

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

August 25, 2016

I. CALL TO ORDER AND ROLL CALL

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Greenhorn Valley Library at 5:30 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Donna Pickman, Vice President; Marlene Bregar; Philip Mancha; Doreen Martinez; Jim Stuart

Board Members Absent: Lyndell Gairaud

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Maria Kramer, Youth Services Manager; Amy Martin, Greenhorn Valley Library Manager; others not recorded

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on July 19, 2016 and Minutes of the Regular Library Board meeting held on July 28, 2016 were provided to Board members prior to the meeting.

Ms. Pickman made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on July 19, 2016. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on July 28, 2016. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Mr. Walker introduced Maria Kramer, Youth Services Manager, to provide an update report of a special program sponsored by the Friends of the Library called Read Out Loud.

Ms. Kramer explained that Read Out Loud is a program that provides an amazing author visit for children in grades 2-4. The library has been offering Read Out Loud since 2010, and the library provides free books by the author for each classroom that signs up and provides transportation to the Rawlings Library for the author visit. This program has reached 23,863 children.

Ms. Kramer reviewed the purpose of targeting second- and third-grade students with the intent of getting them excited about reading. Part of the strategy is to treat the author like a celebrity. Ms. Kramer reviewed past authors and the books featured, noting that the selection has included chapter books, graphic novels and picture books, and they intentionally select a variety. In 2016, Read Out Loud reached 81 classrooms from 22 schools with 1,905 students reading and 1,569 attending six author presentations held on two days. Tony Abbott's books had 155 circulations during Read Out Loud. Total participation was 3,784.

MINUTES

August 25, 2016 — 2 of 6

Ms. Kramer said this year, the library collected feedback from teachers on the Read Out Loud program, and she reviewed graphs of the feedback as well as selected comments. In 2017, the library is making plans to have Amada Irma Perez, author of *My Diary from Here to There*, who would be the first Latina author featured.

Dr. Mancha asked how many years this has taken place, and Ms. Kramer said this was the seventh year. Participation over the years has increased but had leveled off, although there was a slight uptick this year.

Ms. Martinez asked when the program begins and asked how Board members might help in promoting the program. Ms. Kramer said the program takes place in April to avoid conflicts with school testing schedules. Ms. Kramer described how they reach out to schools and noted that the meeting rooms were at capacities, and more sessions would be needed in order to reach more students.

Mr. Walker credited the Friends of the Library for funding this program, and he concluded that the goal of the program is to make authors heroes.

Mr. Walker then introduced Amy Martin, Greenhorn Valley Library Manager, to provide a report on activities at Greenhorn Valley Library.

Ms. Martin welcomed the Board, commented on the whirlwind the past two years had been, and reflected on how Board members driving out to Greenhorn Valley might wish they could come to work here every day. The introductory slide was a photograph of a tipi talk held with 40 people coming to listen to Native American folklore, history and to see artifacts. Ms. Martin reviewed and commented on the three branch objectives which were briefly: Drive key results and build young readers; Improve outreach efforts to increase partnerships; and Expand the library's role as a center for lifelong learning.

Ms. Martin pointed out the acoustic panels that had been installed in the meeting room which had improved sound levels in the room. Ms. Martin discussed efforts to develop a MakerSpace, a recent upgrade to the children's area and changes to storytimes to accommodate a range of ages, and plans to develop a teen area. She credited the Friends of the Library and other organizations for their support.

Ms. Martin commented on the importance of partnerships and efforts to reach out by attending community meetings to find how the library can meet community needs. She described the resulting increase in meeting room use, contributions to the history display, and programming events offered with community partners.

Hours were reduced at the Beulah Satellite to only Fridays with programs and now provide programs there each week. They are starting a Beulah Book Club which will be held offsite so people feel it is for everyone and not just for kids.

Ms. Martin described a number of programs such as campouts and survival plant hikes and active programs that appeal to tweens and teens. Ms. Martin said the objectives never really have an end point, and she described efforts to reach out to high school students and senior citizens to find how the library can best serve them and named several possibilities.

Ms. Martin said they would like to create an Outdoor Learning Commons. Ms. Martin expects it will be a multi-phase project funded through donations and grants. It would include things such as a community garden, learning patio, and it could continue to grow. Ms. Martin commented that the library feels so loved by this community, and they hope to be able to continue giving the community what it needs.

