

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

May 24, 2012

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 5:30 p.m. by Vice President Marlene Bregar.

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

Board Members Absent: Sherri Baca, President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Teresa Valenti, Technical Services & Collection Development Director; Midori Clark, Community Relations Director; Sara Rose, Human Resources Director; Steve Antonuccio, Barkman Library Manager; Jill Deulen, ILL & Media Librarian; Bill Seidel, Information Technology; 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 April 19, 2012 and Minutes of the Regular Library Board meeting held on April 26, 2012 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on April 19, 2012. The minutes were approved by unanimous consent.

Mr. Quintana made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on April 26, 2012. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Steve Antonuccio, Barkman Library Manager. Mr. Antonuccio welcomed the Board to the Barkman Library and encouraged them to take a look around. Mr. Antonuccio said staff has been working to clean up the collection and compared statistics from 2009 when there were 64,115 items in the circulating collection with an off-the-shelf rate of 9.5% and April 2012 with 36,454 items in the circulating collection with an off-the-shelf rate of 16.8%. There was additional discussion in which it was noted that approximately 50,000 items had been weeded, comparisons with Lamb's collection, and Barkman's Key Data statistics were up in every category.

Mr. Miltner commented that Barkman's weeded items have been arriving at Books Again.

Ms. Gonzales asked Mr. Antonuccio how he thinks the East Side Library will impact usage at the Barkman Library. Mr. Antonuccio responded that he thinks it will be a wonderful addition that the East Side community will appreciate.

Mr. Stuart asked for Mr. Antonuccio to speak about the impact the weeding effort has had on customers. Mr. Antonuccio responded that the things that were weeded were not being used,

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and the weeding effort has made it easier for customers to find things because the shelves are not so full. There was additional discussion on the benefits resulting from the effort.

Mr. Antonuccio attributed the success of the effort to the support from Mr. Walker and Ms. Palmer. Mr. Walker added that part of the effort was tied to the need to clean up the collection in preparation for RFID. Mr. Walker said the need to clean up the Barkman collection was recognized prior to Mr. Antonuccio's arrival, and it is a great accomplishment.

Dr. Mancha noted it seemed there had been three separate reviews of the collection, and Mr. Antonuccio explained that the first review was to look at items that had not circulated in 2½ years, another look at items that had not circulated in 2 years, and a third look at items that had not circulated in the past 18 months.

Mr. Stuart asked if there are protocols in place now to prevent that from happening again. Mr. Antonuccio commented about staff changes, and Mr. Walker explained how regular "dusty book" reports prompt staff to determine whether uncirculated items should be discarded or retained, and the floating collection has made a difference. Mr. Antonuccio added that RFID will make it easier to audit the collection and make sure everything is current and in the right place.

Mr. Walker then introduced Jill Deulen, ILL and Collection Development Librarian. Ms. Deulen provided a PowerPoint presentation to provide an overview of ILL. Ms. Deulen said she handles the administrative tasks of ILL with Jessica Archuletta, the ILL Assistant. Ms. Deulen explained that InterLibrary Loan (ILL) is a resource sharing program between libraries throughout Colorado and the United States. Items requested by PCCLD customers are located using OCLC's FirstSearch interface, and PCCLD lends items to other libraries using OCLC and SWIFT from the Colorado State Library. Ms. Deulen noted that smaller libraries use SWIFT because they cannot afford to be part of OCLC. Ms. Deulen said the library will share any item with other libraries that is circulated to its customers to include DVDs, Playaways, etc., but will not loan out reference materials such as items held in Special Collections. Ms. Deulen noted that PCCLD and most libraries will lend items for free. PCCLD avoids borrowing from libraries that charge to lend, but if an item is only available from a library that charges, they will contact the customer to see if they are willing to pay the fee.

Ms. Deulen explained ILL was moved from Readers Advisory & Reference to Technical Services & Special Collections shortly before her arrival. Ms. Deulen said the transfer speeded the process for deciding whether to purchase an item or borrow it through ILL. Before the transfer, the average number of ILLs borrowed each month was 295 which has now increased to 425. Ms. Deulen added that ILL renewals had been discouraged, and she explained that it is actually more efficient to allow renewals.

Ms. Deulen provided background on comparing PCCLD's ILLs against peer libraries, and PCCLD fell considerably short. She estimated that the library fills about two-thirds of the requests received through ILL. Ms. Deulen also reviewed a brief flow chart showing the borrowing process. Ms. Deulen reviewed strategies to increase ILL borrowing which includes not purchasing as many of the items requested and educating customers about the ILL service. Ms. Deulen emphasized that ILL is a reciprocal system, so it is important to lend just as much as it borrows which requires maintenance of the library's holdings on OCLC. Ms. Deulen said it is also important to lend newer formats such as Blu-rays and Playaways, and she introduced the possibility of lending e-books in the future.

