

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

August 28, 2014

I. CALL TO ORDER AND ROLL CALL

After an informal tour of the Greenhorn Valley Library construction site at 4:30 p.m., the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Colorado City Metro District at 4497 Bent Brothers Boulevard in Colorado City at 5:32 p.m. by President Marlene Bregar.

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

Board Members Absent: Lyndell Gairaud

Attorney Present: Nicholas Gradiar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Charles Hutchins, Information Technology Director; others not recorded.

Others Present: Bill Bregar; Andrew Bregar.

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on July 8, 2014, and Minutes of the Regular Library Board meeting held on July 24, 2014, were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on July 8, 2014. The minutes were approved by unanimous consent.

Mr. Miltner made a Motion, seconded by Ms. Pickman, to approve the Minutes of the Regular Library Board meeting held on July 24, 2014. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker thanked IT for setting up the Board meeting with WiFi on the road.

Mr. Walker shared recent photographs showing progress on the St. Charles Mesa Library and the Lucero Library. Mr. Walker said the Lucero Library is about a month behind the Greenhorn Valley Library, and they are projecting that the Greenhorn Valley Library will be completed in the latter half of September. He expects to have more concrete dates at the September Board meeting. Mr. Walker said the St. Charles Mesa Library is about a week behind the Greenhorn Valley Library. There has been a lot of progress on the building projects.

Mr. Walker then invited Michael Cox, Director of Public Services, to discuss the new staffing plan and changes in the library's service model. The library made changes in staffing allocations with the implementation of RFID and AMH equipment that will help staff the new libraries.

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Mr. Cox said he will be talking about the PCCLD staffing plan that will solve a big problem created when the Board decided to build three new libraries. His job has been to plan how to open those new libraries, which means staffing new libraries.

Mr. Cox explained that providing 4.5 FTE (Full Time Equivalent) employees to provide 52 hours of service each for three libraries brings the total to 13.5 FTE employees or 540 staff hours per week.

Mr. Cox provided details on efforts and advantages to streamline workflows to allow staff more time to work directly with customers, which included RFID/AMH implementation, a centralized Call Center, and the introduction of centralized programming where programs are provided throughout the district, as well as smaller adjustments for efficiencies throughout the system. The staffing plan was developed with attention to customer service and determining how much time each position could devote to customer service. Mr. Cox provided detailed explanations of how they reached the determination of the number of hours needed in each location. Through natural attrition, voluntary transfers, and some reorganization, the library will be able to reallocate 68% of the staffing needs at the new libraries, and the remaining 182 hours per week will be new hires.

Mr. Stuart asked how long it took to figure that out, and Mr. Cox said he has been working on it for over a year. Mr. Stuart commented that he thought that all the savings would come from circulation due to the RFID/AMH equipment.

Mr. Quintana asked how many permanent positions will be used to staff the new libraries, and Mr. Cox responded that there will be 21 positions over the three new libraries.

Mr. Cox reiterated that the staffing plan was rooted in the notion of customer service. Mr. Cox said at the Annual Planning Retreat he heard a lot about the need for more school visits which may grow outside of the staffing plan if staff need to spend more time in the schools, but he expects to be ready to open the doors of the new libraries in the coming weeks. Because staff will be transferring to the new libraries, there will also be a lot of expertise in the new libraries.

Ms. Bregar asked if there is a communication plan between managers and central management, which led to a discussion of the leaner management model and the need to make sure people are talking to each other so it is not left to chance.

Mr. Walker explained that managers meet regularly, which provides an opportunity for managers to discuss service issues and any stresses. Mr. Walker said that Mr. Cox also holds monthly "Walks Around the Block" with each Public Service Manager, and each department has a monthly staff meeting to talk as a group. Each manager holds regular "Walks Around the Block" with each of their employees. These are part of the performance management system, but they are also communication tools so things can bubble up rather than explode.

Mr. Walker said the staffing plan has not yet been fully implemented, and in the next 6-12 months it will be important to spend time talking and listening to find out where the stresses are. Mr. Walker added that during the 2015 budget cycle he hopes to include a contingency amount to allow some flexibility for public services as well as support services as the library expands from five service outlets to eight. Mr. Walker said 2015 will be a year for the library to regain its balance after growing from five libraries to eight in 2014. It may be a bit clumsy, and some adjustments may be needed if it can be afforded.

