

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

August 27, 2015

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 5:31 p.m. by Vice President Donna Pickman.

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

Staff Present: Jon Walker, Executive Director; Amy Martin, Greenhorn Valley Manager; LouAnn Lucero, AV Technician; others not recorded.

Attorney Present: Nicholas Gradisar

Others Present: Jacque Wachob, Colorado City Metropolitan District Chairperson; Susan Kalman, Colorado City Metropolitan District, Dustin Hodge, Friends of the Library Secretary;

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 14, 2015 and Minutes of the Regular Library Board meeting held on July 23, 2015 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on July 14, 2015. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on July 23, 2015. The minutes were approved by unanimous consent.

IV. SPECIAL GUESTS

Ms. Pickman introduced representatives from the Colorado City Metropolitan District, Jacque Wachob and Susan Kalman. Jacque Wachob said she was thrilled to be the Chairman when the library came about. Ms. Wachob said she is also a real estate broker and noted that people were moving to the area, which she attributed partially to the library. *(President Fredrick Quintana arrived during these comments and relieved Ms. Pickman of chairing the meeting.)*

V. REPORTS

A. Executive Director Report

Mr. Walker introduced Amy Martin, Greenhorn Valley Library Managing Librarian, to report on activities at the Greenhorn Valley Library.

Ms. Martin welcomed the Board to the Greenhorn Valley Library, noting that it had been a year to remember, and reviewed photographs of last year's Sneak Peek and Ribbon Cutting and commented on work being done at this time last year to prepare for the opening of the library.

As of the end of July, the Greenhorn Valley Library had reached 76% of the goal for circulation, 114% for visits, and 84% for program attendance. Ms. Martin said there is a lot more to the story than statistics, and one of their first steps was to customize the collection to match the interests of the community, and the collection now has between 15,000 and 16,000

MINUTES

August 27, 2015 — 2 of 6

items. The highlight has been children's services with children in and out of the library daily, storytimes, reading dogs, Lego Mania and other programs, and it has been fun to watch the children grow. Programs for teens and tweens has been more challenging because teens in the community are involved in sports and other extracurricular activities. They have had some success by partnering with 4-H, offering graphic novels and comic books, and moving the Teen Advisory Board to Rye High School. Services for adults have included author events, hikes, yoga, and craft classes. Ms. Martin announced a number of upcoming events planned.

Ms. Martin said the library contributes to the community by providing a place for people to gather, and she reviewed a number of organizations using the meeting rooms. She also reviewed partnerships that have shared resources to make a number of programs possible, and the library has offered storytimes at Aspen Acres and brought books to Camp Jackson.

Ms. Martin said the next year will be about creating more interactive and engaging spaces for children and teens, and she hopes to achieve a higher level of involvement with high school students. In order to get everyone in the community into the library, staff plan to visit a service organization each month to talk about resources available at the library and invite them to share stories for the history wall. Ms. Martin then offered to respond to questions.

Mr. Stuart commented on the need for sound mitigation noting the meeting room echoes badly. Mr. Walker said Ms. Martin will be coordinating acoustic improvements at the Greenhorn Valley and Giodone Libraries. Mr. Stuart said he is glad she is working on it because everything she has done has turned out to be first class. Ms. Martin added it will become even more important because a band will be rehearsing in the room after hours.

Dr. Mancha asked if there had been any surprises, and Ms. Martin responded it had been the challenge of connecting with the teen population. She has been working with Maria Kramer and attended ALA sessions on teen programming to see how the library might be able to reach them.

Ms. Pickman said Ms. Martin is perfect for this area. Ms. Martin said this is a dynamic community, and she has enjoyed connecting with them in the library.

B. Friends of the Library Report

Dustin Hodge, Friends of the Library, said six of the Friends had attended the Planning Retreat, and it was a wonderful experience to see who is responsible for pulling it together. The 10-Year Anniversary sale had been a success bringing in about \$7,000 in sales over three days. The net profit for Books Again was about \$14,700. The Books-by-the-Bag Sale will be held October 1-3. Books Again now has a gift shop with new items. The Friends will be handing out books at the Kids Day Parade. The Scary Story Contest will be held in September with awards in October. There are now 962 Friends of the Library members. The Friends will be giving 20 seats for the Black Tie Ball event for CSU-Pueblo students and are working on the assignment students will be judged on to receive those. Mr. Hodge said after being gone over the summer, it is exciting to hear of Summer Reading Program activities at the same time as all the activities planned for All Pueblo Reads.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the July 2015 Employment Changes as presented by the Executive Director. Ms. Pickman made a Motion, seconded by Mr. Stuart to approve the Employment Changes contained in the August 27, 2015 Board materials.

