

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

September 26, 2013

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 Library @ the Y at 5:31 p.m. by President Marlene Bregar.

Board Members Present: Marlene Bregar, President; Fredrick Quintana, Vice President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Donna Pickman; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Michael Cox, Public Services Director; Midori Clark, Community Relations & Development Director; Janina Goodwin, Youth Services Manager; Sara Rose, Human Resources Director; others not recorded

Others Present: Mary Simmons, Friends of the Library

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 August 13, 2013 and Minutes of the Regular Library Board meeting held on August 22, 2013 were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on August 13, 2013. 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 August 22, 2013. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker welcomed Board members to the Library @ the Y and encouraged Board members to take a look inside.

Mr. Walker said the library's biggest time of the year is coming up, and he asked Midori Clark to talk about All Pueblo Reads. Board members had been provided copies of the All Pueblo Reads resource guide, and Ms. Clark said events will start a week from tomorrow. Ms. Clark said All Pueblo Reads was introduced in 2005, and this year's selection is *The Help*. Ms. Clark described the kickoff events that will start at 5:00 p.m. on Friday, October 4 which will include a music festival with the women of the Haunted Windchimes and singer Kimberly Sewell because *The Help* is centered around female characters, and there will be beer tasting provided by Breckenridge Distillery and Bristol Brewing Company, and the Pass Key will be selling sandwiches, so it should be a festive atmosphere. The kickoff will coincide with the first anniversary celebration of the Creative Corridor and First Friday Art Walk. There will also be activities on Saturday and Sunday with the Voices of the Valley Chautauqua Festival which was moved to become part of All Pueblo Reads. Rosa Parks

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and Cesar Chavez will speak on Saturday, and Harriet Tubman and Cesar Chavez will speak on Sunday.

Ms. Clark encouraged Board members to look through the resource guide which lists events by date and provides additional information further inside. Ms. Clark said the special event will be the Black Tie Ball on November 9 with the appearance of author, Kathryn Stockett, and director, Tate Taylor, who are childhood friends, and they will both be on hand to talk about the book and the movie. Ms. Clark said it is also near the 10th anniversary of the opening of the Rawlings Library, so they will be sending invitations to past Board members to come celebrate with us. Ms. Clark said they already have 120 reservations. With only 300 spaces available, she is hoping for a sell-out this year, and she encouraged Board members to make their reservations soon. Ms. Clark said they will be asking the public to make reservations this year for the Sunday event which can be made online. Ms. Clark provided examples of the variety of events: *Black Stories Told by White Authors* will be presented by Joe Garcia's wife, a professor of English at Colorado College; Deb Darrow will present a program about the help at Rosemount because they had a large staff there for the Thatcher family; the owner of Hopscotch Bakery will demonstrate how to make the perfect pie crust; the Pueblo Handweaver's Guild will present programs on needle felting. Ms. Clark concluded that everyone had worked hard on the events.

Mr. Walker thanked Ms. Clark for the presentation, noting that All Pueblo Reads has come a long way since it was first introduced, and he believes this will be the best year yet.

Mr. Walker then introduced Michael Cox to report on the impacts of the AMH/RFID (Automated Materials Handling/Radio Frequency Identification) system.

Mr. Cox presented a detailed history of advances in library automation including the most recent AMH/RFID. He compared steps involved in a number of routine tasks which have been reduced by AMH/RFID and explained it has freed staff time for improved customer service and to open a call center where calls are now answered by an employee rather than a machine. Eventually, the library expects to be able to replace barcodes due to RFID.

Dr. Mancha asked if it had improved the turnover rate. Mr. Cox responded that employees must still shelve the books, but it is shortening the turnover period, particularly if the item needs to be moved to another library and books are ready to be shelved quicker with AMH. Mr. Cox said AMH/RFID had reduced customer waiting time with more staff available to help customers at the checkout stations, and customers can check out multiple items simultaneously resulting in better service.

Mr. Stuart asked why it had taken a year to discontinue the barcodes, and Mr. Cox explained that currently RFID tags do not print barcode numbers on them, and that option has only recently become available. The library needs access to the barcode number in case an RFID tag is damaged. Mr. Cox added it had taken six months to address all the kinks in implementation.

Mr. Stuart asked if AMH/RFID is meeting or exceeding expectations. Mr. Cox said the library had been told that it would take about six months to fully realize the benefits, and it was really at that point when they began to see staff standing around, so the call center was introduced at the right time. Ms. Goodwin added that RFID is meeting expectations, but AMH is exceeding expectations. Mr. Stuart added that staff has done a great job, and from the Board's point of view, it has been as seamless as it possibly could have been, and he thanked staff for a wonderful job.

