

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

**December 10, 2015**

**I. CALL TO ORDER AND ROLL CALL**

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; Sara Rose, Chief Operating Officer; LouAnn Lucero, AV Technician; others not recorded.

Attorney Present: Nicholas Gradisar

Others Present: Brian Casaus, Library Board applicant

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA**

Mr. Quintana replaced item IV.B. Friends of the Library Report with a Chief Operating Officer report. The Friends did not have a report.

**III. APPROVAL OF THE MINUTES**

Mr. Quintana said the Minutes of the Library Board Work Session held on November 10, 2015 and Minutes of the Regular Library Board meeting held on November 19, 2015 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 November 10, 2015. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on November 19, 2015. The minutes were approved by unanimous consent.

**VI. REPORTS**

**A. Special Presentation and Recognition**

Mr. Quintana presented a plaque, gift and portrait to Mr. Miltner and commented on his service and leadership on the Board of Trustees. Mr. Miltner responded that it had been a pleasure.

**B. Chief Operating Officer Report**

Sara Rose, Chief Operating Officer, provided a status report from the Chief Financial Officer Search Committee. Ms. Rose said the position had been posted on 13 job boards, and the library received 36 applications, five were not qualified, two were incomplete. The committee screened 29 applications and the seven best were selected for interviews, one withdrew when contacted. Six interviews were conducted, and they had some really great interviews, and the committee felt strongly about continuing with three applicants for a second round of interviews.

Ms. Rose said they will be determining the format for the second-round process which will include more stakeholders. The dates for the second-round interviews have not been set, but they hope to be able to complete those during the last week of December or first week of January. Ms. Rose said they have very well qualified people and are excited about moving forward.

Ms. Pickman asked if the applicants were from within the state, and Ms. Rose responded five were local, two were out-of-state, and one of the local candidates

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withdrew. Dr. Mancha asked if library experience was required, and Ms. Rose said it was not required, although it would be beneficial.

**C. Pueblo Library Foundation Report** None

**D. Attorney Report** None

**E. Employment Changes**

Mr. Quintana said the Board is asked to ratify the November 2015 Employment Changes as presented by the Executive Director.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Employment Changes contained in the December 10, 2015 Board materials.

Mr. Walker referred to the Employment Changes in the Board packet noting there were three new hires, two promotions and two voluntary terminations.

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

**F. Financial Report**

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

Ms. Pickman made a Motion, seconded by Dr. Mancha, that the Library Board approve the November 2015 bills and accept the November 2015 Fund Statement as contained in the December 10, 2015 Board materials.

Mr. Walker noted that the Board had been provided end-of-year estimates at the Work Session, and those are continually updated as the library reaches the end of the year.

On the Combined Balance Sheet, Mr. Walker pointed out the operating cash remains at a healthy level. He also pointed out the COPs number changed because the library made a significant payment. Right below that is Loan Receivable, and the library has one note for the Giodone Library, and that should be changing with an annual payment of \$12,000 expected at the end of the year.

In the General Fund, the target percentage for the end of November is 92%. Mr. Walker pointed out that Specific Ownership Tax is at only 81%, but that will continue to be collected in January. Facilities shows the COP payment of \$628,275, which puts that category on track at 92%. The bottom line shows expenditures 87% spent, so it is just a little under.

In the Capital Fund, everything is in good order. The \$33,055 payment approved by the Board is shown for the staff desktops. The IT staff are working on deploying those, but it is expected to carry into the new year.

In the Special Revenue Fund, there is an action to transfer much of the balance from this fund to the Pueblo Library Foundation.

In the Check Summary Report, Mr. Walker offered to address any questions. The library is still spending for new books and catching up on materials expenditures. Mr. Walker added that the materials budget tends to be seasonal. As we approach the holiday, publishers have more material on the market so there are quite a few expenditures this month.

Mr. Walker concluded with the amounts presented for the Board's approval to include ACH payments of \$109,882.03, Payables of \$269,526.83, and Payroll of \$216,013.57 for a total of \$595,422.43.

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

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### V. BOARD COMMENT

Ms. Pickman wished everyone a Merry Christmas.

Mr. Miltner thanked everyone for their assistance over the past seven years and said he would drop in to see how things are going.

### VI. PUBLIC COMMENT None

### VII. OLD BUSINESS None

### VIII. NEW BUSINESS

#### A. Announcements

- ☐ The Rawlings Library will close on Sundays, December 20 and December 27. All libraries will be closed on Thursday and Friday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will close at 6:00 p.m. on Thursday, December 31 for New Year's Eve and will be closed on Friday, January 1, 2016, for New Year's Day.
- ☐ All libraries will be closed on Monday, January 18, 2016, for the Martin Luther King, Jr. Holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 19 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 28, at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition at 5:00 p.m., and Mr. Quintana encouraged Board members to arrive early for that event.

