

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

February 24, 2011

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 Pueblo West Library at 5:38 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Frances Terrazas-Alexander (*arrived at 5:52*); Marlene Bregar; Katherine Frank; Philip Mancha; Roy Miltner

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Director of Community Relations; Cindy Shimizu, Pueblo West Library Manager; Charles Hutchins and Dan Romero, Information Technology; others not recorded

Others Present: Connie Converse, 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 January 18, 2011 and Minutes of the Regular Library Board meeting held on January 27, 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. Baca, to approve the Minutes of the Library Board Work Session held on January 18, 2011. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on January 27, 2011. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker said a written report had been provided, but it was important to go over several new hires made in recent weeks. Mr. Walker said the reason for the increased hiring was due to a number of positions frozen at the end of last year, regular turnover of staff, and several retirements at the beginning of the year. As a result, the library has had a number of job openings and several new hires.

Jane Palmer will be the Director of Public Services, Charles Hutchins has been hired as the Director of Information Technology, Deborah Krauth has started as the Business Librarian at Pueblo West, Nick Potter started this week as the Marketing Coordinator, Sara Benham also started this week as the Program and Events Coordinator, Jaclyn Baros and Crystal Talley were hired as Clerk I's at the Lamb Library, and Elizabeth Flores added a second part-time position (making her full-time) as the Collection Development Librarian for juvenile literature.

Mr. Walker said the library is happy to have these new employees. Jane Palmer worked at the library up until about three years ago when she retired to move to Kentucky to take care of family obligations. Jane Palmer will be rejoining the library district. She was

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the Youth Services Supervisor, and has other library experience in Colorado. She holds an MLS and a Masters degree in Counseling.

Charles Hutchins has experience as an IT Manager for KBR (Kellogg, Brown & Root) and as a Network Administrator for Pueblo County. He has a Bachelor's degree in Computer Information Systems and a Masters in Business Administration with a focus on Technology Management.

Deborah Krauth works at the Pueblo West Library as the Business Services Librarian, and came to PCCLD from the Topeka and Shawnee County Public Library in Kansas. She has experience as a Trustee for the Ames Public Library in Iowa, and she is also an attorney who served as the Board attorney. She holds an MLS from Emporia State University and a Juris Doctorate from the University of Iowa.

Nick Potter started work on Monday and has worked in marketing since earning his Bachelor's degree from CSU-Pueblo. Nick worked for the university and with the Chamber of Commerce, and later worked for Pueblo Bank & Trust as a Marketing Manager. Nick also has a Masters degree in Organizational Leadership.

Sara Benham is a graduate of the University of Denver with a major in Communications. The Special Events and Program Coordinator is a new position for the library, and she has worked in a similar capacity for the Larimer Group and the Wildlife Experience in the Denver area.

Jaclyn Baros was a volunteer at Rawlings, and Crystal Talley is a student at PCC in the Library Technician program.

Elizabeth Flores, who is a part-time Library Assistant at the Pueblo West Library, earned her MLS working with a scholarship she received from the Friends of the Library, and we are proud of what she has been able to accomplish.

Mr. Walker said the library is still filling positions for a part-time Hispanic Resources Coordinator, Accounting Assistant, Purchasing Specialist, Librarian with emphasis on emerging technologies, Archives & Collections Coordinator, and Museum & Special Collections Coordinator. Interviews have been held for the Archives and Collections Coordinator and for the Museum and Special Collections Coordinator, so those positions should be filled soon. Mr. Walker said there is a lot of work being done, and additional changes will continue to occur.

Dr. Mancha asked if there will be an occasion for the Board to have an opportunity to meet and greet these new employees, and Mr. Walker said he will work on that. Mr. Stuart suggested an event prior to a Board Work Session.

Mr. Stuart asked what OCLC stands for, and Mr. Walker said it initially stood for the Ohio College Library Center, and later the Online Computer Library Center, but the term "OCLC" is well-recognized in libraries without actually standing for anything at this time. OCLC started in Ohio and became the national union catalog for all bibliographic records, and is now the union catalog world-wide. Mr. Stuart congratulated Mr. Walker for being nominated as a candidate for the OCLC Council.

Dr. Mancha asked if there were plans to do anything about the Tax Increment Financing (TIF) information provided. Mr. Walker said the information is provided for the Board's information, but there are no specific plans at this time. Mr. Walker said he met with other publicly funded entities, Pueblo County, Pueblo City Schools, and School District 70, where the information was provided, and the group agreed to meet again in March. *(Ms. Alexander arrived at this point)* The meeting was called at the request of Stephanie Garcia from the Pueblo City Schools Board, but there is not an action plan at this point.