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Mary Simmons asked if customers can take a book on an airplane without incident. Mr. Cox said RFID does not impact airport security gates because it is tied to specific records in the library's catalog, so there should be no fear of taking a book on a plane.

Mr. Walker said with any complex and all-encompassing system, it goes to the heart of what the library does, and incorporating it into the work culture takes time. Staff did a great job, and we will continue to learn and adapt new processes as we move forward. It has had a tremendous impact to date.

B. Friends of the Library Report

Mary Simmons, President of the Friends of the Library, provided a report focusing on three topics: the bookstore, membership, and library projects.

The bookstore had very good news with sales up over last year, and year-to-date sales also over last year. The bookstore's banner year was 2010 and has since seen declines, so this is encouraging. The bookstore volunteers and the Friends Board are preparing for the Books by the Bag Sale which is loaded with inventory. Ms. Simmons encouraged Board members to come and bring a friend to see the bookstore and to see the Friends in action, and maybe the Friends will get a new membership.

In membership, the Friends have a goal to increase membership to 1,000 by May 1, 2014. Doreen Martinez, Secretary, has developed a slide show presentation that provides a graphic overview of the history of the Friends of the Library. The target audience is community groups and service groups, and they hope to get new members from those presentations. The first presentation was given to good reviews and new memberships. The presentation will be given to the Board of Trustees at the October meeting, and Ms. Simmons invited the Board to let them know of any service groups they could recommend to the Friends.

Ms. Simmons said twice a year, the Friends approve funding requests from library staff for tools and materials needed to offer the best possible service. The Friends funded four project requests for \$11,500: a portable sound system for travelling library programs, streaming video equipment, mobile checkout scanners, and storage for the Community Relations Department. Last year, the Friends funded \$14,000 for library projects. The Friends expect to fund another group of projects next year, and anticipate funding a total of \$24,000 this year. The Friends are very proud of the projects they have been able to fund.

It is through membership, bookstore sales and revenue that the Friends fund library staff scholarships and library programs, and she encouraged the Board to support the Friends when they can because they have a common mission to support the library. Ms. Simmons concluded by thanking a key player for the bookstore, Jim Stuart. Mr. Miltner added that he recalls when he was on the Friends Board, they were delighted when membership reached the 400 mark. Mr. Stuart also noted that members of the Friends can shop the Books by the Bag sale on Thursday to get the best selection, and if you bring a friend, they can become a member to have the best selection as well.

C. Pueblo Library Foundation Report

Mr. Stuart reported that the Foundation has received pledges of \$843,651.68 against its goal to raise \$970,315 for the new libraries. At this time the Foundation is only \$126,000 short of that goal. The Foundation recently received a Gates Family Foundation grant of \$85,000 which is a challenge grant, and when the Foundation earns another \$85,000, it will be very close to that goal. The Foundation also received a Community Development Block Grant to help with curb cuts and other requirements for the East Side Library.

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The Foundation will meet next week on Wednesday to plan the next phase to push fundraising over the top. All the events have been successful. Mr. Stuart said another reason to support the Black Tie Ball is to push the Foundation's fundraising over the top.

D. Attorney Report None

E. Financial Report

Ms. Bregar said the Board is asked to ratify the August 2013 bills and accept the August 2013 Fund Statements.

Mr. Walker presented the report in Ms. Brogan's place. Mr. Walker referred to the General Fund and noted that the target percentage for the end of August is 67%. Under revenue, property tax shows 98% collected. The vast majority of the library's revenue comes from property tax, and they are confident it will reach 100% by the end of the year. There was a tax sale announcement in the paper which often generates end-of-year revenue. One area that is slightly lower is specific ownership tax at 50%, and last year that was 55%, this may come in under budget, but also tends to come in toward the end of the year. Fines and fees were at 64%, and the interesting thing is two libraries were closed for the first 6-7 weeks of the year, but fines and fees are catching up and may exceed the budget. Mr. Walker said it may be a result of the new self-service machines, where customers immediately see small fines and can take care of them with change in their pockets; staff may not have said anything about fines until it reached the \$10 limit. Total revenues were 92% collected.

Mr. Miltner asked if there is a fine limit, and Mr. Walker said when fines reach \$10, the customer cannot check out books, if the fines reach \$25, the customer is sent to collections, but the idea is to get the materials back so the next customer can use them.

