

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

5:30pm, September 23, 2021

**The meeting will take place at the Greenhorn Valley Library, 4801 Cibola Drive, Colorado City, CO.
Option to watch via an online video link was 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 joined the meeting at 6:15pm
Stephanie Garcia

Board Members Not Present 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
Linda Lewis, Branch Manager – Greenhorn Valley 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
Regina Renee Ward, Manager, Reference and Readers Advisory
Chris Currey, Junior Systems Administrator
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 corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on June 24, 2021, and the Library Board of Trustee work session held on June 15, 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 August 17, 2021, and August 26, 2021, respectively.

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

IV. REPORTS

A. Executive Director Report

Jon Walker – Mr. Walker turned the podium over to Linda Lewis, Branch Manager of GHV Library. She gave an update on the Greenhorn Valley Library.

Linda Lewis – Ms. Lewis put together a slide show presentation with the pictures she had taken at the library. She shared some of the highlights that have occurred since her start date in February of 2021.

She shared a mix of the programs Greenhorn had presented. They were Spiderman Day which was the first outdoor program of the year where a lot of kids showed up to make slime, Newts Nook - a virtual storytelling program that was started during the Covid and continued through the end of May, and Zumbini classes which were Zumba dance classes for little ones that started outside and went inside.

Ms. Lewis shared that Greenhorn Valley (GHV) had two amazing staff members, Shalene - CSR and Demii - CSR, who came up with amazing book displays that they rotate in and out on a regular basis so that patrons see something new every time they visit the library. Staff members Katherine – Librarian/Assistant Manager and Ashley – Program/Outreach Specialist also created displays and Ms. Lewis commented on a new display they created that centered around books that were banned. Their displays are centered around programming. They created a Pride display that was featured at the end of June, 50 rainbow flags were handed out. A financial literacy display was created to dovetail with the Reading Pays summer reading program to get people to think about what to do with the \$100 they earned.

Ms. Lewis reported on their interactive displays. She shared that kids created and posted on the library windows rainbows for the Pride display and paper sea animals were colored and displayed for the Under the Sea display. Another themed display, nocturnal animals, also showcased artwork on the windows that came to life!

Ms. Lewis shared that their public art display was artwork from members of the community. It's also a rotating public display where local artists get to display their work for the public and get some exposure. She also reported on Craft Programming and share that it was very popular. She said that the best outreach event of the year was the Beulah Arts and Craft Fair where library staff interacted with over 250 people. Friends of the Library donated a new canopy for the next outreach activity to replace the one that was no longer usable.

She reported on Failure Friday creations which were very popular averaging 163 views per program, there were a total of 7 virtual programs. Sip and Stroke painting programs were a monthly program that continues to be very popular. The day the zoo came to the library was a great surprise for those entering the library. A snake and iguana were displayed. Another popular program was Star Wars Day which was held on May the 4th, to honor the special line from the movie, "May the force be with you". The last display she showed was the Tough Topics display which was located in the teen area of the library, it showcased books about tough subject matters that teens and young adults encounter.

Ms. Lewis gave shout outs to IT and said that the rural connectivity was substantial but they were always kind and helpful. She also said that courier, Noah delivers 5 days out of the week and security was at their location one day on the weekends. She thanked Special Collections, for the delivery of the Steel and Energy and the Roaring 20s exhibits to their location. Thanks were also given to Technical Support who helped tremendously with acquiring new materials, holds, and ILL assistance. She thanked facilities for keeping their building safe and making the outside look great, the mowing of the surrounding grounds was a job in itself. She acknowledged Administration and Community Relations among the many things these two departments and done for GHV she commented that when they lost water for 5 days they helped to provide as many services as they could,

Jon Walker – Mr. Walker thanked Ms. Lewis for her presentation and moved on to a few other topics.

