

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**5:30pm, January 28, 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 Doreen Martinez, President. Ms. Martinez welcomed everyone and asked Rose Jubert, Secretary to the Board to conduct roll call.

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

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director  
Sherri Baca, Associate Executive Director  
Alexandria Romero, Director of Finance  
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.

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 December 10, 2020, and the Library Board of Trustee work session held on December 8, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on December 10, 2020, and December 8, 2020, respectively.

*Ms. Garcia made a Motion, seconded by Mr. Mancha to approve the minutes of the December Board Meetings. The minutes were approved by unanimous consent.*

**IV. REPORTS**

**A. Executive Director Report**

Jon Walker – Mr. Walker shared that his report would focus on the Rawlings renovation.

He reminded the Board that the architects for the project were Anderson Mason Dale, a design firm out of Denver who were the original design architects who designed the building in the early 2000's. They partnered with HBM Architects who are from Cleveland whose main focus was designing public libraries. HBM was a part of a preliminary conceptual renovation project for Rawlings a couple of years ago and they did a lot of work with community members, staff and Trustees and came up with a lot of the early design concepts.

HW Houston was brought on board a few months ago and are the construction manager for the project, they were the original constructor of the building.

*Design and Construction Schedule*

Mr. Walker shared that the project was in the design and development stage. At the end of 2020 the schematic design, a higher level of design, was completed. Towards the end of this stage cost estimation was conducted, this was done to ensure that the Library was in budget range.

Alex Romero – Ms. Romero presented the revenue and expenditure summary for the project.

Ms. Romero reported that the report showed the actual which was the dollar amount at the end of 2020, the budget which was the revenue from now until the end of the project, and the balance.

**Revenue Summary**

<u>Per Activity</u>	<u>Actual</u>	<u>Budget</u>	<u>Balance</u>
General Fund Transfer	1,000,000.00	2,410,500.00	1,410,500.00
NEH Grant		345,000.00	345,000.00
Matching NEH Funds	387,500.00	787,500.00	400,000.00
InfoZone Funds Available	46,354.78	46,354.78	
Certificate of Participation (COPs)	7,500,000.00	7,500,000.00	
<b>TOTAL - Current</b>	<b>\$8,933,854.78</b>	<b>11,089,354.78</b>	<b>2,155,500.00</b>

**Per Year**

2020	\$8,933,855.00	9,058,855.00	125,000.00
2021		1,100,000.00	1,100,000.00
2022		930,500.00	930,500.00
<b>TOTAL - Current</b>	<b>\$8,933,854.78</b>	<b>11,089,354.78</b>	<b>2,155,500.00</b>

**Expenditure Summary**

<u>Per Activity</u>	<u>Actual</u>	<u>Budget</u>	<u>Balance</u>
Cost of Construction		6,200,000.00	6,200,000.00
Furniture, Fixtures & Equip		2,500,000.00	2,500,000.00
Professional Fees	143,498.06	659,000.00	515,501.94
Professional Fees NEH	34,621.94	159,000.00	124,378.06
Other Soft Costs	22,012.50	505,000.00	482,987.50
Contingency		1,000,000.00	1,000,000.00
Salary Costs		20,000.00	20,000.00
<b>TOTAL - Current</b>	<b>\$200,132.50</b>	<b>\$11,043,000.00</b>	<b>\$10,842,867.50</b>

**Per Year**

2020	200,133	349,738	149,606
2021		4,773,239	4,773,239
2022		5,920,024	5,920,024
<b>TOTAL - Current</b>	<b>\$200,133</b>	<b>11,043,000</b>	<b>10,842,86</b>

Jon Walker – Mr. Walker referred back to the schedule and reported that Construction Documents would take place March – May of 2021. Once they are completed they would be bid out by the general construction manager, HW Houston Construction. The Library would be apprised of the process in order to get the guaranteed maximum price for the project to stay within the budget numbers. He shared that construction would commence the summer of 2021 and was a 12-month project. Library staff would occupy the building again fully and completely in August of 2022.

Mr. Walker shared good news and said that the cost estimation that was done during the schematic design phase was over budget but changes were made to accommodate the budget. He assured the Board that the project was not put in jeopardy in any significant way.