#### B. Action/Discussion Items

##### 1. Sirsi/Dynix Support Renewal

Mr. Quintana said the Trustees had discussed the renewal of a contract with Sirsi/Dynix at a cost not to exceed \$101,846.17 for maintenance and support for integrated library system software, hardware and related components at the December 8, 2015 Work Session. By policy, this renewal requires Trustee approval since it will exceed \$25,000.

Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Board of Trustees approve the annual support contract with Sirsi/Dynix at a cost of \$101,846.17.

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

##### 2. Transfer of funds from the Special Revenue Fund to the Pueblo Library Foundation

Mr. Quintana said the Trustees approved a budget resolution and appropriation on July 23, 2015, authorizing transfer of funds from the Special Revenue Fund to the Pueblo Library Foundation. The Trustees took action on August 27, 2015 to execute a contract with the Pueblo Library Foundation to establish a donor-advised restricted fund with the Pueblo Library Foundation for these funds. The Trustees discussed taking action to authorize the transfer of up to \$13,000 in 2015 from the Special Revenue Fund to the donor-advised restricted fund of the Pueblo Library Foundation at the December 8, 2015 Work Session.

Dr. Mancha made a Motion, seconded by Ms. Pickman, that the Board of Trustees approve the Resolution for Supplemental Budget and Appropriation for the Special Revenue Fund to transfer funds to the Pueblo Library Foundation in an amount not to exceed \$13,000.

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Mr. Walker noted that the amount is likely to be a little over \$12,000.

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

### **3. Amended 2015 Capital Project Fund Budget**

Mr. Quintana said the Capital Project Fund Budget adopted by the PCCLD Board of Trustees in December 2014 for fiscal year 2015 did not fully anticipate all revenue actually received. The Board reviewed a supplemental 2015 Capital Project Fund Budget and Appropriation at the December 8 Work Session.

Mr. Miltner made a Motion, seconded by Ms. Gairaud, that the Board approve the Resolution for Supplemental Budget and Appropriation to increase the 2015 appropriation for the Capital Project Fund from \$65,000 to \$170,386 to increase funds to help pay costs for newly constructed libraries and other capital expenses for the Pueblo City-County Library District.

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

### **4. Resolutions to Adopt the 2016 Annual Plan, the 2016 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2016 Budget**

Mr. Quintana said the Preliminary 2016 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November. The Board discussed the plan and budget at the December 8 Work Session.

Mr. Quintana recommended that each of the Resolutions be considered separately.

#### **a. Approve the 2016 Annual Plan**

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve the 2016 Annual Plan.

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

#### **b. Adopt the 2016 Budget**

Ms. Pickman made a Motion, seconded by Mr. Miltner, that the Board of Trustees adopt the 2016 Budget.

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

#### **c. Set the Mill Levy at 5.255 mills**

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees set the mill levy at 5.255 mills.

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

#### **d. Appropriate sums of money for the 2016 Budget**

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board of Trustees appropriate sums of money for the 2016 Budget.

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

### **5. PCCLD Workers' Compensation, Property/Casualty and Liability Insurance Renewal**

Mr. Quintana said PCCLD's workers' compensation, property/casualty and liability insurance coverage will expire at the end of 2015. PCCLD insurance consultants have solicited information for coverage renewal. The quoted rate for renewal with the Special Districts Association is at a cost of \$86,919 which was reviewed and discussed at the December 8 Work Session. By policy, this requires Trustee approval since it exceeds \$25,000.

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Mr. Walker pointed out that the cost should be \$86,201.90 rather than 86,919.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve PCCLD's Workers' Compensation, Property/Casualty and Liability insurance renewal for 2016 at the rate of \$86,201.90 from the Special Districts Association.

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

### **6. PCCLD 2016 Scheduled Closures**

Mr. Quintana said the Library Board reviewed and discussed 2016 Scheduled Closures at the December 8 Work Session. The Library Board has approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 18 (Martin Luther King Jr. Day), May 30 (Memorial Day), July 4 (Independence Day), September 5 (Labor Day), November 11 (Veterans' Day), November 24 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary closures for 2016:

- Presidents' Day, February 15 (All libraries closed for staff development day)
- Easter Sunday, March 27 (no holiday pay)
- Columbus Day, October 10 (All libraries closed for staff development day)
- Thanksgiving Day Eve, November 23, 6:00 p.m. (early closing)
- Sunday, December 18 (Sunday before Christmas).

Ms. Gairaud made a Motion, seconded by Ms. Bregar, that the Trustees approve the Library closings scheduled in 2016.

### **IX. ADJOURNMENT**

The meeting was adjourned at 6:05 p.m. upon Motion made by Mr. Miltner. Mr. Walker wished everyone Happy Holidays and pointed out the gifts are a small way for the library to express its appreciation for the Board's time and efforts.

Respectfully submitted,

Jane Carlsen  
Secretary