

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

May 26, 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 Barkman Library at 5:30 p.m. by President Fredrick Quintana.

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

Board Member Absent: Marlene Bregar

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Sherri Baca, Chief Financial Officer; Todd Smith, AV Technician; others not recorded.

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested adding item VIII.B.2. Executive Session for the purpose of discussing specialized details of security arrangements or investigations.

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on April 19, 2016 and Minutes of the Regular Library Board meeting held on April 28, 2016 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, 2016. The minutes were approved by unanimous consent.

Ms. Pickman made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on April 28, 2016. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Mr. Walker referred to the newsletter provided noting that the library will be kicking off the Summer Reading Program in June.

Mr. Walker also announced that there will be a Citizenship event on Wednesday, June 15 at 6:00 p.m. in the Ryals Room, and he encouraged Board members to attend. Mr. Walker said it is a moving event which is organized by Maria Smyer.

Mr. Walker then introduced Alicia Griebel, Barkman Library Manager, to provide an update on activities at the Barkman Library.

Ms. Griebel welcomed Board members to the Barkman Library, and provided a presentation on statistics and events at the Barkman Library since their last visit. Ms. Griebel reported that Barkman visits represent 11% of visits for the district, reviewed circulation trends with DVDs representing over half of circulation, and said Barkman had maintained a 23% off-the-shelf rate in 2016 with current holdings of 55,965.

Ms. Griebel then showed photographs showing new and improved browsing areas which includes an area for Spanish materials, new dividers which make it easier for customers to locate hold items, and a new pyramid shelving style to promote browsing and

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circulation in the nonfiction area. She also showed the new display unit which allows up to four different displays.

Ms. Griebel said Barkman has two book clubs, and local Denver author, May Yokum, will be visiting the Barkman book club on June 6.

Ms. Griebel displayed photographs and described recent changes to separate the children's area from adult computers by adding a juvenile reader bookshelf to create a cozy family-friendly area with a puppet stage. LED lights have been added to the parking lot which has also provided additional security for the bike rack. Barkman has also created an inviting teen space, and they have a larger teen presence in the library as a result. Adults use the teen space early in the day to read the newspaper. The Friends of the Library grants have provided improved meeting room tables and wheeled browsing baskets for customers. Rick and Linda Nelson gave Barkman a stained glass rendition of Alice in Wonderland for the children's area.

Barkman continues to provide outreach and partnerships with the public including efforts with the SPELL (Supporting Parents in Early Literacy through Libraries), and therapy dogs to encourage children to read. Barkman is also hosting a year-long reading challenge where all ages are encouraged to read a book and fill a jar with pom-poms. Monthly drawings are held, and when the pom-pom jar is full, there will be a drawing for two gift cards to Tinseltown. The program has had over 100 monthly entries. Barkman was recently selected as a voting site for the upcoming elections this fall.

Ms. Griebel concluded the presentation with a quote on the need for libraries and offered to respond to any questions.

Mr. Stuart said he and Dr. Mancha had recently visited all the libraries and found that Barkman did the best job of using faceouts to market books, and Dr. Mancha concurred. Mr. Walker agreed that Ms. Griebel has a great eye for layout and space, and Barkman is the best it has ever been as a result. Mr. Stuart recalled another statistic had shown Barkman moves more books per square foot than any other library.

B. Friends of the Library Report

Ms. Martinez said the Friends of the Library held its annual meeting on May 13 and elected officers for 2016-2017. Dustin Hodge will be the new President, Stephanie Telles (formerly Treasurer) will be Vice President, Monica Ayala will be recording Secretary, and new member Leslie Carroll will be Treasurer and will begin training for that over the summer. The Friends plan to use the office of Vice President to prepare for the role of President.

Sherry Wingo was selected as Friend of the Year. She just finished a six-year term and has coordinated the contests and could always be relied on to step up to make everything better.

The Friends of the Library will be on break over the summer and will begin meeting again in August.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

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

Mr. Stuart made a Motion, seconded by Ms. Pickman, to approve the Employment Changes contained in the May 26, 2016 Board materials.

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Mr. Walker said there were two new hires, one promotion and one voluntary termination in April.

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

F. Financial Report

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

Dr. Mancha made a Motion, seconded by Ms. Pickman, that the Library Board approve the April 2016 bills and accept the April 2016 Fund Statement as contained in the May 26, 2016 Board materials.