Dr. Mancha mentioned that Google spent money taking images, and he asked if the library has thought about that potential challenge. Ms. Deulen responded that about 60% of the items loaned are media items, but agreed that people are better able to find a number of items on their own now.

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Mr. Stuart asked what impact RFID will have on ILL, and Ms. Deulen responded that she expects ILL will always be more hands on. Customers are asked not to drop ILL items in the book returns.

Mr. Miltner asked which category is requested most, and Ms. Deulen said fiction more than nonfiction, but overall DVDs for both lending and borrowing.

Mr. Quintana asked about accessibility in light of the need to let more people know about ILL services. Ms. Deulen said ILL is now located in the basement; however, the Readers Advisory & Reference desk is where most people request materials. If someone cannot find an item in the library's catalog, they can also get onto World Cat, but the reference staff and any public service desk will help. Mr. Quintana asked if there is something planned to educate customers. Ms. Deulen said employees are trained to refer customers to her, but a marketing effort had not been discussed.

Ms. Bregar asked how she would get an article from CU and what it would cost. Ms. Deulen said articles are often sent to the library for a customer as a PDF. Ms. Deulen referred to the final slide showing how they keep costs low which includes a number of agreements for courier services, with 60% of requests filled in Colorado. ILL is not paying much for mailing costs because of the courier services. There was a brief discussion of the difference in the cost of borrowing an item through ILL and purchasing an item for the collection, and the costs are about the same.

Mr. Walker explained the library made a decision several months ago to focus more resources on ILL, Ms. Deulen has been here about seven months, and he is pleased with the progress. Mr. Walker also addressed Dr. Mancha's concern about Google, and most of what is available are excerpts with the user eventually led to an opportunity to purchase the entire book, except books that are available in the public domain.

Mr. Walker said next month the entire Collection Development team will make a presentation, where Ms. Deulen will be part of that team because she is also the Collection Development Librarian for media.

B. Friends of the Library Report

Ms. Clark announced that the Friends of the Library held their annual dinner in April and congratulated Mr. Stuart for winning the Friend of the Year Award. The Friends said good-bye to Jim Stuart, Doris Kester and James Amos, and two new Board members were added. New officers were elected with Michael Voute as President, Jeannine Semrau as Vice President. Both Brenda Fickey and Mary Simmons were re-elected for another term as Secretary and Treasurer.

Ms. Clark said the Friends of the Library will be on break through August. The deadline for the next round of grant requests is July 1.

C. Pueblo Library Foundation Report None.

D. Attorney's Report None.

E. Financial Report

Ms. Bregar announced that the Board is asked to ratify the April 2012 bills and accept the April 2012 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan pointed out the added line to reflect the library's investment with the Colorado State Investment Program (CSIP) which is currently earning .30%. The library put \$500,000 there and expects to add more as tax revenues start to come in. There was a question about \$2 shown in investments, and Ms. Brogan explained that is the bond fund which must be kept open until the bonds are paid off.

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In the General Fund, Ms. Brogan said the target percentage for the end of April is 33%. Under revenues, property tax was 35% collected, and specific ownership was at 24%. Ms. Brogan said in 2011 those collections were at 34% and 26%, so it is almost the same as last year. Interest income was 18% collected, but as investable funds increase, so will that percentage. Other revenue items were all within acceptable levels at this point in the year. Total revenues were 34% collected.

Total expenditures were 29% spent, compared with last year at 31%, and everything is on track. Personnel expenses were 31% spent with nothing unusual to report. Materials were on target at 30%, within 1% of 2011 levels, but Ms. Brogan expects those to increase as the Summer Reading program spending begins since program expenses are included in that category. Facilities were 17% spent for the entire category, compared with last year at 24%, and Ms. Brogan discovered that utilities and building maintenance were lower this year due to the mild winter. Operating was 31% spent with nothing unusual to report and within 1% of last year. Information Technology was 49% spent, with nothing unusual to report.

In the Capital Project Fund, revenues were 9% collected with only \$250 in interest earnings. Ms. Brogan said expenditures have been broken out for the East Side, St. Charles Mesa, and Greenhorn Valley Libraries which totaled \$4,786 for the financial advisor's consulting expenses for the building projects. Expenses include \$27,721 for the InfoZone renovation and \$3,203 for Library Replacement Plan expenses for the SmartBoard purchase and installation.

