

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

**September 27, 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 Greenhorn Valley Library at 5:32 p.m. by President Doreen Martinez.

Board Members Present: Doreen Martinez, President; Marlene Bregar; Lyndell Gairaud; Stephanie Garcia; Philip Mancha

Board Members Absent: Fredrick Quintana, Vice President; Jim Stuart

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Joanna Stankiewicz, Greenhorn Valley Library Manager; Chris Currey, Help Desk/AV Technician; others not recorded.

Attorney Present: Nicholas Gradisar

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA**

Mr. Walker asked the Board to consider adding item VIII.B.1. Executive Session for the purpose of negotiations.

Dr. Mancha made a Motion, seconded by Ms. Garcia, to add an Executive Session to the agenda. MOTION CARRIED 4-0.

**III. APPROVAL OF THE MINUTES**

Ms. Martinez said the Minutes of the Library Board Work Session held on August 14, 2018 and Minutes of the Regular Library Board meeting held on August 23, 2018 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on August 14, 2018 and the Minutes of the Regular Library Board meeting held on August 23, 2018. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

**Greenhorn Valley Library:** Mr. Walker introduced Joanna Stankiewicz, Greenhorn Valley Library Manager, to give a report on activities at the Greenhorn Valley Library.

Ms. Stankiewicz said this is a fabulous branch and encouraged Board members to take a walk around before leaving. Ms. Stankiewicz said she had only been at the Greenhorn Valley Library about four and a half months so she is still learning about the staff, programs and community.

Ms. Stankiewicz provided a presentation reviewing the goals which include supporting the district's key results with circulation currently down, visits up slightly, and program attendance improving. The branch is trying new merchandising techniques and making sure the library is providing the right materials. This library is fortunate to have customers willing to pay to attend programs, but the library would like to be able to provide free programming. The programs at Greenhorn Valley are unique, such as hunter safety, and reflect the interests of the community. Other goals are to encourage staff development and professional growth as well as focus on locating and applying for grants.

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One of the issues for Greenhorn Valley is library space planning with flexibility which may include furniture that is multi-functional to accommodate the library's small space. Greenhorn Valley is also exploring non-traditional materials which appeal to this community which might include canoes, kayaks, or snow shoes.

Ms. Stankiewicz reviewed the action plan which includes continuing to build partnerships and outreach efforts to local schools in addition to the goals mentioned earlier. The final action is to reach a goal of securing \$5,000 in grants/donations to begin library space planning.

Ms. Stankiewicz said the vision is to bring inspiration, innovation and opportunity to Greenhorn Valley's patrons and community; encourage human connections by sharing spaces and resources; aspire to customize the library collection and programs to local needs; and focus on creating a space for lifelong learning and discovery. Ms. Stankiewicz then offered to respond to any questions.

Ms. Gairaud said she was intrigued about the books in the Rye Café, and Ms. Stankiewicz said the items are checked out and staff deliver them to the café. People can check them out by writing down the title and their name, and it works on an honor system. Ms. Gairaud added the people may also come into the library to return them.

Dr. Mancha asked how she plans to customize programs and collection to local needs. Ms. Stankiewicz said she has been analyzing the data and understands some of the bigger trends, for example this branch has the most circulation of westerns. She also understands the community's needs, and customers here cannot easily just drive to a different branch to get what they want. Greenhorn Valley has a large following for History Night, and she would like to have some Special Collections materials relating to the community available at the branch.

Ms. Martinez said her family has the opportunity to visit the Greenhorn Valley Library often, and they also make an effort to visit Giodone, although Rawlings is their home library. Ms. Martinez said visitors to this branch have a very unique experience here. Staff are very welcoming and they do a great job of merchandising. Ms. Stankiewicz said she loved hearing those comments.

**CAL Award:** Mr. Walker thanked Ms. Gairaud, Ms. Martinez, Mr. Stuart, and Dustin Hodge from the Friends of the Library for joining him in accepting the CAL Library of the Year award, and he displayed a photograph of the group with the award. There was an editorial in today's paper about the award.

**B. Friends of the Library Report** None

**C. Pueblo Library Foundation Report** None

**D. Attorney Report** None

**E. Employment Changes**

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

Ms. Gairaud made a Motion, seconded by Ms. Garcia, to ratify the August 2018 Employment Changes as contained in the September 27, 2018 Board materials.

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

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### **F. Financial Report**

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

On the Combined Balance Sheet, Ms. Baca said it is standard and on target. Cash holdings are steady for this time of year and doing well. Ms. Baca said there was a new line item for Prepaid Services where a portion of the amount paid will be applied to 2019. Liabilities include the COPs which are paid twice a year.

In the General Fund, the target percentage for the end of August is 67%. Property tax revenue was 98% collected and will trickle in for the rest of the year. Total revenue was 94% collected. Ms. Baca pointed out interest income was 180% collected, and she attributed part of that to a recent federal action to raise interest rates. She will do a liquidity analysis to see if there is additional money that should be invested to take advantage of higher interest rates.

Personnel expenses were 65% spent, compared with 64% last year. Ms. Baca explained the overage in Workers Compensation was due to bringing in the security team which had not been budgeted. Material expenses were 64% spent compared with 61% last year. Facilities were 43% spent, compared with 44% last year, and that is expected to increase when the lease/purchase payment is made in November. Operating was 66% spent compared with 75% last year. Ms. Baca said Photocopier expense is over because they had anticipated replacing the copier in Community Relations at mid-year, but the lease is not up until April. Information Technology was 67% spent compared with 76% last year. Overall expenditures were under target at 61% spent overall.

