

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

October 25, 2018

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 Giodone Library at 5:30 p.m. by President Doreen Martinez.

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

Board Members Absent: Stephanie Garcia

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Kayci Barnett, Giodone Library Manager; others not recorded.

Attorney Present: Kate Shafer

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Ms. Martinez said the Minutes of the Library Board Work Session held on September 18, 2018 and Minutes of the Regular Library Board meeting held on September 27, 2018 were provided to Board members prior to the meeting.

Mr. Quintana made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on September 18, 2018 and the Minutes of the Regular Library Board meeting held on September 27, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Giodone Library: Mr. Walker introduced Kayci Barnett, Giodone Library Manager, to give a report on activities at the Giodone Library.

Ms. Barnett said the Giodone Library has been here for four years, and she would be reviewing the 2018 achievements and plans for 2019. Giodone was awarded the Starlight Award in 2018 for having the highest circulation and visits in 2017. Ms. Barnett briefly discussed staff changes.

The library was awarded a \$2,000 grant from Curiosity Machine to help educate families with an AI (artificial intelligence) curriculum which encourages parent involvement in programming. A Girl Scout Troop participated, and Ms. Barnett shared a letter received from the leader about how valuable the program had been for the girls. The library received another grant for Microsoft mixed reality headsets with two Windows 10 laptops.

Ms. Barnett reviewed goals including outreach efforts with 31 promotional visits attended by 4,848, programming attended by 7,105, and training which included a list of the training Giodone staff has attended this year.

2019 Plans and the Giodone Strategic Plan came out of training received at PLA about creating dynamic strategic plans. All branches were going through steps to look at the big picture moving forward. She displayed a graphic showing the various components of planning, and the vision is the driving force for all of it. One step was to determine the core values of the library, and Giodone identified helpful, informed, creative and inclusive

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as its core values. It was also important to match the mission with the needs of the community, and she shared some of the resources used to help determine how members of the community are using the library. She shared four questions library users were asked which led them to identify the following community needs: 1) Opportunity for families to bond and spend time together; 2) Job opportunities and skills; 3) Better access and knowledge of social services, i.e., medical. The next step was asking themselves what headline they would like to see about the library, and staff discussed strengths, opportunities, aspirations and results. Employees came up with Giodone's vision: "Giodone Library's employees, programs and resources empower members of the community to reach their goals and improve their lives." Goals are strategic and measurable, and she showed a diagram of how goals were determined using an analysis for impact and cost.

Ms. Barnett showed the PCCLD Dashboard developed by David Hayden that conglomerates the data, and all have access to use the tool to see how the goals are being met in their own departments.

The goals for next year are: 1) Diverse programming; 2) Staff are informed about services offered in community and inform community about services at the library; 3) Begin working on Long Term Goals. Expected outcomes are to increase community use of library resources and programs, document stories from customers on how library has helped them, and get public support for tax increase or other revenue streams needed. Ms. Barnett said one of their long-term goals is to enhance the back area with improved landscaping.

Ms. Gairaud asked if Giodone needs longer hours, and Ms. Barnett said the community would like the library to be open on Sundays. Ms. Martinez said the Giodone staff is always welcoming and friendly.

Mr. Walker commented on the structure Ms. Barnett had discussed on the planning process which all of the branch managers just completed after working on it throughout the year.

Recognition from Colorado Senate: Mr. Walker shared two certificates initiated by Senator Leroy Garcia, signed by the President of the Senate, Kevin Grantham. Both certificates recognize the library's recent awards.

Library Board Vacancy: Mr. Walker said the Board of Trustees had discussed the appointment process at the Work Session, and Ms. Garcia indicated she was reapplying. Mr. Walker received word from the City Clerk's office that the public notice had been posted in the newspaper.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report

Ms. Gairaud said the Pueblo Library Foundation met last week when it went over the budget and discussed the auditor for next year. They agreed it is good for the Foundation to have the same auditor as the library. There will be some positions expiring this year. Jim Stuart and Dustin Hodge will reapply for another term, and one position for a community member needs to be filled. Ms. Gairaud encouraged Board members to let her know of any recommendations they may have for someone willing to serve on the Foundation with a commitment to fundraising. The Foundation is looking forward to the Black Tie Ball tomorrow night.

D. Attorney Report None

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E. Employment Changes

Ms. Martinez said the Board is asked to ratify the September 2018 Employment Changes as presented by the Executive Director.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to ratify the September 2018 Employment Changes as contained in the October 25, 2018 Board materials.

