

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

December 13, 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 Rawlings Library at 5:30 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Marlene Bregar; Philip Mancha; Jim Stuart

Board Member Absent: Donna Pickman, Vice President; Lyndell Gairaud; Doreen Martinez

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Midori Clark, Director of Community Relations, Development and Strategic Initiatives; others not recorded.

Attorney Present: Kate Shafer

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Quintana pointed out Item IV.E. Employment Changes did not require Board action. Mr. Quintana also noted since there were only four Trustees present, his vote would be required and included in all Board actions.

IV. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on November 15, 2016 and Minutes of the Regular Library Board meeting held on November 17, 2016 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 15, 2016. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on November 17, 2016. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Walker introduced Midori Clark, Director of Community Relations, Development and Strategic Initiatives, to provide a report on All Pueblo Reads.

Ms. Clark distributed a summary of All Pueblo Reads 2016: *Water for Elephants* by Sara Gruen. Ms. Clark said it was an incredible year with 170 events and activities with eighteen partners held across the county. Many of the events focused on circus and 1930s themes. Ms. Clark said they expanded last year's efforts to get children involved by giving away 1,200 free copies of the companion book *Out of the Dust* to students and invited the author to Pueblo to make three presentations to 650 students.

Ms. Clark discussed efforts to focus on more family programming. The Booklover's Black Tie Ball was a success with the second highest attendance with 217. Ms. Clark explained new ticket levels and reported ticket sales of \$15,150, sponsorships of \$18,550, and silent auction proceeds were \$3,788 in addition to donations of \$250.

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Dr. Mancha expressed his appreciation for Ms. Clark's hard work, organizational skills and PR skills, and concluded that she had done a great job.

Ms. Clark noted that plans for the 2017 All Pueblo Reads are underway and discussed requirements to apply for an NEA Big Read grant which the library has received in the past. Ms. Clark described the book selected, which was nominated as a National Book Award finalist, as a novel about what civilizations need to survive and thrive in the aftermath of a pandemic. One of the main characters is a performer in a Shakespeare troupe, which offers the opportunity to bring Shakespeare into the overall theme. The title of the book is *Station Eleven* by Emily St. John Mandel. Ms. Clark is hopeful the library will be able to get the grant and the author.

B. Friends of the Library Report

Mr. Stuart reported the Books Again half-off sale had been very successful. Books Again will be offering half-off gift certificates this weekend, and there has been some great advertising they hope will garner more interest.

C. Pueblo Library Foundation Report None. The Foundation will meet in January.

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is regularly asked to ratify the Employment Changes each month as presented by the Executive Director; however, there were no employment changes in November for the Board to ratify.

F. Financial Report

Mr. Quintana said the Board is asked to ratify the November 2016 bills and accept the November 2016 Fund Statements. Sherri Baca, Chief Financial Officer, would provide a synopsis of the Financial Report and answer questions.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Library Board approve the November 2016 bills and accept the November 2016 Fund Statements as contained in the December 13, 2016 Board materials.

Ms. Baca said by this time of year they are looking forward to finishing out the year within the budget. The auditors were also working in Finance this week to do interim audit work. The auditors finished today saying everything looks great, and they will return in March to conduct the audit.

Ms. Baca reviewed the Combined Balance Sheet which shows all the funds. There were not a lot of changes, and it appears there will be enough funds to finish out the year. There are prepaid expenses which is not unusual as the library pays for subscriptions that will be adjusted into both years. General Long-Term Debt will be adjusted for the payment made in November. Payroll spanned two months with employees being paid on December 1. The Capital Project Expenses Payable of \$4,333 represents two items funded with a Friends grant to purchase a map case and power washer.