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Mr. Walker then introduced Cindy Shimizu who has been the managing librarian for the Pueblo West Library since September. Ms. Shimizu said it has been exactly a year since she last spoke to the Board in her role as the Business Librarian, and she became the Manager when Carol Rooney took over the job as Manager of Reference & Readers Advisory at the Rawlings Library. Ms. Shimizu said Deborah Krauth is the new Business Librarian at Pueblo West, and they believe her legal background will be helpful. Ms. Shimizu said Elizabeth Flores will be continuing as the part-time Library Assistant at Pueblo West in addition to her role as part-time Collection Development Librarian for juvenile literature.

Ms. Shimizu said that programming at Pueblo West continues for children and teens, and they are starting a series of adult programs addressing practical issues and crafts. The first was a program on 2010 tax changes which had good attendance, and the more recent program was about keeping family memories alive. There will be a county building official on hand for the next program to talk about issues when making changes or additions to your home. Ms. Shimizu said the only adult programming available previously were business programs. Ms. Shimizu said the programming for home schooling families has been very well received and gives home schooled children an opportunity to socialize with other children and definitely fills a gap in the community. There is also a teen crafts program.

Ms. Shimizu discussed the gallery area which has been booked with local artists through the middle of next year. Ms. Shimizu said the gallery had a great event last year in conjunction with All Pueblo Reads, and local artist Ed Posa donated a portion of the proceeds from that event to the library. Ms. Shimizu hopes to continue to host events such as that in the future. Ms. Shimizu said there are also some three-dimensional items on display in the cabinets from the wood-turners, and she would like to offer additional display cabinets to be able to feature more 3-D art which is currently somewhat limited.

Ms. Shimizu mentioned a number of building enhancements needed including additional signage to help independent library users, tinting in the southern-facing study rooms which get very hot, and some exterior surveillance cameras for additional security. Ms. Shimizu plans to apply for grants from the Friends of the Library for some of these enhancements.

Ms. Shimizu detailed the work of several volunteers who provide computer tutoring, tutoring and classes on use of the Piano Marvel computers, and after-school tutoring in any subject the student is having difficulty with, and help with weeding the collection.

The Pueblo West Library's three meeting room areas have been very popular accommodating 20-70 non-library meetings each month for groups such as scouts, neighborhood watch, and many more. The Pueblo West Chamber of Commerce held a Business Expo at Pueblo West and was so impressed they want to continue to hold that at the Pueblo West Library. The Pueblo West Chamber also held a quarterly luncheon at the Pueblo West Library with Susan Fries and Midori Clark making a presentation about the value of the library.

The Pueblo West Library gate count and circulations have continued to go up with circulation up about 15%, and gate count up almost 50%.

Mr. Stuart asked if there were other issues with the building such as the need for tinting on the windows on the south edge of the building. Ms. Shimizu said overall the building is working out very well, and the only other problem they have had was with respect to responsibility when there was an issue between the company that installed and the one

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that maintained the heating and cooling system, although that may have been resolved by now, and there were no regular problems.

Mr. Walker said that Ms. Shimizu was right about the numbers at Pueblo West, and one of the things they track carefully is the ratio of staff hours to circulations or staff hours to visits. Mr. Walker said this helps him see what the library is investing in terms of use and to keep things balanced throughout the library district. In 2010, across the board in most of the major categories, the Pueblo West Library leads the District in the number of circulations, visits, and computer use per staff hour. The only area where they do not is in program attendance, and Ms. Shimizu has plans to address that. Mr. Walker said the Pueblo West Library is very well received by the Pueblo West community.

Dr. Mancha asked how this compares with other locations in terms of relative size such as the Barkman Library. Mr. Walker said he can provide more specific data, but the Pueblo West Library has more staff than Barkman because of the size of the building, but there are still more circulations per staff hour at Pueblo West. Barkman is busy, but if it were a larger building, it might get more business there as well. Mr. Stuart commented that the Pueblo West Library had been busy even before the expansion.

B. Friends of the Library Report

Connie Converse said the Friends big event is the Annual Meeting on April 9 featuring author Barbara Samuels, and tickets will go on sale soon. The menu will be inspired by some of the recipes in her book such as "Kick Ass Apple Pie."

Ms. Converse said the Friends of the Library have nominated three Outstanding Women who will be honored at the Outstanding Women Awards program at the library on March 4 including Andrea Aragon from United Way, and Kathy Knox and Chris Brogan from the library.

Last Saturday, Books Again offered a "Double Discount Day" for Friends of the Library members and made about \$2,200. The store sold a number of nonfiction books. The Friends are very close to reaching 1,000 memberships and hope to reach that number soon.

