

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

October 26, 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 Patrick A. Lucero Library at 5:33 p.m. by the Board President, Fredrick Quintana.

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

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Jill Deulen, Technical Services & Collection Development Director; Charles Hutchins, Information Technology Director; Diann Logie, Lucero Library Manager; others not recorded

Attorney Present: Nicholas Gradisar

II. CORRECTIONS AND MODIFICATIONS TO AGENDA None

III. APPROVAL OF MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on September 19, 2017 and Minutes of the Regular Library Board meeting held on September 28, 2017 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 September 19, 2017. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on September 28, 2017. The minutes were approved by unanimous consent.

VI. REPORTS

A. Executive Director Report

Lucero Library: Mr. Walker thanked Diann Logie for hosting the meeting and said she would report about what is going on at the Lucero Library. Ms. Logie shared a presentation starting with a photograph taken by Steve Eller on the cover of *Above the Streets of Pueblo* taken for the Veterans Bridge Historic Arkansas Riverwalk of Pueblo which had been given at the Medal of Honor Conference. She shared an autographed copy of the book with the Board.

Ms. Logie commented on the need for a nutrition program and provided details on the program provided by School District 60 at the Lucero Library. The program requires staff to be trained and tested on Civil Rights, necessary data collection, and restrictions of the program. No one under 18 can come to get food; however, food can be offered to disabled adults with approval. The food must be distributed in this room, each child must sign in and wash his or her hands to receive food, the library is subject to regular inspections, and no food can be removed from the room so they have to eat everything here. Each child receives a sack lunch. Ms. Logie said they started by serving 25 meals and are now up to 45 meals, so word is spreading. After the food is served, the library is required to offer a program which is no problem. Ms. Logie said they have noticed a lot of new faces, and she emphasized that children cannot focus or learn when they are hungry. Ms. Logie showed a sample menu, and she sometimes struggles to get kids to eat the vegetables. Ms. Logie said it is not a large meal, but it is wonderful to see kids eating. She said the meals are only distributed when School District 60 is in session.

Dr. Mancha asked when the food is offered, and Ms. Logie said the food is served from 3:30 to 4:30 which covers children from Parkview who get out at 3:30 and Risley who get out at 3:45.

MINUTES

October 26, 2017 — 2 of 7

There was discussion that the size of the room may become an issue if the program expands much further. Ms. Logie commented on how children are encouraged to get hot meals at Risley during the summer, there is no grocery store in the area, and the need for Lucero to offer snacks to children when school is not in session. Board members were interested whether the program allows additional outside food and the types of programs offered following the meal.

Ms. Logie displayed and commented on a number of photos of recent programs for children and adults. Lucero offers English as a Second Language (ESL) classes which now has twelve enrolled. She displayed a list of partners, noting the importance of their partnership with the Police Department.

Ms. Logie said incidents have decreased and commented on some recent incidents, but most are tackled before they become serious. There was a recent incident where staff were observing a suspicious young man attempting to steal a laptop from the library who later appeared in a newspaper security photo. The young man came back to the library, and Ms. Logie spoke to him about the incident at Lucero explaining his theft would result in a loss for the community. The young man said he had just gotten out of jail and was having a very bad week. Ms. Logie encouraged him to look for work and referred him to a number of job resources based on his skills. By the time he left, he was very apologetic with plans to return for more information and assistance in finding a job. Ms. Logie said the Lucero staff have adopted an attitude not to judge people who come into the library but to help them improve their lives.

Ms. Logie concluded with a photograph and poem dedicated to Patrick A. Lucero that had been presented last week at the Latino Chamber of Commerce.

Mr. Quintana extended his sincere appreciation for everything Ms. Logie does for this community. Ms. Logie said she could not do this work without the support of Mr. Walker and the Library Board. Ms. Logie said after finding needles and other evidence of drug use in the bathrooms, locks were placed on the bathroom doors with Mr. Walker's support.

Ms. Gairaud asked if Lucero has enough staff and whether library hours are adequate. Ms. Logie said the new librarian starting in November will help tremendously, and there have never been complaints about the hours.

Ms. Martinez expressed appreciation for Ms. Logie treating people with respect despite circumstances and teaching staff not to judge, adding that it is hard for people to learn if they feel judged. Her help for that man to get a job says so much about how Ms. Logie is impacting the community. Ms. Logie responded that this is what libraries are about.

