

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**MINUTES FOR THE REGULAR MEETING**  
**June 23, 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 5:34 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Marlene Bregar; Philip Mancha; Roy Miltner,

Board Member Absent: Sherri Baca, Vice President; Frances Terrazas-Alexander

Attorney Present: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Director of Public Services; Midori Clark, Director of Community Relations; Cindy Shimizu, Pueblo West Manager; others not recorded.

**II. CORRECTIONS AND MODIFICATIONS TO AGENDA**

Mr. Walker said he would like to make one addition under Item VI.B.3. to discuss the Library District's Property, Casualty and Workers Compensation insurance renewals.

**III. APPROVAL OF MINUTES**

Mr. Stuart said the Minutes of the Special Work Session on Foundations held on May 16, 2011, Minutes of the Library Board Work Session held on May 17, 2011, and Minutes of the Regular Library Board meeting held on May 26, 2011 were provided to Board members prior to the meeting.

There being no corrections or modifications, Ms. Bregar made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Special Work Session on Foundations held on May 16, 2011. The Minutes were approved by unanimous consent.

There being no corrections or modifications, Dr. Mancha made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on May 17, 2011. The Minutes were approved by unanimous consent.

There being no corrections or modifications, Mr. Miltner made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on May 26, 2011. The Minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker said in addition to the written report provided, there would be two staff reports, and he started by introducing Midori Clark to report on summer programming.

Ms. Clark said in addition to talking about exciting developments in summer reading, she also wanted to talk about changes in the Community Relations Department. Ms. Clark said at the beginning of the year, Community Relations started three new initiatives in support of the Annual Plan. Under the goal to Increase Use of Materials, Community Relations is working on the objective to adopt a communication plan to insure effective publicity for PCCLD in order to attract positive attention, create interest and gain support,

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and connect with the media. Ms. Clark said Community Relations has now been added to the library's online Helpdesk system, and this has increased accountability and efficiency in prioritizing projects. Ms. Clark also said the other big news was hiring two new positions with Sara Wykoff as the Events and Program Coordinator and Nick Potter as the Marketing Coordinator for the district. The Helpdesk helps track the projects such as press releases and posters to publicize programs.

Ms. Clark said another goal is to Expand Services to the Underserved, and Community Relations has partnered with Pikes Peak Library District (PPLD) to advertise the summer reading program on Rocky Mountain PBS. PPLD has a TV studio in one of their libraries and offered to produce a commercial to air during the children's shows on PBS. Ms. Clark said this advertising could reach people who might not subscribe to the newspaper or only watch free stations with children watching Sesame Street or other PBS children's programs. Ms. Clark said the advertising spots ran during the first week of the program, and PCCLD paid only \$600 of the \$2,100 advertising cost. Ms. Clark ran the 15-second commercial and said they look forward to partnering with PPLD in the future.

Ms. Clark said they have also been meeting with the local cable company to see how the library can market the Black-Tie Ball north of Pueblo, which is something the library has not done before. Ms. Clark expects additional interest to see a nationally-known author. Ms. Clark said Carl Hiassen's website includes her contact information for his appearance in Pueblo, and she has already received two e-mails from gentlemen in Denver interested in attending.

Ms. Clark said the third objective on creating a communication plan has not yet started. Ms. Clark then offered to respond to any questions.

Mr. Stuart asked what the Helpdesk system is, and Ms. Clark explained that the system originated in IT to manage computer and phone requests and expanded to Facilities. Ms. Clark said the Helpdesk system allows staff to request a poster or flyer, and tracks the request until it is completed. There was additional discussion of details on how the system is used internally.

Mr. Stuart said he appreciated the comment about having a hard time reaching the underserved that may not read newspapers or watch TV, and he suggested putting the reading program inserts in grocery stores to reach people who must buy food.

Mr. Walker thanked Ms. Clark for the presentation and added that the summer reading program is running parallel with last year, and he is satisfied with where they are, although it is still early.

Mr. Walker then introduced Cindy Shimizu, Pueblo West Library Manager. Ms. Shimizu said summer is in full swing, and there were 150 children attending yesterday's program, and she said Pueblo West's numbers are also a little flat, but the library is reaching new children and teens. Ms. Shimizu was especially happy to see the teen numbers.

Ms. Shimizu distributed an information sheet about the Colorado Virtual Workforce Center @ the Library. Ms. Shimizu provided background on working with the Workforce Center to provide workshops for job seekers at the Pueblo West Library in the past, and a grant enabled Workforce to put this program together. The Pueblo West Library will be the first library in the state to have a Virtual Workforce Center as a test site. Ms. Shimizu explained that Workforce does not have the manpower to offer workshops for people in rural areas, and going to libraries is a way for Workforce to use technology to offer group sessions on topics such as how to write a resume. The library will be getting a number of nice technological features such as a laptop, webcam, headset, scanner, printer and fax that will be available for public use. Pueblo West customers frequently ask for fax

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services. This is in process now; Workforce has proposals out for purchasing the technology and hope to be ready to start in August, with an introduction to the public in early fall. Workforce will provide training for staff, and participants will have to use their library card, which is how Workforce will track its use.

Dr. Mancha asked what kinds of provisions have been made for the other branches that might also need these services, and he suggested that Barkman may need these services even more than Pueblo West. Ms. Shimizu said the Pueblo West Library will be a regional center to serve rural areas, but people from Barkman can also use this center or the Workforce Center in town. The reason they picked Pueblo West is because it is off the beaten path, and they want to see how a rural area might benefit from having a Virtual Workforce Center. Ms. Shimizu said the project is funded by a grant with the Colorado Rural Workforce Consortium and the Colorado State Library, and they will start at the Pueblo West Library before moving out to nine different areas around the state. Ms. Bregar asked if the intent is for people in Florence and Canon City to have access, and Ms. Shimizu said it is and added that Workforce will be marketing it in nearby counties.

Ms. Shimizu said Deborah Krauth, Business Librarian, recently finished preparing a grant proposal for a district-wide initiative for Smart Investing @ Your Library. The grant is a collaboration between FINRA (Financial Industrial Regulatory Authority, Inc.) and the American Library Association, and PCCLD requested \$50,000 to make retirement planning easier for employed adults with focus on the Hispanic population where there is a great need for financial literacy resources. Hispanics are half as likely to have retirement planning besides Social Security than are other groups. This is an opportunity for the library to reach this population. The grant will cover sessions offered by educators, attorneys and local professionals to cover how to plan for retirement using IRAs, 401(k)s, etc. There will be six sessions offered three times starting in fall of 2012, and the grant decision will be announced in December. Deborah Krauth partnered with the Latino Chamber, the County Extension, and Southern Colorado Community Foundation.

Mr. Stuart said he hopes this comes through to broaden the scope of what libraries are doing.

### **B. Attorney's Report** None

### **C. Financial Report**

Mr. Stuart said the Board is asked to ratify the May 2011 bills and accept the May 2011 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

Ms. Brogan pointed out on the Combined Balance Sheet, the cash position has increased by slightly over \$1 million over last month due to an influx of property tax.

In the General Fund, the target percentage for the end of May is 42%. Property tax is 58% collected which is 5% higher than collections at this time last year. Specific ownership is 35% collected which is also above last year's collections of 31%. The library is right on target with budget predictions for this point in the year. Fines, Photocopier Fees and Miscellaneous Sales continue to exceed expectations, while Contracts, Grants and Interest income are under collected. Total revenues at the end of May are 54% collected. Total expenditures are 39% spent, exactly the same as last year. Personnel is 38% spent and is the main expense in this section. Materials are 36% spent. Facilities are 44% spent for the entire category. The semi-annual debt service payment was made in May, bringing this section up to budget expectations. Building maintenance was a bit higher than target at 48% which included the elevator maintenance contract at Rawlings and

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replacement of an air conditioning condenser unit at Lamb. Operating is right on target at 42%. Information Technology is 48% spent.

Ms. Brogan said the Capital Project Fund received revenues of \$410 from the Colorado City Improvement Corporation. Expenditures include BTOP expenses which are beginning to come in. The final VOIP payment is expected to be made in July.

Ms. Brogan referred to the Check Summary Report and pointed out on page 6 two payments for BTOP for furniture and a down payment for two custom-built computer pod stations. Ms. Brogan said they were able to save by having these built locally. On page 7 she referred to a \$3,627 payment to Accessibility Dot Net, Inc. for the BTOP project. On page 8, Ms. Brogan said Farm Plan is the invoicing company for building maintenance supplies purchased from Big R; however, future expenses from Big R will be paid to John Deere Finance. Also on page 8, there is a payment of \$2,076 to Elmer's Sheet Metal for the air conditioning condenser unit for Lamb.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$260,591.22, Payables of \$269,187.95, and Payroll of \$187,800.58, for a total of \$717,579.75. Ms. Brogan said the total was a little higher than usual due to the debt service payment.

