

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

January 22, 2015

I. CALL TO ORDER AND ROLL CALL

Following an Employee Recognition Event, 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; Donna Pickman; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Abby Koehler, Strategic Planner/Systems Librarian; Sara Rose, Human Resource Director; Midori Clark, Community Relations & Development Director; others not recorded

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 December 9, 2014, and Minutes of the Regular Library Board meeting held on December 11, 2014, were provided to Board members prior to the meeting.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on December 9, 2014. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on December 11, 2014. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker referred Board members to the complete written report in the Board packet and commented on the completion of goals from the previous Strategic Plan and the need to consider what is next. He introduced Abby Koehler, who is getting everything organized, to provide an overview of the process the library will be using to craft the next Strategic Plan.

Ms. Koehler distributed copies of the overview for the Strategic Planning Project and invited the Board to provide input during her presentation.

Ms. Koehler said the scope is to create a five-year Strategic Plan focused on PCCLD's mission of encouraging the joy of reading, supporting lifelong learning and presenting access to information from around the world. Ms. Koehler said some organizations will recraft their mission statement during the strategic planning process, and although she does not expect that, the library should be able to respond.

The process will include a Needs Analysis, Idea Building, Review and Refine, Competencies and Issues, and Results. She expects those will be the five areas, some will be in progression, although they may be revisited as needed.

Ms. Koehler reviewed each of the areas with specific efforts planned which will address questions such as "What are the ways the library's mission can meet the community's

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economic, social, technological, and information needs?” and then determine “What capacity is necessary to enable the library to achieve the goals and objectives identified?” The process will include data collection, getting input from the community and non-users in particular, surveys, community engagement sessions, and creating the Strategic Plan document for Board approval.

Mr. Miltner asked if the Community Engagement Sessions would include asking different people from the library to attend, for example, someone from the children’s department or people from the department that buys books for the library. Ms. Koehler responded that they might attend to observe, but it would be important not to sway the input from the community. Library representation will be there, but not actively participating at that point.

There was additional discussion with the Board about the process used, timeline, and the importance of staying on trend with future innovations.

Mr. Walker said this is a starting point, although work has been underway, this is the first time it has been reported to the Board. He commented about past strategic planning efforts and the excitement of finding where the process may take the library. Ms. Koehler will bring a unique and competent way of managing the process as the specifics are unveiled.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report

Mr. Stuart said the Foundation met in early January and is making plans to evaluate and restate its investment plan as they move into a different era. The Foundation will be creating endowments and transforming to a new effort, and that is going well.

D. Attorney Report

Mr. Gradisar said the East Side vacation deeds with Safeway are nearing completion. Language had been agreed upon for the deeds, and the City is expected to pass a resolution on February 9 approving the quit-claim deed to Safeway. Safeway will then deed the north portion the library has been occupying to the library.

E. Employment Changes

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

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

Mr. Miltner made a Motion, seconded by Ms. Pickman, that the Library Board approve the December 2014 Employment Changes as contained in the January 22, 2015 Board materials.

There being no further discussion, MOTION CARRIED 6-0.

F. Financial Report

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

Ms. Brogan emphasized that the statements are marked “Preliminary-Unaudited.” Finance recently quit accepting 2014 book and material invoices. On the Combined Balance Sheet, everything looks good. The General Long-Term Debt will be changed because that has been paid down. They are working on the annual physical inventory, so General Fixed Assets will be updated when that has been completed. Trust funds will not change much. The Capital Projects Fund will change and is down about \$11,000,000 from last year, and that cash is now brick and mortar.

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In the General Fund, the target percentage for the end of December is 100%. In January, the library received property taxes collected for December which will increase revenue by about \$40,000, so that will be over collected. She expects revenues for the year to be about \$8,000 under collected.