In the General Fund, the target percentage for the end of November is 92%. Revenue was 99% collected, and Ms. Baca expects to receive some revenue in December to bring it to 100%. Personnel expenses were 86% spent, and she expects that will catch up in December with three payrolls. Ms. Baca pointed out the negative expense shown and explained employee contributions were received for insurance that will be paid this month. Overall personnel expenses were 86% spent compared with 88% last year. Materials expenses were 85% spent compared with 79% last year. The outlier is library programs where there are expenses that also have grant revenue offsetting the expense. Facilities

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were 90% spent compared with 92% last year. Rent is slightly higher due to the renegotiated lease increase that had not been budgeted. Friends' expenditures are difficult to budget but are offset by grant revenue. Operating was 81% spent compared with 92% last year. The negative expense resulted from an adjustment where postage had been classified as office supplies. Finance prefers to catch adjustments like those before the auditor does, and they will continue to do that. Information Technology was 95% spent compared with 90% last year, but there is nothing problematic. Overall, total expenditures were 87% spent compared with 92% last year. The third payroll in December will bring it closer to target.

There is a surplus of revenue over expenditures and one more month of expenditures, and Ms. Baca expects to end the year in a strong position. Any surplus will go to the fund balance.

The Capital Projects Fund did not have a lot of activity in November. The negative number listed was an adjustment. It is tracking well with year-to-date expenditures over revenue.

The Special Revenue Fund only shows interest earnings. The J.T. Nesbitt Fund maintains a good cash balance and recently provided a lovely Christmas party

In the Check Summary Report, Ms. Baca pointed out the payment of \$11,000 to Books in Common for Sara Gruen. Other payments are for standard, recurring expenses.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$112,888.89, Payables of \$403,625.83, and Payroll of \$226,887.59 for a total of \$743,402.31.

There being no further discussion, MOTION CARRIED 4-0.

VI. BOARD COMMENT

Dr. Mancha had attended a program at Pueblo West with a presentation by Dr. Bruce Lutz on Early People of the New World, in which he described his work at the Bearing Strait participating in digs. Dr. Mancha commented on the expertise of the presenter who is now a teacher at CSU-Pueblo. Dr. Mancha said there were only six or eight people who attended the program and expressed concern whether experts would be willing to continue to present to such small groups. Dr. Mancha said he had no recommendation, but he was disappointed to see such a good presenter on a very interesting topic with so little participation.

Dr. Mancha distributed the library's current mission statement. Dr. Mancha said the country just went through an election that has left people concerned and afraid by some of the things that have been said by the successful candidate. Dr. Mancha said his reaction was to turn to the library's mission statement to see if it had something to say to our public about what we believe and provide leadership to people who care about libraries, but found that it did not. He did not feel the mission statement went far enough in telling the public we are here for them. Dr. Mancha concluded that he felt the mission statement could be improved to more strongly state the library is an institution of integrity and communicate that the library values the diversity of our community.

Mr. Quintana appreciated Dr. Mancha taking the time to share and agreed it is something for the Board to think about. Mr. Quintana said he would work with Mr. Walker and Ms. Pickman to get this on the Work Session for January, and it was agreed this was an appropriate topic to discuss in a Work Session.

VII. PUBLIC COMMENT None

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VIII. OLD BUSINESS None

IX. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, December 18. All libraries will be closed on Saturday and Sunday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will be closed on Sunday, January 1, 2017, for New Year's Day.
- ☐ All libraries will be closed on Monday, January 16, 2017, for the Martin Luther King, Jr. holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 17, 2017, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 26, 2017, at 5:30 p.m. at the Rawlings Library.

B. Action/Discussion Items

1. **Resolutions to Adopt the 2017 Annual Plan, the 2017 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2017 Budget**

Mr. Quintana said the 2017 Plan and Budget have been presented for public review including preliminary budget presentation beginning on October 14, 2016, and a public hearing on the 2017 Annual Plan and Budget held on November 17, 2016. The Board discussed the 2017 Annual Plan and Budget and the associated enabling resolutions as contained in the December 13, 2016 Board materials at their December 8 Work Session.

Mr. Quintana obtained motions to adopt each of the Resolutions to be considered before turning the discussion over to Ms. Baca.

Ms. Baca distributed the final 2017 Annual Plan & Budget and noted there was one \$400 adjustment to increase programming and decrease the same amount from training. The document is also available on the library's website. Ms. Baca referred to page 42 for an overview showing all the funds and the unrestricted fund balance. All the revenues have been carefully considered. The cuts anticipated for 2017 to make sure the budget is in balance includes: savings from employee training, capturing grants, dropping the external call center, limiting professional memberships except SDA, MSEC, and GFOA, and savings on office supplies.

Ms. Baca distributed the 10-Year Financial Projections and reviewed the column for the 2017 budget in detail. The budget provides for a transfer of \$275,000 to the Capital Project Fund, a transfer from the Special Revenue Fund of \$5,000, and projected expenditures from the Capital Fund of \$338,718 which includes funds to upgrade the InfoZone received from previous grants. The budget projects an unrestricted fund balance of 27% and material expenditures at 15% of operating expenditures.

Ms. Baca will be digging into the long-range capital, operations and revenue projections to tighten up what the library can anticipate in terms of revenues and expenditures.

Dr. Mancha commented that the budget came together because the library got the right person, and Ms. Baca responded that she has appreciated the support. Ms. Baca expects the audit to consume the first quarter of next year, followed by

the CAFR, and then the budget. Mr. Quintana added the Board's appreciation for the work Ms. Baca does.

a. Approve the 2017 Annual Plan

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Resolution to Adopt the 2017 Annual Plan.

There being no further discussion, MOTION CARRIED 4-0.

b. Adopt the 2017 Budget

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees adopt the Resolution to Adopt the 2017 Budget.

There being no further discussion, MOTION CARRIED 4-0.

c. Set the Mill Levy

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Board of Trustees adopt the Resolution to Set the Mill Levy at 5.282 mills.

There being no further discussion, MOTION CARRIED 4-0.

d. Appropriate Sums of Money for the 2017 Budget

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Resolution to Appropriate Sums of Money for the 2017 Budget.

There being no further discussion, MOTION CARRIED 4-0.

2. Security Services Agreement

Mr. Quintana said the Board of Trustees discussed at their December 8 Work Session a proposed updated contract to extend the agreement between PCCLD and TNT Security, Inc. to provide security services from February 1, 2017, to January 13, 2018. By policy, this requires Trustee approval since it exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Board of Trustees authorize the Executive Director to approve the agreement with TNT Security, Inc. for an annual cost not to exceed \$83,569.80.

Mr. Walker pointed out that the Letter Agreement had been amended to include the not to exceed amount.

There being no further discussion, MOTION CARRIED 4-0.

3. SirsiDynix Support Renewal

Mr. Quintana said the Board of Trustees discussed the renewal of a contract with SirsiDynix for integrated library system support and maintenance of related components such as security gates and self-check stations. By policy, this requires Trustee approval since it exceeds \$25,000.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees authorize the Executive Director to enter into a one-year contract with SirsiDynix for support and maintenance of specified hardware and software at a cost not to exceed \$105,133.57.

There being no further discussion, MOTION CARRIED 4-0.

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

Mr. Quintana said at their December 8 Work Session, the Board of Trustees discussed coverage for PCCLD's workers' compensation, property/casualty and liability insurance. By policy, this requires Trustee approval since it exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve the coverage of PCCLD's workers' compensation, property/casualty and liability insurance coverage with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$94,557.66 in 2017.

There being no further discussion, MOTION CARRIED 4-0.

5. Special Revenue Fund

Mr. Quintana said the Board of Trustees discussed at their December 8 Work Session the transfer of funds from the Special Revenue Fund to the General Fund for the purpose of making a contribution to the Pueblo Library Foundation.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Trustees authorize the transfer of \$5,500 in 2016 from the Special Revenue Fund to the General Fund for the purpose of making a contribution in the same amount to the Pueblo Library Foundation.

There being no further discussion, MOTION CARRIED 4-0.

6. Executive Director Evaluation

Mr. Quintana said the Board of Trustees discussed at their December 8 Work Session plans for the Executive Director's annual evaluation which is due in February 2017 and requested that a copy of the evaluation form be provided at the December Board meeting.

