were submitted to the City and the County for the June-August Reading Pays vouchers. Total revenue was at 95% and last year it was at 94%.

Ms. Romero reported on the expenditures and reported that salaries were at 73%, employee training was still low at 56% due to Covid-19 restrictions. Total personnel expenditures were at 72% compared to last years' figure of 67%. Digital materials were over but the Director of Technical Services, Jill Kleven manages this by underspending a different line item. PCCLD did receive \$50,000 in DOLA funding that would go under the Digital Materials line item. Library Programs was over spent and would keep growing because this was where the expenditures for the Reading Pays program vouchers were located. This year total materials were at 90% spent and last year it was at 70% spent. Facilities was consistent with last year at 43% spent, the prior year was at 45% spent. Operating Costs-Contract Services was at 80% spent last year it was at 59% spent. Last year total operating expense was at 66% spent and this year it was at 78% which was right in line for the year. IT expenditures were at 68% spent for the year compare to 73% in 2020. Total expenditures were at 69% and last year it was at 64%.

The next report Ms. Romero shared was the Capital Fund. Revenues saw additional funds to the Interest Income line of \$794. Expenditures showed expenses to the Building Construction line of \$164,695 for the Rawlings renovation. There was an expense of \$32,230 for the new HVAC system that was budgeted for Pueblo West. \$16,502 was spent on new components for the IT server and \$5400 for a budgeted flatbed trailer. Total expenditures were 20% and total revenue was 73% which was comparable to last year.

Ms. Romero reported on the Payment History report. She highlighted some of the larger dollar amounts and the items that were not typically seen. Those included payments to Anderson Mason Dale Architects for the Rawlings renovation. Also listed was the server for the Capital Project Fund. \$11,000 went to the High School Diploma program for scholarships. Trane US were expenses for the new HVAC system at Pueblo West. Report total was \$631,898.17

Total – Payables – \$631,898.17
Total Payroll (3 pay periods) – \$634,944.34
Grand total of expenses for September – \$1,266,842.51

Ms. Romero completed her presentation by reporting on the P-Card Transactions. She shared that there was nothing unusual to report. There were refunds due to conferences being moved from in person to virtual or returned items.

V. BOARD COMMENT

Marlene Bregar – Ms. Bregar said that First Presbyterian Church had their annual retreat at the Lucero Branch. She said that they had a great time and thank Jerry Vigil and Chris for their support and being great hosts.

VI. PUBLIC COMMENT

There was no public comment for tonight's meeting.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, November 9, 2021, in the Executive Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, November 18, 2021, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.
Mr. Quintana asked the Board members to be flexible with the scheduling of these meetings due to the upswing of Covid-19 cases in the community.

B. Action/Discussion Items

1. Employee Health Benefits

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2021. A proposed benefit package commencing January 1, 2022 and ending December 31, 2022, was reviewed at the work session on October 19. This requires Board action as contracts exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees take action on the employee 2021 recommended employee health benefit package at a cost not to exceed \$800,348.

Ms. Bregar made a Motion, seconded by Mr. Mancha that the Board of Trustees take action on the employee 2021 recommended employee health benefit package at a cost not to exceed \$800,348. The motion was unanimously approved.

Terri Daly – Ms. Daly provided a few updates. Last week she presented the PSHCG plan with United that had 3 options. The brochure that was presented last week to the Board showed other plans that could be offered and PCCLD decided that would be offering 2 additional plan options along with the 3 plans that were presented last week. All had different components and

two of the plans were H.S.A. eligible. All plan options were provided in the board packet. The proposed employee withholding was presented and it showed how the 2022 plans compared to the 2021 plans and their rates. The dental and the vision costs would remain the same from 2021 to 2022.

She asked the board to approve the \$800,348. The total employee cost for 2022 was \$144,846 compared to last years' employee cost of \$182,489. Ms. Daly said that they did meet with the Steering Committee and reviewed the 5 options in depth and all of the members were convinced that this was the way to go.

Dave Vecchio was present and said that it was good time for the District to enter into the public sector based on the current risk profile of the District. He felt that the peaks and valleys would not be as extreme.

Marlene Bregar – Ms. Bregar said that she didn't have any questions but she appreciated the time and effort Ms. Daly and Mr. Vecchio had put into this. She stated that employee benefits were important. She was proud that there were so many options for staff to choose.

Jon Walker – Mr. Walker said that PCCLD was put into a hard place going into open enrollment due to high employee claims. This caused the Cigna bid to increase. He said that the good news was that the District could afford to increase its investment. Last year the District contributed \$587,156 whereas in 2022 the District would pick up \$655,502. In the end the actual number would vary due to how many employees enroll and what play they would choose. The total outlay would be within the \$800,348 and that was what they were asking the Board to approve. The good news was the District could afford to up its investment in order to offset the increase.

Fredrick Quintana –Mr. Quintana said that no only liked to see increases but it was nice to be able to handle this. The benefit is that the district can now plan for more moderate fluctuations. He appreciated all that Ms. Daly and Mr. Vecchio had done.

2. Tax Form 990

OVERVIEW: The Library District was required to file IRS Form 990 for 2020 by November 15, 2021. The document was reviewed by the Trustees at the October work session.

RECOMMENDED ACTION: That the Trustees accept the IRS Form 990 as presented for filing.

Ms. Garcia made a Motion, seconded by Ms. Bregar to accept the IRS Form 990 as presented for filing. The motion was unanimously approved.

Alex Romero – Ms. Romero shared that the only changes to the document was the corrected spelling of the name of a donor and the name Rawlings was corrected.

3. Finance Policies

OVERVIEW: The Trustees reviewed recommendations regarding updates to PCCLD's Finance Policies at their work session on October 19.

RECOMMENDED ACTION: That the Trustees take action to adopt the updated Finance Policies as presented.

Mr. Mancha made a Motion, seconded by Ms. Garcia to adopt the updated Finance Policies as presented. The motion was unanimously approved.

Alexandria Romero – Ms. Romero said that the only change was the removal of the highlighted area and to change the date to reflect today's date.

4. Disposal of Property

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their October work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to take action on the disposal of the surplus property request as presented. The motion was unanimously approved

5. Laptop Vending

OVERVIEW: A presentation and recommendation regarding procurement of a laptop vending system was reviewed by the Trustees at their October work session.

RECOMMENDED ACTION: That the Trustees approve the Executive Director to execute a contract to procure a laptop vending solution from Java Connections LLC dba Laptops Anytime for a cost not to exceed \$119,567.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to approve the Executive Director to execute a contract to procure a laptop vending solution from Java Connections LLC dba Laptops Anytime for a cost to not exceed \$119,567. The motion was unanimously approved

Jon Walker – Mr. Walker thanked the Board. He said that the vending kiosks would save staff time since the laptops would automatically reset when they get returned. The convenience was also a plus, people can take the laptops anywhere in the library and use them. He said that a lot of public libraries had adopted these systems.

Fredrick Quintana – He thought it was really a cool system and was forward thinking. He liked that it offered a lot of self service and thought it was a great benefit.

IX. ADJOURNMENT

The meeting was adjourned 6:46pm.

Respectfully submitted by,

Rose Jubert
Secretary to the Board.