He shared that the outline of the building would not change and that all renovations would be done to the interior of the building with the exception of the expansion of the front parking lot and front drive up, the outdoor event area beneath the sky wing, and the book drop.

### *Floors*

#### -Lower Level - Garden Level

Mr. Walker commented that the only change on this floor would be in the IT area to allow for the in-library book drop. Because of the addition of the sorting machine the IT area would be reconfigured.

#### -1<sup>st</sup> Floor - Entrance

Mr. Walker reported that the rotating exhibit area that was located on the 4<sup>th</sup> floor would be re-located to the main entrance. This would be a more prominent area that would be refreshed on a continual basis which would enliven and refresh the building.

The current children's area would house additional meeting rooms, an enlarged makerspace area, a barista served café, and a renovated InfoZone.

#### -2<sup>nd</sup> floor – Collections Floor

Mr. Walker shared that the children's area would be moved to this floor and would colorfully dominate this area. A larger story hour room would be created. New to the floor would be a teen area. On the southern end of the floor would be the adult collections section that would include quiet meeting and study areas.

#### -3<sup>rd</sup> floor

Mr. Walker stated that there wouldn't be a lot of changes to this floor. The archival vault area would be expanded by approximately 50%. The Hispanic Resources Center would be moved to this area and would have a larger space. More digitization opportunities would be created with spaces for staff to help with the ongoing and active archival digitization. The Executive Conference Room would be converted into two office spaces.

#### -4<sup>th</sup> floor – Event Space

Mr. Walker shared that the current event space would dramatically expand to accommodate 320 individuals. The catering area would be relocated to the opposite end of the event space and would be expanded. A smaller meeting space would be located in the current InfoZone theater.

### Conceptual Palette/Look & Feel Discussion

Mr. Walker reported that as the team moved onto the Design and Development phase of the project they would start to look at the palette or the look and feel of the building. This would include interior finishes, color choices, shelving, and furniture choices. He stated that these were not final choices but just concepts at this point. The team would also look at ceiling and lighting concepts. There have been discussions about open ceiling precedents versus acoustic ceiling tile precedents.

### Design Studies

Mr. Walker said that the team had started their design studies and provided tentative sketches. In particular, the family and children's areas were highlighted with a family zone that would be created adjacent to the children's area

to provide a transitional zone. The children's area would be creatively walled off to provide security and sound reduction.

Mr. Walker reported that the current budget estimates indicated that the project was on budget. There were some slight changes and decisions about priorities that took place in order to stay on budget but major considerations were kept. He shared that he was very happy with the progress.

### Questions

Phil Mancha – Mr. Mancha asked how much attention was being paid to the use of natural light.

Jon Walker – Mr. Walker shared that he was aware that the current children's area was not well lit with natural light, it was a reason this area was moved to the 2<sup>nd</sup> floor to capture the natural light. Mr. Walker said that the topic of lighting was high on the team's priority list. He shared that in the past there had been upgrades to LED lighting in Rawlings to save money.

Stephanie Garcia – Ms. Garcia stated that she was impressed with the renovated event space. She shared that the Art Center event space maxed out at 400 guest and the Library's space would max out at 320 guests, that would help to bring in more people for fundraising events. She asked if the event space would be made available to rent out?

Jon Walker – Mr. Walker answered by saying that the event space would be made available to rent out and he felt the topic of what to charge should be discussed at a Board meeting at a later date. He added that library sponsored events would be of no charge. He said that there was a current fee structure for the Ryals room and that fee was for any event that was after regular library hours and was very nominal. He felt that the space would be the premier event space for the community and would offer great financial opportunities for the Library District. He would like to circle back to talks with the Board about fee structure. Ms. Garcia shared that she was familiar with the capacity and fee structures of other community venues. Mr. Walker said that he would like to converse with Ms. Garcia about this at a later date.

Jon Walker – Mr. Walker offered that if any Trustee cared to participate in future renovation meetings to let him know. Mr. Quintana shared that he would like to participate as many as he could. Mr. Walker offered to send out calendar invites to the Trustees.

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

Erik Segall - Mr. Segall reported that the Friends of the Library Board met last week. He shared the following points:

-Budget – Friends of the Library raised about \$9000 at their Christmas sale. Currently their total budget was at \$81,000.

-Rachel Salazar from the Pueblo West Branch gave a presentation on how she was reaching out to the community during Covid through her story hours. Pre-Covid there was a story time called "Journey Time for Kids" that Ms. Salazar hosted and she would read stories to kids via teleconferencing around bedtime hours. She did this prior to the popularity of ZOOM and other teleconferencing means. Mr. Segall shared that during Covid her story time had taken off, she used to have 10-15 families now she reads to approximately 1000 attendees.

-Friends of the Library Book Store hours are now 10am – 2pm, Monday – Saturday. Mr. Segall shared that Eileen Arnott and Jim Stuart were doing a great job keeping the store going through the pandemic.

-He shared that Friends of the Library had 1104 members who paid dues as well as all Board members.

-There will be a March creative writing contest and the theme will be Home of the Heroes. This contest will be for children in both Pueblo school districts.

-March 1, 2021 - deadline for project selections. There are 8-10 projects and Friends of the Library had approximately \$15,000 to spend on these projects. Mr. Walker would prioritize these selections and the Friends Board would vote on these projects at the March meeting.

-Scholarships – Friends of the Library have scholarships they would like to award to library staff who are attending classes for their Masters in Library Science. Last year they supported 3 staff members.

Mr. Segall shared his congratulations to everyone for the Library's 5-star designation.

**C. Pueblo Library Foundation Report - None**

**D. Attorney Report**

Bart Miller – Mr. Miller stated that he did not have an extensive report for the meeting. He shared that the Library's legal affairs were running smoothly.

**E. Employment Changes**

OVERVIEW: The Board of Trustees was asked to ratify the December 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2020 Employment Changes as contained in the Board materials.

Jon Walker – Mr. Walker congratulated Ms. Romero on her promotion to Director of Finance.

*Mr. Quintana made a Motion, seconded by Ms. Bregar to approve the employment changes. The changes were approved by unanimous consent.*

**F. Financial Report**

OVERVIEW: Alexandria Romero, Director of Finance, reviewed a report on the December 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2020 bills and accept the December 2020 fund statement as contained in the Board materials.

Alexandria Romero – Ms. Romero shared the preliminary financials for December 2020.

Combined Balance Sheet

Ms. Romero shared that the cash was strong and that was due to the COP issuance.

Statement of Expenditures and Revenue for General Fund

Ms. Romero reviewed key areas of the report.

*Revenue*

-2019 revenue was at 102% - 2020 revenue was at 104%. This was due in large part to the grants and contracts line item, budgeted was \$393,142 and year to date came in at \$995,352.

-Specific ownership tax came in slightly under what was budgeted but with an unsure year where the Library was looking at a significant reduction in specific ownership tax the final amount was surprisingly good.

-Fees in general were less due to the building closures caused by the pandemic.

*Expenditures*

-Personnel – 97 % last year 94% this year.

-Salaries would increase to accommodate the payroll journal entry to accrue those expenses.

-Employee training costs were down due to the pandemic; costs were at only 32% of the budgeted amount.

-Materials in 2019 were at 94% and in 2020 at 112%. The increase was due mainly to the increase in digital materials spending for the year due to Covid-19. Digital materials were over spent by \$490,000 but this cost was off-set by the \$500,000 DOLA grant money.

-Books and AV materials were also underspent due to lack of use because of the pandemic.

-Facilities in 2019 were at 94% and in at 57%.

The Lease/Purchase of Buildings line item showed the non-payment of the 2<sup>nd</sup> COP payment as discussed at previous meetings. The non-payment was due to the issuance of the 2020 COPs.

-Operating costs in 2019 were at 103% and in 2020 they were at 86%.

This decrease was largely due to Community Relation's events being held virtually instead of live, this was a dramatic cut in costs.

-IT costs in 2019 were at 92% and in 2020 they were at 86%.

Hardware repair and maintenance was what made the difference, there was less use of the buildings and the equipment so in turn there were less repairs.

#### Total Expenditures

2019 – 96%    2020- 89%

#### Revenue over expenditures

Current – \$1.71 million plus the transfer amount of \$1.48 million.

Grand Total - \$3.199 million revenue over expenditures for 2020.

#### Capital fund

##### *Revenues*

-Contracts and Grants. The budgeted amount for this line item was \$100,000. \$320,000 was received for December 2020 that included \$100,000 from Michael Vought and \$220,000 from the Rawlings Foundation. These funds were being used to help with the Rawlings renovation.

##### *Expenditures*

-Building Construction. This line item would be where the Rawlings renovation expenditures are seen. In December \$42,000 was expended to the architects.

-Building Equipment and Projects. In December \$24,000 was expended for carpet replacement at the Lamb Branch.

-IT Projects – Three laptops totaling \$4904 were purchased in December 2020.

December 2020 - revenue over expenditures was \$248,000.

Total 2020 – revenue over expenditures was \$8.3 million (COP issuance was included in this amount.)

#### Payment History Report – December

Items of note included:

-Architect	\$42,000
-Bibliotheca annual contract	\$52,000
-Bywater annual contract	\$58,000
-CSD pool insurance	\$26,000
-Carpet – Lamb Branch	\$24,000
-RFID annual contract	\$63,000
-Tim Obrien speaker fees	\$18,000

#### December Expenditures

Ms. Romero shared the slide for all December expenditures.

*Payables*

-Paper checks \$786,611  
-ACH Payments \$ 70,872

*Payroll*

-Total Payroll – Dec \$384,804

Total \$1.242 million

P-Card Transaction Detail

Ms. Romero reported that list of transactions was smaller due to the purchasing cut-off date.

Property Tax and specific Ownership tax comparison

*Property Tax*

	December	Under Budget	Budget
2020	\$10,801,284 99.97%	(\$3,388)	\$10,804,673
2019	\$9,056,176 100 %	Under Collected	Total Collected \$9,054,176

Specific Ownership Tax

	December	Under Budget	Budget
2020	\$948,420.66 99.18%	(\$7,793)	\$956,214.00
2019	\$979,108.90 100 %	Under Collected	Total Collected \$979,108.90

Percentage of Total Collected to Budget 99.90%

*Ms. Bregar made a Motion, seconded by Ms. Garcia to approve the financials for the month of December. The financials were approved by unanimous consent.*

**V. BOARD COMMENT**

Marlene Bregar – Ms. Bregar gave a shout out to Nick Potter, Director of Community Relations & Development and to Aaron Ramirez, Special Collections and Museum Manager. Ms. Bregar shared that a local group contracted with Rocky Mountain PBS to do a movie on the 1921 Pueblo flood. The movie airs June on the anniversary of the flood. Ms. Bregar said that she spoke with one of the people involved production and they highly complimented Mr. Potter and Mr. Ramirez and they looked forward to working with both gentlemen.

Lyndell Gairaud – Ms. Gairaud thanked the Board for the get well card she received.

**VI. PUBLIC COMMENT - None**

**VII. OLD BUSINESS - None**

**VIII. NEW BUSINESS**

**A. Announcements**

1. All libraries are closed all day on Monday, February 15, for the President's Day holiday. Library employees will participate in staff development on this date.
2. The next work session of the PCCLD Board of Trustees was scheduled for 2:00 p.m., Tuesday, February 16, 2021. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 25, 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. Election of Officers**

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Trustees reviewed this matter at their work session on January 19.

RECOMMENDED ACTION: That nominations be made for President and Vice President of the PCCLD Board of Trustees and an election held.

*Ms. Gairaud made a Motion, seconded by Ms. Garcia to nominate Fredrick Quintana to serve as President. The nomination was approved by unanimous consent.*

*Ms. Garcia made a Motion, seconded by Ms. Gairaud to nominate Dustin Hodge to serve as Vice President. The nomination was approved by unanimous consent.*

### **2. Selection of 2021 Board Meeting Dates, Times, and Locations**

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "date, hour, and location of the meetings shall be set by the Board at its annual meeting."

Recommendations for these have been reviewed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the dates, times, and locations for the 2021 regular meetings and work sessions as contained in Board materials.

*Ms. Bregar made a Motion, seconded by Mr. Hodge to approve the selection of 2021 Board Meeting Dates, Times, and Locations. The dates, times and locations were approved by unanimous consent.*

Mr. Quintana noted that due to the pandemic locations may change.

### **3. Posting 2021 PCCLD Board of Trustee Meetings Notices**

OVERVIEW: The PCCLD Board of Trustees reviewed 2021 proposed public meeting notice postings at their January 19 work session.

RECOMMENDED ACTION: That the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at [www.pueblolibrary.org](http://www.pueblolibrary.org) as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings.

*Ms. Martinez made a Motion, seconded by Ms. Gairaud to approve the posting of the 2021 PCCLD Board of Trustee meeting notices. The posting of notices was approved by unanimous consent.*

### **4. Strategic Plan**

OVERVIEW: A report and recommendation for the PCCLD 2021-2025 Strategic Plan



was reviewed at the PCCLD Trustees' January 19 work session.

**RECOMMENDED ACTION:** That the Trustees take action to adopt the PCCLD 2021-2025 Strategic Plan as contained in the Board packet.

*Mr. Hodge made a Motion, seconded by Ms. Bregar to approve the PCCLD 2021-2025 Strategic Plan.*

Jon Walker – Mr. Walker said that he felt positive about this plan and was confident it would serve the Library District well. He felt the focus area outcomes gelled well with the Library District's mission. He felt the report was well done and congratulated Ms. Baca on the excellent job she did preparing the report and congratulated all of the staff that participated.

Fredrick Quintana - Mr. Quintana shared that he had reviewed the document and was excited to see where the Library District was going. He that the District had not only followed trend but set the trend.

*The Strategic Plan was approved by unanimous consent.*

#### **5. 2021 Annual Plan**

**OVERVIEW:** A report and recommendation for the PCCLD 2021 Annual Plan was reviewed at the PCCLD Trustees' January 19 work session.

**RECOMMENDED ACTION:** That the Trustees adopt the PCCLD 2021 Annual Plan as contained in the Board packet.

*Ms. Gairaud made a Motion, seconded by Ms. Bregar to approve the PCCLD 2021 Annual Plan.*

Jon Walker – Mr. Walker added that the Annual Plan was also a great document and that would serve 2021 well. He shared that 2020 was the most unusual year he had experienced due to the pandemic and he was hopeful that 2021 would get the Library back into a normal pattern. He stated that the development of the 2021 plan was slightly different due to the pandemic. Typically, there was a planning retreat to discuss the Plan and this year they did not do that. He said that a lot of the objectives solely came from middle management and administration. He felt that the Annual Plan aligned well with the strategic plan very well.

Sherri Baca – Ms. Baca concurred with Mr. Walkers statements and added that they are already pulling from the Strategic Plan and it came together very nicely. She too was very excited about the Plan.

*The Annual Plan was approved by unanimous consent.*

#### **6. Pueblo Library Foundation Board Appointment**

**OVERVIEW:** The PCCLD Trustees reviewed a recommended appointment to the Pueblo Library Foundation Board of Directors at their work session on January 19. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

**RECOMMENDED ACTION:** That the Trustees take action to appoint Andrea Aragon to a full term on the Pueblo Library Foundation Board of Directors.

*Ms. Garcia made a Motion, seconded by Ms. Martinez to approve the Pueblo Library Foundation Board of Directors appointment of Andrea Aragon to the Board. Ms. Aragon's appointment was approved by unanimous consent.*

#### **7. Public Health Emergency Leave**

**OVERVIEW:** The PCCLD Trustees reviewed recommendations for Public Health Emergency Leave at their work session on January 19.

**RECOMMENDED ACTION:** That the Trustees take action establishing policy to provide up to two weeks of paid leave to regular PCCLD employees in the event of a public health emergency as described in the Colorado Healthy Families and Workplaces Act.

*Ms. Bregar made a Motion, seconded by Ms. Martinez to approve a policy to provide up to two weeks of paid leave to regular PCCLD employees in the event of a public health emergency as described in the Colorado*

## *Healthy Families and Workplaces Act.*

Fredrick Quintana – Mr. Quintana recalled that there were a few questions that were asked at the last meeting in regard to definitions in the policy. He asked if there had been clarification.

Jon Walker – Mr. Walker shared that Mr. Miller had sent him information about who can declare a public emergency. He shared that it can be declared by federal, state, local public health agencies or by the Governor.

Bart Miller – Mr. Miller concurred with Mr. Walker's response.

Jon Walker – Mr. Walker said that the policy closely resembled the policy that was in place in 2020 with regard to the pandemic but it was not necessarily tied to Covid-19.

