

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

February 27, 2014

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 Boys' and Girls' Ranch Youth Service Center at 5:32 p.m. by President Marlene Bregar.

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: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Community Relations & Development Director; Charles Hutchins, Information Technology Director; David Hartkop, E-Marketing Coordinator; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA Mr. Walker requested the addition of item VII.B.3 Change Order Request for the East Side Library, moving the Executive Session to VI.B.4 which was accepted by the Board.

IV. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on January 14, 2014, Minutes of the Special Board Meeting held on January 17, 2014, and Minutes of the Regular Library Board meeting held on January 23, 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 January 14, 2014. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Special Board Meeting held on January 17, 2014. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on January 23, 2014. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Walker introduced Midori Clark to talk about last year's All Pueblo Reads. Ms. Clark provided a recap of *The Help* by Kathryn Stockett with the children's companion book, *The Watsons go to Birmingham* by Christopher Paul Curtis. There were 95 events with 38 community partners with a wide range of events from a presentation about "When White Authors Tell Black Stories" to an "All Pueblo Sings" gospel concert. Ms. Clark said total participation was 37,460, a 15% increase over last year. A big part of that is the 3,894 items checked out in connection with last year's project which was a 36% increase over the previous year.

Ms. Clark said what they learned from those numbers is the importance of having a popular movie of the book because 1,900 of the checkouts were DVDs. The Booklovers Black Tie

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Ball had 232 attending compared with 208 the previous year. There was a small bump in revenue from the Black Tie Ball earning a little over \$20,000. There was a huge increase in attendance at the public author event last year with 300 attending rather than 73 the previous year. Ms. Clark said having a big-name author with a best-selling book is an important thing to consider for future events.

Ms. Clark distributed a recap that reviewed the progress since the first year All Pueblo Reads featured an author and Black Tie Ball in 2008 with *The Joy Luck Club*. Over that period of time, participation increased from 9,502 in 2008 to 37,460 in 2013. Ms. Clark referred to the chart to demonstrate how things have evolved over the years.

There was additional discussion about the benefits of programming with community partners and the committee that works to select the book and plan programming. This year's book has not yet been selected. Mr. Stuart commented on the social aspects of the program, and Ms. Clark emphasized that is the primary goal of the project, "to promote literacy and encourage community dialog across social, cultural and generational lines."

Mr. Walker attributed the success of All Pueblo Reads to Ms. Clark's efforts, noting that its success had surpassed what had been anticipated when it was introduced, and they are looking forward to the big announcement for 2014.

Prior to the conclusion of the report, Mr. Walker reported that he had been in touch with Jacqueline Murphy and was working with her to identify some possible dates for a Library Law Workshop, perhaps in June. He expects to have some dates for the Board's consideration at the March Work Session.

B. Friends of the Library Report

Mr. Stuart said there was no formal report because the Friends of the Library did not have a regular meeting in February. February has been used as a Books Again Volunteer Appreciation lunch which was highly successful with 25-30 volunteers attending. Mr. Stuart said Mary Simmons did a great job of organizing the event.

C. Pueblo Library Foundation Report

Mr. Stuart said the Foundation has not met, but reported that the Foundation is down to about \$23,000 to raise or 97.6% of the goal. There was some question of whether the funds reported included proceeds from the Black Tie Ball, but it could not be immediately verified.

D. Attorney Report None

E. Financial Report

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

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Library Board approve the January 2014 bills and accept the January 2014 Fund Statement as contained in the February 27, 2014 Board materials.

Ms. Brogan said all financial statements will be marked "unaudited" until the audit field work is complete. The final figures are in for 2013, and the library has received 100% of the revenues for 2013, only \$31,223 below budget or 0.3%. Expenditures for 2013 were 95% spent resulting in a savings of \$435,162 over budget expectations. Capital Fund revenues were 97% received. Capital Fund expenditures were at 34% with over \$2,000,000 moved from 2013 to 2014 for construction of the new libraries, and expenses are now starting to come in.

On the Combined Balance Sheet, Ms. Brogan pointed out a new asset line, Land Held for Resale. This was reclassified last year so that excess was removed from the project fund

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expenditures. Since the land was sold in February, there will be a change here. All the prepaid accounts have been charged to 2014, with the exception of the rent deposit for the 622 S. Union leased property which will remain until the library no longer leases that property.

Mr. Miltner asked if the buildings are depreciated, and Ms. Brogan said they will be in time for the audit. The new properties have not yet been added.

In the General Fund, the target percentage for the end of January is 8%. Ms. Brogan pointed out a \$93,986 credit in revenue because the E-Rate refund due in 2013 did not arrive until February, but it will be shown as a 2013 revenue, and that credit will be offset next month. Not much has been collected in revenue in January because property taxes do not start coming in until March. Under expenditures, personnel was on target at 8%. The Workers Compensation premium was paid for the year except anticipated deductibles, so 93% is reasonable. Ms. Brogan explained the library has a \$1,000 deductible for claims to keep the rate low, and hopefully the rate will be even better next year. Under expenditures for materials there is a small credit in digital, indicating that payment for a 2013 expense which is still outstanding and will be charged back to 2013. Facilities expenditures were at 5% for the entire category. The entire property/liability insurance package for the year has been spent, and the amount remaining is for insurance contingencies at the new sites. Since rent is paid a month in advance, that line shows payments for both January and February, so 17% is on target. Operating expenditures were 6% spent and includes professional memberships paid in January, and there are some prepaid expenses included. Information Technology was 14% spent and includes some annual contracts due at the first of the year. Total expenditures for January were 7% spent.

