

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

April 18, 2013

I. CALL TO ORDER AND ROLL CALL

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:30 p.m. by President Marlene Bregar.

Board Members Present: Marlene Bregar, President; Fredrick Quintana, Vice President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Jim Stuart

Attorney Present: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Director of Community Relations & Development; others not recorded

Others Present: Judy Wodishek, President pro tem, and Doreen Martinez, Secretary from the Friends of the Library

II. CORRECTIONS AND MODIFICATIONS TO ADENDA Mr. Walker indicated he had one additional item to include with Announcements.

III. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on March 12, 2013 and Minutes of the Regular Library Board meeting held on March 21, 2013 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on March 12, 2013. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Board meeting held on March 21, 2013. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Midori Clark, Director of Community Relations & Development, who provided a report on PCCLD's online video initiative.

Ms. Clark said the Community Relations team strives to show the library's value to the community, and the department's simple mission is to promote the library in positive ways. Ms. Clark reviewed recent initiatives to improve marketing. In March 2012, the library hired David Hartkop who has put the newsletter online and began filming and posting select programs on the library's website. Ms. Clark demonstrated that the public can access "Videos" under "News & Events." The video library includes Outstanding Women's Awards, several All Pueblo Reads events, and Chautauqua performances. Ms. Clark then showed videos of the InfoZone Grand Reopening and an interview with the Hispanic Resource Center mural artist.

Ms. Clark commented on the high-quality work being done, and said they are now starting to track the views and count them as part of program attendance. The videos offer access to library programming for people who may not be able to come in to the library. Since they started counting views, 1,381 views have been recorded. The number one video viewed is

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the Haunted Windchimes concert with hits from all over the state and the country. Ms. Clark said it is exciting for the library to be keeping pace with video programming in the age of YouTube, and it is particularly important to offer high-quality videos.

Ms. Clark said the library will be working on another initiative to offer live streaming, and they are looking at sources that would allow the library to stream programming live. She expects streaming to be up and running in the next seven months.

Ms. Gairaud asked if the library's video would come up if someone "Googled" the Haunted Windchimes, and Mr. Hartkop said it does, but it is not necessarily first, so the user might have to scroll down. Ms. Gairaud commented that this connects people with the library who might not have visited the library otherwise.

B. Friends of the Library Report

Doreen Martinez introduced herself as the newest officer on the Friends of the Library Board serving as the secretary, and she will be providing the monthly report. Ms. Martinez said Mary Simmons will present the 2013-2014 Friends of the Library budget at the next regular Board meeting. Ms. Martinez reported 98 new and renewing memberships in March with total members now at 764. The Books Again Book Sale will be held May 2-4 with May 2 open for Friends members only. Books Again presented a check to the Friends for \$12,354.05 for the first quarter of 2013. Four scholarship applications were submitted, and the scholarship committee will award \$6,000 in scholarship funds.

Ms. Martinez said the April 11 awards ceremony for the Create Your Own Dr. Seuss Character Contest was a success, and she distributed the book of winning entries to show an example of the work Ms. Clark and the staff are doing to promote library programming. The Friends judge the entries and provide the prizes.

The Publicity Committee is a newly formed committee working on a membership drive to reach the 1,000 member goal by taking some new approaches to increase awareness of the Friends of the Library with community presentations, a Facebook presence, more visible signage at library branches, and a new membership brochure to be distributed through the Pueblo Chamber of Commerce.

The Nominating Committee presented the following slate of officers for the 2013-2014 Board: Mary Simmons, President; Doris Kester, Vice President; Doreen Martinez, Secretary; and Greg Clark, Treasurer.

Ms. Martinez said there are two fundraising events coming up for the East Side and St. Charles Mesa libraries. The Summer Reading Program will kick off on June 1, and the Friends will support the program by providing free books from Books Again for children and a \$10 gift certificate from Books Again for the adult program. The next Friends meeting will be held on May 21, and the Friends Annual Meeting will be held on Friday, April 19 at 6:30 featuring Harry Vold. Ms. Martinez concluded by extending an invitation for the Board of Trustees to join the Friends for any or all of their events.

C. Pueblo Library Foundation Report

Mr. Stuart said two events were conducted, one in the Ryals Room and one at the Greenhorn Valley, and both went very well although they would have liked to have a bigger turnout. The Foundation raised about \$3,5000 at those two events. The Foundation is working to find sponsors for the naming opportunities at the new libraries. The Foundation Board will meet again in June.