*The policy was approved by unanimous consent.*

### **8. Wellness Day**

OVERVIEW: The PCCLD Trustees reviewed recommendations for a Wellness Day.

RECOMMENDED ACTION: That the Trustees take action to provide a paid day off ("Wellness Day") in calendar year 2021 for any regular PCCLD employee who shows proof of having received a COVID-19 vaccine approved by the United States Food and Drug Administration.

*Mr. Quintana made a Motion, seconded by Mr. Mancha to approve a paid day off ("Wellness Day") in calendar year 2021 for any regular PCCLD who shows proof of having received a COVID-19 vaccine approved by the United States Food and Drug Administration.*

Lyndell Gairaud – Ms. Gairaud stated that she was not well at the work session due to her illness caused by Covid19. She stated that it would sound strange coming from a person who had contracted Covid-19 and who had a husband who was currently hospitalized in serious condition with the virus, but she wanted to make sure that an employee did not feel shunned or shamed or feel targeted because of their personal choice if they chose not to vaccinate. She stated that she missed the entire discussion and would not vote against the recommendation but she was uncomfortable about the idea. She liked the idea of recognizing those who received a vaccination but did not like the idea that it infers, "well I did and you didn't."

Jon Walker – Mr. Walker commented that this was not meant to be a shunning or public declaration or public recognition but was an incentive. He explained why the recommendation from administration was presented to the Board. He stated that he believed in the science and that a healthy workplace was in the best interest of the institution. He strongly stated that there would not be public announcements about who had shown their proof of vaccination and who had not, this was not what the recommendation was about. The day off was simply an incentive.

He stated that there are institutions around the country who are mandating that employees be vaccinated but this was not Library administration's recommendation. He added that other institutions had offered financial incentives to their employees in order to encourage them to get the vaccination. Mr. Walker felt that in both instances it was not to shun or dishonor anyone. He stated that he believed in a healthy workplace, if a staff member came down with Covid-19 there was a cost to the institution. The cost being paid time off and backfilling the position. Mr. Walker emphasized that he was not saying that the Library could not afford those kinds of things but it was in the best interest of the institution to incentivize employees because the science supports vaccination.

Lyndell Gairaud – Ms. Gairaud said that she was in favor of vaccination but the point was that she missed the original discussion and was uncomfortable with the recommendation. She stated she would not oppose the decision and thank Mr. Walker for his comments and explanation.

Fredrick Quintana – Mr. Quintana thanked Ms. Gairaud for sharing her concern. He said that he was not speaking for the Board members but he knew that the discussion that took place at the work session did focus

on one of encouragement of staff and did he did not hear it would be used in any detrimental way. He concluded by saying Ms. Gairaud's concerns were legitimate and he echoed those concerns to the leadership team. He asked that when activating and utilizing this policy that they reinforce and emphasize the positive that can come from this recommendation.

*The policy was approved by majority consent.*

**9. Freegal**

OVERVIEW: The Trustees reviewed a recommendation to approve payment of \$31,000 to Library Ideas for PCCLD subscription to Freegal Music. This requires Trustee approval since it exceeds \$31,000.

RECOMMENDED ACTION: That the Trustees take action to approve payment of \$31,000 to Library Ideas, as recommended.

*Ms. Garcia made a Motion, seconded by Ms. Bregar to approve the payment for the Freegal subscription. The payment was approved by unanimous consent.*

**10. Tax Form 990**

OVERVIEW: The Trustees reviewed a letter to engage the firm CLA to complete PCCLD's 2020 Tax Form 990.

RECOMMENDED ACTION: That the Trustees take action to accept the CLA engagement letter, as presented.

*Ms. Martinez made a Motion, seconded by Mr. Hodge and Mr. Mancha to accept the CLA engagement letter to complete PCCLD's 2020 Tax Form 990.*

Jon Walker – Mr. Walker shared what this was a 5-year engagement.

*The recommendation to accept the engagement letter as presented was approved by unanimous consent.*

**IX. ADJOURNMENT**

Ms. Bregar made a Motion, seconded by Mr. Quintana to adjourn the meeting.

Fredrick Quintana –Mr. Quintana reminded the Trustees to fill out the ethic statement and get it back to Ms. Jubert.