He reported on the Reading Pays program and said that so far 4971 children had completed the program, approximately a half million dollars and in September 7500 kids had enrolled. PCCLD/Nick Potter worked with both Pueblo school districts to sign up these children. They used a targeted approach to schools in neighborhoods where there were income and other social challenges. He said that the September cohort had just closed and PCCLD would find out how many kids in the September group complete the program. He shared that all 7500 were not expected to complete the program, this was based on prior months' non-completion rates. He said that the program had been a great opportunity and a great way for the public library to engage with the community during a difficult time.

Mr. Walker reported on the status of Covid-19. He shared the updates from PDPHE, CDPHE and from the

Governor's office. He reported that there was no change to mask order for schools. He said that the data showed in Colorado they did an analysis with schools who mandated masks and schools who did not. Schools who masked had lower levels of Covid cases. Randy Evetts, Director of PDPHE, shared that in Pueblo the number quarantined kids had reduced. He said that this information was important because currently the highest rate of Covid transmission was in the 6 to 17-year age range. He said, per CDPHE the 7 day moving average had plateaued and was possibly going down, which was good news. Statewide, hospitalizations had plateaued as well. Overall Colorado was faring better than neighboring states, this was due to the high vaccination uptake of approximately 75% for those over the age of 18 this meant 25% had not been vaccinated. He said that 877 people were hospitalized with Covid in Colorado and 702 of those people were unvaccinated. He said that 702 represented 25% of the eligible population, the difference of 175 are among the 75% who were vaccinated. He reported that all of the data showed that the vaccine was making a difference. He said that Idaho was in dire straits with regard to hospitalizations.

Mr. Walker shared that the State had made the self-test/Binax test free to everyone to administer in their homes. He said those could be ordered on line at <https://covid19.colorado.gov/covid-19-testing-at-home>. He shared that during this time of the year there was seasonal allergies so it is nice to be able to test to ensure you don't have Covid.

He reported that in terms of the library with regard to this they had put in a masking policy last month with 99.9% of it going ok but the .1% was tough. He said that there had been some pretty vocal, adamant rejecters of masking and they had created scenes and it did cause some stress. He called their outbursts "fits" over a protective measure. We wear pants and shirts surely we can wear a mask to protect our neighbor. He shared that those who tell you that the data doesn't show that, they're wrong.

B. Friends of the Library Report

Jon Walker - Mr. Walker shared some sad news. Jim Stuart who was a long time library Trustee, President of the Library Foundation and President of the Friends of the Library Board as well as the business manager for the Friends of the Library Book Store since 2005 made it known that he intended to step down by the end of the calendar year. Mr. Stuart selected a replacement and they are in training. He shared that it would be a deep loss and noted that Mr. Stuart's contributions to PCCLD were many. This was an important milestone for the Friends of the Library, the bookstore and for the entire library institution.

Fredrick Quintana – Mr. Quintana said that Mr. Stuart was a great friend and a great part of the library. He said that it would be sad to see him go but knows that he would leave things in good hands because that's what he does. He thanked Mr. Stuart for all that he's done.

C. Pueblo Library Foundation Report

Nothing to report, the Foundation had not met since the last report that was given my Ms. Gairaud.

D. Attorney Report

Bart Miller – Mr. Miller was asked to report on the discretion the Board would have under your ballot measure that passed in 2019, ballot measure 6B.

The Board had included a provision that allowed the Board to adjust the Library's mil levy rate to offset refunds and abatements of property taxes. Also added was changes to the percentage of actual valuation used to determine the assessed valuation, which was essentially put in to deal with the effect of what use to be the Gallagher Amendment to the State constitution. It was actually removed from the State constitution by voters in 2020.

Mr. Miller shared that the ballot proposition was more broad than just Gallagher. This past legislative session the Legislature passed and the Governor signed some changes to the percentages that were applied in determining actual value to various types of property that were within the Library District, Senate Bill 21-293. In addition, there was also a ballot measure that would be voted on in November, Initiative 27. It's not clear if it would pass or not. Mr. Walker requested that Mr. Miller discuss the fact that the Library Trustees had the ability to change the mil levy if necessary to recapture the revenue that might be lost as a result of the passage of the new law by the Legislature and potentially the passage of the initiated measure that would be on the ballot.

