

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

March 24, 2016

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, 2525 South Pueblo Boulevard, 5:30 p.m. by President Fredrick Quintana.

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

Board Member Absent: Donna Pickman, Vice President; Jim Stuart

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Andrew Bregar, Lamb Library Manager; Maria Tucker, Special Collections & Museum Services Manager; Janina Goodwin, Rawlings Library Manager; LouAnn Lucero, AV Technician; others not recorded.

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker recommended moving item VIII.B.4. Urban Renewal Commission to the first item for Action/Discussion. The recommendation was accepted.

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on February 16, 2016 and Minutes of the Regular Library Board meeting held on February 25, 2016 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on February 16, 2016. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on February 25, 2016. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Mr. Walker thanked Andrew Bregar, Lamb Manager, for hosting the Board and invited him to provide a report on the Lamb Library.

Mr. Bregar began by welcoming the Board and acknowledging each of the members of the Lamb Library team. Mr. Bregar reviewed a number of the programs that have been introduced including Craft Club which is multi-generational, Youth and Teen Craft programs, Cook the Book Club which is kind of a pot luck event, as well as the traditional weekly storytimes.

Mr. Bregar also announced a new VPC (Virtual Pro Se Legal Clinic) which was introduced at Lamb in January. Mr. Bregar met Ric Morgan at a CAL Conference where he was recognized as Community Partner of the Year for his work in launching this service in May 2013 that is currently offered in over 20 counties. The program uses computer web conferencing to provide one-on-one guidance with completing forms and

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navigating the legal system in many areas of civil law; however, they do not represent people attending the clinics. Mr. Bregar displayed the website that had been created to assist people working to represent themselves. The program is offered on the second Tuesday of each month from 3:30-5:00 p.m. with eight slots per session, and currently the slots are booked through June 2016 with a waitlist of 20. There was discussion that the service is clearly needed in Pueblo County.

Mr. Quintana thanked Mr. Bregar for the work he is doing at Lamb. The VPC program is a unique idea that should be added to other branches, and Mr. Quintana congratulated Mr. Bregar on getting it to Pueblo. Mr. Walker added that Mr. Bregar represents the modern library with its many programs for life-long learning. The Lamb Library will be hosting a major program organized by Sandy Gutierrez aimed at reducing the stigma behind mental health issues.

Mr. Walker then introduced Maria Tucker, Special Collections and Museum Services Manager, to report on an upcoming Smithsonian exhibit on "What does it mean to be human?" Ms. Tucker distributed an invitation and brochure on the exhibit. Ms. Tucker said the library was honored to be selected as one of 19 to host this exhibit sponsored by the Smithsonian Institution and the American Library Association. Ms. Tucker provided an overview of the exhibit and related programs being offered in conjunction with the exhibit. Community partners include CSU-Pueblo, El Pueblo Museum and the Pueblo Archaeological and Historical Society. They have already had ten programs with 569 attending with 15 more programs planned in addition to school and other group tours. They have a lofty goal of having 10,000 attend.

Ms. Tucker then provided a presentation explaining the background and features of the exhibit which can be explored more fully on the kiosks in the InfoZone. "Human Origins and Our DNA" on March 31 at 6:30 p.m. will feature a DNA expert where you can have your DNA tested. She reviewed a number of other programs and features of the exhibit.

After her presentation, Board members commented that this is a major experience for the library and for the Pueblo community and offered congratulations to Ms. Tucker for her work on getting it here. Ms. Martinez asked if additional school tours could be scheduled, and Ms. Tucker invited any other schools interested in touring the exhibit to contact her.

Mr. Walker then showed a news item from KOAA Channel 5 featuring gang-prevention efforts at the Lucero Library.

Mr. Walker concluded the staff report noting that the report provided a 360-degree review of different aspects of current library activities.

B. Friends of the Library Report

Ms. Martinez said the Friends of the Library Project Selection Committee met and reviewed the proposals for funding, but the Friends Board have not yet to vote. The report from the committee is that each of the proposals will receive either partial or full funding. The Friends have received scholarship applications and will begin reviewing those. The Friends of the Library Annual Dinner will be held on May 13 at 5:30 p.m. featuring a local author and will be emceed by Craig Eliot.

C. Pueblo Library Foundation Report None

D. Attorney Report None

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E. Employment Changes

Mr. Quintana said the Board is asked to ratify the February 2016 Employment Changes as presented by the Executive Director.

Ms. Bregar made a Motion, seconded by Ms. Gairaud, to approve the Employment Changes contained in the March 24, 2016 Board materials.

Mr. Walker commented there were only two new hires in February.

There being no further discussion, MOTION CARRIED 4-0.

F. Financial Report

Mr. Quintana said the Board is asked to ratify the February 2016 bills and accept the February 2016 Fund Statements.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the February 2016 bills and accept the February 2016 Fund Statement as contained in the March 24, 2016 Board materials.

Mr. Walker provided the report in Ms. Baca's absence. He noted that the report remains preliminary because the 2015 finances are being audited which could require adjustments affecting 2016 financial reports. The auditors were doing site work at the library last week.

Mr. Walker noted that the Combined Balance Sheet for February does not show the \$2 million in property tax that was received in March.

In the General Fund, the target percentage for the end of February is 17%. Revenues were only 3% collected, but that is expected to jump as property tax is received. Fees for fines were doing better than last year at 20% collected. Personnel expenses were 15% spent, with 14% for salaries which is important since it represents about 50% of the budget. Salaries do not come in evenly over the year because employees are paid bi-weekly, and there are two months when there are three pay periods, so it is good to be a little bit under to allow for those months. Materials were 21% spent, a little over which was attributed to prepaid subscriptions and the book publishing season, and Mr. Walker expects it will begin to drop as the year progresses. Facilities expenses were 11% spent, and the Lease-Purchase payments for the COPs will cause that to jump later in the year. Operating was 13% spent, and Info Technology was 45% spent which was attributed to prepayments. Overall expenditures were at 16%.

Mr. Walker said there was not a lot of activity in the Capital Fund, although some is expected, it does not have a very large budget this year with only about \$150,000.

The Special Revenue Fund had no activity, which includes the Chamberlain Fund, but more revenue and disbursements will occur later in the year. The Nesbitt Employee Fund also had no activity to report.

In the Check Summary Report, Mr. Walker pointed out the RFID payment for the maintenance contract for AMH equipment. Mr. Walker also pointed out a payment to CFM which is part of some major maintenance required on the chiller. Some corrosion was discovered which will result in some unexpected costs.

Mr. Walker concluded with the amounts presented for the Board's approval to include ACH payments of \$112,311.37, Payables of \$391,901.77, and Payroll of \$217,556.78, for a total of \$721,769.92.

There being no further discussion, MOTION CARRIED 4-0.

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V. **BOARD COMMENT** None

VI. **PUBLIC COMMENT** None

VII. **OLD BUSINESS** None

VIII. **NEW BUSINESS**

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, March 27 for Easter Sunday.
- ☐ The Greater Pueblo Chamber of Commerce will hold the Legislative Breakfast on Saturday, April 16 from 8:00-9:30 a.m. at the Pueblo Convention Center. Contact the Board Secretary to make plans to attend.
- ☐ The next regular Work Session is scheduled for Tuesday, April 19 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, April 28 at 5:30 p.m. at the Rawlings Library. There will be a staff recognition event at 5:00 p.m. immediately prior to the meeting.
- ☐ The Greater Pueblo Chamber of Commerce will hold Business During Lunch at the Pueblo Convention Center on May 12 at 11:30 a.m. The sponsor will be Pueblo Urban Renewal Authority. Contact the Board Secretary to make plans to attend.

B. Action/Discussion Items

1. Urban Renewal Commission

Mr. Quintana said the Board discussed the Lobbying Committee's meeting with local tax districts set for March 22 during the March 15 Work Session. The Lobbying Committee will present the outcomes and recommendations from that meeting.

Dr. Mancha reported that seven special districts were invited, but only representatives from the Lower Arkansas Valley Water Conservancy and the Southern Colorado Water Conservancy District attended. Mr. Walker provided background on HB-1348, and there was discussion on the impact of TIF and past efforts to reach agreement. Mr. Gradisar explained the law states TIF can only be used for limited purposes, but a high percentage is used for administrative costs. There was also discussion of the Vestas project in which all the other taxing entities carried the burden except the City. There was discussion of accountability and the attitude that the taxing entities should have no say in how Urban Renewal money is used, but the more recent administration is trying to present a different relationship. The law provides for representation and negotiation on new projects and substantial changes to existing projects. The law has two parts; one is representation on Urban Renewal, and our job was to find someone to serve. The role of the representative would be to vote, present the perspective of the special districts and serve as a conduit between Urban Renewal and the taxing entities. The other part is negotiation, but nothing had been started yet. The representatives attending expressed frustration with budgeting or making plans with TIF reductions and concern about whether the release of a 25-year TIF would create a TABOR issue. *(Ms. Bregar left during this discussion)*

Dr. Mancha said the next step was to develop a process to appoint a representative and notify the other special districts of the process and invite them to participate. The representatives there suggested someone from the Library Board be the first to serve on the Urban Renewal Commission. There was discussion that Ms. Bregar had expressed some interest in serving in that role.

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Mr. Walker said it is important for the Board to understand there are two very important bodies willing to defer to the library, but there are other districts that need to provide their agreement. With those agreements, the library will have that role. The Library Board of Trustees will have the opportunity to appoint that representation to the Urban Renewal Commission.

Mr. Gradisar added that it is important for the appointment to be sound from the law's perspective. The Board should take formal action to appoint Ms. Bregar as the representative as well as reach out to get agreement from the other taxing entities. Mr. Gradisar said the Board's Motion could be conditional on it being acceptable to the other organizations. Mr. Walker said Pueblo County has appointed a representative, and it is in the library's interest to move forward, although there is no deadline.

Mr. Walker said Jerry Pacheco met with him and indicated that he was willing to facilitate the process. It is in the interest of the special districts to have representation on the Urban Renewal Commission. The School Districts are moving forward in naming a representative. In meeting with the representatives from the two special districts, it was clear that TIF is on their radar, and it is something they care about. Ms. Bregar would represent all the special districts, and that is an important consideration. Dr. Mancha said it will be a real challenge to make sure everyone is informed. Mr. Walker said the library could provide staff support for Ms. Bregar.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, to appoint Marlene Bregar to serve as the representative for the special districts on the Urban Renewal Commission subject to approval of the special districts represented.

There being no further discussion, MOTION CARRIED 4-0 (*Mr. Quintana's vote included due to Ms. Bregar's absence*).

2. Customer Code of Conduct Policy

Mr. Quintana said the Board of Trustees discussed a revision to PCCLD's Customer Service policies pertaining to Customer Code of Conduct at the March 15 Work Session.

Ms. Gairaud made a Motion, seconded by Ms. Martinez, that the Board approve adding "Dispensing chemicals or noxious substances including, but not limited to, mace, pepper spray, stink bombs and tear gas" to the list of prohibited activities contained in policy section 03.06.03 Customer Code of Conduct.

There being no further discussion, MOTION CARRIED 4-0 (*Mr. Quintana's vote included*).

3. ConnectED Memorandum of Understanding

Mr. Quintana said at the March 15 Work Session, the Board reviewed the Memorandum of Understanding to be presented to the School Boards for School District 60 and School District 70. After additional changes have been incorporated, the Memorandum of Understanding for each school district will be presented to the Board of Trustees for approval.

The Memorandum of Understanding had been revised by the Board attorney. Mr. Gradisar said the substantial changes appeared in paragraphs 10 and 12 where indemnity and termination were provided for either party. The remainder of the revisions were format changes.

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Mr. Walker said these have gone to each of the school districts asking for their feedback, and their attorneys may recommend revisions. The goal is to bring this back to the Board of Trustees for final approval in April.

No formal action was required at this time.

4. Board of Trustees Assessment

Mr. Quintana said the Trustees reviewed the Board self-assessment outcomes at the March 15 Work Session and discussed potential solutions.

Mr. Quintana appointed a new Board Development Committee to review the assessment, make revisions and make any further recommendations. Committee members will be Donna Pickman (Chair), Lyndell Gairaud and Doreen Martinez. There was a brief discussion where it was suggested that meeting before or after the Work Session would be most convenient for Ms. Martinez and Ms. Gairaud.

No formal action was required at this time.

IX. ADJOURNMENT

The meeting was adjourned at 6:51 p.m. upon Motion made by Dr. Mancha.

Respectfully submitted,

Jane Carlsen
Secretary