

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

December 14, 2017

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 the Board President, Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Doreen Martinez, Vice President; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Jim Stuart

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Midori Clark, Community Relations/Development/Strategic Initiatives Director; Charles Hutchins, Information Technology Director; Jeanette Cortez, Senior Accountant; others not recorded

Attorney Present: Kate Shafer

II. CORRECTIONS AND MODIFICATIONS TO AGENDA None

III. APPROVAL OF MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on November 14, 2017 and Minutes of the Regular Library Board meeting held on November 16, 2017 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 November 14, 2017. The minutes were approved by unanimous consent.

Mr. Quintana made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on November 16, 2017. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

2017 All Pueblo Reads: Mr. Walker introduced Midori Clark to report on 2017 All Pueblo Reads. Ms. Clark said this year's book featured *Station Eleven* by Emily St. John Mandel and the companion book, *I Survived Hurricane Katrina*. Ms. Clark distributed a summary sheet of this year's program with historical data of All Pueblo Reads and reviewed goals of the project to promote literacy and encourage community dialog across social, cultural and generational lines. This year's program featured 135 events and activities, 16 community partners, with 10,824 checkouts and 40,203 total participation.

Ms. Clark reviewed the challenges faced by the team this year, and attributed the tremendous growth in circulation to the companion book selected by Maria Kramer in what turned out to be one of the worst hurricane seasons. The library offers local students and educators copies of the companion book, and this year the library was able to give out 3,357 copies to local students. Natalie Gallegos in Youth Services developed an activity kit with role-playing activities, information provided by FEMA on what to do in a natural disaster, and activities about hurricanes. The kit was hugely popular. The library hit an amazing high in circulation.

NEA awarded the program a \$9,000 grant to support the appearance of Emily St. John Mandel, and this was the third time the library received the grant. Ms. Clark said it is a prestigious grant to receive, and discussed the application process which had to be completed in January so it changed their planning timelines. Ms. Clark credited Donna Souder Hodge with bringing in CSU-Pueblo resources, and they paid for the production of the resource guide

MINUTES

December 14, 2017 — 2 of 6

which helped tremendously. She also stepped up and paid \$500 for the William Shakespeare Chautauqua, and they are already talking about how CSU-Pueblo can be brought into what the library is doing. There was a third author appearance at CSU-Pueblo which has not been offered since Sherman Alexie in 2010.

Ms. Clark had been concerned about turnout for the Black Tie Ball, but ticket sales were almost \$13,000, and she credited Gloria Madrill's efforts for silent auction income of \$4,040 which was the highest ever. (*Ms. Martinez had arrived during the presentation*)

Ms. Martinez asked about plans to apply for the NEA grant, and Ms. Clark responded the NEA grant has a lot of requirements, one is for the book to be selected from the NEA list of titles which may not be nationally known blockbuster books/authors. Because an NEA representative attended the Black Tie Ball for the first time, she had an opportunity to talk with him about their objectives. Part of the NEA's strategy is to keep the books/authors lesser known so organizations can afford to have the author visit. There was discussion that NEA will only fund an institution for a limited number of years, and the library's strategy is to select more popular titles/authors to sustain community interest. Ms. Clark discussed one of the titles being considered for next year, but no decision has been made.

Ms. Martinez agreed that *Station Eleven* had been hard to get into, but she has heard a lot of other people talking about it. Even those who did not care for the book were eager to talk about it, which is one of the goals of the project. Ms. Martinez was talking with someone about the book just this week, so it has created a discussion.

Ms. Martinez asked what size audience can be accommodated. Ms. Clark said there are challenges in setting up an event of that size in a space not really designed for a big event, but there is some advantage in keeping the event cozy.

Mr. Walker complemented Ms. Clark and her team for the years of growing interest. Mr. Walker said what is interesting is to think back to the event in 2005 on the Riverwalk when there was a handful of participation, and Ms. Clark's diligence and follow-through has paid off.

Star Library: Mr. Walker pointed out staff are wearing Star Library stickers. Last year PCCLD was named as a 3-star library, and this year it has been named a 4-star library. Many staff and community members take pride in the accomplishment and recognition. Stickers were provided to Board members and a copy of the article from *The Pueblo Chieftain*.

Mr. Walker referred to the *Library Journal* article noting Star Library awards are based on circulation, library visits, program attendance, and computer use and discusses tweaks made, but substantially those are the categories used to create the ranking and statistical analysis. It is no coincidence those are the key results the library discusses on a regular basis. Mr. Walker reviewed how libraries are ranked to show the neighborhood Pueblo is in as a Star Library with 259 Star Libraries selected out of over 7,000 libraries in the country that submit data. Mr. Walker referred to a map showing Star Libraries by state with 31 in New York, 0 in Arkansas, and 8 in Colorado. Pueblo's peer Colorado libraries in terms of population receiving the Star Library ranking were: Pikes Peak Library District, Arapahoe Library District, and Denver Public Library. It is an important achievement in the world of libraries.