Mr. Walker reported Personnel expenses were 63% spent. Mr. Walker explained adjustments had been made, and as vacancies occur some may not be filled until needed for the new libraries. It is expected that the library will underspend in this category. Materials were 60% spent, and that is believed to be on the mark because there is some lag time between invoices and payments, but the library expects to spend the entire budget. Facilities were 42% spent, and part of that is due to a lease-purchase payment to be paid, and another part is due to lower utility bills.

Mr. Miltner asked if the solar panels at Rawlings have had an impact. Mr. Walker said they looked at the savings from the solar panels about a year ago and recalls the savings were about 10%.

Mr. Walker said Operating expenses were 66% spent, and Information Technology expenses were 69% spent. Mr. Walker noted that Information Technology had appeared overspent earlier in the year but has now caught up.

Under the Capital Project Fund, revenues were 112% collected due to the Foundation's work, and Mr. Walker said that may move higher depending on what the Foundation does. Mr. Walker said expenses on the building projects will probably be underspent this year but will be spent next year due to timing issues. Mr. Walker said he has been talking with Maria Tucker about the InfoZone, and next year they may make a major investment in the InfoZone theater to allow more technology interface. The Rawlings Foundation provides funding support for the InfoZone, and Mr. Walker anticipates more spending there next year.

Mr. Quintana asked if it will improve the special sound domes. Mr. Walker said he expects one of the sound domes will be repurposed to the Hispanic Resource Center for a kiosk about the recent mural and book project. Mr. Walker explained the sound domes direct sound directly down to the customer without requiring earphones or disturbing others. Mr.

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Walker expects those will continue to be used. The library would like to upgrade the InfoZone theater to allow groups to receive broadcasts, and they would also like to add that type of technology for the Ryals Room.

Mr. Walker said IT will probably be underspent because they had planned to replace computers but have decided to delay that until next year. Capital Asset expenses included sprinkler repairs at Barkman and computer equipment for the Library Enhancement project. Mr. Walker also pointed out that the library still owes a final payment to Sirsi-Dynix for the AMH/RFID equipment, which was withheld to make sure everything is working properly.

Mr. Walker referred to the payment to Ben-Den Partnership and explained the library has a lease on the bookstore building, but the Friends reimburse the library. Mr. Walker also pointed out a payment to Monica Duran for tuition reimbursement and explained the library offers tuition reimbursement up to \$1,500 annually.

Mr. Miltner commented that is a great benefit and asked if many take advantage of it. Ms. Rose said there are about 15 employees a year who participate at various levels. Mr. Walker added that the Friends of the Library offer a scholarship for employees pursuing an MLS degree, but the idea of both is to promote career development.

Mr. Walker pointed out the amounts presented for the Board's approval include ACH payments of \$154,800.69, Payables of \$301,719.04, and Payroll of \$305,230.72 for a total of \$761,750.45

Ms. Pickman made a Motion, seconded by Mr. Stuart, that the Board approve the August 2013 bills and accept the August 2013 Fund Statement as contained in the September 26, 2013 Board materials. There being no further discussion, MOTION CARRIED 6-0.

V. PUBLIC COMMENT None.

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Monday, October 14 for Columbus Day. Employees will be participating in Staff Development Day at the Pueblo West Library. The featured presentation will be led by Garry Golden, a professionally trained Futurist who speaks and consults on issues shaping business and society in the 21st Century. His topic is "Designing a 21st Century Roadmap for the Future of the Pueblo City-County Library District." Mr. Walker distributed additional information about the speaker and scheduled events, and he encouraged Board members to attend the presentation from 9:00-11:00 a.m., if not the entire day. Board members who would like to attend were asked to contact Jane Carlsen. Ms. Rose commented that she uses a participatory process to plan the training needed which is offered twice a year.
- ☐ The next regular Trustee Work Session is scheduled for Tuesday, October 15 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The 2013 CAL Conference is scheduled October 17-19 in Loveland. Marlene Bregar, Lyndell Gairaud, Philip Mancha, Donna Pickman, Fredrick Quintana, and Jim Stuart have registered to attend along with a number of library staff. Jim Stuart will be receiving the 2013 CAL Outstanding Library Trustee Award at the October 18 Lunch at 12:00 p.m. which will be held in the Front Range Ballroom at the Embassy Suites and Conference Center in Loveland, Colorado. Tickets to the luncheon are complimentary for attendees of the full or Friday-only conference or \$30 for non-

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conference attendees. Ms. Bregar added that this is the first year CAL is offering this award, so Jim Stuart will be the first, and who better to receive it.