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

F. Financial Report

Ms. Martinez said the Board is asked to ratify the September 2018 bills and accept the September 2018 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

On the Combined Balance Sheet, Ms. Baca said the budget is in good shape and cash holdings are enough to last through the end of the year. Aside from some slight adjustments, it is standard and on target. Ms. Baca said there is a consultant working on the asset valuation process who was on site and will be back in early November, and she expects to get his report at the end of November.

In the General Fund, the target percentage for the end of September is 75%. Property tax revenue was 99% collected. Total revenue was 96% collected.

Personnel expenses were 73% spent, compared with 72% last year, and Ms. Baca commented on specific line items such as Workers Compensation. Material expenses were 72% spent compared with 70% last year. Facilities expenses were 47% spent, compared with 48% last year, and Ms. Baca expects that will catch up with the payment on the COP in November.

Mr. Stuart asked why Utilities were under budget. Ms. Baca agreed that category can be difficult to estimate with factors such as seasonality. Ms. Baca said Black Hills removed the demand meter, and they forecast that will result in about a 10% decrease for the library next year. She does a trend analysis and also reached out to San Isabel to make sure of the budget numbers. Facilities has replaced a lot of lights with LED which is also expected to result in savings.

Operating expenses were 70% spent compared with 79% last year. Ms. Baca said some of the savings is from Courier Service which was underspent because that contract is no longer in place, and she now has a handle on Postage & Freight expenses. Information Technology was 71% spent compared with 82% last year, with some savings from licensing and software. Overall expenditures were under target at 67% spent overall compared with 68% last year.

In the Capital Fund, there was some interest income from debt service and library replacement funds. There was an expenditure for \$484 for a carpenter-built table for the microform reader. The \$28,954 expense was for the new library van, and the payment of \$10,695 was for the second payment on the Rawlings Library Redesign. Ms. Baca does not expect the Capital Fund budget to be spent by the end of the year, and some of those will be moved to the 2019 budget.

The only activity in the Special Revenue Fund was \$16 in interest received.

The J.T. Nesbitt Committee is doing a fantastic job and has a balance of \$7,763.47.

Ms. Baca offered to respond to any questions on the check listing. The amount for Card Services-UMB Bank is the total of each of the P-cards listed.

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Ms. Baca concluded with amounts presented for the Board's approval which included Payables of \$381,712.68 and Payroll of \$370,080.46, for a total of \$751,793.14.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Library Board approve the September 2018 bills and accept the September 2018 Fund Statements as contained in the October 25, 2018 Board materials.

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

- V. BOARD COMMENT** Ms. Bregar read a recent article that Narcan will place two doses of Narcan at every library. Mr. Walker explained those are being made available, but there is no mandate. Mr. Walker said the library has chosen not to use Narcan. PLA has been working with the company, and Narcan will be making a couple of doses available to libraries. Mr. Walker explained that Narcan can be given to someone undergoing an opiate overdose to revive them. It would be available on the premises, and staff would administer it. Mr. Stuart asked about the liability of administering that. Mr. Walker has questioned whether that is a role for library employees, and has chosen instead to use emergency responders which is a more cautious approach. Ms. Rose attended a Narcan program at Pikes Peak Library District and learned that it is just a nasal spray, but she does not see our library requiring it until it becomes a true concern. Ms. Gairaud asked if the library keeps track of occasions where the library has had to call emergency responders. Mr. Walker said there are a variety of reasons staff may call emergency responders, and although he does not have that data readily available, it is usually for a number of health related matters such as diabetic or heart issues. The occurrence of drug use in libraries has increased, but overdose incidents are rare. Lucero put locks on restroom doors to deter drug use. On the first floor of Rawlings, the lighting in the men's room has been replaced with blue light to make it harder to find a vein to inject drugs, and it seems to be having a positive effect so users have moved upstairs. The library may consider adding blue lights to other restrooms. The issue of drug use in our society at large is reflected in the public libraries. Opiate drug use is becoming a problem, and libraries are seeing it. Mr. Walker said Pikes Peak Library and Denver Public Library have advocated for having Narcan, and those libraries have examined the legal issues. Mr. Walker said the firm is making Narcan available to public libraries, which is an important topic, but the real concern is the opiate epidemic. Ms. Martinez said she understands Narcan is considered safe, even if it is given to someone in error, but it is a really heavy moral and personal responsibility on people who are not in the healthcare field. Mr. Walker said staff establish relationships with people who regularly use the library so there is a lot of sympathy, and the library will continue to monitor the issue.