Mr. Walker then showed a short video presentation about the star library award on PCCLD's Facebook page: <https://www.facebook.com/pueblolibrary/videos/10155620887376858/>. Mr. Walker concluded that he hopes the Trustees take some measure of pride in the star library recognition. Board members expressed their congratulations.

B. Friends of the Library Report No report

C. Pueblo Library Foundation Report No report

D. Attorney Report No report

MINUTES

December 14, 2017 — 3 of 6

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the November 2017 Employment Changes as presented by the Executive Director.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Employment Changes contained in the November 14, 2017 Board materials.

Mr. Walker noted it had been a slow month. There were two promotions, and the Board met Cory Reimers as part of the Library Leadership Academy at the Work Session. The other promotion was Andrea Rule. Sarah McDonnell resigned from the Greenhorn Valley Library.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the November 2017 bills and accept the November 2017 Fund Statements. Sherri Baca, Chief Financial Officer, would provide a synopsis of the Financial Report and was available to answer any further questions.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Library Board approve the November 2017 bills and accept the November 2017 Fund Statement as contained in the December 14, 2017 Board materials

Ms. Baca reviewed the Combined Balance Sheet, noting the library had received \$55,000 in property tax in November. Cash holdings were in line with budget and prior years. Prepaid expenses increased in November, but were not unusual at this time of year. Ms. Baca briefly reviewed each of the funds represented on the Combined Balance Sheet. (*Ms. Gairaud arrived at this point.*)

In the General Fund, the target percentage for the end of November is 92%. Revenues were 101% collected and ahead of budget. Contracts and Grants was 178% collected and had increased \$103,865 over 2016. Total expenditures were 90% spent slightly ahead of last year. Personnel was 91% spent, compared with 86% last year and could be attributed in part to November being a three-payroll month. Salaries were 90% spent. Materials were 87% spent compared with 85% last year. Ms. Baca noted that Programs were 126% spent which correlated closely with the Colorado Online High School program cost of about \$32,000. Facilities was 91% spent with many of the line items 100% spent. Operating expenses were 94% spent compared with 81% last year, and Ms. Baca said Postage and Freight and Professional Memberships were both over budget. Information Technology was 93% spent compared with 95% last year. Total expenditures were 90% spent within target with \$1,055,940 expenditures under revenue.

In the Capital Project Fund, Revenue was 461% collected due to insurance claims and proceeds. There was some revenue from Contracts and Grants with a contribution to the InfoZone and from a donor for an early literacy station. In expenditures, the \$49,893 spent in Information Technology included an early literacy station, cameras, and other items. The \$12,663 in Building Improvements including replacement of the Pueblo West sign and some Lucero mural costs. The fund is on track, but insurance claims are the reason the Budget Amendment is needed.

The Special Revenue Fund had a small bit of interest and a third quarter distribution from the Chamberlain Fund. There was also a small correction.

The J.T. Nesbitt Fund has a balance of \$10,197.46, but expenses from the Holiday Party held earlier this month are expected in next month's report.

Ms. Baca said the Check Summary Report includes budgeted and recurring items and offered to respond to any questions.

MINUTES

December 14, 2017 — 4 of 6

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$171,392.40, Payables of \$434,933.02, and Payroll of \$339,907.03 with three payrolls in November, for a total of \$946,232.45.

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

V. BOARD COMMENT

Mr. Quintana wished everyone a Merry Christmas and advised taking a moment to slow down and enjoy the holidays.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Sunday, December 24, for Christmas Eve, and on Monday, December 25, for Christmas Day.
- ☐ All libraries will be closed on Sunday, December 31, for New Year's Eve, and on Monday, January 1, 2018, for New Year's Day.
- ☐ The next regular Work Session is scheduled for Tuesday, January 16, 2018, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 25, 2018, at 5:30 p.m. at the Rawlings Library.

B. Action/Discussion Items

1. Rawlings Library Lighting Upgrade

Mr. Quintana said the Board of Trustees discussed a recommendation for action to accept a change order to the current Rawlings Library lighting controls upgrade project at their December 12 Work Session.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the change order increasing the amount approved for the Rawlings Library lighting controls upgrade project by \$2,304.

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

2. Resolutions to Adopt the 2018 Annual Plan, the 2018 Annual Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2018 Budget

Mr. Quintana said the Board of Trustees discussed the 2018 Budget and Plan, reviewed each of the enabling resolutions, and discussed impacts to 10-Year PCCLD financial projections at their December 12 Work Session.

a. Adopt the 2018 Annual Plan

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Resolution to Adopt the 2018 Annual Plan.

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

b. Adopt the 2018 Annual Budget

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Resolution to Adopt the 2018 Annual Budget.

Mr. Walker said there had been some revisions made that Ms. Baca would explain. Ms. Baca distributed the updated Annual Plan & Budget dated December 14, 2017,

MINUTES

December 14, 2017 — 5 of 6

and a new Budget Update and 10-Year Financial Projection were also provided. Ms. Baca reviewed the details of an increase of \$14,996 in expenditures resulting from a small salary correction discovered that also impacts PERA, \$11,500 had been added to Library Programs and \$1,900 to Employee Training, and all adjustments impact Books & Materials slightly to maintain 15% of the budget. The surplus is now \$37,922, and the budget is still balanced.

Ms. Baca referred to the 10-Year Financial Projection noting the Unrestricted Fund Balance is still at 27% of operating expenses. Ms. Baca thanked Jeanette Cortez, Senior Accountant, who worked really hard throughout this process.

Mr. Walker said he has been doing this for 14 years, and commented that the attention to detail from the Finance team has been remarkable.

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

c. Set the Mill Levy

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Board of Trustees adopt the Resolution to Set the Mill Levy at 5.288 mills.

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

d. Appropriate Sums of Money

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Board of Trustees adopt the Resolution to Appropriate Sums of Money.

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

3. Supplemental Budget and Appropriation to the 2017 Capital Project Fund Budget

Mr. Quintana said the Board of Trustees discussed at their December 12 Work Session a Resolution for Supplemental Budget and Appropriation for fiscal year 2017 that did not fully anticipate all revenue actually received.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board of Trustees adopt the Resolution for Supplemental Budget and Appropriation pursuant to C.R.S. 29-1-109 to increase the Capital Project Fund from \$39,500 to \$204,572 to allow for the expenditure of anticipated revenues to help pay for capital costs for the Pueblo City-County Library District.

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

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

Mr. Quintana said the Board of Trustees discussed at their December 12 Work Session the renewal for PCCLD's workers' compensation, property/casualty and liability insurance. By policy, this requires Trustee approval since it exceeds \$25,000.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve the coverage of PCCLD's workers' compensation, property/casualty and liability insurance with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$95,995.24 for 2018.

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

5. Special Revenue Fund

Mr. Quintana said the Board of Trustees discussed at their December 12 Work Session taking action to authorize the contribution of \$5,000 in 2017 from the Special Revenue Fund to the Pueblo Library Foundation.

MINUTES

December 14, 2017 — 6 of 6

Ms. Martinez made a Motion, seconded by Dr. Mancha, that the Trustees authorize the contribution of \$5,000 in 2017 from the Special Revenue Fund to the Pueblo Library Foundation.

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

6. Courier Services

Mr. Quintana said the Board of Trustees discussed at their December 12 Work Session the recommendation to continue delivery of intra-district books and other materials among eight library locations using the service provided by R&S Delivery. This requires Trustee approval since it exceeds \$25,000.

Ms. Martinez made a Motion, seconded by Ms. Bregar, that the Trustees authorize the renewal of the agreement with R&S Delivery for 2018 at a rate of \$1,170 per week or \$60,840 per year.

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

7. Safety Deposit Box

Mr. Quintana said the Board of Trustees discussed at their December 12 Work Session a resolution to authorize Jon Walker's authority over the safety deposit box that PCCLD leases from Wells Fargo.

Ms. Gairaud made a Motion, seconded by Ms. Martinez, that the Trustees authorize the resolution removing Tracy S. Reeves, Ruth A. Mondragon and Christine G. Brogan from the Pueblo City-County Library District's Safety Deposit Box 702 and adding Jon K. Walker as the PCCLD authorized agent for Safety Deposit Box 702.

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

8. EXECUTIVE SESSION

Mr. Quintana said the Board of Trustees would enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to Tax Increment Financing that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

The audience was excused with the exception of Ms. Baca at 6:37 p.m. upon Motion made by Ms. Bregar, seconded by Mr. Stuart.

The Board reconvened in public at 7:28 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Gairaud.

Ms. Shafer noted that the Executive Session had been recorded.

IX. ADJOURNMENT

Prior to adjourning, Mr. Quintana pointed out Sara Rose had provided Board members with a timeline for the Annual Performance Evaluation of the Executive Director.

Ms. Gairaud made a Motion to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Jane Carlsen
Secretary