

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

January 27, 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 5:32 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Frances Terrazas-Alexander (*arrived at 6:29*); Marlene Bregar; Katherine Frank; Philip Mancha; Roy Miltner (*participating by teleconference*)

Board Members Absent: Sherri Baca, Vice President

Attorney Present: Kendra Oyen

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

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Minutes of the Library Board Work Session held on December 7, 2010 and Minutes of the Regular Library Board meeting held on December 14, 2010 were provided to Board Members prior to the meeting. Mr. Stuart opened the floor for motions.

Dr. Mancha made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on December 10, 2010. 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 December 14, 2010. The minutes were approved by unanimous consent.

IV. SPECIAL PRESENTATION

Connie Converse was invited to stand while Mr. Stuart presented a plant and a certificate to Ms. Converse which read: "Connie has given her all for the past several years managing the Books Again Book Store which is generating literally tens of thousands of dollars annually for the Friends of the Library, and the proceeds regularly benefit the library in the form of grants, scholarships for library employees, and sponsorship of numerous programs including the monthly library newsletter, the summer reading program, and All Pueblo Reads. Not only is Connie instrumental as a leader in the book store's success, but she also serves as a member of the Friends of the Library Board of Directors and, most recently, as a member of the "Save Your Library" coordinating committee. Connie even traveled to Loveland, Colorado earlier this fall to present a program at the Annual Conference of the Colorado Association of Libraries as a representative of the Friends." Mr. Stuart also noted that the certificate entitles Ms. Converse to a one-year suspension of all public library fines and fees for the period of December 15, 2010 to December 16, 2011.

V. REPORTS

A. Executive Director Report

Mr. Walker provided a lengthy explanation for the number of positions being filled at this time and specific information regarding a number of personnel changes. Mr. Walker added that although usually positions are posted, he explained circumstances in which employees may be transferred or promoted without posting the position. Mr. Walker said the personnel changes will result in lower costs and more hours of service because new employees are hired at the lower end of the pay scale replacing employees who have been at the top of the pay scale. Mr. Walker said a few additional changes are anticipated in Readers Advisory & Reference to replace positions that were vacated.

Mr. Walker then discussed the importance of change in libraries in order to continue to meet community needs. He also emphasized that it is also important for employees to learn new skills to meet those needs, and the library supports self-learning and continuing education in a number of ways, and he credited the Friends of the Library for their support for employees pursuing an MLS degree. Mr. Walker concluded by saying that change will continue to occur, and he expects the rate of change will speed up rather than slow, and he pledged to continue to support employees in learning new skills to position themselves for the tasks required of them tomorrow.

Dr. Mancha noted that one part of living with change is trying to anticipate what will happen next, and he asked Mr. Walker what he believes the library will be dealing with in the next couple of years. Mr. Walker said wireless technologies, and he described how eBooks failed in the 90s due to a lack of infrastructure, but all of that has changed and he expects things such as the Kindle, wireless eBooks, and iPads will continue to have an impact on libraries causing a fundamental shift. Mr. Walker said he is pleased the library is beginning to study the challenges of introducing those services. Mr. Walker addressed concerns about checking out valuable items such as iPads and trust that they will be returned, and he compared it to a time when books had been considered too valuable to lend. Fortunately, for that particular item the library has a special grant from the Federal government specifically to expand access to broad band technology for the underserved, so that money will be used to help decide and pilot how to deliver services in the wireless world.

Mr. Walker then introduced Chris Brogan to provide information about the PCCLD GFOA Certificate of Achievement for Excellence in Financial Reporting. Ms. Brogan displayed the Certificate of Achievement for Excellence in Financial Reporting presented to the Pueblo City-County Library District, which will be included in the next CAFR (Comprehensive Annual Financial Report).

Ms. Brogan said the Government Finance Officers Association (GFOA) is a professional association of finance officers and has served the public finance profession since 1906. The GFOA has nearly 17,400 members and provides leadership to the government finance profession through research, education and recommended practices, and Ms. Brogan reviewed the professional and membership services provided by the GFOA.

