

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

December 11, 2014

I. CALL TO ORDER AND ROLL CALL

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

Board Member Absent: Fredrick Quintana, Vice President

Attorney Present: Tony Perko

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Maria Smyer, Hispanic Resource Coordinator; Midori Clark, Community Relations & Development Director; others not recorded.

Others Present: Doris Kester, Southern Colorado Community Foundation

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 November 13, 2014, and Minutes of the Regular Library Board meeting held on November 20, 2014, were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on November 13, 2014. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Pickman, to approve the Minutes of the Regular Library Board meeting held on November 20, 2014. The minutes were approved by unanimous consent.

IV. REPORTS

A. Special Presentation by Doris Kester from Southern Colorado Community Foundation

Ms. Kester said when the Nonprofit Resource Center was established in the library, the Southern Colorado Community Foundation made a pledge that it would donate at least \$1,000 a year to maintain or improve the Center. She presented a check for \$1,000 for the Center. Ms. Kester said the Nonprofit Resource Center is a very important part of the library and a valuable resource for the nonprofits in Pueblo, and the Southern Colorado Community Foundation is delighted to support the library in this way.

Dr. Mancha and Ms. Bregar both thanked the Southern Colorado Community Foundation for the continued support.

B. Executive Director Report

Mr. Walker shared photographs from the Ribbon Cutting event at the Lucero Library held on December 9 and commented on the success of the event.

Mr. Walker wished everyone a happy holiday from the Library District and noted the gifts presented as a small token of appreciation for the service each Board member provides.

Mr. Walker said the Hispanic Resource Center has been part of the library for almost ten years now, and he introduced Maria Smyer, Hispanic Resource Coordinator, who has been doing great work with the program and would provide an overview and update.

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Ms. Smyer provided a brief background of her work with the library. She reviewed the services provided by the Hispanic Resource Center (HRC) which includes materials in Spanish and English, Citizenship Classes, English and Spanish Language Classes, Bilingual Storytimes and tours, Hispanic Cultural Events, Outreach, Art Gallery and HRC Monthly Films.

Ms. Smyer emphasized the important outreach and community partnerships which include UVAS (United Volunteer Activists of Southern Colorado) among many others. UVAS goals are to help educate the immigrant population, and they provide citizenship classes at the library. In three semesters they have had a total of 37 citizenship students, and she described the progress of each of the classes as well as the rigorous training required to prepare students to obtain citizenship. UVAS also provides information on DACA (Deferred Action for Childhood Arrivals) and recent changes with immigration law. There are a lot of questions, and they are ready to give advice and referrals to prevent immigrants from being scammed.

Barry Gonzales is the volunteer who provides Spanish classes at the library, and students enjoy working with him. Spanish classes have been offered at the library since 2011.

ELL (English Language Learner) classes started in 2013, and she explained that in providing literacy classes, they discovered some students did not need literacy skills as much as they needed to learn English. There is no other place in Pueblo to take a free class to learn English, and the library averages about 40 students per semester with students from 11 countries speaking 5 languages who range from lawyers to migrant workers.

She also commented on partnerships with Parent Connects and others to create programs at the library and the work of Sister Nancy and Centro de los Pobres providing for migrant families in need.

Ms. Smyer then shared the stories of several students the library's programs have benefited, relaying the difficulties overcome, challenges, friendships made, and dedication to learning English and earning citizenship.

Ms. Smyer said she would like to focus more on the HRC collection and displays of the resources available, and she would like to be able to provide district-wide programming to reach more people. For 2015, the library received a grant for "Operation Integration" which will allow the library to contract a teaching position of 285 hours and provide bilingual computer classes. Computer skills will become especially important if citizenship tests are administered online. Ms. Smyer said her dream would be to expand HRC services to other library locations to reach more populations that need to learn English and pursue citizenship. If classes were provided at Greenhorn Valley it would also serve Huerfano County. When she taught a class at Avondale, she had students come from as far away as Cañon City to attend. There is also a volunteer from Walsenburg who needs classroom experience to get her certification, and the nearest ELL program is in Pueblo.

