

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

March 23, 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 Lamb Library at 5:30 p.m. by President Donna Pickman.

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

Board Members Absent: Jim Stuart

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Midori Clark, Community Relations/Development/Strategic Initiatives Director; Andrew Bregar, Lamb Library Manager; others not recorded.

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Ms. Pickman said the Minutes of the Library Board Work Session held on February 14, 2017 and Minutes of the Regular Library Board meeting held on February 23, 2017 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on February 14, 2017. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Regular Library Board meeting held on February 23, 2017. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Lamb Library Activities: Mr. Walker invited Andrew Bregar, Lamb Library Manager, to report on activities at Lamb. Mr. Bregar showed a number of building improvements including new chairs, the inside lighting project is partially complete, the outside lighting fixtures have been replaced with LED, and the parking lot has been resealed and restriped. Mr. Bregar reviewed Lamb's key data statistics comparing year-to-date in 2017 with 2016, and circulation and program attendance were trending up. Mr. Bregar expects computer use to increase with additional laptops.

Mr. Bregar reviewed youth engagement activities which include SPELL visits to Beulah Heights, which led to monthly book talk sessions for grades 2-5, and monthly storytimes at Paragon Learning Center. Last week, Lamb agreed to host a summer lunch program for children 18 and under; a similar program has been offered at Books in the Park, and District 60 will be expanding that to Rawlings and Lamb. A new program will be introduced in May called Music and Movement Storytime to combine stories with singing and dancing which was a program suggested by the community.

Mr. Bregar provided an update on the self-help legal clinic, and statistics were provided showing the categories of issues presented. Mr. Bregar also provided state-wide statistics showing the number reached throughout the state in 22 counties, and Pueblo ranked fourth in participants. Eight new sites were added last year.

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A new program starting in April will be Lincoln Center screenings. The first screening will be a tribute to Sinatra for his 100th birthday. The screenings are available at no cost with a variety of programs available and new programs added regularly. It is a great opportunity to offer something different.

Dr. Mancha thanked Mr. Bregar for his presentation and noted that he was impressed with the things Lamb is doing. Ms. Pickman asked if he had noticed a reduction in the light bills as a result of the move to LED, and Mr. Bregar said there may be some.

Ms. Gairaud recalled that last year there was an issue with a backlog in reservations for legal assistance, and Mr. Bregar said Lamb started reserving only a month in advance to help people remember the appointment. Maria Smyer is working to find additional legal resources, and the Pueblo Bar Association offers some pro-bono services where people can be referred. Appointments continue to fill up every month with only eight slots available.

Mr. Walker thanked Mr. Bregar and commented on his conscientious and systematic approach.

Safeway property near Lucero Library: Mr. Walker said the Board had expressed interest in the Safeway property, and he recently learned that it just went on the market. Mr. Walker called the agent who indicated they do not have a list value on the property, they are willing to accept proposals, and they would like to sell the entire parcel. Mr. Walker said he would work with a commercial real estate agent to find comparable values to figure out what a reasonable offer might be.

Gallagher Amendment: Mr. Walker received a note from Jacqueline Murphy with the Colorado State Library that she is hearing that SDA (Special Districts Association) and Colorado Counties, Inc. with other lobbyists are putting together a bill to ameliorate the effects of the Gallagher Amendment. SDA will be having a teleconference when he expects to hear more about that.

Marijuana: Mr. Walker said he will be giving public testimony on requesting the addition of a buffer zone for public libraries similar to what exists for public schools which is consistent with what other communities do. Mr. Walker thanked Dr. Mancha and Commissioner Hart for setting up a meeting with Joan Armstrong, who oversees Pueblo Planning and Development, and he will be discussing the issue with her.

Pueblo Urban Renewal Authority (PURA): Mr. Walker said there was a meeting earlier this week with PURA on trying to work out an agreement for the parking structure. Mr. Walker said as it turns out, agreement from the taxing entities does not appear to be necessary, and PURA will simply be taking the existing debt and refinancing it which does not require agreement from the taxing entities.