Ms. Baca reviewed the Combined Balance Sheet, noting that each of the columns represent each of the funds maintained. The General Fund is the most active and where all of the property taxes come. Ms. Baca said the bulk of property taxes come in from March to July. The Capital Projects Fund takes care of the Replacement Plan, investments relate to COP dollars, and the other items are usually timing changes or moving from other funds. The Special Revenue Fund incorporates the Chamberlain Fund. The Trust Fund is the Nesbitt account. Fixed Assets and Long-Term Debt are the remaining columns. Ms. Baca offered to respond to any questions about the Combined Balance Sheet.

In the General Fund, the target percentage for the end of April is 33%, and revenues were right on target. Total expenditures were 30%. Personnel expenses were 30% spent compared with 31% last year. Ms. Baca pointed out 108% was for Workers Compensation which is expected to grow on workers compensation claims because the budgeted amount was the workers compensation premium so any deductible expenses will be added to that. Although she was not alarmed, they will budget for that in the future. Materials were 36% spent compared with 35% last year, which is not too much ahead and includes 85% spent for periodical subscriptions for the year so it is expected to catch up. Facilities were only 16% spent compared with 18% last year. Operating expenditures were 34% spent compared with 37% last year, and Ms. Baca explained the negative number shown was moved to a different account. IT is 58% spent compared with 53% last year. Ms. Baca concluded that there were no red flags in the General Fund, and revenues over expenditures were \$126,207. The budget is \$77,234 further ahead.

Ms. Baca said the Capital Fund had little activity showing revenue 20% collected. The expenses were shown in the InfoZone, and in the Building Improvements expenditure of \$19,000 which was related to a hail event with insurance paying to reroof the Giodone Library. The Capital Fund was 41% spent.

The Special Revenue Fund had no activity in April. The J.T. Nesbitt Employee Fund showed normal activity with a healthy balance.

In the Check Summary Report, Ms. Baca pointed out the payment of \$19,447.50 paid to roof the Giodone Library which was paid by insurance, so it is budget neutral. Ms. Baca offered to respond to any other questions. Ms. Pickman asked about payment to Carnation Building Services, and Ms. Baca said that is a monthly payment which covers housekeeping for the entire district. Ms. Baca explained that insurance paid \$25,000 to reroof the Giodone Library, but the bid was only \$19,000 so the difference had to be returned which is how the policy is written.

Mr. Stuart noted that the Capital Fund only shows interest income, yet there are expenses, and he asked where the revenues come from to pay those expenses. Ms. Baca said there is a line item to transfer from the General Fund, and there was

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discussion of how that is a requirement of governmental accounting which is different than full accrual accounting. Ms. Baca said she is learning more about governmental accounting as well as the library's accounting software, and the library may change the look of how information is reported to better utilize the software's reporting capabilities. Ms. Baca noted that Ms. Rose is doing some budget analysis, and the accounting system will allow Ms. Rose to view the accounting software to provide real-time budget numbers.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$112,851.18, Payables of \$386,657.71, and Payroll of \$226,074.81, for a total of \$725,583.70.

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

V. BOARD COMMENT

Mr. Stuart said he and Dr. Mancha visited all of the branch libraries on May 23 and 25, and reported on his findings at each.

Giodone was in good shape with excellent landscaping, a huge selection of children's books, and the staff were very pleasant and helpful. Meeting rooms are getting used a lot, especially after hours, and the idea of entering the meeting room when the library is closed was a good one. Particularly at Giodone and Greenhorn Valley, the libraries have become a community center in their neighborhoods. Staff are looking forward to getting the sound deadening panels installed.

Lucero had rocks in the retention pond which was a great improvement, and the grass is still struggling. The interior did not show the amount of wear it is getting and still looks great. They had a nice chat with Jerry (Vigil) who also teaches Mariachi at Central, and he seems to be a terrific asset who relates to the kids. Jerry thinks the security issues are calming down as children learn the boundaries. The library was moderately busy in the morning, and the patrons were well taken care of during their visit. Lucero looked good and was well attended.

Barkman has a great look with a lot of faceouts that helps move their books. Taking out the counter improved the space tremendously.

Greenhorn Valley was staffed by Linda (Reifschneider) who works there part-time and lives in the neighborhood. She said the library had become a community center, and the meeting rooms get a lot of after-hours use. The library was moderately busy. In all of the libraries the atmosphere was very positive.

Lamb had new high-intensity/low-energy lighting, and they had a nice discussion with Andrew Bregar who is enjoying the new job. The library appears much more open, cheerful and welcoming. It was well maintained, and employees were helpful.

Pueblo West now has Susan Wolf as manager, and she is enjoying her new job. Susan talked about the after-school teen programming which started with none and now has about 30 teens. The programs create a safe haven for kids and has alleviated after-school problems. The programs are offered four times a week.