Ms. Clark invited everyone to be a table captain at the next two events, particularly those who have connections to the East Side or the St. Charles Mesa. Ms. Clark suggested Board members let her know if they could make an effort to get seven others to attend the event to hear the presentation about the new libraries. It was noted that it is a fun event.

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Those who cannot get seven others to attend should not let it prevent them from attending. It was noted that it is good for the Board of Trustees to be represented and to advocate for the new libraries and get additional donors to make the libraries the best they can be.

D. Attorney's Report None

E. Financial Report

Ms. Bregar announced the Board is asked to ratify the March 2013 bills and accept the March 2013 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan said the audit field work has been completed, and the final review is expected to take place next week. After that is complete, she will be recording the final numbers for General Fixed Assets and Long-Term Debt. Ms. Brogan said there were no concerns about the Combined Balance Sheet.

Ms. Brogan said the target percentage for the end of March is 25%. Property tax was right on the mark at 23% collected. Specific ownership taxes were at 15%. Total revenues at the end of the first quarter were 22% collected.

Expenses were 21% spent, slightly under target. Personnel was 22% spent, Materials were at 21%, Facilities were 11% spent due the timing of the lease payment, Operating was 20% spent, and Information Technology was 44% spent due to the Sirsi contract.

In the Capital Project Fund, total revenues were 29% collected. Ms. Brogan pointed out \$14,095 listed in Miscellaneous because there was no budget for it. Ms. Brogan explained there was a cost of issuance fund required for the COP transaction for payments to Bond Counsel, Rating Agency, Title Insurance, Printing and Posting of the Official Statement, and agent fees. These costs had been escrowed, and the costs were lower than anticipated, so that amount has now been returned to the district.

Expenditures included \$52,873 for the new building programs, \$2,499 for InfoZone expenses which really should have been charged to Special Collections and will be corrected next month. Expenditures for IT Capital Assets included \$162,788 for the Library Enhancement Project, \$3,720 for printer replacements, and \$20,363 for cameras. Ms. Brogan explained that the security cameras had been a 2012 expenditure that was not paid until 2013. Total expenditures were 9% spent at the end of March.

Ms. Brogan said \$38,000 had been transferred from the Chamberlain Fund into the Capital Fund for building projects, but that will be shown in the April Financial Report. Ms. Brogan said as future Chamberlain contributions are received they will first be placed in the Chamberlain Fund before being transferred to the Capital Fund in order to keep the Chamberlain Fund active.

Ms. Brogan referred to the Check Summary report, and noted that the 24Hour-Flex payment description reads "Café" rather than "Cafeteria Plan" which is the monthly administrative cost for the flexible benefit plan for employees. On page 7, the payment of \$52,697.97 to H.W. Houston description shows "Capital Project-Lamb Roof," but only about half of the amount was for the Lamb Roof. The other half was for the demolition of buildings on the East Side as part of the construction project.

Mr. Miltner asked if the demolition cost will be included in the costs for the East Side Library, and Mr. Walker said those will be billed against the East Side Library construction cost. Ms. Brogan added that the East Side expenditures are higher because of the demolition costs.

Ms. Brogan pointed out the payment to Public Works for \$128,130 which was for furniture and fixtures for the Library Enhancement Project. The payment to Screened Effects for \$115 was for shirts for SDD which is the abbreviation for Staff Development Day.

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Mr. Stuart asked if the \$42,393 payment to Kaiser Permanente is the normal cost for the month, and Ms. Brogan responded that it is.

Ms. Brogan pointed out the amounts presented for the Board's approval: ACH payments of \$106,757.79, Payables of \$591,286.90, Payroll of \$196,025.50 for a total of \$894,070.19.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the March 2013 bills and accept the March 2013 Fund Statement as contained in the April 18, 2013 Board materials. There being no further discussion, MOTION CARRIED 5-0.

III. PUBLIC COMMENT None

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The Friends of the Library will hold their Annual Meeting on Friday, April 19 at 6:30 p.m. in the Ryals Room at the Rawlings Library. For ticket information, contact Susan Wolf in the Community Relations Office at 553-0220.
- ☐ The next regular Trustee Work Session is scheduled for Tuesday, May 14 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Trustee meeting is scheduled on Thursday, May 23 at 5:30 p.m. at the Barkman Library at 1300 Jerry Murphy Road.
- ☐ The Pueblo Library Foundation will host four "Libraries for Life" events to introduce plans for three new libraries. Board members were encouraged to attend and invite others to attend the following events:
 - o Tuesday, June 11 at 12:00 noon – Risley Middle School, 625 N. Monument Ave.
 - o Tuesday, August 6 at 12:00 noon – El Pueblo Youth Center, One El Pueblo Ranch Way
- ☐ Mr. Walker announced that he needed to take a moment to talk about fundraising. Mr. Stuart is really doing a lot and is having some success. Mr. Walker said Amber Pepin is working on grant writing and has had some feedback from granting agencies where she is preparing to make grant requests that could amount to several thousand dollars for the library. Mr. Walker said it is very important that the library be able to show that all of the Trustees give or pledge something to the campaign because 100% participation is one of the criteria grant-givers consider when making their decisions. Mr. Walker said the amount given is not as important as the fact that the library has 100% participation from the Board of Trustees. Mr. Walker provided the "Libraries for Life" campaign brochure and a pledge form, and he asked Board members who have not already contributed to make their pledge or gift by May 1. Mr. Stuart added that he had served on foundation boards reviewing grant requests, and one of the reasons it is important for funders to see 100% participation is that if the organization's Board is not supportive, the funders question why they should support it. Mr. Miltner pointed out that the Enterprise Zone tax credit is also a great benefit for donors.

B. Action/Discussion Items

1. Extension of Closing Agreement for Greenhorn Valley Library Site

Ms. Bregar said the library district has an agreement to procure property from the Colorado City Metropolitan District. The parties previously agreed to extend the closing until April 24, 2013. The Board of Trustees discussed the recommendation to extend the closing by mutual agreement with the Colorado City Metropolitan District until May 24, 2013 at the April 9 Work Session.

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Mr. Miltner made a Motion, seconded by Mr. Stuart, that the Board of Trustees authorize the Board President to execute the Second Extension Agreement to Transfer Real Property for the Greenhorn Valley Library site which will extend the closing until May 24, 2013.

There being no further discussion, MOTION CARRIED 5-0.

2. Posting Notice of Public Meetings

Ms. Bregar said the Trustees have been advised to establish annually designated places for posting notice of public meetings. The Board of Trustees discussed current practices and made recommendations at the April 9 Work Session.

Mr. Quintana made a Motion, seconded by Ms. Gairaud, that the Board of Trustees adopt a Resolution to designate the location for publicly posting notice of the Board's meetings.

There being no further discussion, MOTION CARRIED 5-0.

3. Disposal of Property Request

Ms. Bregar said the Rawlings Library coffee shop is being converted to a self-service operation, and this has resulted in surplus equipment, which is recommended for sale to the public.

Mr. Walker noted that this had not been on the Work Session Agenda because surplus items had only been identified last week. Mr. Walker said the library is doing renovations to the coffee shop now, and nine items have been identified that will not be used after the café reopens. The Board is being asked to declare those items as surplus so they can be placed on Craig's List and sold to the highest bidder. Due to other renovations, there is no room to store these items of equipment.

Dr. Mancha asked how the decision was reached to go from a staffed coffee shop to vending machines. Mr. Walker said the vendor who had been staffing the coffee shop found it difficult to make money in a staffed coffee shop, and the library has had some success at Pueblo West where there is vending equipment. Mr. Walker said the vending machines will offer more than just candy bars and sodas, and there should be a nice variety. The decision was made as a cost benefit.

Ms. Gairaud asked where the money would go if the equipment is sold, and Mr. Walker said it would be included as library revenue. Mr. Walker added that the library will be working with a vendor that will provide the machines and stock them for a share of the profits. Mr. Walker said the vendor will continue to be PDI (Pueblo Diversified Industries) which provides work for people with learning disabilities so the revenues will be shared between PDI and the library.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board of Trustees declare certain specified equipment as surplus and instruct staff to sell the equipment to the highest best bidder as a result of offering the equipment in a public sale.

There being no further discussion, MOTION CARRIED 5-0.

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion to adjourn the meeting at 6:25 p.m.

Respectfully submitted,

Jane Carlsen
Secretary