- ❑ The next regular Trustee meeting is scheduled on Thursday, October 25 at 5:30 p.m. in the Ryals Room at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m. immediately prior to the meeting.
- ❑ The All Pueblo Reads Black Tie Ball featuring Kathryn Stockett, author of *The Help*, and Tate Taylor, director of the motion picture, will be held on Saturday, November 9 at 7:00 p.m. on the 2nd floor of the Rawlings Library. Call 562-5635 or email amber.pepin@pueblolibrary.org to purchase tickets.

B. Action/Discussion Items

1. Trustee Work Session Meeting Date, November 2013

Ms. Bregar said the Board of Trustees discussed moving the regularly scheduled Work Session from Tuesday, November 12 to Tuesday, November 19 at the September 17 Work Session. Rescheduling the meeting will facilitate Jon Walker's participation in the OCLC Global meeting scheduled to take place in Dublin, Ohio, November 11-13.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board of Trustees revise the 2013 Scheduled Meeting Dates to schedule the November Work Session on November 19, 2013. There being no further discussion, MOTION CARRIED 6-0.

2. Naming of the East Side Library

Ms. Bregar said the Board asked the Executive Director to provide recommended language on current new library naming opportunities to ensure the Trustees retain the authority to naming.

Mr. Walker distributed a packet showing the minutes from the February 19, 2013 Work Session and February 28, 2013 Board meeting, the document discussed in those meetings, the policy adopted on April 23, 2009 regarding Naming Library Facilities, Rooms or Grounds, and draft language if the Board wishes to take action.

Ms. Bregar pointed out that the policy already says the Board has to approve the naming, and she questioned whether additional language was needed. Mr. Walker pointed out that the action taken by the Board on February 28, 2013 states, "that the Board of Trustees approve naming opportunities presented for the Libraries for Life campaign," and the document provides a menu of naming opportunities for that campaign. Mr. Walker said his interpretation was that staff could then go find sponsors, begin fundraising efforts with the authority to accept those, and assign naming based on those sponsorships.

The Board discussed an article in which the East Side Library had been referred to as the Lucero Library already; however, City Council has not taken any action. Board members discussed that naming opportunities are traditionally named for someone or in memory of someone, and it was unlikely that a \$150,000 donor would squander that right. There was additional discussion of the possibility of returning or refusing a contribution. Mr. Stuart said the policy still holds true, and perhaps the action should have included a phrase such as "subject to final approval," but he does not think they can go back now. The Board would only act if it really did not want one of those names, and a decision could be made at that time. It was agreed that the concern was not that anyone would abuse the naming, but the naming sponsorships should be presented to the Board for final approval.

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Mr. Miltner raised the question whether future people on City Council understand that they had the naming right because of the \$150,000 contribution. Mr. Walker said because City Council has committed an amount meeting that level; therefore, they have the ability to name the facility. After additional discussion, the consensus of the Board was that a letter should be sent to City Council, to be signed by the Board President, to let City Council know that because it had committed this amount of money, they should take formal action and let the library know their choice for naming the East Side Library.

Dr. Mancha noticed at the groundbreaking event that the suggested name seemed to have been well accepted by the people there, and the name served as a rallying point for the community, not just for the family of the young man. Dr. Mancha raised a question how the other libraries, absent a donor at that level, would be named. Ms. Clark pointed out that the Pueblo West Library was chosen by the Pueblo West Metropolitan District because it provided the land for the expansion. There was a brief discussion whether the "Greenhorn Valley Library" and "St. Charles Mesa Library" were appropriate names. Ms. Pickman pointed out that the Greenhorn Valley Library is a better name than something like the Colorado City Library, which might exclude other communities. There was additional discussion whether the same held true for the St. Charles Mesa which is an area that does not include Vineland or Avondale, although those areas are not likely to reach population levels to justify a library. Mr. Walker said it is something to consider. The names currently in use have been default names, but if a donor does not come forward, the Board may need to approve names for each of those libraries.

Mr. Gradisar suggested the letter include a request that City Council provide a copy of the resolution naming the library so the Board can take action to approve the naming.

Mr. Quintana added that this would address the concern that the name was not just one suggested by one or two Council members but approved by City Council. It was agreed that the suggested name seems well accepted. Mr. Walker said he will draft a letter to City Council for Ms. Bregar's signature. No formal action was taken.

VIII. ADJOURNMENT There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Jane Carlsen
Secretary