Mr. Miltner commented that his wife came home with a PlayAway, and he was astounded by it and asked how much those cost as compared with a book. Mr. Walker said PlayAways cost roughly the same as a book, and he explained that PlayAways are portable MP3 players preloaded with a book. Mr. Walker said the technology has become so inexpensive, the cost of the book and the PlayAway are about the same. Mr. Walker said the library has had these for several years, and they are growing in popularity. Ms. Brogan added that the PlayAways also come with earbuds, but some cars now include a data port which allows you to listen to a PlayAway using the car speakers.

Ms. Bregar made a Motion, seconded by Mr. Miltner, that the Board approve the May 2011 bills and accept the May 2011 Fund Statement as contained in the June 23, 2011 Board materials. There being no further discussion MOTION CARRIED 4-0 (*Mr. Stuart's vote included in all voting during this meeting to reach a quorum*).

### V. OLD BUSINESS None

### VII. NEW BUSINESS

#### A. Announcements

- ☐ All libraries will be closed on Monday, July 4 for Independence Day.
- ☐ The next regular Work Session is scheduled for Tuesday, July 19, 2011 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, July 28, 2011 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m. Mr. Stuart encouraged Board members to arrive early for this quarterly opportunity to thank employees for their work.
- ☐ The library's Summer Reading Club activities – *One World, Many Stories* for children, *You are Here* for teens, and *Babies Going Places* for infants – will take place from June 1 through August 13. Mr. Stuart said he had received a number of compliments on his shirt.

#### B. Action/Discussion Items

##### 1. Policy for Public Computers and Other Equipment Use

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Mr. Stuart said the Trustees discussed during the work session modifications to the library policy entitled, "Public Computers and Other Equipment Use" in order to facilitate allowance for equipment and materials to be offered in PCCLD's upcoming Public Center for Emerging Technology.

Mr. Walker said this was discussed at the work session, and he reminded Board members if there is a motion to approve, the Board had expressed a desire to include a review date roughly two years from now. Board members discussed how long the project is planned, and possible dates were discussed before deciding on December 31, 2012 to review the policy.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board approve the recommended change to the policy with a review date of December 31, 2012. There being no further discussion, MOTION CARRIED 4-0.

### **2. Policy for Circulation of Materials**

Mr. Stuart said the Trustees discussed during the work session modifications to the library policy entitled, "Circulation of Materials" in order to facilitate allowance for equipment and materials to be offered in PCCLD's upcoming Public Center for Emerging Technology.

Mr. Walker said the board may want to apply a review date to this policy as well and pointed out the revision made to have the last sentence read, "Some specialized materials, at the discretion of the Executive Director or his/her designee, may be restricted from use by persons whose age is 17 and younger." Mr. Walker said this policy allows the flexibility in developing procedures for circulating laptops and other technology devices. Mr. Walker said the library will probably not circulate this equipment to minors. Mr. Walker acknowledged that this goes against a principle of librarianship to allow free and open access, and the decision on the use of materials is usually left to the individual or parents of children. Mr. Walker said due to the cost of the equipment, initially these will only circulate to those who are age 18 and older, although he may come back to reconsider that. Mr. Walker said the library wants to provide free and open access which is a guiding principal which is typically left to the discretion of a minor's parent.

Mr. Miltner asked how old a child has to be to get a library card, and Mr. Walker said a minor can get a library card at any age, but the parent is asked to sign an agreement accepting responsibility for the materials checked out by the child.

Dr. Mancha questioned whether "may be restricted" allows enough flexibility, and Mr. Walker responded that it does. There was further discussion of the importance of the library and board's role to insure free and open access, and even the legislation that enabled libraries to exist in Colorado refers to this principle. Mr. Walker said this might be part of the review, but the flexibility is needed at this time and in this circumstance. Mr. Stuart assumed the Board would set the same review date as the Public Computers and Other Equipment Use policy.

Mr. Miltner made a Motion, seconded by Ms. Bregar, that the Board approve the recommended change to the policy with a review date of December 31, 2012. There being no further discussion, MOTION CARRIED 4-0.

### **3. Property and Casualty Insurance Renewal**

Mr. Walker explained the Board needs to deal with this tonight because the current insurance expires on June 30. Ms. Brogan has been working with the broker, and the broker's responses to bids came in after the work session. Ms. Brogan has been

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asked to prepare some information and recommendations for the Board, and the Board will be asked to approve a resolution as well as an IGA (Intergovernmental Agreement). Mr. Walker said the attorney was asked to look over the language in the IGA. Mr. Walker said because the cost is over \$25,000, it requires Board approval, and this will be approximately \$60,000.

Ms. Brogan distributed several documents for the Board's review and apologized for not having this available in time for the work session. The insurance broker goes out to bid to get the best deal available, and three proposals were received: Hanover is the current provider, Colorado Special Districts Property and Liability Pool which will be referred to as "Special Districts," and Fireman's Fund. Ms. Brogan said Fireman's Fund priced itself out of the market and excluded a lot of coverage needed; Hanover was very close; but Special Districts included coverage for Public Officials Liability and Workers Compensation that had been purchased separately, and Special Districts outbid the cost for each of those. Ms. Brogan said Special Districts is a membership organization that provides a lot of other things besides insurance for special districts throughout the state. The library is considered a special district which allows the library to take advantage of what they have to offer in addition to the insurance. Ms. Brogan provided information regarding Special Districts which is a self-funded membership organization, and the library will have to join the organization to take part in this insurance at a cost of \$1,650 each year. Ms. Brogan said although that bumps up the cost, it is a membership cost rather than insurance, and there is more value than just insurance with benefits such as HR offerings, trainings, webinars, etc.

Dr. Mancha questioned why the membership fee was not included in the cost and pointed out the membership fee will be more next year, and there was discussion on how the library puts contracts out on a regular basis.

Ms. Brogan called the Board's attention to the deductible information, computers and fine arts have a higher deductible because of fine arts, but the figure for public officials liability deductible was half the standard \$20,000. Ms. Brogan explained the library would like to have insurance covering the fiscal year to make it easier for budgeting and accounting, and Special Districts provided rates from June 30-December 31 and guaranteed the same rates for 2012 to get the insurance to coincide with the calendar year. Ms. Brogan added that Hanover had been difficult to deal with, slow to respond to claims, with inaccurate billing and poor customer service.

Ms. Brogan referred to the next page with the recommendation, and reviewed some of the issues included. Special Districts is \$224 less than Hanover for the same scope of coverage, which comes to about \$601 more with the membership fee, and if the library stays with them for the next full year it would go up another \$825. Special Districts is a self-funded pool with approximately 1,000 members insured. Special Districts rolls Property & Liability, Public Officials Liability and Workers Compensation coverage into one. Adams County has used Special Districts for a number of years and provided very positive recommendations for customer service and premium costs. HUB International, the library's insurance broker also recommends using Special Districts.

Ms. Brogan referred to the additional benefits of membership included in the brochure provided. Mr. Walker said he had considered joining Special Districts recently when they were lobbying for change in the Urban Renewal law due to the negative impact on special districts.

Mr. Miltner asked if special districts serves water and fire districts. Mr. Walker was not sure which districts qualify as a special district. Mr. Miltner asked if the library would have insurance for major calamities. Ms. Brogan said Special Districts includes

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coverage for earthquake and flood which is not typical, and in many cases coverage was a little bit better. Special Districts also specifically covers boiler and machinery which is important.

Ms. Brogan explained that Special Districts requires a resolution and the IGA which had been provided. The resolution says the Board agrees to the IGA. Ms. Brogan said Mr. Nick Gradisar reviewed the IGA prior to the meeting and had no concerns. Mr. Doug Gradisar said his only concern would be the scope of coverage which seems to have been well researched. Ms. Brogan and the insurance broker have both looked at this to make sure everything was included.

Ms. Bregar made a Motion, seconded by Mr. Miltner, to accept the quote for property and liability, workers compensation and Public Officials insurance coverage from the Special District Association of Colorado for the annual premium cost of \$60,951; and approve the SDA resolution for membership in the Colorado Special District's Property and Liability Pool; and approve the Intergovernmental Agreement referenced in the resolution. There being no further discussion, the MOTION CARRIED 3-1, with Dr. Mancha opposed.

Dr. Mancha explained that although it is probably a great deal, there is a big commitment being made, and he had not had an opportunity to read the details of this \$60,000 annual commitment. Dr. Mancha said a Board member has to be willing to stand behind it, and without having read any of this, he could not support it. Mr. Stuart pointed out the reason this had to be rushed through was to avoid having a gap in coverage, and the delay was no one's fault. Dr. Mancha understood but said there has to be preparation and thought which is why the Board has the work session, and this is a big commitment where the Board did not have that opportunity.

### **VII. PUBLIC COMMENT** None

**VIII. ADJOURNMENT** There being no further business, Mr. Miltner made a Motion to adjourn the meeting at 6:41 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary