

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES**

January 26, 2016

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana, President, called the meeting to order at 3:04 p.m. in the Ryals Room on the 4th floor of the Rawlings Library.

Board Members Present: Fredrick Quintana, President; Lyndell Gairaud; Philip Mancha; Doreen Martinez; Jim Stuart

Board Members Absent: Donna Pickman, Vice President; Marlene Bregar

Attorney Present: Kate Shafer

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; David Hartkop and Derrick Mason, Reference & Readers Advisory Idea Factory; others not recorded

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA There was a recommendation to add item III.J. Courier Service Contract and item III.L. Board Comment Regarding Lobbyist, moving the Executive Session to item III.L. Also item III.A. will be moved later on the agenda when the Idea Factory representatives arrive.

III. DISCUSSION ITEMS

A. The Idea Factory

Mr. Quintana said an overview of The Idea Factory project would be provided. (*This was discussed after item III.C.*)

Mr. Walker introduced David Hartkop and Derrick Mason. Mr. Hartkop explained that the Maker Club has been working patiently to design and build a 3-D printer using parts made by the 3-D printer in the Idea Factory along with some common items available from Home Depot. It was designed using TinkerCad and is now capable of making its own replacement parts. It is called the RepRap which stands for Replicating Rapid Prototype. It uses open source software available for free which is designed for use with 3-D printers and is very configurable. Once they got the printer working, there was a process of adjusting the settings to make reliable prints. Mr. Hartkop displayed the schematic for one of the leveling clips used in the printer. He demonstrated the three towers that enable the head (which is something like a hot glue gun) to move in unison in all directions. It uses the same filament as the commercial 3-D printers that cost about \$2,000, and the Maker Club had been able to make the one shown for about \$350.

Derrick Mason, Idea Factory Librarian, described the work on STEM and STEAM (Science, Technology, Engineering, Arts, Math) projects. The Idea Factory currently has three 3-D printers, and building a printer in-house has been an amazing project. The Idea Factory provides programming for all ages, and he described a recent gaming tournament with 50 participants. The Idea Factory is about using the facility to create collaboration in the community. Mr. Mason described several Idea Factory programs which include the Maker-in-Residence program which recently helped people use sewing machines, the recent addition of digital converters to allow customers to convert VHS tapes to DVDs and cassettes and vinyl records to MP3 files, digital cutting equipment, and a weekly high school math modeling class.

Mr. Stuart asked how the public is made aware of these capabilities, and Mr. Mason credited Community Relations with getting out flyers and email blasts, but the recent turnout for the gaming tournament resulted from publicity at PCC and CSU-Pueblo as well as word of mouth. Mr. Quintana asked about the volume and suggested a presence on the library's homepage to showcase the Idea Factory. Mr. Stuart asked about the cost of 3-D printing, and Mr. Hartkop explained that the software

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shows how long an item will take to print. The library charges users 5¢ a minute, so an item that takes 30 minutes to print would cost \$1.50.

Mr. Walker said one of the interesting things about the Maker Space movement is the concept of “learning by doing.” This project is an example of a Maker Club making a 3-D printer in the library, and the people involved learned a lot by participating in the project. There are a number of groups using the Idea Factory, from the Origami Club to the Maker Club.

One of the newest ideas is to teach programming and coding in the library. Mr. Mason said Ellie O’Keefe, Teen Librarian, has presented an “Hour of Code” which offers activities that teach how to write code. There are additional resources available, and there are plans to offer more coding activities and gaming projects to get young people interested in coding. Mr. Hartkop provided a brief video of a recent event at Pueblo West where participants developed Lego Mindstorm robots to follow colored tape paths around the library which required coding in Visual language. There are also programming schemes for finding your way through mazes that teach programming concepts, logic loops, and if-then statements.

Mr. Walker said he wanted to give the Board a glimpse of what is taking place in the Idea Factory. He is always amazed in a positive way to see what is happening in the “learning by doing” movement and he extended kudos to Mr. Hartkop and Mr. Mason for their efforts.

Mr. Hartkop described a new program called “Grandfolks Online” which teaches email, Facebook, digital photos and Pinterest, targeting an older audience. Classes have been well attended, sometimes requiring participants to take turns using the ten computers available in the Training Room.

B. Routine Items for January 28, 2016 Regular Board of Trustees Meeting

1. Election of Officers

Mr. Quintana said the Bylaws provide “The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.”

Mr. Quintana said he was willing to serve a second term as President, and Ms. Pickman had indicated that she was also willing to serve a second term as Vice President, unless there are additional nominations. The Election of Officers will be added to the January meeting agenda.

2. Selection of 2016 Board Meeting Dates, Times and Locations

Mr. Quintana said the Bylaws provide that “The date, hour and location of the meetings shall be set by the Board at its annual meeting.”

The Board had discussed the proposed meeting dates at the October Work Session. It was agreed this should be added to the January meeting agenda.

3. Affirmation of Ethics Statement

Mr. Quintana said the Trustees approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually.

Board members were asked to sign and return the Affirmation of Ethics Statement to the Board Secretary.

C. Pueblo Library Foundation

Mr. Quintana said the Trustees would discuss a recommendation from the Pueblo Friends of the Library to appoint Dustin Hodge to a three-year term on the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

Mr. Walker explained that the Friends of the Library have the ability to appoint up to two members to the Pueblo Library Foundation. Carol King is the current Friends of the Library representative on the Pueblo Library Foundation. Michael Voute was term limited from the Friends of the Library, but has been appointed to an at-large position on the Pueblo Library Foundation. The Friends of the Library would like to appoint Dustin Hodge, who has been the Friends of the Library Secretary and has been

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actively engaged. Mr. Stuart said he supported the nomination of Dustin Hodge, noting that whatever he becomes involved with he works hard at. Ms. Martinez said she was happy to see Dustin Hodge making the library a priority, and he will be the perfect person for the Pueblo Library Foundation Board. It was agreed that this appointment should be added to the January meeting agenda.

(Item III.A. Idea Factory was discussed at this point.)

D. Board of Trustees Assessment

Mr. Quintana said the Board of Trustees were asked to complete a self-assessment by January. The Board will discuss the results at the February Work Session.

The Board Secretary has received five assessments, and Mr. Quintana reminded Board members who have not completed the assessment to do so.

E. Executive Director Evaluation

Mr. Quintana said an update report on the evaluation timeline will be provided.

Ms. Rose said the performance appraisal timeline for the Executive Director had been moved back. On January 28 she will be sending a reminder for Board members to complete the performance appraisal, and she brought in some paper copies for anyone having difficulty completing it online. Ms. Rose asked that the reviews be returned to her by February 3, and she will get a summary to the Board President by February 5. The Board President will share the summary with the Board at the February 16 Work Session and complete the necessary forms. The Board may go over the evaluation with the Executive Director and take any action at the February 25 Board Meeting.

F. Public Library Association Conference

Mr. Quintana said the Trustees may discuss the possibility of attending the Public Library Association (PLA) Conference to be held on April 5-9, 2016 in Denver. Deadline for the advanced rate is **February 26, 2016**. Conference registration is required to book housing. Those interested in attending should contact the Board Secretary to discuss specific preferences regarding hotel accommodations.

The Board Secretary said Ms. Bregar, Ms. Gairaud, Dr. Mancha and Mr. Stuart have registered to attend; however, specific dates are needed to obtain hotel accommodations. Mr. Quintana and Ms. Pickman indicated they would not be able to attend. Ms. Martinez will look into it further and make a decision. There was further discussion of the benefit of having this national conference in Denver, and a number of library staff will also be attending the PLA Conference.

G. AMH Maintenance and Support

Mr. Quintana said the library district has budgeted maintenance costs for the AMH (Automated Materials Handling) equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the invoice exceeds \$25,000.

Mr. Walker referred to the AMH Service Agreement provided in the Board packet and reviewed the background of the agreement which had served the library well. Mr. Walker noted that they have been very responsive, and his recommendation would be to continue this contract. It was agreed this should be added to the January meeting agenda.

H. 2015 Property Disposal Request

Mr. Quintana said according to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment." In looking back the past several years, it appears this has not regularly come before the Board with respect to the disposal of items from the collection which are considered a fixed asset. In order to comply with policy, the Board is asked to consider a retrospective approval of the disposal of weeded material to the Friends of the Library, charitable organizations, or recycle during 2015. Books given to charitable organizations go through the Books a la Cart program managed at the Lucero Library.

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Mr. Walker referred to the form provided noting that it covers books and other collection materials. The form should have been presented at the beginning of 2015, and the Board would be approving it retroactively.

Dr. Mancha asked about the implications of approving it in 2016, and Mr. Walker explained the auditor recommended it be approved to make a public declaration that the Board of Trustees is aware of this program of disposal. Mr. Quintana said the Board had discussed this before and this method of disposal had been set up several years ago, but the Board had not formally provided approval for 2015.

I. 2016 Property Disposal Request

Mr. Quintana said the Trustees are also asked to consider a Disposal of Property Request for books and materials in 2016.

Mr. Walker said this is the same document discussed for 2015, and the only difference is that this form is for 2016. The Board agreed both the 2015 and 2016 Property Disposal Requests should be on the January meeting agenda as a single item for approval.

Additional Property Disposal Requests may be needed later in the year as furniture in storage is evaluated and staff computers are replaced; however, no final determination or recommendation is ready for Board consideration at this time.

J. Courier Contract Renewal

Mr. Walker distributed background which stated: "Presentation for discussion a proposed contract renewal with R&S Delivery Service to provide daily materials courier services among PCCLD branches for an annual cost not to exceed \$52,780."

Mr. Walker explained that the courier service is used to transport books and materials between library locations to fill customer requests. R&S Delivery Service has been providing this service, coming into the libraries during the closed hours to pick up and deliver totes on a regular schedule.

Mr. Stuart asked about the amount of the increase, and Mr. Walker estimated it is about a 5% increase. There was discussion about past history of increases and decreases. The addition of libraries increased the cost.

Ms. Martinez asked if the contract covers a set amount of time, and Mr. Walker responded it is an annual contract.

There was additional discussion of how courier service was provided in the past, whether the contract should include a fuel clause due to the fluctuation in price, and whether it should be rebid in 2016. There is also a State Courier service that transports materials between library communities in the state, which is a separate cost. It was agreed this should be added to the January meeting agenda.

K. Board Comment - Lobbying

Dr. Mancha said the Board discussed lobbying when it passed the budget and made it clear they wanted to approve releasing the amount budgeted for lobbying. Dr. Mancha described a conversation he had with a member of the Pueblo Urban Renewal Authority (PURA) in which he asked about the refinancing of the City parking garage. The person from PURA said banks did not want to risk that until the Urban Renewal law has been changed, and said the City only has one more year to refinance the garage, so the law would need to be changed soon.

Dr. Mancha said the real problem is the banks want the taxing entities to sign off on refinancing, and PURA does not want to set that precedent.

Dr. Mancha suggested the Library Board look at this again and consider approving the release of those funds to hire a lobbyist to look after the library's interests in the State Legislature. The Legislative Session has started, and nothing has happened on Urban Renewal yet. Dr. Mancha said he would like the Board to vote or in some other way move forward with plans to get a lobbyist working on this.

There was additional discussion about the law, efforts to get a place on the PURA board, concerns about efforts to make major changes to the law, and the necessity of looking after the library's interest.

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Mr. Quintana agreed that at the very least there needs to be a discussion, but he was not sure what the cost will look like or the scope of the services. Mr. Stuart suggested a subcommittee to look into what might be available and report back to the Board.

Mr. Quintana said for Thursday the action would be to establish the committee and give the committee some direction going forward. Dr. Mancha was concerned about it being another month before approval. There was discussion of the typical procurement process to get a fair price for fair service which may need to be used to hire a lobbyist.

There was a question whether there is a lobbyist in mind, and there is not. The amount budgeted was based on advice from Ray Kogovsek who also provided a directory to help identify lobbyists.

Mr. Quintana said the Board has the desire for this to be done as expeditiously as possible, and it may require a special meeting to approve what comes out of those discussions. Dr. Mancha said what would come out of the vote at the meeting in January would be the go ahead, but if the amount needed exceeds \$25,000, it would require a special meeting to approve the expenditure.

L. Executive Session

Mr. Quintana said the Board of Trustees would consider entering into Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice on specific legal questions relating to personnel matters and pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss a personnel matter with respect to an employee who is the subject of the session and does not request that the discussion take place in public session.

The Board moved into Executive Session upon Motion made by Dr. Mancha, seconded by Mr. Stuart at 4:26 p.m., and the public was excused.

The Board reconvened in public session at 4:57 p.m. upon Motion made by Ms. Gairaud, seconded by Dr. Mancha.

Ms. Shafer certified that the Executive Session had not been recorded because the discussion was subject to attorney-client privilege.

IV. ADJOURNMENT

Mr. Quintana reminded Trustees that the Regular Board meeting would be held on Thursday, January 28 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition event at 5:00 p.m. Mr. Quintana may arrive slightly after 5:00 p.m., and Ms. Gairaud, Mr. Stuart and Ms. Martinez provided assurance that they will be there by 5:00 p.m.

There being no further discussion, the Work Session adjourned at 5:00 p.m.

Respectfully submitted,

Jane Carlsen
Secretary