Mr. Stuart concluded that he is proud to be part of an organization with such beautiful facilities. Visiting the libraries gave them an opportunity to see "where the rubber meets the road," and it was impressive. They had a nice experience at each, and they were all great libraries.

Mr. Stuart said one thing they talked about was the Annual Plan, and one of the things they discovered was that each of the libraries serve different demographics in different

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ways. Each individual library may need to have their own mini annual plan in order to tailor it to each library, and he suggested having each library create its own annual plan.

Dr. Mancha concurred with Mr. Stuart's report and commented that the visits had been very enlightening. The people working at the libraries were fantastic and wanted to help. The quality and atmosphere at each was very positive. Dr. Mancha said he saw evidence of community ownership, and the visits gave them an opportunity to engage with staff and the community. The physical appearance was great. There was some evidence of wear, and he wanted to make sure the replacement plan provides for refurbishing each of these libraries because they are all well used. Dr. Mancha encouraged other Board members to find an opportunity to visit.

Mr. Quintana thanked Mr. Stuart and Dr. Mancha for taking the time and effort to visit the libraries and putting a face to the Board with those visits.

VI. PUBLIC COMMENT

Margaret Benz said she wanted to express her gratitude for hosting a Books-in-the-Park Summer Reading program on the north side at Fairmount Park this summer. She has been a long-time supporter of the library, the Summer Reading Program and Books-in-the-Park. She said she will not rest until there is a branch library on the north side; however, she wanted to celebrate this small victory and said she hopes to be a volunteer at Books-in-the-Park beginning in July. She reiterated her thanks and said the north side is behind this effort.

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Monday, May 30, for the Memorial Day holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, June 14, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, June 23 at 5:30 p.m. at the Pueblo West Library.
- ☐ All libraries will be closed on Monday, May 30, for the Memorial Day holiday.

B. Action/Discussion Items

1. ConnectED Memorandum of Understanding – School District 60

Mr. Quintana said the Board of Trustees have recommended changes to a proposed Memorandum of Understanding (MOU) between the Pueblo City School District 60 and PCCLD in support of the ConnectED project. Changes, discussed at the May 17 Trustee Work Session, have been incorporated into a document for consideration. Mr. Quintana referred to the document showing the additional language provided in the Board packet.

Mr. Gradisar said the change appears at the end of paragraph 5 which addresses the concern the Board had. Mr. Gradisar had spoken with the attorney for School District 60, and he recognized that the Board's concern was legitimate. Mr. Gradisar believes with this change the agreement is in a position where it could be approved. The attorney will take it to the June School Board meeting.

Dr. Mancha asked about the statement that "PSD60 shall at all times have direct control over PCCLD with respect to PCCLD's use and maintenance of PII..." Mr. Gradisar responded that it is important for the School District to have control due to FERPA, and they need to have control of students' data for the Feds.

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Mr. Quintana said this address the major concern about having the ability to collect library materials.

Mr. Gradisar said the School Board attorney suggested not changing the agreement but having a letter that states this, but Mr. Gradisar felt it was important that the contract reflect the added language so each Board is aware.

Mr. Walker said from the staff side, there has been a great deal of collaboration on both sides. The library believes it will see increased use, particularly of online materials, based on the results of others who have made similar efforts. The library invests a lot of money in those resources, and students can make the greatest use of those materials. From the staff and community's perspective, it is a great project.

Mr. Quintana agreed that this achieves the ultimate goal, and it is a worthwhile project. Ms. Pickman asked if either can cancel, and Mr. Gradisar said that is provided for in paragraph 12.

Mr. Stuart made a Motion, seconded by Ms. Pickman, that the Library Board approve the updated ConnectED MOU between PCCLD and School District 60.

Dr. Mancha said he would abstain because there has to be a statement made, and his abstention will not endanger the outcome. His abstention relates to the issue of control.

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

2. Executive Session

Mr. Quintana announced that the Board of Trustees would enter into Executive Session pursuant to C.R.S. 24-6-402(4)(d) to discuss specialized details of security arrangements or investigations.

The audience was excused at 6:38 p.m. upon Motion made by Dr. Mancha, seconded by Ms. Gairaud. The Board requested that Ms. Baca be included in the discussion.

The Board reconvened in public at 7:05 p.m. upon Motion made by Ms. Pickman, seconded by Ms. Gairaud.

IX. ADJOURNMENT

The meeting was adjourned at 7:06 p.m. upon Motion made by Mr. Stuart.

Respectfully submitted,

Jane Carlsen
Secretary