MINUTES

August 27, 2015 — 3 of 6

Mr. Walker reviewed the changes which included two new hires, three promotions and three terminations, two of which were for cause. Mr. Stuart asked how many years Al Roman had been with the library. Although unsure of the number of years, it was estimated he had been with the library over ten years after a career with the school district.

There being no further discussion, MOTION CARRIED 6-0

F. Financial Report

Mr. Quintana said the Board is asked to ratify the July 2015 bills and accept the July 2015 Fund Statements. Jon Walker, Executive Director, would provide a synopsis of the Financial Report and answer questions.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Library Board approve the July 2015 bills and accept the July 2015 Fund Statements as contained in the August 27, 2015 Board materials.

Mr. Walker said the library had received the preliminary valuation from the Tax Assessor for 2016 and distributed the form received by the library. The actual value of property in Pueblo County is over \$11 billion, and out of that comes the property tax. The library's piece is 5.25 mills, and there is a little adjustment due to abatements and refunds.

Mr. Walker distributed the Mill Levy Calculations for 2016 compared with those for 2015. Mr. Walker pointed out the 2015 adjusted total revenue almost exactly matches the property tax budget shown in the General Fund. Mr. Walker said the budget for the library in 2015 was about \$9.8 million, and it is expected to reach \$9.9 million in 2016. About 87% of the library's revenue comes from property tax. Library staff are working on budget proposals for 2016 and held a Planning Retreat, so work on the 2016 budget is beginning.

Mr. Walker said the target percentage for the end of July is about 58%. Total revenues were 90% collected. Personnel was 58% spent which is right on track and important since it is the biggest part of the budget. Materials were 54% spent. Facilities were only 42% spent which is slightly under because the Lease-Purchase payment on the COPs for the new libraries and Pueblo West has not yet been made. Operating was 67% spent, and Mr. Walker attributed it to Contract Services which contains the cost of policing for the Lucero Library. Mr. Walker explained the need for increased security there. Information Technology was 72%, and Mr. Walker attributed much of that to prepayments in that category. Total expenditures were 56% spent, so it is in good shape overall.

Mr. Miltner asked about the new industries coming to Pueblo, and Mr. Walker said those do not show up on the tax rolls until a year after the business is up and running.

Ms. Pickman asked if it would be less expensive to have full-time security at the Lucero Library. Mr. Walker said the library uses TNT Security at a number of libraries, but at the Lucero Library it is important to have the ability to arrest. Mr. Walker said the East Side very much needs a library which is heavily used, but not all the activity has been good.

Mr. Walker reviewed the Check Summary Report, pointing out a payment of over \$18,000 for replacement lighting at Pueblo West with LED lighting. Mr. Walker also pointed out \$6,600 payment for a major sewer repair at Lamb.

Mr. Walker concluded with the amounts presented for the Board's approval to include ACH payments of \$171,904.00, Payables of \$416,171.96, and Payroll of \$341,357.02 for a total of \$929,432.98.

Mr. Miltner asked how changes in health care will impact the library in 2016. Mr. Walker said some of that has started, and the impact was less than anticipated in 2015. One of the issues was the change in definition of full-time employees, and those working 30 hours per

MINUTES

August 27, 2015 — 4 of 6

week are now eligible for the health benefit, and the library has a number of employees who may fall into that category.

There being no further discussion, MOTION CARRIED 6--0.

VI. BOARD COMMENT

Mr. Miltner commented that while he felt the value of the Planning Retreat was greater for library employees, it was a pleasure to get to know staff better, and he appreciated the opportunity.

VII. PUBLIC COMMENT None

VIII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ A Volunteer Luncheon will be held on Thursday, September 3 at 12:00 noon in the Ryals Room. Board members are invited to attend. RSVP to Board Secretary by August 31.
- ☐ The next regular Work Session is scheduled for Tuesday, September 15, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, September 24, at 5:30 p.m. at the Giodone Library.
- ☐ Registration for CAL Conference 2015 began June 1. The conference will be held October 22-24 at the Embassy Suites in Loveland, Colorado. Contact the Board Secretary to make plans to attend.
- ☐ Upcoming Advocacy Opportunities (contact Board Secretary for reservations):
 - Legislative Barbecue, August 28 at 5:00 p.m., Colorado State Fair.
 - Latino Chamber—Latino Supremo Coffee Break, September 2, 8:15 a.m., Goal Academy, 1861 S. Pueblo Blvd.
 - Latino Chamber—Happy Hour, September 3, 5:00 p.m., hosted by and located at Smart Watt Energy in Pueblo West.
 - Greater Pueblo Chamber—Business During Lunch, September 10 at 11:30 am hosted by Goal Academy at the Pueblo Convention Center.
 - Latino Chamber—Brown Bag Seminar, September 16, 12:00 noon, Latino Chamber Learning Center.
 - Greater Pueblo Chamber—Business After Hours. September 24 at 5:00 p.m. at Sangre de Cristo Arts & Conference Center.
 - Latino Chamber—Membership Luncheon, September 25, 11:30 a.m., Pueblo Convention Center. Guest speaker from HERR Investigations.
- ☐ Advance registration for the Public Library Association (PLA) Conference, April 5-9, 2016, in Denver is due by February 26, 2016.