Ms. Brogan then reviewed the requirements for the CAFR and the ultimate award. The first requirement is a clean audit. She described the differences between what is required by the state and the additional requirements for a CAFR. Ms. Brogan also reviewed the benefits of a CAFR, particularly when requesting project funding, and the statistical section serves as a snapshot of economic indicators as well as the historical fiscal position of the entity. Ms. Brogan explained there is a 78-page checklist involved in submitting the CAFR to meet all the requirements. In 2008 there were 3,683 winners in the United States and Canada, and the library is considered a special district which had only 199 winners. Colorado only had 109 winners in 2008, 10 of which were special

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districts. Current award recognition in Pueblo included the City of Pueblo, Pueblo County and the Pueblo West Metropolitan District, and current award recognition in Colorado for Colorado Libraries is Arapahoe Library District, High Plains Library District and Pikes Peak Library District. Mr. Walker pointed out that Ms. Brogan has worked at two of those districts in Colorado.

Dr. Mancha noted that this is impressive and said Ms. Brogan deserves a lot of recognition. Ms. Brogan credited the Finance Office staff who deserve to share in that recognition. Mr. Miltner noted that even those within earshot in Chicago were impressed.

B. Friends of the Library Report

Connie Converse thanked the Board for the wonderful award and assured them that she has never received a fine so it should not be too costly.

Ms. Converse reported that the Friends are planning the Annual Meeting for April 9, and the meeting will feature Barbara Samuels, a local author who was raised in Pueblo, and many of her books now revolve around food. Tickets for the Annual Meeting will go on sale in March.

Ms. Converse stated there has been an annual applicant for the MLS Scholarship, and this year there were three applicants, so the Friends of the Library awarded \$3,000 scholarships to all three applicants.

In 2010, Books Again made \$112,466.07, only slightly more than last year. Ms. Converse said Books Again was able to turn over \$17,916.27 profit to the Friends in the last quarter, and year-to-date gave \$68,559.77 in profit. The total profit since opening has been \$243,656.14.

Ms. Converse announced Books Again has Romance books on sale until February 14.

C. Attorney's Report None.

D. Financial Report

Mr. Stuart announced that the Board is asked to ratify the December 2010 bills and accept the December 2010 Fund Statements. Chris Brogan, Chief Financial Officer, was asked to provide a report.

Ms. Brogan said all reports are marked "preliminary" because, until the audit, these figures are subject to change. Most adjustments have already been made, for example money received too late requires them to go back to credit that to the correct year. Another example it appears there were three payrolls in December because most of the hours worked were in December, although paid in 2011. Ms. Brogan also explained that unpaid invoices of just under \$60,000 continue to come in, and those expenditures have not yet been allocated back to 2010 which will change the bottom line.

Ms. Brogan said the target percentage for the end of December is 100%. Ms. Brogan said remarkably, revenues are 101% collected which is particularly unusual, and she attributed the overage to the tax sale. An adjustment was made to the 2011 appropriation resolution to recognize this over collection. It was estimated in November that property tax would be about \$65,000 over collected, but it was actually at \$61,245 so we are not required to go back to amend the budget. Specific ownership tax was 89% collected, but this was offset by all other revenue items that exceeded the budget, so total revenues are only over by \$59,874. Ms. Brogan does not anticipate any other year end changes to revenues.

Total expenditures are at 94% spent. Personnel is on track at 96% spent. Materials are 95% spent, but there are still some unpaid book invoices due which Ms. Brogan expects

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to increase the percentage to 98%. Facilities are 94% spent with insurance slightly over budget due to the premium for a new vehicle. Operating is 88% spent, and Treasurers' fees were over budget because property tax revenues exceeded the budget. Information Technology is 86% spent. The preliminary statement reflects expenditures under spent by \$450,264, but she expects that to decrease to slightly less than \$400,000 after the unpaid invoices are allocated to 2010. Total savings for the year over budget is anticipated to be about \$550,000.

Ms. Brogan said the Capital Project fund had an Information Technology expense of \$7,520 for consulting services for the Voice Over Internet Protocol (VOIP), and she expects more as they move into the project.

Ms. Brogan said a check was received for the fourth quarter Chamberlain Fund distribution in the amount of \$1,051 which will be allocated back to Special Revenue as part of the year-end journal entry process.

Ms. Brogan then referred to the Check Summary Report noting on page 6 the \$17,819.35 payment to Baker & Taylor was actually for a number of books, not just one. On page 7, there is a payment of \$4,400 to Swanhorst & Co. for work done on an interim audit of 2010 financial statements, and Ms. Brogan said the auditors reduced their 2010 engagement by \$1,000. The final audit field work is scheduled for the week of March 21, and she will be scheduling a meeting of the Board audit committee. Ms. Brogan was impressed that the interim audit only took one day in the field which was a record. Ms. Brogan said on page 9 there was a payment of \$7,520 to Cyberlink Corporation for VOIP mentioned previously.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$107,908.37, Payables of \$402,778.90, and Payroll of \$281,308.21 for a total of \$791,995.48.

Mr. Stuart asked if the payment to Command Service Systems for janitorial services was a normal monthly expense, Ms. Brogan said it was and it was a savings from the previous vendor.

Mr. Stuart asked whether Chamberlain funds were designated, and said it is not a restricted fund and has been used in the past for matching grants and Pueblo West, or those may just accumulate. Ms. Brogan explained that it is held in a Special Revenue fund. Mr. Stuart asked who makes the decision on how that money is used, and Ms. Brogan said it is up to the Executive Director. Mr. Walker added there are court proceedings to have those funds rolled into the Southern Colorado Community Foundation; however, the funds for the Library District will remain the same. Mr. Walker said the Chamberlain Foundation funds several entities in Pueblo, and the proceeds are not a large amount distributed to the library quarterly. *(Ms. Alexander arrived during this discussion.)*

Mr. Miltner made a Motion, seconded by Dr. Frank, that the Library Board approve the December 2010 bills and accept the December 2010 Fund Statement as contained in the January 27, 2011 Board materials.

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

Ms. Brogan added that a Request for Proposal for Banking Services will be released on February 1.

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The next regular Work Session is tentatively scheduled for Tuesday, February 15 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The Library will be closed on Monday, February 21, 2011 for the Presidents' Day holiday which will be used for staff development.
- ☐ The next regular Board meeting is tentatively scheduled on Thursday, February 24 at 5:30 p.m. at the Pueblo West Library.

B. Action/Discussion Items

1. Election of Officers

Mr. Stuart announced that the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

Mr. Stuart then opened the floor for nominations for the office of Vice President. Dr. Frank nominated Sherri Baca for Vice President, seconded by Dr. Mancha. There being no further nominations and no objection to declaring the winner by acclamation, Ms. Baca was elected Vice President.

Mr. Stuart then opened the floor for nominations for the office of President. Mr. Miltner nominated Jim Stuart for President, seconded by Ms. Bregar. There being no further nominations and no objection to declaring the winner by acclamation, Mr. Stuart was elected President.

2. Selection of 2011 Board Meeting Dates, Times and Locations

Mr. Stuart announced that the Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting."

Mr. Stuart said this had been discussed at the Work Session and asked if there were any changes. Mr. Walker pointed out that the September 22 Board meeting has been scheduled at Craver Middle School, and the March Board meeting will be held on the third Thursday to move out of Spring Break.

Dr. Frank made a Motion, seconded by Ms. Bregar, that the Library Board establish the dates, times and locations for the 2011 regular Board meetings and work sessions as provided.

Ms. Alexander said she had missed the Work Session when the Board meeting dates had been discussed, and she had requested the Board consider whether regular work sessions are still of value. Ms. Alexander expressed concern that most of the public miss the work sessions where issues of concern to the public are discussed. Ms. Alexander said there was a time when the Work Sessions helped reduce the amount of time required to discuss details during Board meetings, but she questioned whether this continues to be necessary, and she asked if this possibility had been discussed. Mr. Stuart responded that it had not been discussed, but the next work session will include an opportunity for the Board to discuss that and other Board operations.