Ms. Converse closed by saying this would be her final report since she is leaving the area and said it has been a pleasure to work with such friendly people. Mr. Stuart thanked Ms. Converse and hoped her going home will make her so happy she will forget to miss us.

C. Attorney's Report None.

D. Financial Report

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

Ms. Brogan said January is fairly easy and there have not been any issues. On the Combined Balance Sheet, until the audit, the numbers may continue to change, and since there was a mid-year conversion to new accounting software, they are finding additional "tweaks" to get everything correct.

In the General Fund, the target percentage for the end of January is 8%. In revenues, the January taxes are not received until February when those will be recorded. Fines and fees, as well as miscellaneous sales, are at exactly 8%. Total revenues show 0% because there were no property taxes received. Expenditures are 7% spent. Personnel shows only 4% spent because there were two payrolls in January, but the first was for

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actual December time which was adjusted back to the previous year, and this will catch up as the year progresses. Materials are 16% spent, primarily due to subscriptions that are paid in January for the entire year. Periodicals and subscriptions are 74%, and Digital Materials are similar because database subscriptions reflect the annual cost. Facilities is 7% spent overall. Insurance is at 42% because the entire premium is paid at one time in mid-year and held in a prepaid account when it is allocated which is why there is a charge but there is not a corresponding payment in the Check Summary. Rent is double the normal amount because it includes payments for both January and February. Operating is 4% spent with no concerns, and Information Technology is 7% spent.

Ms. Brogan said the Capital Project fund shows another consulting charge for the VOIP project, and there will continue to be fees as that project proceeds. Ms. Brogan said the copper panel replacement will also be shown in this account, and they hope to have that complete by the end of March.

In the Check Summary Report, Ms. Brogan pointed out the \$66,933.00 charge to Baker & Taylor which is an annual subscription for the leased book program.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$119,027.53, Payables of \$311,056.47 (which should match the Check Summary), and Payroll of \$184,472.70, for a total of \$614,556.70.

Dr. Frank made a Motion, seconded by Ms. Bregar, that the Library Board approve the January 2011 bills and accept the January 2011 Fund Statement as contained in the February 24, 2011 Board materials.

There being no further discussion, MOTION CARRIED 6-0.

V. OLD BUSINESS None

VI. NEW BUSINESS

A. Announcements

- ☐ The Outstanding Women's Award Luncheon will be held in the Ryals Room at 12 noon on Friday, March 4. For more information or to purchase tickets, contact Midori Clark at 562-5605. Ms. Clark said tickets are \$15.53, and Mr. Stuart said the program is carefully planned to last only one hour.
- ☐ The next regular Work Session is scheduled for Tuesday, March 8 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, March 17 at 5:30 p.m. at the Lamb Library. Mr. Stuart pointed out that both the Work Session and regular Board meeting are one week earlier than usual.
- ☐ The Board of Trustees Audit Committee will meet on Monday, March 21, at 5:00 p.m. in the Executive Conference Room at the Rawlings Library.

B. Action/Discussion Items

1. Employment Practices Policy Revision.

Mr. Stuart announced that the Board had met in work session to discuss a recommended revision to the library employment practices policy regarding Equal Employment Opportunity by adding a prohibition against discrimination in employment opportunities based on gender expression. A copy was available in which the words "gender expression" was added to the policy.

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Mr. Walker explained that the term “gender expression” has more to do with the transgendered individual, whereas “sexual orientation” refers to gays or lesbians. Mr. Walker also said that this change was recommended by the Gay & Lesbian Fund for Colorado which has been a supporter of the library for a number of years. Mr. Walker discussed the change with Human Resources where it was felt it should be included in the Equal Employment Opportunity policy. This change goes beyond the requirements of both federal and state laws.

Dr. Frank made a Motion, seconded by Ms. Bregar, that the Library Board approve adding the words “gender expression” to the Equal Employment Opportunity policy.

There being no further discussion, MOTION CARRIED 6-0.

2. EXECUTIVE SESSION

Mr. Stuart announced that the Board would meet in Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

Members of the audience were excused at 6:26 p.m. While the meeting reconvened and the recording equipment adjusted, Mr. Walker invited Board members to view the photo array commemorating the Groundbreaking of the Pueblo West Library outside the meeting room. The Board resumed the public meeting at 6:51 p.m.

Ms. Bregar made a Motion, seconded by Dr. Frank, that as a result of satisfactory review Jon Walker’s salary be increased from Step H to Step I on the pay scale retroactive to his anniversary date.

There being no further discussion, MOTION CARRIED 6-0.

VII. PUBLIC COMMENT None.

VIII. ADJOURNMENT There being no further business, Dr. Frank made a Motion to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Jane Carlsen
Secretary