Staff Development Day: Mr. Walker said Staff Development Day was held on October 9, and thanked the Board for being there. Mr. Walker said they go through the feedback from staff and shared a number of comments from staff reflecting their appreciation for the Board's participation.

B. Friends of the Library Report No report

C. Pueblo Library Foundation Report No report

D. Attorney Report No report

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the September 2017 Employment Changes as presented by the Executive Director.

Ms. Gairaud made a Motion, seconded by Ms. Martinez, to approve the Employment Changes contained in the October 26, 2017 Board materials.

MINUTES

October 26, 2017 — 3 of 7

Mr. Walker pointed out three new hires, noting Joanna Stankiewicz was hired from the library in Parker to serve as Circulation Manager. There were two promotions: Sarah Meador is now overseeing the coordination of the meeting rooms while continuing to work in Circulation and Rachel Salazar is now the Librarian at Pueblo West. There were two voluntary terminations, including Janina Goodwin as Rawlings Library Manager, who has now returned to the Pikes Peak Library District.

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

F. Financial Report

Mr. Quintana said the Board is asked to ratify the September 2017 bills and accept the September 2017 Fund Statements. Sherri Baca, Chief Financial Officer, would provide a synopsis of the Financial Report and was available to answer any further questions.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Library Board approve the September 2017 bills and accept the September 2017 Fund Statement as contained in the October 26, 2017 Board materials

Ms. Baca reviewed the Combined Balance Sheet. Property tax receipts were starting to slow, but there is a cash balance in ColoTrust of \$2.8 million so there is enough cash to operate for the rest of the year. Ms. Baca pointed out the negative amount of \$47,117 is in transit from the Capital Fund to the General Fund. Fund Equity includes the current balance of the Library Replacement Plan and is not expected to change much until the library makes a payment on the debt.

In the General Fund, the target percentage for the end of September is 75%. Revenues were 98% collected. There was some variation in the revenue line items, but not much different from this time last year. Total expenditures were 68% spent which matched last year, so there were no budget concerns. Personnel was 72% spent, which is the same as last year. Materials were 70% spent compared with 69% last year. Facilities was 48% spent which also matches last year. Operating expenses were 79% spent compared with 70% last year, and Ms. Baca noted that memberships and contract services expenditures were paid earlier this year. Information Technology was 82% spent compared with 87% last year. Total expenditures were 68% spent with \$2.8 million revenue over expenditures.

In the Capital Project Fund, Ms. Baca said revenue was 339% collected due to large weather-related insurance claims received. Interest on cash holdings was also greater than target for this time of year with \$1,400 interest revenue in September. In expenditures, the \$724 payment was for InfoZone components. The \$81,000 in building improvements included: \$2,000 for a drinking fountain, \$30,000 for HVAC controls approved by the Board, and \$48,000 for the Rawlings roof repairs. Roof expenditures were covered by insurance claims received.

The Special Revenue Fund earned \$5 in interest.

The J.T. Nesbitt Fund is still stable with a cash balance of \$8,875.16. Ms. Baca recently spoke with the Nesbitt Committee. Nesbitt's bank account with Wells Fargo allows only a certain number of transactions, and when the library selects a new bank, she will work with Nesbitt to get the money moved into a friendlier account. Nesbitt raises the money they spend and maintains a good balance.

Ms. Baca said the Check Summary Report includes budgeted and recurring items and offered to respond to any questions. Ms. Baca pointed out the payment to Arbitrage Compliance Specialists for \$1,500 and explained a calculation is required by the IRS every five years to insure the library has not earned more interest than it has paid, and the library is in compliance with that requirement of the COP. Because these are municipal instruments, the IRS monitors compliance, and the library will have to do this again in five years.

MINUTES

October 26, 2017 — 4 of 7

Ms. Bregar asked about the energy bill at Black Hills for Giodone, and Ms. Baca said that amount was Rawlings and was only an input error.

Ms. Baca pointed out the payment to Brown Brothers Waterproofing for \$6,128 which was to repair the tower at Rawlings.

Ms. Baca concluded with the amounts presented for the Board's approval to include ACH payments of \$117,414.11, Payables of \$471,610.43, and Payroll of \$227,843.24, for a total of \$816,867.78.

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

V. BOARD COMMENT

Station Eleven: Ms. Gairaud described an encounter while waiting for a flu shot with three other people, one was reading *Station Eleven* with the Beulah Book Club, one was reading it online, and the other had not read the book. They were discussing the book, and one of them said how much the library had helped her integrate into the community. As the one who had not read the book was leaving, he said he was going straight to the library to check out the book. Ms. Gairaud said the effort to get everyone reading the same book at the same time is working.

Community Encounter: Ms. Bregar described an encounter between her grandson and a 4-year-old boy who was prodding her grandson about whether he attended storytime hoping to play again at the library. The mother of the little boy told her they attend storytime at Pueblo West and had recently moved here from Massachusetts, and the library programs were helping the family connect with others in the community.

Medal of Honor Convention: Ms. Bregar wanted to bring up how much this community appreciates the work Jim and Paulette Stuart do in Pueblo, with so much work required for the Medal of Honor Convention. Ms. Bregar emphasized how much they do.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS

A. Health Benefit Renewal

Mr. Quintana said the current health benefit package approved by the Board of Trustees ends on December 31, 2017. A proposed benefit renewal commencing January 1, 2018 and ending December 31, 2018 was presented for discussion at the September 28 Board Meeting and was further discussed at the October 17 Work Session. Board approval is required since the cost exceeds \$25,000.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the recommendation for Cigna Health Insurance for 2018 employee health insurance, Companion Dental Plan and Alpha Dental for dental coverage, and EyeMed Vision Care for vision benefits at a total cost not to exceed \$579,998.

Ms. Baca distributed a sheet similar to the one provided previously showing the per pay period costs for each of the plans. Ms. Baca said the changes were with the Companion Dental Plan because the library just received word the numbers did not include an ACA (Affordable Care Act) fee of 3.5% that insurers were not required to pay in 2017. The library anticipates health insurers will be passing that 3.5% fee on to the library. The fee is designed to support the individual insurance market exchanges and to aid in research. Congress allowed insurance companies a break in 2017, but Congress had not taken any similar action for 2018. Alpha is not affected because it is only a discount plan rather than actual insurance.

Ms. Baca also pointed out that they had been able to carve out some part-time benefits for regularly scheduled part-time employees. (It was too difficult to extend this to substitute

MINUTES

October 26, 2017 — 5 of 7

employees who may not have regular paychecks from which to deduct costs of the plan.) There are two components. Telehealth is included with Cigna insurance, but for part-time employees, the library will pay 50% of the monthly cost, with employees picking up the other half at a cost of \$1.77 per pay period. This would also be available to full-time employees who may waive the health insurance benefit. The library is estimating all 57 part-time employees will take advantage of Telehealth which would cost the library about \$2,600 annually.

Mr. Walker said this came up through the employee Steering Committee. A number of years ago, the library offered a program for part-time staff called Health Access, but it was not ACA compliant and disbanded. Mr. Walker said this is not the same but does provide some medical access.

Ms. Baca said part-time employees will also be offered the Alpha Discount Plan, but with no cost to the library with part-time employees paying 100% of the cost.

With those changes, the library cost increases from \$579,998 to \$597,896 which will be approximately \$474,001 after employee contributions.

Ms. Bregar indicated that she would abstain from voting because her son is an employee who could receive the health care benefit.

Mr. Quintana asked if Mr. Stuart were willing to amend his Motion. Mr. Stuart amended his Motion, with Ms. Gairaud's approval, for the total cost not to exceed \$597,896.

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

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Saturday, November 11, for Veterans Day.
- ☐ The next regular Work Session is scheduled for Tuesday, November 14, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, November 16, at 5:30 p.m. at the Rawlings Library. This is a week early due to the Thanksgiving holiday.
- ☐ Board members are invited to attend the J.T. Nesbitt Staff Association Christmas Party on Saturday, December 2, at 6:30 p.m. at the River's Edge Banquet Hall at 102 Oneida Street in Pueblo. Please let the Board Secretary know if you plan to attend.
- ☐ The PLA Conference is scheduled March 20-24, 2018 in Philadelphia, PA. Additional information is available at: <http://www.placonference.org/>. Board members interested in attending should contact the Board Secretary to make arrangements to attend.

B. Action/Discussion Items

1. Career Online High School

Mr. Quintana said PCCLD received grant money in the amount of \$32,850 from the Colorado State Library's LSTA-funded program to participate in the Career Online High School program beginning in September provided by CENGAGE Learning. Jill Deulen, Director of Technical Services and Collection Development, will provide a report on this project.

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve payment of \$32,850 to CENGAGE Learning as agreed upon for program participants.

As a point of clarification, Mr. Quintana pointed out this is a new item the Board did not have an opportunity to discuss at the Work Session.

Ms. Deulen explained that the library's contract is with the State Library, and the State Library will be providing the funds for this, but the invoice is from CENGAGE Learning.

MINUTES

October 26, 2017 — 6 of 7

Ms. Deulen said the Career Online High School is an opportunity for up to 30 adults in Pueblo to get scholarships to complete their high school diploma if they have completed the 8th grade. Ms. Deulen said this is being coordinated with Jackie Swanson, Adult Literacy Coordinator, Amy Martin, Reference & Readers Advisory Manager, and there is a committee that includes Diann Logie. Participants are required to complete a prerequisite course, and once they complete and pass that course, they are asked to come in for an interview for the committee to determine how committed they are.

Ms. Deulen said the committee recently had two interviews and accepted both. Each of the applicants had very different backgrounds. One had completed high school in Mexico, was attending ESL classes and is motivated to get a high school diploma here. Another has a daughter in college and a son in high school, only finished the 8th grade, and she described some of her difficulties including homelessness. Ms. Deulen said it is interesting to see what motivates them to go back to get their diploma. It will be a rolling process, and she expects participants will receive their diplomas at different times. The library expects to hold graduation ceremonies in June and December, depending on when credits are completed.

Board members discussed how participants are brought in, whether the library's laptops and WiFi hotspots were adequate, and whether high school diplomas were already publicly funded. Ms. Deulen said the recent applicants had Internet access, WiFi hotspots are now available at all locations, but dedicated laptops and WiFi hotspots are available for the program. Ms. Deulen said the program is only for adults over age 19 after public funding for high school is no longer available.

Mr. Walker said the library is excited to have been awarded the grant for this program, and it is one more way to help non-traditional learners like ESL classes. This is designed to help adult learners interested in learning, achieving and becoming productive members of the community.

Ms. Gairaud said her understanding is the library received grant money, and the Board needs to approve spending that money. Mr. Quintana added that this is a great opportunity.

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

2. Audio-Visual Equipment Procurement

Mr. Quintana said the Board of Trustees discussed a recommendation on audio-visual equipment procurement and installation for the Pueblo West and Lamb Libraries at the October 17 Work Session. Board approval is required since the cost exceeds \$25,000.

Ms. Gairaud made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve the recommendation for the purchase and installation by Maximus Controls of audio-visual equipment for the Pueblo West and Lamb Libraries at a cost not to exceed \$26,269.

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

3. Integrated Library System Software

Mr. Quintana said the Board of Trustees discussed a recommendation for payment for Integrated Library System software and support services with Sirsi/Dynix Corporation for 2018 at the October 17 Work Session. Board approval is required since the cost exceeds \$25,000.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the recommendation for payment of ILS software with Sirsi/Dynix Corporation for 2018 at a cost not to exceed \$66,226.18.

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

MINUTES

October 26, 2017 — 7 of 7

4. Bibliotheca

Mr. Quintana said the Board of Trustees discussed a recommendation for payment to Bibliotheca, LLC, for hardware and software support services for 2018 at the October 17 Work Session. Board approval is required since the cost exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees approve the recommendation for payment to Bibliotheca, LLC, for hardware and software support services for 2018 at a cost not to exceed \$48,632.47.

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

5. 2018 PCCLD Scheduled Closures

Mr. Quintana said the Board of Trustees reviewed the proposed 2018 scheduled closures at their Work Session on October 17.

Mr. Quintana made a Motion, seconded by Ms. Martinez, that the Board of Trustees approve the PCCLD 2018 scheduled closings as presented.

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

6. Pueblo Library Foundation

Mr. Quintana said Jim Stuart and Lyndell Gairaud are completing respective three-year terms serving on the Pueblo Library Foundation representing the Library Board of Trustees. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees. The Trustees discussed their re-appointment to an additional three-year term at the October 17 Work Session.

Ms. Gairaud asked if she and Mr. Stuart should abstain, but it was determined that their abstentions would result in less than a quorum, even with the President's vote.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the re-appointment of Jim Stuart and Lyndell Gairaud to three-year terms, respectively, as members of the Pueblo Library Foundation Board of Directors representing the Library Board of Trustees.

Mr. Quintana thanked Ms. Gairaud and Mr. Stuart for their willingness to continue to serve.

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

IX. ADJOURNMENT

Ms. Bregar made a Motion to adjourn the meeting at 6:56 p.m.

Respectfully submitted,

Jane Carlsen
Secretary