Jon Walker – Mr. Walker state that was a good recounting. He added because of Senate Bill 293 and the Initiative petition Ms. Romero, Finance Director, had been tracking the impact. He said that if the proposition passed in November it would create a few possible scenarios for PCCLD. There would be a possibility that the Trustees would be asked to consider some sort of float of the mil based on a calculation of loss of revenue due to Senate Bill 21-293 and or the initiative petition if it passed. Those calculations would vary dependent upon what happened in November. He shared that he wanted to bring all of this to the Board’s attention because it would be the topic of conversation in October. Ms. Romero would be presenting the first run of the budget for 2022 with follow up presentations in November and December. As all of staff go through the exercises they would be cognizant of the float on the mil.

Mr. Walker shared a concern, he said that Trustees had exercised the refund and abatement portion of the float on the mil and that had been a matter of course for 10 years or longer. He shared that Pueblo County had a form with a section for adjustments due to refunds and abatements. He said that in this case, if the Library tried to exercise their right they had been given by the voters in November of 2019 they wanted it to go smoothly. He felt it might be prudent to start to have conversations with colleagues from Pueblo County about this, he asked Mr. Miller to reach out to them. He said that PCCLD had not done something like this before so he wanted to make the Trustees aware of the situation. He asked the Trustees for direction and if there were any questions to please contact the Library staff as soon as possible so that the proper steps are taken.

Fredrick Quintana – Mr. Quintana thanked Mr. Miller and Mr. Walker for the recap. He also thanked Ms. Romero and the finance team for having their eyes on this topic. He encouraged the Board to take a look at this topic and to reach out to Mr. Walker and his team with any questions and he hope there would be no major adjustments.

E. Employment Changes

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

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

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

Jon Walker – Mr. Walker recognized Crystal Gonzales, PCCLD’s New security manager formerly at District 60 and shared that everyone was happy to have her. He reported that Sandy Hudock was the new librarian at the Giodone Branch, she had formerly been the librarian at CSU-Pueblo.

Mr. Walker shared that there was one separation of note that he wanted to share with the Board, Paula Pryich, Librarian at Giodone had retired after 25 years of service to PCCLD. She had worked at the Barkman Branch in the past, also as a librarian. He stated that she had been a great contributor to the district over the years and he wished her well.

Fredrick Quintana – Mr. Quintana stated that there were some big announcements and he was happy they shared their talents with PCCLD.

Mr. Quintana shared as an aside that he normally did not vote but in order to make quorum he had been voting at tonight’s meeting. He asked that the record showed this.

F. Financial Report

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

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

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

Alexandria Romero – Ms. Romero reported on the Combined Balance Sheet as of August 31, 2021. She said that there was nothing out of the ordinary to report. She said that all of the cash items on the report were at \$8.98 million and the Capital Projects Fund at the COLO Trust was as \$9.9 million. She shared that the negative \$50,000 in the assets this was due to the Capital Projects fund, funds that were received for the capital campaign and would be transferred to the capital projects fund eliminating that negative amount. She said that pre-paid amounts continued to grow throughout the year.

She reported on the liabilities and shared that there were a few small liability amounts for payroll and taxes which were typical.

Ms. Romero reported on the Statement of Revenue and Expenditures for the general fund. She said that PCCLD was at 66% of the way through the year so that percentage was what was expected in the spent and collected column. She reported that Property Taxes were at 98% spent, comparable to last year. Specific Ownership Tax was strong than last year it was at 62% collected and last year it was at 54% collected at the end of August. Total revenues were at 93% compared to 92% in 2020.

She reported that Personnel and PERA expenditures were at 61%, slightly under the targeted 66%. In total, personnel expense was at 61% comparable to last year which was at 59%.

Ms. Romero shared that the one area under Materials expenditures of note was the library programs line item. This line was where the Reading Pays vouchers were located and as the year goes on the percentage over would keep growing because PCCLD would be closer to spending the \$1 million. The current number only included the vouchers that had been cashed for the first month of the program. The amounts are only being booked when the individual's gone to the bank and cashed the voucher because that's when PCCLD can asked for reimbursement from the City and the County. That was why the line item was sitting at 136% spent and brings the total Materials expenditures to 75%. Last year the line item was at 64%.