In the Capital Fund, there were a couple of revenue items including a \$5,000 grant received from the Rawlings Foundation to fund a memorial exhibit on Bob Rawlings. Ms. Baca pointed out an \$8,000 expenditure which is a contribution for a charging station at the Pueblo West Library. Mr. Walker said Pueblo County is taking the lead on installing an EV (electric vehicle) charging station on the park side of the library parking lot. There are apps directing EV owners to charging stations. When they get to a charging station, they have to spend some time to allow the EV to charge, so they are likely to go into the library to read a book rather than sit in the car. The County had received some grant money and needed additional funds. Ms. Baca pointed out the expense is listed as a project rather than an asset because the County will own it, maintain and insure it, and the library is using capital fund money to support the project. The amount for IT projects includes a microform reader project and about \$22,000 for Windows software licenses, and none of the licenses rise to the \$5,000 per item level to be counted as an asset. The InfoZone expenditure was related to the Bob Rawlings project. The \$5,000 listed for building improvements is a payment for architect fees. Ms. Baca said there is still a big difference between what had been budgeted and the amount spent, but there are no concerns.

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

The J.T. Nesbitt fund shows a balance of \$7,678.74.

Ms. Baca offered to respond to any questions on the Check Summary Report or P-card details. Ms. Baca pointed out the electronic payments made including patron refunds.

Dr. Mancha asked about the payment to Fortino's Painting. Mr. Walker said that was a building maintenance expense for some painting trim work on ceiling panels at the Pueblo West Library, and a bid process was done.

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Ms. Baca concluded with amounts presented for the Board's approval which included Payables of \$477,465.27 and Payroll of \$380,914.41, for a total of \$858,379.68.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Library Board approve the August 2018 bills and accept the August 2018 Fund Statements as contained in the September 27, 2018 Board materials.

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

- V. BOARD COMMENT** Ms. Martinez expressed enthusiasm for the EV charging station and questioned if there might be a way for the library to see if people using it are visiting the library. Mr. Walker explained that there is a fee involved with a credit card transaction, but there is nothing to make sure they come in to the library. Mr. Walker said all of the partners are acknowledged at the meter. Mr. Walker said the Greenhorn Valley Library would also be a good location for an EV charging station because of its proximity to I-25. The Pueblo West Library was identified because of its proximity to U.S. Highway 50. There is an active EV owners group that reached out to the County with its goal being to build infrastructure nationally. Mr. Walker said the librarian at Pueblo West is supportive, but it is not in place yet. Mr. Walker understands the library will have access to data. Ms. Gairaud suggested having users sign up for a drawing for a gift card to give users an incentive to go into the library. Ms. Martinez said she enjoys seeing the library do new and different things.

Ms. Gairaud said she recently attended a morning event at Rawlings, and the new security guard was very helpful. After she parked in the front area, he suggested parking in the large parking area to avoid getting a parking ticket saying he had made that mistake on his first day.

- VI. PUBLIC COMMENT** None.

- VII. OLD BUSINESS** None.

### **VIII. NEW BUSINESS**

#### **A. Announcements**

- ☐ Alternatives to the Gallagher Amendment Interim Study Committee will meet at 8:30 a.m. on Wednesday, October 3, at the State Capitol in Denver. Trustees planning to attend should RSVP to Jane Carlsen at 719-562-5633. Mr. Walker expects to meet those attending at 6:00 a.m. in the Rawlings Library parking lot.
- ☐ All libraries will be closed on Monday, October 8 for Columbus Day. Staff will participate in staff development on this date. Trustees planning to attend an 8:00 a.m. staff recognition event should RSVP to Jane Carlsen at 719-562-5633. Breakfast will be available at 7:30 a.m. Ms. Martinez, Ms. Gairaud, and Dr. Mancha plan to attend.
- ☐ A review for staff of preliminary work by design firms regarding Rawlings Library interior space is scheduled to take place in the Idea Factory on the 2<sup>nd</sup> floor of the Rawlings Library, 9:00 a.m.-12:00 noon, Tuesday, October 9. Trustees planning to attend should RSVP to Jane Carlsen at 719-562-5633.
- ☐ This year's all Board Mixer will be hosted by the Pueblo Library Foundation and will be held on Monday, October 15 from 5:30-7:30 p.m. at Walter's Brewery, 126 Oneida Street in Pueblo. Board members from PCCLD Board of Trustees, Friends of the Library Board, and Pueblo Library Foundation Board are invited to attend.

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RSVP to Jane Carlsen at 719-562-5633. Next year will be the PCCLD Board of Trustees' turn to host the mixer.

- ☐ The next regular Board of Trustees Work Session is scheduled on Tuesday, October 16, at 3:00 p.m. at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, October 25, at 5:30 p.m. at the Giodone Library, 24655 US-50 Business.
- ☐ All Pueblo Reads Black Tie Ball will be held on Friday, October 26. Trustees planning to attend should RSVP to Gloria Madrill at 719-553-0221. Advance sales end tomorrow.

### **B. Action/Discussion Items**

#### **1. Executive Session**

Dr. Mancha made a Motion, seconded by Ms. Gairaud, that the Board move into Executive Session. MOTION CARRIED 4-0.

Mr. Gradisar said the purpose of the Executive Session was 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).

The audience was excused at 6:22 p.m., and Ms. Baca was invited to remain.

The Board reconvened in public session at 6:43 p.m. upon Motion made by Dr. Mancha, seconded by Ms. Gairaud.

#### **2. Announcement**

Ms. Martinez announced that the Government Finance Officers Association of the United States and Canada (GOFA) presented a Distinguished Budget Presentation Award to Pueblo City-County Library District for its Annual Budget for the fiscal year beginning January 1, 2018.

Congratulations were expressed to Ms. Baca and the Finance team for this award.

### **IX. ADJOURNMENT**

The meeting adjourned at 7:08 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary