

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

July 25, 2013

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 5:30 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; Michael Cox, Director of Public Services; Sara Rose, Director of Human Resources, Teresa Valenti, Director of Technical Services & Collection Development; Carol Rooney, Reference & Readers Advisory Manager; Andrew Bregar, Lead Reference Librarian; Kim Young, Outreach Manager/future St. Charles Mesa Manager; Al Perea, Facilities Superintendent; others not recorded

Others Present: Carol Palmer, guest of Dr. Mancha.

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 June 11, 2013, Minutes of the Regular Library Board meeting held on June 18, 2013, and Minutes of the Special Board meeting held on July 8, 2013 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Library Board Work Session held on June 11, 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 June 18, 2013. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Special Library Board meeting held on July 8, 2013. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Kim Young, Outreach Manager, to report on a special project working with Pueblo City Schools involving eReaders/eBooks.

Ms. Young said the library and Pueblo City Schools have collaborated to provide eReaders to Bessemer School and Central High School and encourage students and staff to use the library's eBook collection, and she has provided sessions training teachers how to request eBooks from the library. Pueblo City Schools has plans to implement a program for all

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students to have library cards for the 2014 school year. Pueblo City Schools had been considering the purchase of OverDrive, but by using the library's resource, the schools will be able to purchase databases instead.

Ms. Gairaud asked if the students need to have permission to get library cards. Mr. Walker explained that students under a certain age require parental permission, and a lot of that is about the parent taking responsibility for the items checked out and being fully informed that the child will be checking out materials.

Mr. Stuart asked for more information about the eReaders being under utilized. Ms. Young said the Nooks were purchased as part of a pilot project, and the Sony eReaders were provided as part of the library's contract with OverDrive. Mr. Walker added that the popularity of eReaders started high, but the rate of use dropped off after about a year, particularly after the library started to circulate iPads and laptops. Mr. Walker said the goal was to try to invigorate the use of the Nook and eReaders and teach students to use eBooks from the library, and Ms. Young took that to another level by training teachers to use the library's resources.

Dr. Mancha asked about budgetary implications of increasing the number of people using eBooks. Mr. Walker said eBooks are at this time about 5% of the total circulation, which is up from about 2%. Mr. Walker discussed increasing popularity of eBooks and libraries' efforts to figure out its role in providing eBooks. Mr. Walker said it is important for students to learn to get eBooks from the library because manufacturers direct users to fee services, and the library's role is to offer free and open access to information, especially for students without resources. Mr. Walker added that there is an effort in Colorado to build a platform outside the vendor control platforms which is in the early stages.

Ms. Young said we are teaching students what is available at the public library so they can go home and share that with friends and family which becomes valuable for the community.

Ms. Bregar posed a scenario and asked whether the library would provide 60 copies of an assigned book, such as *The Canterbury Tales* and asked about the budgetary impact of having 60 copies on the library's e-shelves. Ms. Young responded that there are a number of titles, such as *The Canterbury Tales*, which are available in the public domain and are free, but students were assigned a list of recommended titles to select from. Other advantages with eBooks are options such as audio and different languages.

Mr. Walker concluded that the library wants people to learn to use the public library. Ms. Young commented that Pueblo City Schools had considered the platform purchase price of OverDrive and \$10,000 for materials, and by sending students to the library, the schools were able to purchase databases, and the library can also provide instruction on the use of databases.

B. Pueblo Library Foundation Report

Mr. Stuart announced that the Foundation met on July 3. Mr. Stuart said the Boettcher Foundation has informally announced that we are going to get a \$30,000 grant. Mr. Stuart also pointed out that on August 6 at 12 noon, there will be a "Libraries for Life" event on the St. Charles Mesa which they hope will be very successful. Mr. Stuart concluded that things are moving along nicely.

C. Attorney's Report

Mr. Gradisar reported that they are in the last stages of getting the plat recorded for the Greenhorn Valley Library site. He has been working with the surveyor and Pueblo County Planning Department to get the details worked out so it can be recorded. They have worked

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out the agreement and understandings with respect to easements for the trail that will be on the north end of the property and for the road and public utilities on the south end of the property. He has indicated to the President that she may be asked to sign an extension of the agreement with Colorado City for an additional two weeks, and hopefully the whole deal will be consummated by then.

D. Financial Report

Ms. Bregar said the Board is asked to ratify the June 2013 bills and accept the June 2013 Fund Statements. Jon Walker provided a detailed report in the absence of Chris Brogan, Chief Financial Officer.

In the General Fund, Mr. Walker said property tax was 79% collected which is on track with last year. Specific ownership tax was 36%, also tracking closely. Total revenues were 74% collected, and total revenues were 1% ahead of this time last year with no surprises.

Total expenditures were 45% spent and right on track. Personnel was 45% spent and Materials were at 48%. Facilities was 35% spent, and Mr. Walker attributed a portion of that to the Lease-Purchase which is only 24% spent, but as more payment becomes due it will bring that in line. Overall Operating was 48% spent, and IT was at 63% due to prepayments at the beginning of the year.