Ms. Bregar asked when classes meet, and Ms. Smyer said the ELL advanced classes are on Tuesday nights and Wednesday mornings and a combined beginning/intermediate class is offered on Monday mornings and Thursday nights. One student who speaks Farsi attends all four classes, but there are often scheduling issues which is why both morning and evening classes are offered. Ms. Bregar lauded Ms. Smyer for helping people and understands it can be quite challenging, but it is a great service.

Ms. Gairaud commented on the difficulty of helping someone obtain citizenship to emphasize the importance of this service. Mr. Walker added that it is emotionally moving to attend a citizenship class graduation. Ms. Bregar asked the Board Secretary to notify the Board of future citizenship graduation events. Ms. Bregar thanked Ms. Smyer for her work.

Mr. Walker reported that the City Clerk's Office has received agreement from the County Commissioners to prepare a Resolution reappointing Dr. Mancha to another term on the Board which will be considered by City Council on December 22.

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B. Friends of the Library Report

Mr. Stuart said the Friends of the Library had a successful half-price sale last weekend.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

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

Mr. Walker reviewed the report which included four new hires and four promotions.

Ms. Gairuad made a Motion, seconded by Mr. Miltner, that the Library Board approve the November 2014 Employment Changes as contained in the December 11, 2014 Board materials.

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

F. Financial Report

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

Ms. Brogan said there was nothing unusual to report on the Combined Balance Sheet, and the interim audit of the 2014 finances is scheduled for the week of January 5, 2015.

In the General Fund, the target percentage for the end of November is 92%. Revenues were 98% collected, driven mostly by property tax at 100%. Specific ownership tax was 89% collected, and she expects to meet and exceed budget projections and has adjusted the 2015 budget accordingly. Contracts and grants were 78% collected, and a check was received this month from the State of Colorado. Revenues were tracking as expected.

Expenditures were 83% spent. Personnel was 85% spent and some savings are expected. Materials were 72% spent, but invoices are still coming in, and they will continue to receive and pay 2014 invoices until the cut-off date on January 16. Facilities were 91% spent due to the debt service payment on the COPs which includes principal. Operating was 85% spent which is right on track. Information Technology is 101% spent which was expected, and they are trying to limit further expenditures.

In the 2015 estimated budget, there is total savings of \$246,000 in the General Fund, and postponement of InfoZone upgrades and revised budget results in savings of \$284,000. Nearly a half million was saved in 2014.

In the Capital Project fund, there was an interest receipt of \$112. The Frank Lamb Foundation contributed \$25,000, and the Pueblo Library Foundation contributed \$75,000. The budget will be amended when the Board approves the Resolution for Supplemental Budget and Appropriation.

Capital Fund expenditures totaled \$471,425 which includes construction invoices for July and August as well as architect fees and equipment such as shelving and computers. Expenditures for the Lucero Library were \$160,486, Giodone \$186,856, and Greenhorn Valley \$124,083.

In the Check Summary Report, Ms. Brogan pointed out the payment to Secom of \$15,601.93 which increased by about \$3,200 to include Internet for three new libraries, but will be offset by E-Rate reimbursements late next year expected to return about 75% of that. There was also a payment to H.W. Houston for \$1,014,775.93 which almost completely expends the COP funds.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$728,183.43, Payables of \$787,713.22, and Payroll of \$206,517.42.

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Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Trustees approve the November 2014 bills and accept the November 2014 Fund Statement as contained in the December 11, 2014 Board materials.