B. Action/Discussion Items

1. Strategic Plan

Mr. Quintana said the Board had reviewed a number of iterations of the 2016-2020 Strategic Plan and provided additional input.

Dr. Mancha made a Motion, seconded by Ms. Pickman, that the Board of Trustees approve the 2016-2020 Strategic Plan

MINUTES

August 27, 2015 — 5 of 6

There was a review of the changes that had been discussed at the August 18 Work Session which had been incorporated into the Strategic Plan document along with a letter from the Board President and a letter from the Executive Director. Mr. Walker said the appendices had also been separated from the Strategic Plan. The final layout is still being worked on, and the Board is approving the text contained in the Strategic Plan. Mr. Walker said no further changes had been received from the Board since the last meeting.

There being no further discussion, MOTION CARRIED 6-0.

2. Proposed Pueblo Library Foundation Contract

Mr. Quintana said the Board had discussed the proposed Pueblo Library Foundation Contract at the August 18, 2015 Work Session.

Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Board of Trustees authorize the Executive Director to execute the Donor-Advised Restricted Fund Agreement with the Pueblo Library Foundation.

There being no further discussion, MOTION CARRIED 6-0.

3. Trustee Bylaws Revision Proposal – Vice President Role

Mr. Quintana said the Trustees discussed expanding the role of the Vice President to include presiding at Board Work Sessions which resulted in a revision to the Bylaws.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the revision to the Bylaws as discussed at the August 18, 2015 Work Session.

There being no further discussion, MOTION CARRIED 6-0.

4. Library Board of Trustees Vacancy

Mr. Quintana said a vacancy on the Board of Trustees is anticipated at the end of the current year, and the Trustees discussed their role in the upcoming appointment process. The Board President appointed an ad hoc Nominating Committee to discuss the process further, and a committee meeting was held on August 25, 2015.

Mr. Walker said the Nominating Committee, consisting of Ms. Bregar, Dr. Mancha and Mr. Quintana, had an agenda to discuss the talents and representation needed, candidates who could fill identified needs, and the process to encourage applicants, review applications, and develop a recommendation.

Mr. Walker said the committee started by identifying the current strengths the Board has today which includes: financial, public library experience, public education (K-12), higher education, business, legal, social science, customer service, clergy and nonprofit leadership. In addition it has a mix of male and female as well as young and old.

The committee then discussed Board needs which included: ethnicity, human resources, facilities, children's services, early literacy, senior services, social services, and safety and security. Competencies needed in Board candidates included: diversity, ability to work in a consensus environment, basic financial literacy, understanding policy development, understanding the role of the Board, and a willingness and commitment to serve.

The committee briefly discussed how it might encourage applicants, and asked for some follow-up with the County. The County plans to post the vacancy on their website, and the committee asked staff to look into whether the library could post a notice or issue a press release about the Library Board vacancy, and they have agreed with some guidelines and information on timing. The committee scheduled a second meeting on September 8 at 12:30 p.m. in the Executive Conference Room to identify people who might fit those criteria and discuss how to encourage people to apply. Mr. Walker said it would be a good time for Board members to start thinking of names.

MINUTES

August 27, 2015 — 6 of 6

There was additional discussion of the timing issues. The position will be posted on September 14 and will close on September 28, and they have asked for the Board's recommendation by October 8. As many of the Board who wish could participate at the Nominating Committee meeting on September 8, and there will be a Work Session on September 15 to discuss the recommendation process. It was agreed the tighter time constraint will be between the close of nominations on September 28 and October 8 to provide a recommendation.

The Board Secretary will extend the invitation to attend the Nominating Committee meeting on September 8 to the entire Board.

5. EXECUTIVE SESSION

Mr. Quintana said the Trustees would enter into Executive Session pursuant to C.R.S. 24-6-402(4)(d) to discuss specialized details of security arrangements or investigations.

The audience was excused at 6:45 p.m. upon Motion made by Mr. Stuart, seconded by Ms. Gairaud.

The Board reconvened in public at 7:21 p.m. upon Motion made by Ms. Bregar, seconded by Mr. Miltner.

IX. ADJOURNMENT

Dr. Mancha made a Motion to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

Jane Carlsen
Secretary