

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

February 28, 2013

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 5:32 p.m. by President Marlene Bregar.

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

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Teresa Valenti, Technical Services & Collection Development Director; Michael Cox, Public Services Director; Sara Rose, Human Resources Director; Midori Clark, Community Relations Director; Todd Smith, Information Technology; others not recorded

Others Present: Judy Wodishek, Friends of the Library President pro tem

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 January 15, 2013 and Minutes of the Regular Library Board meeting held on January 24, 2013 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Library Board Work Session held on January 15, 2013. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Board meeting held on January 24, 2013. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Teresa Valenti, Director of Technical Services and Collection Development, and said the Board will remember that the library began floating the collections about a year ago, and Ms. Valenti will report on the progress.

Ms. Valenti presented information on the background and development of floating collections and its impact on other aspects of library services. Floating collections were introduced about a year ago, allowing customers to pick up and return material to the location of their choice, and materials remain in the collection where they are returned. This has resulted in better expenditure of materials budgets which has allowed flexibility within the budget to add eContent, refreshed the collections, reduced courier handling, increased use of self-services, and reduced handling by staff. Ms. Valenti provided specific comparisons between 2009 and 2012, and other statistics supporting the benefits of the floating collection.

Ms. Valenti said there had been a few surprises in spite of planning efforts. One was unbalanced collections and another was the discovery that some branches kept its collection cleaner than others, and they are now doing a better job as a district on how the collections look.

MINUTES

February 28, 2013 — 2 of 6

Ms. Valenti concluded that floating went very well, and they are well-positioned to manage the eContent world financially. Ms. Valenti then responded to a number of questions. There was discussion about communications and differences in demand between locations, and Ms. Valenti explained branch libraries can request or return materials as needed to balance its collection.

Mr. Walker said the Board is aware that the Library Enhancement Project is now about 95% complete, and overall things are in good order and proceeding as expected. The staff is doing a great job, and he has been impressed with the work they have done. Mr. Walker announced plans to celebrate the enhancements next week, and a card had been provided showing the dates, times and locations of the celebrations. The first event will be on Monday, March 4 at 11:00 a.m. at the Rawlings Library, the next will be on Tuesday, March 5 at 11:00 a.m. at the Pueblo West Library, and public celebrations will be held throughout the day at all library locations on Saturday, March 9. Mr. Walker invited Board members to attend the events. Each Board member indicated his/her ability to attend.

Mr. Walker addressed specific questions about how the system was working and the payment system. He said it had required learning on everyone's part, but was working well overall, and it will be interesting to see if the payment system will change the trend in collection of fines.

Mr. Walker said that the Library Board heard from the architect and contractor at the Work Session. The architect is now beyond schematic design and is beginning to work on design development where the team will begin putting more "meat on the bones" with the details of the project. In one month there will be another update on costs to make sure the library remains on target in terms of budget. Site approvals are moving along. The library received word from CDOT that it will issue a permit for access on the Mesa. The library received informal word that plans for access to the Greenhorn Valley library will be approved with minimal changes.

Mr. Walker announced that the library will hold community meetings in each of the neighborhoods on March 19 and 20 that will be facilitated by the architect. The architect has more to show the communities about what has been envisioned. Mr. Walker does not yet have the times and locations, but will get the specifics to the Board of Trustees.

Mr. Walker said that on March 26 at 5:00 p.m. there will be a final hearing on the subdivision application before the Planning Commission for the St. Charles Mesa. There will be a similar hearing on April 10 for final approval on the subdivision application which will be an important event required to allow the necessary building permits.

For the East Side Library, a subdivision application has been submitted, and we are revising those based on staff comments. The deadline for it to go before City Planning is April 10, but he does not yet have a hearing date.

For the Greenhorn Valley, it appears the library is on target, and the County has received information on the subdivision exception requested. It is scheduled before the County Commission on March 13 at 10:00 a.m.

Mr. Walker said things appear to be in order, and it looks like the recommendation will be to approve those.

On a different topic, there is one Board vacancy, and there will be interviews with the candidates to fill the vacancy on Wednesday, April 3 at 2:00 p.m. in Bret Kelly Room B. Mr. Walker said there are three candidates, and he expects each interview to last about 30 minutes with another thirty minutes for discussion afterward.

MINUTES

February 28, 2013 — 3 of 6

B. Friends of the Library Report

Ms. Wodishek announced that the Volunteer Appreciation Luncheon had been held on February 19 with about 48 people attending. Ms. Wodishek said staff reported on grants received from the Friends of the Library, Mr. Stuart spoke about the success of Books Again, and volunteers who run Books Again were recognized. Volunteers provide the equivalent of four full-time employees.

Ms. Wodishek said there was a brief meeting after the luncheon where they were reminded about Friend of the Year nominations, the Friends welcomed Greg Clark to the Board, and an application was given to Brad Whitney, and Lois Pfost also had a recommendation for the Friends Board.

The next meeting will be held on March 19 at 12:30.

Ms. Wodishek also discussed plans for the Annual Friends of the Library dinner which will be held on Friday, April 19 at 6:30 p.m. in the Ryals Room. The dinner will have a western theme and will feature Karen and Harry Vold. Ms. Wodishek described their work and sponsorship of the Western Art Exhibit. Karen Vold has created two cookbooks, and Harry Vold has had a book written about him called *Duke of the Chutes*. Ms. Wodishek encouraged the Board to join the Friends for dinner and become familiar with those literary works.

C. Pueblo Library Foundation Report

Mr. Stuart said the Foundation Board will be meeting next week, which is a month early, to kick off the campaign in March. The Foundation Board will discuss the new brochure and see new information about the new libraries. They will also be discussing the naming rights and finding sponsors for those.

D. Attorney's Report

Mr. Gradisar provided an update on the Colorado City Improvement Corporation litigation. They have been gathering exhibits and developing trial management order. One of the defendants has a medical problem, and depending on the severity of his condition, the attorney wants that person to be present in court if possible. If he's going to be able to recover, the trial may be continued or they may have to make different arrangements and keep the trial date. There are three trials scheduled on that date, and Mr. Gradisar said he does not expect all to be heard on that date. Mr. Gradisar will continue to keep the Board informed.

E. Financial Report

Ms. Bregar announced the Board is asked to ratify the January 2013 bills and accept the January 2013 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan pointed out on the Combined Balance sheet there had been a \$1 asset that has now been moved to the Capital Fund where it is more accurately reported. Assets are about one million below last month, which is not unexpected due to accrual accounting. They are spending down the COP funds. No taxes were collected in January; those that were collected are for December and were allocated back to 2012.

In the General Fund, the target percentage for the end of January is 8%. Property tax and specific ownership tax show zero collected, and actual collections in January were for December and were adjusted back to 2012.

Ms. Brogan said revenues were right on the nose in 2012 with about \$8,000 more, and the Board will see that when the CAFR comes out. So far, the library is on target for fines, and

MINUTES

February 28, 2013 — 4 of 6

she expects to catch up in the other revenue categories. Total revenues were 0% collected because there were no taxes collected yet.

Under expenditures, Personnel was at 8% spent with nothing unusual to report. Workers Compensation is high because the premium was paid for the entire year and the library went to a deductible plan. Employee insurance is also paid a month ahead so the amount shown reflects both January and February. Materials were 8% spent. Facilities were 4% spent for the entire category and tracking as expected. Rent was higher because it is paid a month in advance. Utility bills are received after service has been provided, so bills for January were not received in time for inclusion in January. Operating was 7% spent and includes professional memberships that are paid annually. Information Technology was 28% spent due to the Sirsi annual renewal.

Ms. Brogan said in 2012, the library ended the year at 94% in total expenditures. The biggest saving was in Facilities due to underspending the lease/purchase budget, with savings in personnel, materials and operating. Information Technology squeaked through with \$8,000 remaining in its budget. The library had almost \$500,000 remaining in the fund balance.

Ms. Brogan then referred to the Capital Project Fund with revenues 0% collected with only minimal interest income. Revenues at the end of 2012 were at 99%, only \$1,946 short of meeting the budget. Expenditures were for the building projects and payments for the Library Enhancement Project. Expenditures at the end of 2012 were 65% spent with a good amount of the Library Enhancement funds budgeted for 2012 being moved to 2013 which will also be reflected in the CAFR.

Ms. Brogan pointed out that the J.T. Nesbitt Employee fund is maintained by the Nesbitt Committee, but it is included in the financial statements of the library. The Nesbitt Committee holds activities throughout the year such as Chili Cook-offs to provide funding for the summer picnic and the Christmas Party. The Nesbitt Fund was started with a \$3,000 donation that they do not spend.

Ms. Brogan also noted that there is a Chamberlain Fund which was a memorial bequest with donations made quarterly. The fourth quarter donation of \$865.89 is shown on the report. Ms. Brogan said not a lot happens with that fund, but it grows a little every year.

Ms. Brogan then referred to the Check Summary Report and noted that the payment to Awe Learning, Inc. was a grant from the Friends of the Library for Early Literacy stations. It was charged back to 2012 but was paid in January. Collection HQ, mentioned earlier by Ms. Valenti, was for software. There are two checks to the Pueblo Library Foundation for ticket sales from the Black Tie Booklovers Ball.

Ms. Brogan said the amounts presented for the Board's approval are: ACH payments of \$480,574.50, Payables of 359,465.88, Payroll of \$303,189.21 for a total of \$1,143,229.59. Ms. Brogan pointed out that this includes a significant payment for the Automated Materials Handling equipment.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board approve the January 2013 bills and accept the January 2013 Fund Statement as contained in the February 28, 2013 Board materials. There being no further discussion, MOTION CARRIED 5-0.

III. PUBLIC COMMENT None

VI. OLD BUSINESS None

MINUTES

February 28, 2013 — 5 of 6

VII. NEW BUSINESS

A. Announcements

- ☐ Library Enhancement Project celebration events are planned at libraries, as follows:
 - Rawlings Library – Monday, March 4 at 11:00 a.m.
 - Pueblo West Library – Tuesday, March 5 at 11:00 a.m.
 - All libraries, all day on Saturday, March 9. Mr. Walker said this is an open house event, and the Trustees were invited to visit.
- ☐ The next regular Trustee Work Session is scheduled for Tuesday, March 12 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Trustee meeting is scheduled on Thursday, March 21 at 5:30 p.m. at the Lamb Library at 2525 South Pueblo Boulevard.
- ☐ The Colorado State Library is offering a seminar for public library board members on March 22 from 1:00-5:00 p.m. at the Rawlings Library in Pueblo. Contact Carlson_m@cde.state.co.us to register.
- ☐ The Rawlings Library will be closed on Sunday, March 31 for Easter Sunday.
- ☐ Interviews with candidates to fill the Library Board vacancy will be conducted by a committee of City/County representatives at the Rawlings Library on Wednesday, April 3 from 2:00-4:00 p.m. in Bret Kelly Room B.

B. Action/Discussion Items

1. Naming Opportunities

Ms. Bregar said the Board of Trustees were presented with information regarding the Pueblo Library Foundation Capital Campaign, and a plan for potential naming opportunities was discussed by the Trustees at the February 19 Work Session. PCCLD policy requires that the Board of Trustees approve library naming.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Board of Trustees approve naming opportunities presented for the Libraries for Life campaign. There being no further discussion, MOTION CARRIED 5-0.

2. Business Ethics and Ethical Conduct – Policy Revision

Ms. Bregar said the Board of Trustees discussed recommended revisions to the Business Ethics and Conduct section of the Employee Guidelines portion of the Policy Manual at the February 19 Work Session.

Mr. Miltner made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the recommended revisions to the Business Ethics and Conduct section of the Employee Guidelines portion of the Policy Manual.

Dr. Mancha requested a brief review of what the Board would be approving. Mr. Walker said the auditor has recommended that the library's policy should include a clear statement about whistleblowing.

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

3. Online Public Access Catalog (OPAC)

Ms. Bregar said a 2013 objective for PCCLD is improving the customer experience for discovering what is in the library collections. At the February 19 Work Session, Abby Koehler, ILS Administrator, provided background and a recommendation to proceed with a software solution. Board approval is required because the cost exceeds \$25,000.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve the purchase of BiblioCommons software at a cost not to exceed \$28,000. There being no further discussion, MOTION CARRIED 5-0.

MINUTES

February 28, 2013 — 6 of 6

4. Executive Director Evaluation

Ms. Bregar said the Trustees have met with the Executive Director to review his annual job performance.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees consider action to move the Executive Director from Grade 16 Step J to Grade 16 Step K.

Mr. Quintana added a brief note of thanks to Mr. Walker for the work he had done for the district which shows in his work as well as in the employees who present each month about all that the library is doing for the Pueblo community.

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

5. Incentive Compensation

Ms. Bregar said the Trustees have discussed the Executive Director deferred compensation incentive agreement.

Dr. Mancha noted that the motion should be changed to stipulate the amount.

Dr. Mancha made a Motion, seconded by Mr. Quintana, that the Trustees approve the full allowable amount of deferred compensation be awarded to the Executive Director. There being no further discussion, MOTION CARRIED 5-0.

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion, seconded by Mr. Stuart, to adjourn the meeting at 6:34 p.m.

Respectfully submitted,

Jane Carlsen
Secretary