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

V. BOARD COMMENT

Mr. Stuart asked Ms. Brogan if the E-Rate reimbursement is something Washington could pull out. Ms. Brogan responded that it has recently been increased. Ms. Brogan said for years the library did not qualify for Category 2 Funding and was only able to qualify for Priority 1. Ms. Brogan said they are currently completing the application and can apply for more, and it is looking positive. Mr. Walker added that this has been in place since the Clinton Administration and has never been in jeopardy. The library expects to get 75% reimbursement, and that seems to be happening again next year. Mr. Walker said it is controlled by the Federal Communication Commission, and it looks really positive right now.

VI. PUBLIC COMMENT None

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will close on Sundays, December 21 and December 28. All libraries will be closed on Wednesday and Thursday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will close at 6:00 p.m. on Wednesday, December 31 for New Years Eve and will be closed on Thursday, January 1, 2015, for New Year's Day.
- ☐ All libraries will be closed on Monday, January 19, 2015, for the Martin Luther King, Jr. Holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, January 13, 2015, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 22, 2015, at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m.

B. Action/Discussion Items

1. Amended 2014 Capital Project Fund Budget

Ms. Bregar said the Capital Project Fund Budget adopted by the PCCLD Board of Trustees in December 2013 for fiscal year 2014 did not fully anticipate all revenue actually received. The Board reviewed a Resolution for Supplemental Budget and Appropriation at the December 9 Work Session.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board approve the Resolution for Supplemental Budget and Appropriation to increase the 2014 appropriation for the Capital Project Fund from \$350,188 to \$562,788 to increase funds available for the three new libraries currently completing construction in the Pueblo City-County Library District.

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

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2. Resolution to Adopt the 2015 Annual Plan, the 2015 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2015 Budget

Ms. Bregar said the Preliminary 2015 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 9 Work Session. Ms. Bregar said the Board would consider each of the Resolutions separately.

- a. Resolution to Adopt the 2015 Annual Plan.** Ms. Pickman made a Motion, seconded by Ms. Gairaud, to approve the 2015 Annual Plan. There being no further discussion, MOTION CARRIED 5-0.
- b. Resolution to Adopt the 2015 Budget.** Dr. Mancha made a Motion, seconded by Mr. Stuart, to adopt the 2015 Budget. There being no further discussion, MOTION CARRIED 5-0.
- c. Resolution to Set the Mill Levy at 5.262 mills.** Mr. Miltner made a Motion, seconded by Dr. Mancha, to set the Mill Levy at 5.262 mills. There being no further discussion, MOTION CARRIED 5-0.
- d. Resolution to Appropriate Sums of Money for the 2015 Budget.** Mr. Stuart made a Motion, seconded by Ms. Pickman, to appropriate sums of money for the 2015 Budget. There being no further discussion, MOTION CARRIED 5-0.

3. PCCLD Workers' Compensation, Property/Casualty and Liability Insurance Renewal

Ms. Bregar said PCCLD's Property and Liability Insurance coverage is scheduled to expire at the end of 2014. PCCLD insurance consultants have solicited information for coverage renewal. The best and lowest proposal is recommended from the Special Districts Association (SDA) at a cost of \$81,440. By policy, this requires Trustee approval since it exceeds \$25,000. The Board discussed this at the December 9 Work Session.

Mr. Miltner made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve PCCLD's Workers' Compensation, Property/Casualty and Liability Insurance renewal for 2015 at the rate of \$81,440 from SDA.

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

4. Sirsi/Dynix Support Renewal

Ms. Bregar said the contract renewal is scheduled now for services for PCCLD's ILS software and RFID equipment and software. The annual contract for services is with Sirsi/Dynix at a cost of \$95,013.14. By policy, this requires Trustee approval since it exceeds \$25,000. The Trustees reviewed this proposed renewal at the December 9 Work Session.

Dr. Mancha made a Motion, seconded by Ms. Pickman, that the Board of Trustees approve the annual support contract with Sirsi/Dynix at a cost of \$95,013.14.

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 Ms. Gairaud at 6:27 p.m.

Respectfully submitted,

Jane Carlsen
Secretary