The other issue for PURA is the St. Charles project which includes the Vestas plant. This was determined to be PURA's second most important project. In that project, the way it was structured, the property tax directed for the project impacted the library, county, school districts and water conservation districts, but the City of Pueblo exempted itself so only the other taxing entities are paying off the debt on this project. Part of the money generated by TIF is paying off the Board of Water Works. The Board of Water Works, in the original agreement, spent about \$750,000 more than the original agreement documented, and the Board of Water Works should be made whole. The complicating factor is that it reopens the project, and the taxing entities are willing to agree to extend the TIF if the City of Pueblo also participates by paying its share too.

Mr. Walker said there has been recent indication from the City Manager's office that the City will participate. Mr. Gradisar said he will be working on this agreement and how it will be structured, noting that the draft indicates it will remain the same until the Board of Water

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Works is paid back, after which any remaining funds will be returned to the taxing entities in proportion to their mill levy. Based on what Urban Renewal predicts, this will only extend the project by about six months. Mr. Gradisar said he had been in touch with Lori Winner who talked to the City Manager, and he will be working with the City Attorney who had not seen the draft agreement. The draft was also sent to school district attorneys. There is some advantage to the school districts if the refund to school districts can be in the form of Urban Renewal paying expenses directly so it does not count as revenue to the school districts, and this is apparently happening in other districts. Mr. Gradisar is working on the draft to provide for that. Mr. Gradisar concluded that it was the most productive Urban Renewal meeting they have had. Mr. Walker agreed crediting Jerry Pacheco, Don Banner the new president of the Board, and Ms. Bregar sitting in on the meetings. Mr. Walker said he will keep the Board posted, and it is encouraging.

B. Friends of the Library Report

Ms. Martinez said David Wagner is a new Friends of the Library Board member, and his wife is volunteering at Books Again. The Friends of the Library Scholarship Committee approved three scholarship applicants for \$1,600 each, and emails are being sent to notify the recipients.

Ms. Martinez said there was a strong turnout for project selection funding requests because funding is short for the library. Typically, the Friends of the Library prefer to fund tangible items, but this year the Friends funded \$17,000 in different requests that were predominantly for programming. Ms. Martinez helped the Selection Committee understand that the library's budget is short by \$23,000 for programming, so the Friends were able to restore \$17,000 of that.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

Ms. Pickman said the Board is asked to ratify the February 2017 Employment Changes as presented by the Executive Director.

Mr. Walker referred to the Employment Changes in the Board packet noting there had not been a lot of activity. One new hire was a substitute for Greenhorn Valley. Amy Martin transferred from the Greenhorn Valley Manager position to the Reference & Readers Advisory Manager at Rawlings. Carol Rooney retired as the Reference & Readers Advisory Manager after a 30-year career with the library. One of the Greenhorn Valley Library substitutes resigned.

Mr. Quintana made a Motion, seconded by Ms. Bregar, to approve the Employment Changes contained in the March 23, 2017 Board materials.

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

F. Financial Report

Ms. Pickman said the Board is asked to ratify the February 2017 bills and accept the February 2017 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Ms. Baca said the audit took place last week and appears in good shape although she will not have the final numbers until June. Finance staff will continue to answer any last-minute questions in the weeks ahead. The Finance office did a lot of work on the balance sheets and tidied up fixed assets, and they made the deadline for submitting the budget document for the GFOA.

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On the Combined Balance Sheet, Ms. Baca said cash holdings reflect timing differences between drawing down cash and making transfers from reserve cash holdings. Ms. Baca said the amount moved from ColoTrust this year was about the same as last year. The library did receive the first cash payment of tax revenue in March. Ms. Baca noted that about \$500,000 must be kept liquid because taxes do not begin to flow until March. The larger amounts in the Capital Projects Fund were adjustments made, and a payment was received on the Giodone property. Ms. Baca also pointed out amounts in Compensated Absences to pay unused vacation leave and COPS. The amounts in Fixed Assets include materials and AV. This year Finance is using the Sirsi inventory reports which will be more accurate; it was noted in past audits this was a weakness. Ms. Baca thanked Mr. Bregar for doing a hand count at Lamb to verify the accuracy, and it was within 10%. Ms. Baca pointed out the Emergency Reserve of 3% required by TABOR. Ms. Baca said there may be further audit adjustments to be made for 2016.

In the General Fund, the target percentage for the end of February is 17%. Revenue was slow in February. About \$30,000 came in from various categories, but overall it is not much different than last year. Personnel expenditures were 15% spent, the same as last year, and Workers Compensation was high because the full premium was paid at the beginning of the year. Materials were 17% spent compared with 21% in 2016 which is partially due to periodical subscriptions paid for the year. Facilities were 9% spent compared with 11% last year, but is expected to catch up. Operating expenditures were 21% spent compared with 13% last year. Information Technology was 45% spent which was the same last year and attributed to the Sirsi contract paid at the beginning of the year. Total expenditures were 16% spent.

The Capital Project Fund revenue was 19% collected due to interest on cash holdings and insurance reimbursements. The insurance payment was for the wind damage at Greenhorn Valley. Expenses were for Microsoft licenses and LED lighting, but there has not been a lot of activity yet on the \$338,000 budget.

The Special Revenue Fund is primarily to receive revenue from the Chamberlain Fund and received only \$1 in interest for February.

The Nesbitt fund remains strong. Nesbitt has had a leadership change with Rachel Salazar and Sarah Meador serving as co-Presidents. Terri Daly is also involved with Nesbitt. Ms. Baca briefly reviewed some of Nesbitt's recent activities.

Ms. Baca said the Check Summary Report included budgeted and recurring items.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$130,069.81, Payables of \$577,794.08, and Payroll of \$236,533.79, for a total of \$944,397.68. Ms. Baca pointed out that payroll was slightly higher to pay unused vacation time.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Library Board approve the February 2017 bills and accept the February 2017 Fund Statement as contained in the March 23, 2017 Board materials.

Regarding the payout for vacation, Mr. Quintana asked if the library has a cap on the amount of unused vacation for compensated absences. Ms. Baca explained there is a cap which is different for part-time. There is a system in place to make sure accruals are proper.

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

V. **BOARD COMMENT** None

VI. **PUBLIC COMMENT** None

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VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ The Home of Heroes Essay Contest Awards Ceremony will be held on Monday, April 3 at 7:00 p.m. in the Ryals Room at the Rawlings Library. Ms. Bregar asked if it is necessary to RSVP, and Mr. Walker said it is not; however, Board members who attend should step to the front so they can be recognized.
- ☐ The Board Development Committee is scheduled to meet on Tuesday, April 11 at 1:30 p.m. in the Executive Conference Room at the Rawlings Library.
- ☐ The Rawlings Library will be closed on Sunday, April 16 for Easter Sunday.
- ☐ The next regular Work Session is scheduled for Tuesday, April 18 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled on Thursday, April 27 at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard.
- ☐ A flyer had been provided inviting Board members to attend the Volunteer Recognition Luncheon in the Ryals Room on Tuesday, April 25 at 12:00 noon. Mr. Walker said the library benefits from thousands of hours of volunteer work, including the work of the Board, and he encouraged Board members to attend.

B. Action/Discussion Items

1. Surplus Equipment

Ms. Pickman said a recommendation for declaration of surplus property would be provided.

Mr. Walker said behind Books Again there is an area for storage maintained by the library, although most of the space is sublet to the Friends of the Library. Mr. Walker explained that the library's storage area is used to store excess furniture, fixtures or equipment, and the area had begun to overflow into the bookstore's area. Mr. Walker distributed a photograph of the area, noting there are a lot of electrical items, and some are fairly new and related to recent construction projects. Some of it had been used in the new libraries, but at this point there is no potential use for it. Detailed information and photographs were provided in the Board packet.

Mr. Walker said they would like to sell the excess material to the highest bidder, and they will notify electrical firms and ask them to bid on the lot, and what cannot be sold will be sold as scrap metal.

Mr. Walker expects as this material is disposed, Facilities will be able to organize the remaining items in storage, and that may require additional disposal requests.

Ms. Gairaud made a Motion, seconded by Ms. Martinez, that the Trustees declare the recommended PCCLD property as surplus and for disposal, as recommended.

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

IX. ADJOURNMENT

The meeting was adjourned at 6:27 p.m. upon Motion made by Mr. Quintana.

Respectfully submitted,

Jane Carlsen
Secretary