Mr. Miltner asked if the InfoZone expenses are a library project, and Ms. Brogan said the InfoZone renovation was paid almost entirely by the Rawlings Foundation. Total expenditures were 6% spent.

Ms. Brogan referred to the Other Funds page and explained that the J.T. Nesbitt Employee Fund was established through a generous donation from a patron who made an original donation of \$3,000 which is held by the library as restricted funds. Funds are raised and expended each year for employee social activities, such as a summer picnic and holiday party in December. Fundraisers include pot luck lunches, plant sales, vending machines at Rawlings, and more. This account is managed by the Nesbitt Committee, and the District only reports activity. It is reported in the CAFR, but is not included with District funds. The Special Revenue fund is the Chamberlain Fund, and PCCLD is just one of ten nonprofit recipients. The Chamberlain Foundation was set up about 50 years ago as three separate funds: one fund supports the Rosemount Museum; another supports ten nonprofit organizations (including the library); and one awards grants. The fund is now managed through the Southern Colorado Community Foundation (SCCF). The library receives quarterly disbursements from SCCF, usually around \$1,000. In 2011, the total amount received was \$3,627.61. This is the only Special Revenue Fund reported, and it is included in government funds of PCCLD. In April, the library received the first quarterly distribution for 2012 in the amount of \$900.

Mr. Stuart asked if the Chamberlain Fund is restricted, and Ms. Brogan said it is not, but it is important for it to be recorded and reported separately. The library most recently used some of the Chamberlain funds for the Pueblo West Library expansion. Ms. Gonzales asked if the donation was from the foundation, and Ms. Brogan explained that the check was from the SCCF, where the funds from the Chamberlain Foundation are now managed.

Ms. Brogan referred to the Check Summary Report noting the payment on page 6 to the BLX Group which is represented by Jim Manire, the financial advisor for financing.

There were questions about payments to the Card Service Center and the difference with the procurement cards, and Ms. Brogan said the procurement cards are going very well. The procurement cards are those shown as UMB, but they are slowly making the transition from credit cards to the procurement cards.

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Ms. Brogan referred to a \$50 payment to the J.T. Nesbitt Employee Fund and explained that Stephanie Crawford received \$50 for her "Employee of the Month" recognition, and she asked that it be donated to Nesbitt. Ms. Brogan explained the \$1,000 payment to the Pueblo Library was the net income earned at the Art Soiree, and there are several other items with the comment "art sale" which were payments to the artists for their share of the art sold.

Mr. Stuart asked about the payment to Quatrefoil, and Ms. Brogan said that is the interactive table in the InfoZone which was paid with funds from the Rawlings Foundation.

Ms. Gonzales asked about the payment to Colorado State University for office supplies, and Ms. Brogan said she would check, but Ms. Deulen said she suspected it could be for ILL.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$104,182.70, Payables of \$306,735.47, and Payroll of \$195,003.57, for a total of \$605,921.74.

Ms. Gonzales made a Motion, seconded by Mr. Quintana, that the Board approve the April 2012 bills and accept the April 2012 Fund Statement as contained in the May 24, 2012 Board materials. There being no further discussion, MOTION CARRIED 5-0.

V. PUBLIC COMMENT None

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- ☐ All library locations will be closed on Monday, May 28 for Memorial Day.
- ☐ The next regular Work Session is scheduled for Tuesday, June 19 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, June 28 at 5:30 p.m. at the Pueblo West Library.
- ☐ The Special District Association (SDA) of Colorado is offering a comprehensive half-day workshop to assist Board members in learning about their statutory responsibilities. A workshop will be held in Colorado Springs/Fountain on June 27 for a cost of \$30. Contact the Board Secretary at 562-5633 to make arrangements to attend.
- ☐ The American Library Association Annual Conference will be held June 21-26 in Anaheim, California. (See: http://ala.informz.net/ala/archives/archive_2195662.html) Contact the Board Secretary at 562-5633 to make arrangements to attend.

B. Action/Discussion Items

1. Resolution Preliminarily Authorizing Financing for New Libraries

Ms. Bregar said the Board of Trustees has approved a budget and plan that calls for borrowing funds to finance construction of three new libraries. A Resolution preliminarily authorizing the financing for the new facilities with a COP Lease program and providing reimbursement of money from the COP issue to PCCLD for money spent on the new facilities was discussed at the Board Work Session on May 15.

Mr. Walker said this was discussed in detail at the Work Session. Mr. Walker said this is preliminary authorization and sets up a mechanism for the library to pay itself back. There will be a time at a later date where there will be another request to approve the actual borrowing. Mr. Walker added that item VII.B.5. is about a special meeting to introduce this concept. There has been work going on with the proposers, and the Board will discuss a special meeting to actually hire an underwriter in a timely fashion.

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Mr. Stuart made a Motion, seconded by Ms. Gonzales, that the Board approve the Resolution Preliminarily Authorizing Financing for New Libraries. There being no further discussion, the MOTION CARRIED 5-0.

2. Library Health Benefit Package

Ms. Bregar said the current health benefit package approved by the Board will end June 30, 2012. A recommended benefit package renewal commencing July 1, 2012 and ending June 30, 2013 was presented and discussed in detail at the Board Work Session on May 15. The cost of the program is \$418,620. The Trustees are asked to take action to approve this expenditure because it exceeds \$25,000.

Mr. Walker said the documents provided at the Work Session can be found under Related Documents from the May 15 Work Session. Mr. Walker added that Sara Rose has tentatively scheduled the open enrollment meetings for employees who might chose to get on the plan if this is approved by the Board.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Board approve the 2012-13 Health Insurance Benefit package at a total 1-year cost of \$418,620. There being no further discussion, MOTION CARRIED 5-0.

3. Library @ the Y Amendment to Agreement

Ms. Bregar said at the March 22, 2012 Board Meeting, the Board of Trustees approved an Amendment to the agreement made with the Pueblo YMCA in 2009 for the operation of the Library @ the Y on the premises of the Pueblo YMCA campus. The Amendment was then provided to the YMCA for its approval. The YMCA made a slight revision to the Amendment approved by the Library Board by removing the phrase "not to exceed once per week" from the sentence changing it to now read: "With the exception of periodic training for YMCA staff, all access into the computer lab will be solely through the Library entrance." Representatives from the YMCA have signed and returned the revised Amendment dated April 30, 2012. The Trustees discussed accepting this change at their Work Session on May 15.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Board approve the Amendment to the Agreement with the Pueblo YMCA regarding operations of the Library @ the Y as revised by the YMCA dated April 30, 2012. There being no further discussion, MOTION CARRIED 5-0.

4. Talking Points

Ms. Bregar said the Board's Advocacy Committee has worked with staff to prepare talking points for Board members regarding the upcoming new library construction project.

Mr. Walker distributed small cards with the three main talking points about the new libraries. Ms. Bregar thanked Ms. Clark for preparing those. It was noted that these points have also been referred to as "elevator" talking points. No further action was requested.

5. Special Meeting

Ms. Bregar said a team consisting of Board President Sherri Baca, Executive Director Jon Walker, Financial Consultant Jim Manire, and CFO Chris Brogan had been working on selection recommendations for firms to consummate financing for the library capital projects, including RFID and new buildings. The team is prepared to make a recommendation, and the Board was asked to consider a special meeting to consider those recommendations.

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Mr. Walker distributed a polling page identifying times when the financial consultant would be available. Mr. Walker said this has not been discussed by the Board, but in order to keep the process moving forward, he requested a special meeting. The team has been working for a few months which included an RFP, responses, an interview process, and questions and answers between the library and the different proposers. In the past few days, the library has reached a point where they are prepared to make recommendations, and they would like to avoid keeping the underwriters waiting because those are timely proposals. Mr. Walker said the meeting would be with the financial advisor for the purpose of hearing the analysis, and Jim Manire will bring that and lead the presentation. These are the dates and times when Mr. Manire will be available. Mr. Walker asked the Trustees to indicate any of the dates when they could attend, and they are trying to find a date when most can attend.

6. Executive Session

Mr. Miltner made a Motion, seconded by Ms. Gonzales, that the Trustees enter into Executive Session for the purpose of discussing matters related to a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to regular session to take whatever action it deems appropriate with regard to this matter. There being no further discussion, MOTION CARRIED 5-0. The public was excused at approximately 6:45 p.m.

The Board reconvened in public at approximately 7:00 p.m.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the deferred compensation incentive pay plan for the Executive Director as presented. There being no further discussion, MOTION CARRIED 5-0.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that per the deferred incentive pay plan for the Executive Director and the performance of the annual goals for 2011, the maximum amount of \$10,000 be put in this program for the Executive Director. There being no further discussion, MOTION CARRIED 5-0.

Mr. Walker said he is honored and will try his best to continue to perform at the best possible level.

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion to adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Jane Carlsen
Secretary