In the Capital Projects Fund, revenues were 48% collected which includes \$572 in interest income. Mr. Walker said \$200,832 was spent on the new building projects which included payment for the land on St. Charles Mesa and architectural and legal fees.

Mr. Miltner asked how the water line will impact the timeline. Mr. Walker responded that the project has not yet been bid, but \$140,000 has been budgeted as the anticipated cost for the water pipeline. Mr. Walker said the contractor will oversee the bids and timing of the water line installation with the rest of the project.

Mr. Walker said nearly \$20,000 was spent from Capital Assets which included sprinkler repair at Barkman, voice automation update which included some new software and hardware, and the patron access catalog which was \$4,000. Mr. Walker said the library is in the process of making an important change to the catalog interface to make it more friendly to use, and it is being put in place and tested. Abby Koehler is working on that project. Total expenditures were at 32%. Mr. Walker said that will continue to ramp up as we break ground and move forward on the building projects in the last half of the year.

In the Check Summary Report, Mr. Walker pointed out two charges to Carnation Building Services, which were for May and June. The payment to the City of Pueblo for fuel is expected to be the last. There was a payment of \$22,087 for chiller repairs. The library has turned in a claim for the chiller equipment failure, and it is possible some of that will be returned. The payment to Penguin Speakers Bureau is 50% of the fee to bring Kathryn Stockett and Tate Taylor for All Pueblo Reads in November. The \$175 payment to the YMCA is the registration fee for Corporate Cup activities.

Mr. Walker said the amounts presented for the Board's approval include ACH payments of \$459,506.53, Payables of \$462,305.39, and Payroll of \$201,620.98 for a total of \$1,123,432.90

Mr. Stuart asked for a reminder about Land Title, and Mr. Walker said that was to buy the property on the Mesa. Mr. Walker said UMB is a payment on the COP, and UMB is the Trustee.

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Mr. Miltner made a Motion, seconded by Mr. Stuart, that the Board approve the June 2013 bills and accept the June 2013 Fund Statement as contained in the July 25, 2013 Board materials. There being no further discussion, MOTION CARRIED 6-0.

V. PUBLIC COMMENT None.

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- ☐ Board members are invited to attend the Nesbitt Staff Association Annual Picnic on Sunday, August 4 from 4:00-7:00 p.m. at the Rotary Pavilion in City Park. Call Sara Rose at 562-5632 to RSVP by July 30. A flyer with more information was provided.
- ☐ The Pueblo Library Foundation will host a "Libraries for Life" event on Tuesday, August 6 at 12:00 noon at the El Pueblo Youth Center, One El Pueblo Ranch Way, to introduce plans for three new libraries. Board members were encouraged to attend and invite others to attend.
- ☐ Community Meetings for the history wall project have been scheduled for the East Side Library on August 6, 13 and 20, 6:00-8:00 p.m., at El Centro del Quinto Sol, 609 North Erie Avenue.
- ☐ The next regular Trustee Work Session is scheduled for Tuesday, August 13 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Trustee meeting is scheduled on Thursday, August 22 at 5:30 p.m. at the Rawlings Library.
- ☐ The Summer Reading Club *Dig Into Reading* for children, *Beneath the Surface* for teens, and *Groundbreaking Reads* for adults runs from June 4 to August 13.
- ☐ The Annual Planning Retreat has been scheduled for Wednesday, August 14 at the Waterfront on the Riverwalk—4th floor (above Center for American Values). Board members are encouraged to participate.
- ☐ Mark your calendars for the CAL Conference on October 17-19 in Loveland, Colorado. Deadline for room reservations is September 15.

B. Action/Discussion Items

1. New Libraries Construction Budget

Ms. Bregar said the library Board of Trustees reviewed a new libraries construction budget at their Work Session on July 16 based on design and construction bid work recently completed by OZ Architects and H.W. Houston Construction.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees authorize the PCCLD Executive Director to enter into contract with H.W. Houston for an amount not to exceed \$4,155,868 for the construction of the East Side Library, the St. Charles Mesa Library, and the Greenhorn Valley Library.

Mr. Miltner noted that this is the most he had been asked to approve. Ms. Bregar noted that the Board had an extensive discussion about this at the Work Session.

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

2. Rawlings 2nd Floor Remodel

Ms. Bregar said the library Board of Trustees reviewed a project to remodel the 2nd floor of the Rawlings Library utilizing the services of Studiotrope Design Collective,

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an architectural firm based in Denver, Colorado. Studiotrope is the recommended firm based on the results of a competitive RFP process, which recently was completed.

Mr. Quintana made a Motion, seconded by Mr. Miltner, that the Board of Trustees approve an amount not to exceed \$28,250 for architectural design services from Studiotrope Design Collective for the Rawlings 2nd floor remodeling project.

Ms. Bregar said there was a presentation from Michael Cox at the Work Session that covered this item.

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

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion, seconded by Ms. Pickman, to adjourn the meeting at 6:18 p.m.

Respectfully submitted,

Jane Carlsen
Secretary