Ms. Bregar asked if there were any other questions for Mr. Cox. Ms. Bregar thanked Mr. Cox for his hard work. Mr. Walker said in some respects this is the largest growth spurt the library district has ever had, especially in terms of the service reach. This is a rare time and a rare opportunity, and a rare challenge.

B. Friends of the Library Report

Mr. Stuart said the Friends of the Library had their first meeting after the summer break on August 19. Books Again had their annual \$2 hardback sale, and sales totaled \$3,600, which is up more than \$600 from last year. For the second quarter, Books Again sales were \$15,000, on par from sales in the second quarter of last year. Total all times sales at Books Again have topped \$800,000. The Friends are on track to meet all financial obligations, with reserves.

Mr. Walker said he received word today that the Colorado Association of Libraries (CAL) is awarding the Library Advocacy Award to the Friends of the Library, and those stakeholders should take a great deal of pride in the work that they do and know that the State Association recognizes it.

Ms. Bregar added that quite a few members from the Friends of the Library Board and the Foundation attended the Annual Planning Retreat, and they were great. They were very thoughtful in their contributions to the discussion. Mr. Walker said this was the first time the Friends Board and the Foundation had been included, and at the end of the day, when all the ideas have been discussed and prioritized, when he asked if there was anything that was not up there, a Friends member made a recommendation. Her recommendation got among the top number of votes and was well accepted by the entire group.

C. Pueblo Library Foundation Report

Mr. Stuart announced that the Foundation had reached 101.5% of its goal and had raised \$1,086,624.54. The fundraising events in July had put the Foundation over the top.

D. Attorney Report

Mr. Gradisar provided a brief update on discussions with Urban Renewal. Mr. Gradisar and Dr. Mancha had attended an Urban Renewal Meeting earlier this week, and their purpose had been to ask them to set aside time for the Boards to talk about the outstanding issues with respect to reaching an agreement. They had only allowed 15 minutes, but they agreed to schedule a retreat in Pueblo on October 6, although that date could change. They will allocate an hour for all the policy-makers to get together to discuss the differences that exist and determine those they can live with and those they cannot.

Mr. Gradisar would like as many Board members as possible to attend, and it would be an open meeting so these discussions can take place. The taxing entities will talk about what our perspective should be. Mr. Gradisar suggested that the Board might like to have a refresher on how the issues might be resolved. Hopefully, there will be enough ideas generated to move forward.

Mr. Stuart said he would need a primer. Mr. Miltner asked if it would be a day or evening meeting, but Mr. Gradisar was not sure. There was discussion of offering a refresher at the September Work Session.

E. Employment Changes

Ms. Bregar said the Board is asked to ratify the July 2014 Employment Changes as presented by the Executive Director.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Library Board approve the July 2014 Employment Changes as contained in the August 28, 2014 Board materials.

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

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F. Financial Report

Ms. Bregar said the Board is asked to ratify the July 2014 bills and accept the July 2014 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and answer any questions.

On the Combined Balance Sheet, Ms. Brogan said it was about \$3 million down from last year due to the expected spend-down of the COP funds.

In the General Fund, the target percentage for the end of July is 58%. Revenues were 91%, driven mostly by property tax which is 96% collected and is tracking similarly to last year. Contracts and grants will increase as the year-end approaches when the City makes the other payment for land for the Lucero Library.

Expenditures were 49% spent compared with last year when it was 52% spent. Personnel was 56% spent which is about right. Both months with three payroll periods have been recorded, so they should remain true to the end of the year. Materials were only 32% spent, but opening-day collections are now being ordered, so it will increase dramatically very soon. Facilities was 38% spent, which is similar to last year due to milder winters, and we will be able to handle a rate increase. Operating was 63% spent, slightly above target. Ms. Brogan said both the Facilities and Operating budgets were prepared in anticipation of increases late in the year when the three new buildings open, and she expects to see some savings due to a later opening than scheduled. Information Technology was 81% spent, and Ms. Brogan said that had been explained.

Revenue in the Capital Project Fund had no activity except for \$347 in interest. The building project included two months of invoices totaling \$1,246,706. Construction, shelving, computer equipment and architectural fees make up the expenses with \$311,811 for the Lucero Library, \$497,100 for St. Charles Mesa Library, and \$437,795 for the Greenhorn Valley Library. The only expense in Capital Asset expenditures was \$186 for miscellaneous landscaping costs at Rawlings.

In the Check Summary Report, Ms. Brogan pointed out the payment to H.W. Houston for \$1,181,716.13 which represents invoices from May and June for all three libraries. The check to Libra-Tech Corporation for \$11,802.45 was for fill-in shelving for the new libraries. Much of the shelving had come from surplus at Rawlings, and Al Perea figured out what was needed, renovating end panels and other pieces rather than buying all new shelving. Ms. Brogan pointed out the legend provided to explain abbreviations.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$150,364.05, Payables of \$1,501,616.56, and Payroll of \$296,322.58 for a total of \$1,948,303.19.

Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Library Board approve the July 2014 bills and accept the July 2014 Fund Statement as contained in the August 28, 2014 Board materials.

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

Mr. Miltner asked if the Board will have a complete statement showing what each of the buildings cost. Mr. Walker said they have sheet like that which is updated monthly.

V. PUBLIC COMMENT None

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The next regular Work Session is scheduled for Tuesday, September 16, at 3:00 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo.
- ☐ The next regular Board meeting is scheduled on Thursday, September 25, at 5:30 p.m. at the Library @ the Y, 3200 Spaulding Avenue.
- ☐ Mark your calendars for the CAL Conference to be held October 16-18 in Loveland, CO. Contact the Board Secretary to make arrangements to attend.

B. Action/Discussion Items

1. Library Naming

Ms. Bregar announced that the Board of Trustees discussed at their Work Session on August 19, 2014, the recommended name for the new library under construction now at 24655 US Hwy 50E as well as the name for the new library in Colorado City.

Mr. Stuart made a Motion, seconded by Ms. Pickman, that the new library at 24655 US Hwy 50E be named the Tom L. and Anna Marie Giodone Library and the new library in Colorado City be named the Greenhorn Valley Library.

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

2. Hours of Service

Ms. Bregar said the Board of Trustees discussed at their Work Session on August 19, 2014, the proposed hours of service for the three new libraries under construction at 1315 E. 7th Street, 4801 Cibola Drive in Colorado City, and 24655 US Hwy 50E.

Mr. Quintana made a Motion, seconded by Mr. Miltner, that the hours of service for the new libraries are established to be Monday through Thursday from 10 a.m. until 7 p.m., and Friday and Saturday from 10 a.m. until 6 p.m.

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

3. Surplus Computers

Ms. Bregar said the Board of Trustees reviewed a proposal at their Work Session on August 19, 2014, to declare as surplus approximately 100 outdated public-use PCs through recycling with a certified e-waste vendor.

Mr. Hutchins distributed a revised Disposal of Property Request which provided a detailed inventory of the equipment considered surplus. The list includes: 3 cash registers that are no longer working; 12 twelve servers that Mr. Hutchins explained had been kept throughout hardware replacements as a precaution when they moved data from the old servers to the new; 130 monitors, mostly from the old public computers and OPAC stations, with 40-45 monitors pulled out for stock; 150 personal computers, mostly Lenovos that had been cannibalized, and 30 kept in stock to be used for staff replacement parts and for the new libraries.

Mr. Hutchins said they decided to use ForeRunner, a certified e-waste recycler. They will palletize the equipment and help inventory it to get it off the capital books.

Mr. Walker suggested that the Board approve the Disposal of Property Request provided by Mr. Hutchins.

Dr. Mancha made a Motion, seconded by Ms. Pickman, to approve the Disposal of Property Request presented.

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

VIII. ADJOURNMENT

Having completed all the items on the agenda, Ms. Bregar adjourned the meeting upon Motion made by Mr. Quintana at 6:40 p.m.

Respectfully submitted,

Jane Carlsen
Secretary