Ms. Bregar described a visit to an outdoor learning space in Denver, and Ms. Martin said a Nature Explorium is what she has in mind (<http://www.natureexplorium.org/>). Mr. Quintana remarked on how much she had done. Ms. Martin said the community also

MINUTES

August 25, 2016 — 3 of 6

feeds the library, for example, the Colorado Metro District is working on a nature trail that could include the library.

Mr. Walker concluded that this community is lucky to have this librarian here.

B. Friends of the Library Report Ms. Martinez said the Friends were back from summer break but did not have a report. The Friends will be meeting in September.

C. Pueblo Library Foundation Report None.

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the July 2016 Employment Changes as presented by the Executive Director.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Employment Changes contained in the August 25, 2016 Board materials.

Mr. Walker noted there were six new substitutes hired and explained that substitutes come in on an infrequent basis to fill gaps in staffing, and substitutes are sometimes selected to fill permanent position openings or quit if they decide the scheduling does not work for them, which creates the need to restock the substitute pool. There were three other permanent new hires. Mr. Walker pointed out three promotions, pointing out Jaclyn Baros had started as a Materials Handling Technician and is now a Library Specialist at Lamb, Linda Reifschneider is moving from a substitute to permanent position, and Kim Dillon will now also be overseeing the Library @ the Y. There were also two voluntary resignations.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the July 2016 bills and accept the July 2016 Fund Statements.

Dr. Mancha made a Motion, seconded by Ms. Pickman, that the Library Board approve the July 2016 bills and accept the July 2016 Fund Statement as contained in the August 25, 2016 Board materials.

Ms. Baca said there had been little change to the Combined Balance Sheet. The cash balances remain strong due to \$1.8 million in property taxes received in July. Prepaid expenses had changed due to a number of renewals and maintenance subscriptions.

In the General Fund, the target percentage for the end of July is 59%. Revenues are strong because property taxes are received early in the year, and revenue is showing as 90% collected. Ms. Baca pointed out Contracts/Grants includes a \$6,500 contribution from the Friends of the Library in support of the Summer Reading Program.

Personnel was 56% spent compared with 58% last year. Ms. Baca pointed out Workers Compensation is 108% spent which is a constant reminder to budget for workers compensation deductible expenses which had not been included last year, and, depending on claims, it is expected to be overspent for the year. Materials were 54% spent which was the same as last year. Facilities were 39% spent which is 3% lower than last year, but the Lease/Purchase payment later in the year will bring that closer. Also under Facilities are Friends' expenditures which are offset by contributions from the Friends, and it is over-budget because the Friends gave more than anticipated. Operating was 58% spent compared with 67% last year. Office supplies includes some postage expenses that need to be moved, and Finance tries to make audit corrections as they go. Ms. Baca noted that the category for Community Relations will be increasing

MINUTES

August 25, 2016 — 4 of 6

as All Pueblo Reads expenses start to come in. Information Technology was 76% spent compared with 72% in 2015. Overall expenditures were 54% spent, well within target.

Mr. Quintana asked what percentage the library spends on advertising with *The Pueblo Chieftain*. Ms. Baca can do some research to get that information. Mr. Stuart pointed out that each of the accounts likely have a number of sub-accounts, and he asked if that information is available on the website. Ms. Baca explained that it is easily assessable by Finance staff, but it is not available on the website. Ms. Baca said they are working on a redesign of the budget that will make that kind of reporting easier.

In the Capital Fund, there was not much spending. Revenue was 42% collected, and expenditures were 45% spent.

The Special Revenue Fund only had interest earned in July, and the Nesbitt Fund does not change much from month to month.

In the Check Summary Report, expenditures included budgeted and recurring items, and Ms. Baca offered to respond to any questions. Checks with Friends in the description means the library paid an expense that had been funded by the Friends.

Ms. Baca concluded with the amounts presented for the Board's approval: ACH payments of \$112,113.86, Payables of \$367,799.81, and Payroll of \$226,568.57, for a total of \$706,482.24.

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

V. BOARD COMMENT

Mr. Stuart noticed that most of the benchmarks are down considerably from last year and suggested a discussion be added to the September Work Session.

Dr. Mancha commented on yesterday's Annual Planning session which was excellent. He did not see as much competition for money, and it was a great example of teamwork and was very positive. Mr. Quintana agreed that the Planning Retreat went very well and was very collaborative.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ A Volunteer Recognition Luncheon will be held on Thursday, September 1 at 12:00 noon in the Ryals Room. RSVP to Jane Carlsen by August 26.
- ☐ All libraries will be closed on Monday, September 5 for the Labor Day holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, September 13 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, September 22 at 5:30 p.m. at the Giodone Library, 24655 U.S. Highway 50 East.
- ☐ All libraries will be closed on Monday, October 10 for the Columbus Day holiday. Staff will be participating in staff development on that day.
- ☐ MPLA/CALCON16 is scheduled October 20-22 at the Embassy Suites in Loveland, Colorado. Contact Jane Carlsen at 562-5633 to make arrangements to attend.

B. Action/Discussion Items

1. Library Customer Privacy

Mr. Quintana said the Board reviewed and discussed a proposed change to Confidentiality of Library Customer Records policy at the August 16 Work Session.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the revisions to the Confidentiality of Library Customer Records policy.

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

2. Pueblo Urban Renewal Update

Mr. Quintana said Marlene Bregar has been representing the Special Districts on the Pueblo Urban Renewal Authority and will provide an update report.

Ms. Bregar said most of the business has been centered on expansion of the Convention Center and renewal of the Spectra contract, and there have not been a lot of Tax Increment Financing (TIF) or project discussions.

Ms. Bregar expects Jerry Pacheco will be contacting the library district because there are three issues that may come up in the next few months.

The Main Street Parking Garage needs to be refinanced and will have to be brought to the Library Board, and they may be refinancing the bond with Lake Minnequa. Those are both triggering events the Board may be seeing. On St. Charles/Vestas, there was a request from the Board of Water Works to seek an additional reimbursement for costs incurred, but there will not be movement on that until there is a formal request. Also in the St. Charles project, Urban Renewal may want to extend the TIF to the full 25 years. Ms. Bregar explained the idea behind that is they would come to the taxing entities to seek approval with the provision that the rebate would be returned in the form of improvements. For example, with District 60, PURA could provide air conditioning with the tax money that would have been rebated over a period of time. The advantage for the school district is it would not affect state funding or impact the school district's general fund and does not show as tax rebate income. There was discussion that this had been done in other places and the importance of being careful the money is not put into administrative costs, but it had been beneficial to school districts.

There was additional discussion in which Ms. Bregar noted that Jerry Pacheco has been forthcoming and seems to be meeting what is required, and she feels taxing entities are in a better place now. She added that she is now a full voting member.

Ms. Bregar also said that Jerry Pacheco had reported the property tax increase and shared those: Downtown \$593,829; Santa Fe is finished with \$0; North Pueblo was \$170,727; Lake Minnequa \$546,546; Thunder Village \$3,786; St. Charles Industrial Park \$2,898,576; Union Avenue \$1,167; East Side \$725; and West Side \$6,469. These total about \$4.2 million.

Ms. Bregar attended Urban Renewal Board Member training which was interesting, although some had been covered during Library Board training such as conflict of interest. While there, she described a conversation with Mike Valdez who explained how taxing entities get the taxes it did before the TIF, and Urban Renewal receives the difference between that tax and the increase in tax from the improvements. Ms. Bregar explained that there is a payment to TIF on the property owner's tax statement, and Mr. Valdez found that to be odd without an active project or other reason for that. Ms. Bregar suggested that Mr. Gradisar look into this.

MINUTES

August 25, 2016 — 6 of 6

There was further discussion of Ms. Bregar's efforts to understand the work of Urban Renewal, but found Jerry Pacheco and his staff to be helpful. Mr. Quintana thanked Ms. Bregar for investing the time to keep her finger on the pulse of Urban Renewal. There was also discussion that the library had anticipated about a 4% increase rather than a 1% increase, and that is the kind of difference TIF makes to the library.

No action is required by the Board at this time.

3. Board Assessment

Mr. Quintana said the Board of Trustees were asked to complete the revised Board Assessment at the August 16 Work Session and return it at the Regular meeting.

Mr. Stuart had completed the assessment and recommended substituting "I" in the place of "Board" in items 1, 11, and 13. Dr. Mancha questioned item 11 and the use of what might be considered jargon in "I feel free..." After discussion, it was agreed to change the item 11 statement to read: "I would not hesitate to communicate problems to the Director in a timely manner."

No formal action was required.

4. EXECUTIVE SESSION

Mr. Quintana said the Board of Trustees would enter into executive session for the purpose of determining positions and development strategy for negotiations and instructing negotiators pursuant to C.R.S. 24-6-402(4)(e).

The audience was excused at 6:54 p.m. upon Motion made by Ms. Pickman, seconded by Dr. Mancha.

The Board reconvened in public at 7:44 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Pickman.

IX. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. upon Motion made by Ms. Bregar.

Respectfully submitted,

Jane Carlsen
Secretary