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

3. Affirmation of Ethics Statement

Mr. Stuart announced that the Board recently approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually.

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Mr. Stuart asked Board members present to read and sign the Affirmation of Ethics Statement for Public Library Trustees and return it to the Board Secretary. All Board members present signed and returned the Ethics Statement with the exception of Mr. Miltner who was participating by phone. Arrangements will be made with Mr. Miltner and Ms. Baca to provide signed copies.

4. Rawlings Copper Panel Replacement

Mr. Stuart said the library intends to replace copper panels on the Rawlings Library that were damaged in a hail storm. Funds are available for this project from an insurance settlement. The Library District posted an RFP regarding this project on December 7, 2010 and received proposals through January 14, 2011.

Mr. Walker asked Ms. Brogan and Al Perea, Facilities Superintendent, to speak on this. Ms. Brogan provided a presentation showing photographs of where hail damage had occurred, much of which was in window sills, over the courtyard and other horizontal surfaces.

Mr. Perea distributed an overview of the copper panel replacement. One of the questions raised at the Work Session was whether the material is a copper alloy, and it was learned that it is 99.9% architectural grade copper which does not turn green because of the climate.

Ms. Brogan said after reviewing both bids, the library would recommend using D&D Monarch Roofing and Sheet Metal from Commerce City. The other bidder was from PPP Roofing in Pueblo. Mr. Perea distributed photographs of the Belmar Library in Lakewood, Colorado which was designed as an open book using bright copper roofing. D&D Roofing had been at the table with the architects, and there have been no leaks in the 10 years since it was built. Ms. Brogan said they did not check references for PPP Roofing since it was the higher bid, but the references for D&D Roofing were great. One of the references checked said D&D was the best in the state of Colorado. D&D provided a bid of \$82,327, and the library budgeted \$98,000.

Ms. Bregar made a Motion, seconded by Dr. Frank, to approve awarding the Copper Panel Replacement bid to D&D Monarch Roofing and Sheet Metal. There being no further discussion, MOTION CARRIED 5-0.

5. Telephone System Upgrade

Mr. Stuart said the Library District's 2011 Annual Plan and Budget includes replacing PCCLD's telephone system. PCCLD issued an RFP for a new telephone system on November 4, 2010 and accepted proposals from qualified vendors through December 10, 2010.

Mr. Walker said Pete McManamon with CyberLink had attended the Work Session and discussed the four proposals. The low cost proposal was Imagine Technologies out of Denver. Mr. Walker reviewed and compared the other bidders which included GTRI, Shared Technologies and Carousel. In the end, Imagine Technologies scored with the best overall proposal and lowest cost. Once that was determined, a meeting was held with Imagine Technologies to discuss the options, and the library selected cordless headsets, unified messaging and Office Worker desktop software to add to the base proposal price. Mr. Walker said a 3% contingency was included.

Mr. Walker asked the Board to approve awarding the bid for VOIP to Imagine Technologies and to authorize the Executive Director to enter into a contract not to exceed \$83,043.27. Mr. Walker pointed out that this is under the budget amount,

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and he believes it will meet the needs of the Library District for years to come. The price includes the equipment, installation and staff training.

Mr. Stuart said the bad news it has taken three years to get VOIP, but the good news the cost is much less than it was three years ago.

Dr. Mancha made a Motion, seconded by Ms. Bregar to approve awarding the bid for VOIP to Imagine Technologies and to authorize the Executive Director to enter into a contract not to exceed \$83,043.27. There being no further discussion, MOTION CARRIED 5-0.

VII. PUBLIC COMMENT None.

VIII. ADJOURNMENT There being no further business, Mr. Miltner made a Motion to adjourn the meeting at 6:58 p.m.

Respectfully submitted,

Jane Carlsen
Secretary