The Executive Director Performance Review forms were provided which had been revised to provide a scale of 1-5.

Mr. Stuart suggested Board members complete this before the January Work Session to give the Board an opportunity to discuss any changes needed, and the best way to discover whether they like the review is to actually complete it. It was suggested that Mr. Walker also complete the form as a self-assessment and to consider whether changes could make it more effective, also to give him input on the evaluation tool. Mr. Quintana commented on the value of making the evaluation constructive.

Sara Rose will send the Executive Director Performance Review electronically to each Board member in a format that can be edited, and Board members were asked to complete the form to have it ready for the next Work Session.

Mr. Stuart pointed out that Mr. Walker's review could help them make sure it is not overlooking aspects of the job. Ms. Bregar suggested it might also be helpful to have the forms used for managers available when reviewing the evaluation tool, and Ms. Rose agreed she could provide that.

Dr. Mancha noted that Mr. Walker has specific goals that he works on and suggested those be tied to the evaluation. Mr. Walker offered to pull previous evaluations to see if goals were included, or he can write down goals he has been working on during the year.

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Mr. Quintana asked everyone to complete the review including Mr. Walker, Ms. Rose to provide evaluations used for managers for the Board to use as a resource, and for Mr. Walker to identify any goals that would give the Board a thorough picture of all he does for the library because it is important that the Board not sell him short because they know he does a lot.

No formal action was required at this time.

7. PCCLD 2017 Scheduled Closures

Mr. Quintana said the Library Board reviewed and discussed 2017 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 16 (Martin Luther King, Jr. Day), May 29 (Memorial Day), July 4 (Independence Day), September 4 (Labor Day), November 11 (Veterans' Day), November 23 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board was asked to consider the following additional customary closures for 2017:

- Presidents' Day, February 20 (All libraries closed for staff development day)
- Easter Sunday, April 16 (no holiday pay)
- Columbus Day, October 9 (All libraries closed for staff development day)
- Thanksgiving Day Eve, November 22, 6:00 p.m. (early closing)

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Trustees approve the PCCLD closings scheduled in 2017 as presented.

There being no further discussion, MOTION CARRIED 4-0.

8. Health Benefit

Mr. Quintana said the Board of Trustees discussed at their December 8 Work Session a special election or opt out form requested by the health benefit provider.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Trustees take action to elect coverage for all services listed.

At the December 8 Work Session, there had been a lot of discussion, and the Board Secretary had transcribed that discussion and emailed it to all Board members. Mr. Quintana said Ms. Gairaud responded to that email and asked him to share the following with the Board: "I regret that I am unable to attend the PCCLD board of trustee meeting on Tuesday, December 13, 2016 either in person or by phone. I have reviewed the minutes concerning the Kaiser Permanente elective and therapeutic abortion election or opt out form that will be reviewed as an action/discussion item in the board meeting on Tuesday, December 13, 2016. I wish to share with the board my thoughts on this issue. Considering that since 1985 the Colorado Constitution states that any induced abortion except to prevent the death of the mother or unborn child will not be covered by public funds; and considering that PCCLD is not paying for abortion but is paying for medical services; and considering that the library is not using public funds to pay for abortions but that the library is paying premiums for a policy that may or may not cover abortions, I would like to go on record as supporting to continue the coverage currently available with elective and therapeutic abortion. I believe the board should say yes to continue the current coverage which allows people to make their own decisions."

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Ms. Bregar also had not attended the Work Session and was asked for her input. Ms. Bregar said she thought Mr. Gradisar had explained the law in Colorado very well, and she said she could not state her position better than Ms. Gairaud had. Ms. Bregar said the whole issue is very personal between a woman and her doctor, and the Board needs to leave that decision there.

There being no further discussion, MOTION CARRIED 4-0.

X. ADJOURNMENT

The meeting was adjourned upon Motion made by Ms. Bregar at 6:54 p.m.

Respectfully submitted,

Jane Carlsen
Secretary