- VI. PUBLIC COMMENT** None.

- VII. OLD BUSINESS** None.

VIII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, November 11, for the Veterans Day holiday. Library staff will take off an alternate day since the holiday falls on Sunday.
- ☐ The next regular Board of Trustees Work Session is scheduled on Tuesday, November 13, at 3:00 p.m. at the Rawlings Library, 100 East Abriendo Avenue.
- ☐ All libraries will close at 6:00 p.m. on Wednesday, November 21, and on Thursday, November 22, for Thanksgiving.

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- ☐ The next Regular Meeting of the Board of Trustees is scheduled for Thursday, November 29, at 5:30 p.m. at the Rawlings Library.

B. Action/Discussion Items

1. Revision of Employee Guidelines

Ms. Martinez said a recommended revision to PCCLD Employee Guidelines was discussed at the October 16, 2018 Work Session.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Trustees approve 02.03.03 Annual Performance Plan for inclusion in the PCCLD Employee Guidelines.

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

2. Employee Health Benefit

Ms. Martinez said the current employee health benefit package approved by the Board of Trustees ends on December 31, 2018. The Trustees reviewed and discussed a proposed benefit package commencing January 1, 2019, and ending December 31, 2019, at the October 16, 2018 Work Session.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Trustees approve a health benefit package as presented at a cost not to exceed \$623,928 in 2019.

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

3. Tax Form 990

Ms. Martinez said the Library District is required to file IRS Form 990 for 2017 by November 15, 2018.

Ms. Baca distributed the IRS Form 990 which has been completed for tax year 2017. The library is a 501(c)3 nonprofit organization so the form is due in May, but the audit was not yet complete. The IRS granted a six-month extension, so the form is due on November 15. Part of the Board of Trustee's governance is to take a look at it. Ms. Baca said the form was prepared by the auditor, and she also reviews it to make sure it matches the financial data and the numbers look good.

When Mr. Stuart and Ms. Gairaud were presented the tax form for the Foundation, they remarked on how thin it was, and Ms. Baca said the Foundation completes the short form because of its total receipts.

Ms. Baca said the form is typical to what the library files each year, and it is ready to be filed electronically. Ms. Baca offered to respond to any questions.

Mr. Stuart said at one time the rule was it had to be given to the governing board or allow the Board to review it. Ms. Baca said the Board is just asked to accept it, and they have checked the box that it has been provided to Board members prior to filing. Ms. Martinez said she appreciates Ms. Baca's enthusiasm even for a tax form.

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the Board of Trustees accept the IRS Form 990 for filing.

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

4. Scheduled Holiday Dates 2019

Ms. Martinez said the Board of Trustees would discuss 2019 holiday closures. This had been deferred from the Work Session.

Mr. Walker said these are the standard dates when the library is closed which includes February 18 (President's Day) and October 14 (Columbus Day) when staff attend

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training, and he reminded the Board that in lieu of those dates, employees receive personal days. The closings require Board approval.

Ms. Bregar pointed out that in 2019, Veteran's Day will be on a Monday so an alternate day off is not required. She also noted the Sunday before Christmas will be December 22, and the Sunday before New Year will be December 29.

The Board of Trustees agreed to consider this at the next meeting after the corrections have been made.

5. Scheduled 2019 Meeting Dates

Ms. Martinez said the Board of Trustees would discuss 2019 meeting dates and locations. The Board of Trustees will approve the 2019 scheduled meeting dates and locations at the annual meeting in January 2019.

The Board discussed whether alternate meeting times should be considered for Work Sessions. Ms. Gairaud explained difficulties with her work schedule. Potential changes were discussed, but no changes were recommended at this time. Although the Bylaws provide for the meeting dates to be approved at the January meeting, the Board Secretary said it is important to reserve the meeting rooms by November 1.

No further action was suggested or required at this time.

6. Executive Session

Ms. Martinez said the Trustees would enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board move into Executive Session.

The audience was excused at 6:33 p.m., and Ms. Baca was invited to remain.

The Board reconvened in public session at 7:00 p.m. upon Motion made by Mr. Quintana, seconded by Dr. Mancha.

IX. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Respectfully submitted,

Jane Carlsen
Secretary