

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

**April 28, 2011**

**I. CALL TO ORDER AND ROLL CALL**

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:34 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Frances Terrazas-Alexander; Marlene Bregar; Philip Mancha; Roy Miltner

Board Members Absent: Katherine Frank

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Director of Public Services; Midori Clark, Director of Community Relations; Sara Rose, Director of Human Resources; Charles Hutchins, Director of Information Technology; Teresa Valenti, Director of Technical Services & Collection Development; Michael Cox, Youth Services Manager; Al Perea, Facilities Superintendent; others not recorded

Others Present: Mary Simmons, Friends of the Library

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** None

**III. APPROVAL OF THE MINUTES**

Minutes of the Library Board Work Session held on March 8, 2011 and Minutes of the Regular Library Board meeting held on March 17, 2011 were provided to Board members prior to the meeting. Mr. Stuart opened the floor for motions.

Mr. Miltner made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on March 8, 2011. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Ms. Baca, to approve the Minutes of the Regular Library Board meeting held on March 17, 2011. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker reminded Board members that the library is going digital this year, moving from "tree books" to "eBooks," and distributed a Nook. The library has purchased several Nooks as a pilot project that will be available in May, although without fanfare to work out any initial issues. Mr. Walker said eContent will come later with content for customers to download to their own devices. There are other aspects of providing digital resources which will be introduced at Barkman and Rawlings because the library received grant funds. In addition, the library will begin providing access to tablet devices such as iPads for checkout to the public from both Rawlings and Barkman. This is a critical initiative for the library as content changes and to provide equal access to the community. Mr. Walker said Richard Tucey has come back to work on these special projects.

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Mr. Walker then introduced Michael Cox, who started as the Teen Librarian, and is now the Youth Services Manager, and more recently he has taken on responsibility for the Library at the Y.

Mr. Cox noted that employees are regularly approached by parents asking how to make their children become better readers, and they frequently respond that the most important thing parents can do is to read aloud to their children. Reading aloud turns a difficult task into a fun, social interaction and creates a desire for reading. Mr. Cox said it is the mission of the library to encourage the joy of reading. Mr. Cox thanked the Friends of the Library for the support that makes the Read OUT LOUD project possible. Mr. Cox said although the library provides 19 weekly story times it had a gap to fill for school-age children, which had only focused on Summer Reading. Mr. Cox said they needed to do something throughout the year, and he introduced Felicia Sanchez-Garbiso who started by providing After-School Book Breaks and reading programs during extended school vacations, and she also took responsibility for the Read OUT LOUD program.

Ms. Sanchez-Garbiso explained that this year *Faith and the Electric Dogs* by Patrick Jennings was chosen, and it was a wonderful choice for the Pueblo community. The program started with an informational session for teachers to get students involved. The target audience was fourth and fifth grade students. Teachers were offered a free copy of *Faith and the Electric Dogs* to read aloud to students. This year Ms. Sanchez-Garbiso provided a lesson plan with a writing activity, and teachers were invited to submit their best samples to win a bus scholarship to meet the author at the library. *Faith and the Electric Dogs* is written from the dog's perspective, and students were asked to write something from an animal's perspective. The library hosted five field trip events, and Hyde Park Elementary sponsored their own event and paid extra to keep the author in Pueblo an extra day. There was one additional event with the author that was open to the public for students to attend with their families even if their classrooms did not participate. A kick-off event was planned prior to the author's visit to generate excitement, and the event included R.E.A.D. dogs, agility training demonstrations, pet adoption, and partnered with the Junior League for a Book Bash where students could come in and get a free book, one of which was the featured book.

Mr. Cox reviewed the statistics and growth from the previous year. Mr. Cox said the contact established with teachers and schools has been helpful in approaching them to encourage students to participate in the Summer Reading Program. Mr. Cox also discussed the importance of the program in creating a great library memory for children, and it turns the author into a rock star. After students have read the book they are excited to meet the author who is considered famous. Mr. Cox said in 2012 the Read OUT LOUD book selected is *Nathaniel Fludd: Beastologist: The Flight of the Phoenix* by R.L. LaFevers. Mr. Cox said the author's publisher provides classroom activities. Mr. Cox said in an ideal world, it would be great to reach more students and to replicate the program for middle school students. Mr. Cox concluded that it is fun to do, especially when the room is packed with students who give the author their full attention and even sing along with the author.

Mr. Stuart said it is wonderful to see how this has grown, and Mr. Cox has done a wonderful job making it exciting for the kids because there is nothing more important that the library does than to get kids excited about reading.