She shared that Facilities expenditures were normal at 39% compared to last year's amount of 41%. Under Operating expenditures postage and freight were higher at 61% compared to last year when it was at 33%, this was due to the mailing out of the Reading Pays vouchers. Total Operating expenditures was at 73% compared to 62% in 2020. IT's total expenditures were in line at 64% with total overall expenditures at 60%.

Ms. Romero reported on the Capital Fund. She shared that the Contract and Grants line item under Revenues was at \$328,205. She said that when the transfer from the General Fund's put in the Capital Projects fund for Capital Campaign this is where it is placed. She reported that \$200,000 was a donation from Michael Voute, \$1000 from El Pomar and \$20,000 from Gates. The additional left over amounts were from various other individuals in the community.

She shared that expenditures for August under Building Construction was \$42,898 the majority of this amount was for the Youth Services exhibit. The dollar amount was for half of the project, once it's completed the other half would be paid. The Building, Equipment and Projects line item was at \$19, 799. Mr. Rocco, Director of Facilities, had been working on a project at the Pueblo West Branch. IT Projects were at \$5,218 this was for an E-Rate item, a Myrake License for one year. The final expenditure was for \$6,535 under the IT line item and it was for a new server.

Ms. Romero shared the Payment History report and said that the month of August saw a lot of the same reoccurring expenses. She did point out a \$15,000 payment to American Program Bureau that was for the MLK III program, the completion of that payment. The August report total was \$427,349.

The Expenditure Report for August had total payables at \$427,349 and total payroll at \$404,519 for a grand total of \$831,869.

Ms. Romero shared the P-Card Transaction Report but shared that there was nothing of note to report, that it was all typical spending. She did share one purchase of note and that was for a 50 horse power motor needed for the building maintenance at the Rawlings Branch. Total P-Card spending for August was \$13,903.57.

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, August 17, 2021, 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, August 26, 2021, at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

B. Action/Discussion Items

1. Masking

OVERVIEW: The Trustees reviewed the proposed PCCLD masking policy at their work session on September 14 and suggested modifications.

RECOMMENDED ACTION: That the Trustees take action to approve the temporary masking policy.

Ms. Martinez made a Motion, seconded by Ms. Garcia to approve the temporary masking policy. The motion was unanimously approved.

Jon Walker – Mr. Walker reviewed the modifications that were made as suggested by the board at their September 14 work session. One item of note was a failure to comply sentence that was added. It read, “Failure to comply with this policy may result in disciplinary action up to and including expulsion from the library and/or the loss of library privileges.” This was language out of the libraries customer service policies. The other sentence was, “The Executive Director or her/his designee is authorized to take action in accordance with any updated guidance and/or requirements of the PDPHE, CDPHE, and/or CDC with regard to masking and/or related matters and bring such action to the attention of the full Board of Trustees.” This sentence was added to allow for some flexibility if there was a change to the Trustees having one of their meetings that the Executive Director could take action to implement the policy and then bring that action to the Trustees. An example would be that a case count would get really good, PDPHE would start to remove mask mandates and this happened after the Board’s regular meeting instead of having to wait a month or call a special meeting action could be taken and then it would circle back to the Trustees at their next meeting.

Mr. Walker said that by and large the policy had been working in the library district, it created a healthier, safer environment. He said that it was the right thing to do.

Fredrick Quintana – Mr. Quintana agreed with Mr. Walker and said that as an institution/district we had be doing our best to follow science and to protect our community within our control. He asked if the Board if there were any other comments or questions in regard to the policy? He asked the Board if it address all of the issues that were highlighted in the Work Session? There were no other comments or discuss.

IX. ADJOURNMENT

Ms. Garcia made a motion to adjourn the meeting. The meeting adjourned at 6:30pm

Respectfully submitted by,

Rose Jubert
Secretary to the Board.