Expenditures were 93% spent. Personnel was 95% spent, and the last three days of December were paid in January, so that will be reallocated back to 2014 along with the corresponding charges for PERA, Medicare and Unemployment. Ms. Brogan expects a fair amount of savings in personnel. Materials were 83% spent, and Ms. Brogan expects that to increase as the invoices that must be charged back to 2014 are paid. Facilities were 96% spent, and she expects some charges such as utilities will need to be reallocated to 2014. Operating was 95% spent, and she does not expect much change except a small Treasurer's fee for tax collections. There will be some savings in courier because the budget had four months, and the new libraries opened later than planned. Information Technology was projected to be about \$80,000 overspent because of the unbudgeted invoice for support. Ms. Brogan credited Charles Hutchins with holding down costs because it now appears to be only about \$40,000 overspent which means he managed to cut nearly \$40,000 from his budget.

In the Capital Project Fund, Ms. Brogan pointed out the \$54,745 final payment from the City of Pueblo to purchase land for the Lucero Library. Also reflected is the \$200,000 budgeted transfer for the Library Replacement plan, which is actually a transfer rather than revenue.

In Special Revenue, Ms. Brogan expects this will be changed to reflect the last quarterly payment from the Chamberlain Trust. There was also a significant expense in the Nesbitt Employee Fund for the Christmas party, and the Nesbitt Committee works all year to raise funds for that event.

In the Check Summary Report, Ms. Brogan pointed out the payment to Carnation Building Services showing a \$12,722.20 payment. That payment was for the entire district, not just the Giodone Library as the description seemed to indicate.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$164,259.62, Payables of \$1,070,217.57, and Payroll of \$324,042.34 which included three payrolls in December.

Ms. Pickman made a Motion, seconded by Mr. Miltner, that the Trustees approve the December 2014 bills and accept the December 2014 Fund Statement as contained in the January 22, 2015 Board materials.

Mr. Miltner thanked Ms. Brogan for the clarity and accuracy of the reports

There being no further discussion, MOTION CARRIED 6-0.

V. BOARD COMMENT

Ms. Gairaud recalled a presentation from Michael Cox about service hours at the new libraries, and she has since heard some public preferences for later hours. She typically suggests people talk directly to the librarian, and she recognizes the cost, but asked if there had been any further consideration of additional hours. Mr. Walker responded the library has been getting a lot of feedback which has been helpful as they try to understand how the new libraries are being used, and he expects to bring some recommendations for the Board to consider.

Mr. Stuart said he continues to hear some grumbling from people about the lack of books and series that are no longer available, and he wanted to know what he should tell people. He understands why the problem happened, but was not quite sure how to respond. Mr. Walker said the library has been purchasing a lot of replacement fiction, a lot of the invoices for materials were for fiction, and work is ongoing to add more books and fiction in particular. Mr.

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Walker said Teresa Valenti recently posted a staff notice of more fiction becoming available and will share that message with the Board.

Mr. Miltner thanked Mr. Walker for providing a copy of Ms. Koehler's presentation from the Work Session and the pocket-size table.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ Philip Mancha has been appointed to another five-year term as a member of the library district Board of Trustees effective January 2015 through December 2019.
- ☐ The Library will be closed on Monday, February 16, 2015 for the Presidents' Day holiday which will be used for staff development.
- ☐ The next regular Work Session is tentatively scheduled for Tuesday, February 17, 2015, at 3:00 p.m. in Bret Kelly A at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled on Thursday, February 26, 2015, at 5:30 p.m. at the Library @ the Y, 3200 Spaulding Avenue.

B. Action/Discussion Items

1. Election of Officers

Ms. Bregar announced that the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

Dr. Mancha nominated Mr. Quintana to serve as President, and Ms. Gairaud seconded the nomination. Mr. Quintana accepted the nomination.

There were no further nominations for President, and Ms. Bregar asked for a vote to elect Fredrick Quintana as President. The election resulted in unanimous votes for Mr. Quintana.

Mr. Stuart nominated Ms. Pickman to serve as Vice President, and Dr. Mancha seconded the nomination. Ms. Pickman accepted the nomination.

There were no further nominations for Vice President, and Ms. Bregar asked for a vote to elect Donna Pickman as Vice President. The election resulted in unanimous votes for Ms. Pickman.

Ms. Bregar then turned the meeting over to the new President, Fredrick Quintana, to preside over the remainder of the agenda.

2. Selection of 2015 Board Meeting Dates, Times and Locations

Mr. Quintana announced that the Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations were discussed at prior Trustee Work Sessions.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the recommended dates, times and locations for the 2015 regular meetings and work sessions as presented at the January 13 Work Session.

There was a discussion of the changes shown in red made since it was initially introduced to the Board which switched the locations of the February meeting to the Library @ the Y and the September meeting to the Giodone Library.

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Mr. Stuart asked about the February 17 Work Session in Bret Kelly A, and the Board Secretary responded that there is a Fredrick Douglass Chautauqua scheduled in the Ryals Room at 5:00 p.m. on that day. It was suggested the location be moved into the second column which the Board Secretary will revise prior to posting the schedule.

There being no further discussion, MOTION CARRIED 6-0.

3. Posting 2015 PCCLD Board of Trustees Meetings Notice

Mr. Quintana said the Trustees adopted a resolution in 2013 establishing the Rawlings Library's community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees. The Trustees discussed reaffirming this for 2015 by action at their regular meeting on January 22.

Mr. Miltner made a Motion, seconded by Mr. Stuart, that the Board of Trustees designate the community bulletin board at the Rawlings Library as the location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2015, that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings, and designate the Executive Director as the Board's representative to answer all questions about all postings.

There being no further discussion, MOTION CARRIED 6-0.

4. Audit Engagement Agreement

Mr. Quintana said in May 2013, the Board of Trustees accepted a proposal from Swanhorst & Company, LLC, to perform annual audits for PCCLD for up to five years. The first year of this five-year agreement completed earlier in 2014 with an audit report by Swanhorst of PCCLD's 2013 financial statements. An engagement by Swanhorst now to audit PCCLD's 2014 financial statements is proposed for a fee not to exceed \$23,000. This amount is within budget. The engagement agreement was reviewed at the January 13 Work Session.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the engagement letter with Swanhorst & Co., LLC, to audit PCCLD's financial statements for the fiscal year ending December 31, 2014.

There being no further discussion, MOTION CARRIED 6-0.

5. New Libraries Change Orders

Mr. Quintana said changes to the construction contract with H.W. Houston for the new libraries construction project were reviewed and discussed at the January 13 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board approve changes to the construction contract with H.W. Houston for the new libraries construction project totaling \$31,190.19.

There being no further discussion, MOTION CARRIED 6-0.

6. AMH Maintenance and Support

Mr. Quintana said the library district has budgeted maintenance costs for Automated Materials Handling equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the cost exceeds \$25,000. The Board discussed the invoice and agreement at the January 13 Work Session.

Ms. Pickman made a Motion, seconded by Dr. Mancha, that the Board approve the payment of the RFID Library Solutions, Inc., invoice in the amount of \$58,770.

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There being no further discussion, MOTION CARRIED 6-0.

7. EXECUTIVE SESSION

Mr. Quintana said the Trustees would enter into Executive Session for the purpose of determining positions with respect to negotiations and instructions to negotiators pursuant to C.R.S. 24-6-402(4)(e). Mr. Gradisar added that the Board would be receiving legal advice from the attorney which constitutes attorney-client privilege, and the session would not be recorded.

The audience was excused at 6:20 p.m. upon Motion made by Mr. Stuart, seconded by Ms. Pickman.

The Board reconvened in public at 6:59 p.m. upon Motion made by Ms. Bregar, seconded by Mr. Miltner. Mr. Gradisar certified that during the Executive Session all discussions were confined to attorney advice and privileged, and were not recorded for that reason.

IX. ADJOURNMENT

Ms. Pickman made a Motion to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Jane Carlsen
Secretary