The only revenue in the Capital Project Fund was \$481 in interest income and shows 0% received on the statement. Expenditures were also fairly small, but larger bills will begin appearing next month.

Ms. Brogan reviewed the other funds, noting that in the Chamberlain Fund the earnings were less than half the amount usually received, and she was told there were two investments that did not go very well, but the Southern Colorado Community Foundation expects much better earnings in the next quarter. Ms. Brogan pointed out the amount approved by the Board to be transferred from the Chamberlain Fund to the Foundation, and \$3,500 remains to be transferred.

In the Check Summary, Ms. Brogan pointed out the payment to Insight Public Sector for Windows 8.1. The library had training last week on Windows 8 that made staff feel better about the move to Windows 8, but it will be a major change that will take place in March. Ms. Brogan also pointed out the payments for landscaping at Rawlings. She also pointed out the payment to the Pueblo Library Foundation which was all the payroll deductions throughout the year for the new library contributions.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$105,149.84, Payables of \$280,560.95, and Payroll of \$199,203.90 for a total of \$584,914.69.

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

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ The next regular Work Session is scheduled for Tuesday, March 18, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, March 27, at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard.

B. Action/Discussion Items

1. Public Use Desktop Computer Replacement

Ms. Bregar said the library district has budgeted \$120,000 to replace public use desktop computers in FY 2014. An RFP for replacement has been prepared and posted, responses received and evaluated, and a staff recommendation formulated. The Board reviewed the recommendation at the February 18 Work Session. Board approval is required since the project expense exceeds \$25,000.

Ms. Bregar then opened the floor for a motion. Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board select the vendor VLCM to purchase 170 HP ProDesk 600 G1 desktop PCs and 162 monitors at a total cost of \$119,891.16.

Mr. Walker commented that Charles Hutchins is ready to place the order, so the new computers will be in place in March with the new Windows 8.

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

2. Legislative and Government Committee. Ms. Bregar said the Board of Trustees discussed establishing a standing committee to address Legislative and Governmental issues affecting the library such as Tax Increment Financing. The Board reviewed the recommendations regarding the committee at the February 18 Work Session.

Ms. Bregar then opened the floor for a motion. Mr. Miltner made a Motion, seconded by Ms. Gairaud, that the Board establish a Legislative and Government Committee as a standing committee.

Mr. Walker referred to the wording provided in the Board packet.

Dr. Mancha said that he still thinks there should be more than two trustees on the committee because it takes a lot of time, even if it does require the public notice. Dr. Mancha stressed that the workload could become enormous otherwise.

After additional discussion, it was decided that the wording should be changed to read: "Membership shall consist of a *minimum* of two library trustees (one being the Board President), the PCCLD Executive Director and community members. *Additional trustees may be appointed by the Board President as needed.*

Mr. Stuart made a Motion, seconded by Dr. Mancha, to amend the wording regarding membership for the Legislative and Government Committee as discussed. There being no further discussion, MOTION CARRIED 5-0.

3. Change Order for the East Side Library

Mr. Walker said the construction process is underway, and it is not uncommon for change orders to occur. The Board approved a contract with H.W. Houston not to exceed \$4,155,868. This past week Terracon, the soil engineer that works for the library, is on site as they dig the foundation to make sure the soil is adequate. There had been homes that were demolished on that part of the site. As they have dug down, they have found a lot of buried trash on the site at some depth which includes bottles, coal, and other trash. Mr. Walker is unsure of the history, but Terracon's

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recommendation is for the trash to be removed and the area replaced with good soil that is more suitable for the foundation. H.W. Houston worked with its bidders and provided a bid for \$17,940 for 629 yards of soil which includes removal of the trash and compaction of the new soil. It will require a change order for \$17,940 for that soil replacement to be completed. The cost is outside the contingency on the project.

Ms. Bregar opened the floor for a motion. Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the Board approve a change order in the amount of \$17,940 for soil replacement at the East Side Library.

There was discussion in which the Board discussed the disposal of the unsuitable soil, how H.W. Houston arrived at the cost, and the contingency. Mr. Walker explained that H.W. Houston had provided a guaranteed maximum price for the library projects, and the library is carrying the contingency. Mr. Walker also explained that Terracon provided a preliminary analysis prior to the start of construction, but they continue to take samples throughout the site preparation, and unfortunately, they did not discover this during the preliminary analysis.

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

4. Executive Session

Ms. Bregar said the Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

Mr. Walker announced that David Hartkop had been webcasting the Board meeting tonight, and he thanked David and the Community Relations team for putting this together and bringing this capability to the district.

Ms. Pickman made a Motion, seconded by Dr. Mancha, to move into Executive Session. MOTION CARRIED 5-0. The public was excused at 6:22 p.m.

The Board reconvened in public upon Motion made by Dr. Mancha, seconded by Mr. Stuart, and MOTION CARRIED 5-0, at 7:04 p.m.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that Mr. Walker be moved to the next step on the pay scale and should receive the full amount of the \$10,000 deferred compensation for the retirement fund.

Ms. Bregar said it was important to state in the public record that the Board was extremely satisfied with the Executive Director, and the Board appreciates what Mr. Walker has done for the library.

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

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 7:06 p.m.

Respectfully submitted,

Jane Carlsen
Secretary