Dr. Mancha asked how long the program had been offered, and Mr. Cox responded that this was the second year. Dr. Mancha asked Mr. Cox what he would like to do next year. Mr. Cox said although he would like to see it replicated or to grow, the program was at or near capacity this year, and if more classrooms had participated, some might

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have been turned away. Mr. Cox distributed a copy of one of the winning entries, noting that he was surprised it had been written by a fourth grade student.

### **B. Friends of the Library Report**

Mary Simmons reported that the Friends held their regular business meeting on April 19 and discussed the Annual Meeting held on April 9. Ms. Simmons thanked those who attended for their support. Volunteers from the Friends are judging 1,000 entries for the Poetry Contest in preparation for the Awards Event on May 12. The President set a goal to reach 1,000 memberships this fiscal year, and they are within 20 of that goal with some that have not yet been processed. Ms. Simmons encouraged audience members to become members if they are not already.

The Friends formally accepted the last cash distribution from Books Again for \$14,163, bringing the annual total to a little over \$66,000. Ms. Simmons announced that the Books by the Bag sale will be held next weekend, May 5-7, and there will be many treasures to select from the library's weeding and the steady donations from the public. The Friends were asked to send 19 middle school students and their teachers to attend the All Pueblo Reads Black Tie Ball. The featured book will be *Hoot* by Carl Hiassen which is targeted for 10-15 year-olds, and the Friends agreed to sponsor special students and their teachers to meet the author in order to inspire and motivate them.

Ms. Simmons said the Friends were also invited to attend a Special Library Board Work Session about foundations, and several members will be there. The Friends will also be presenting Most Improved Reader Awards. Next month the Friends will be looking at the year-end numbers and forming new committees. Ms. Simmons concluded that it is a pleasure to be involved with the Friends of the Library which has such a clear purpose.

### **C. Attorney's Report**

Mr. Gradisar had hoped to bring the Board up to date on the matters discussed in Executive Session at the last Work Session regarding the Colorado City Improvement Corporation, but he had not been able to reach the necessary parties to provide any further information. Mr. Gradisar hopes to begin talks to bring that matter to a resolution.

Mr. Gradisar said he is investigating an issue that was brought to the library's attention where Pueblo City Schools will have to refund \$1.3 million in tax revenue that was collected in error. Mr. Gradisar explained that this resulted from an assessment of St. Mary Corwin Hospital in which some legal descriptions were changed that resulted in the loss of the tax exemption, and because certain paperwork had not been completed by the deadline, the State wanted them taxed as a taxable entity; however, the County decided not to tax at 100% but only at 10% and put that in the valuation for the purposes of the taxing entities such as the school district and library. After further review, it was determined that 10% was too high, and it should have only been taxed at 4.6%, making a rebate due to St. Mary Corwin Hospital.

Mr. Gradisar explained when passing the budget for this year, the library chose an abatement refund which resulted in a mill levy higher than 5.25 mills. In order to recover those refunds, the Board passed a resolution to set the mill levy at 5.46 which is allowed by statute. Mr. Gradisar said he is continuing to investigate the matter to determine what the library will need to do about that. Mr. Gradisar explained that the school district operates differently because the state backfills revenue in order to guarantee funding, but he expects that anything the library does will be done next year, but he is not prepared to make a recommendation at this time. Mr. Gradisar said he will make a recommendation to the Board in Executive Session.

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Dr. Mancha asked if the library had been asked for the money yet, and Mr. Gradisar said it had not, and it was brought to the library's attention last week informally from the School District, but he is still in the process of investigating. Dr. Mancha asked if the library is required to pay a portion of this, and Mr. Gradisar said it may and he reiterated the differences which resulted in increasing the mill levy collection to 5.46 this year. Mr. Walker added that this was based on the information provided by the County Assessor. Ms. Baca said it sounds as if the library over-collected this year so the library may be required to pay it back next year, and Dr. Mancha raised additional concerns. Mr. Walker reiterated that the investigation is continuing at this point with more questions to be answered.

### **D. Financial Report**

Mr. Stuart announced that the Board is asked to ratify the March 2011 bills and accept the March 2011 Fund Statements. Chris Brogan, Chief Financial Officer, was asked to provide a report.

Ms. Brogan said on the Combined Balance Sheet there were a couple of changes to bring to the Board's attention. Under Fixed Assets, the adjustments for 2010 are now reflected showing a reduction of \$663,000, and \$400,000 was added in various categories, but the accumulated depreciation on all the holdings resulted in the decrease. Sick leave accrual has now come off the balance sheet, resulting in a reduction in General Long-Term Debt of \$181,095. Because of the increase in net assets, the difference in the balance sheet total between February and March is only \$1,000.

The target percentage for the end of March is 25%. Under revenues, property tax is 26% collected, Fines and Fees and Miscellaneous Sales are running a bit ahead of target, and Photocopiers are just slightly behind. Specific Ownership shows only 8%, but Ms. Brogan expects it to catch up in April because collections are a month behind and an error was made in the Treasurer's office so the library did not receive the full allocation. This was corrected in the April distribution. Total revenues show 24% with the influx of property tax bringing it up to target in March.

Total expenditures are 23% spent with Personnel at 23% which drives the total expenditures. Materials were 24% spent, Facilities 16%, Operating 21%, and Information Technology 36%. Ms. Brogan explained that IT will remain over because of the large annual payment to SIRSI that already has been made, and Telecommunications was on target at 23%.

Capital Project Fund had only interest income, which was low. Information Technology reflects payments for the VoIP system. Building Improvements includes payments for replacement of copper panels at the Rawlings Library which has been completed.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$148,013.97, Payables of \$377,966.62, and Payroll of \$264,905.89 which includes three payroll periods, for a total of \$790,886.48.

Dr. Mancha asked about the difference in the highest and lowest payrolls, and Ms. Brogan explained that is partially due to differences in hours worked by part-time staff and people coming on and off the payroll, and payrolls are rarely the same.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board approve the March 2011 bills and accept the March 2011 Fund Statement as contained in the April 28, 2011 Board materials. There being no further discussion, MOTION CARRIED 5-0.

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### V. OLD BUSINESS None

### VI. NEW BUSINESS

#### A. Announcements

- ☐ A special Work Session will be held on Monday, May 16 at 5:00 p.m. in the Ryals Room at the Rawlings Library to discuss plans for a Pueblo Library Foundation. Mr. Stuart said this will be a very important meeting and encouraged all Board members to attend.
- ☐ The next regular Work Session is scheduled for Tuesday, May 17 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, May 26 at 5:30 p.m. at the Barkman Library.
- ☐ The library will be closed on Monday, May 30 for Memorial Day.

#### B. Action/Discussion Items

##### 1. Satellite Contract Renewal

Mr. Stuart said the Pueblo City-County Library District partners with both Pueblo County School District 70 and Pueblo City School District 60 to provide satellite library services in certain underserved areas of the county. The Board of Trustees has reviewed the partnership contract renewals. The Board is asked to approve the partnership contract renewals to operate nine satellite libraries in the following locations: Avondale Elementary School, Beulah School of Natural Sciences, Cesar Chavez Academy, Craver Middle School, North Mesa Elementary School, Risley Middle School, Rye Elementary School, South Mesa Elementary School, and Vineland Elementary School.

Mr. Walker said the Board went over this in the Work Session, and the Letters of Agreement had been signed by District 70 and for Risley Middle School. Mr. Walker said Barbara Brown had been doing the legwork in getting these signed, and there were only small changes to the contracts.

Mr. Gradisar pointed out an error in the first numbered paragraph where the word "hours" had been omitted in each of the contracts.

Ms. Bregar made a Motion, seconded by Mr. Miltner, that the Board approve the partnership contract renewals as corrected. There being no further discussion, MOTION CARRIED 5-0.

##### 2. Board Professional Development

Mr. Stuart said the Board Professional Development Committee—consisting of Sherri Baca (chairperson), Dr. Katherine Frank, and Dr. Phil Mancha—has recommended a development program for Board members. The Trustees reviewed this recommendation at its most recent work session.

Ms. Baca pointed out the Board Development Program and reviewed the previous work of the Board Development Committee which had been developed with Dr. Mancha's leadership. Ms. Baca said this is a continuation of that, and due to the diversity of trustees, this provides a menu of continuing education opportunities and a calendar of training events such as conferences. It also includes participation in advocacy opportunities, the library's Staff Development Day, the Annual Planning Retreat, or Board members could learn about and make a 5-10 minute presentation on a variety of topics. It also includes Special Work Sessions on topics of interest or case studies to discuss different situations the Board may encounter. Ms. Baca said

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the program is intended to help individuals to become better Board members. This program is presented for the Board's approval.

Mr. Stuart asked how Board members will decide and adopt the things they would like to do, and Ms. Baca suggested the Board could come up with a schedule at the next Work Session. Ms. Alexander asked if there is an opportunity for Board members to do additional development through other organizations. Ms. Baca said that was discussed, and that should be included on the list. Ms. Baca explained that the idea was to allow Board members to choose the activities to do.

Dr. Mancha mentioned that the Committee had discussed joining a group focused on professional development for Boards to serve as a resource for nonprofit Boards. Ms. Baca suggested that something like Board Source be added as well. Ms. Baca said the program is meant to be flexible and suited to each Board member's own preferences.

Dr. Mancha made a Motion, seconded by Ms. Bregar, to adopt this as amended as the Pueblo City-County Library District Board of Trustees Development Program. There being no further discussion, MOTION CARRIED 5-0.

### **3. Custodial Services**

Mr. Stuart said the library awarded a contract for building custodial services in December 2009 to Command Service Systems of Centennial, Colorado. The services provided by Command are below standard, and it is recommended that the contract with Command be terminated, and a new contract awarded to Carnation Building Service, Inc.; 409 Tia Juana St., Suite A; Colorado Springs, Colorado, for the budgeted amount of \$124,620 per year. After discussion at the April 19 Work Session, the Board requested additional clarification regarding Carnation Building Service, Inc., and the library has obtained the additional information requested.

Mr. Walker invited Al Perea and Chris Brogan to discuss this. Mr. Perea reported that he had visited with the regional director of Carnation at the Sand Creek Library in Colorado Springs who has been with the company seven years. Mr. Perea reported that the library was very clean and inviting, and Carnation cleans nine of the eleven of Pikes Peak Library District (PPLD) locations. Mr. Perea reported on the discussion in which he learned the company has over 19 years of experience, provides ongoing employee training, has onsite lead personnel to contact branch managers to make sure issues are handled, and supervisors regularly make unannounced visits to inspect cleaning. Managers teach staff by example and encourage staff to take ownership of the quality of the cleaning. Mr. Perea said that a clean or unclean building speaks volumes about the Facilities Department, and he recommends moving forward with the contract with Carnation.

Ms. Brogan provided a presentation to address some of the issues that came up at the Work Session; one is that Carnation has been in business for twenty years. Ms. Brogan provided information on sample clients which included educational and government facilities served by Carnation. Ms. Brogan recapped the employee training and accountability reported by Mr. Perea. Ms. Brogan discussed the differences in prices between Command and Carnation in the 2009 bid, with Carnation's bid 16% higher than Command; however, in the thirteen bids received the highest was more than double that amount, but references had been checked for all three top bidders and were acceptable. Carnation has agreed to meet the current budget which brought their bid lower, and they have indicated that they will investigate other ways to cut costs. One example of how they have done that at

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Arapahoe Library is to use Easter Seals workers. They may not do that here, but it is provided as an example of their willingness to work with the library.

Ms. Brogan then addressed the question of why PPLD split the bid and Carnation's ability to clean larger facilities. Ms. Brogan said PPLD is required to put the contract out for bid every five years, and it was time to put the contract out for bid; it was not a result of any problems with Carnation. In looking for ways to save money, PPLD asked bidders to submit quotes for separate packages with all the smaller libraries as one package and the two larger libraries combined as another. Carnation won the bid for the smaller libraries, but was out-bid for the larger ones. Had Carnation's bid been the lowest, it would have been accepted. Ms. Brogan noted that there had been complaints from one of the larger libraries about Carnation, but she was told there had been a pattern for that particular library with every cleaning service. Carnation continues to hold the contract for all the smaller PPLD libraries, and the library is happy with the work they do. Ms. Brogan concluded that the decision to terminate the Command contract is sound, the rates for Carnation are affordable, the references check out, and she is confident with the recommendation.

Mr. Stuart asked how large Carnation is, and Ms. Brogan responded that they serve Colorado primarily, although they also have clients in Wyoming and Arizona.

Dr. Mancha questioned whether it was right to combine the terminating action with the action to enter into a new contract. Mr. Walker responded that all the Board really needs to do is approve the contract with Carnation at the rate of \$124,620 because the Board must approve expenses above \$25,000. Mr. Walker said he can terminate the contract with 30 days notice.

Dr. Mancha made a Motion, seconded by Mr. Miltner, that the Board approve the contract with Carnation for \$124,620 beginning whenever it is appropriate.

Ms. Alexander asked if there are any fees or penalties for terminating the contract with Command, and Mr. Walker said it is clear that either party may terminate the contract with 30 days notice and no penalty or fees are mentioned.

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

**VII. PUBLIC COMMENT.** None.

**VIII. ADJOURNMENT.** There being no further business, Ms. Bregar made a Motion to adjourn the meeting at 6:42 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary