

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

March 17, 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 Lamb Library at 5:31 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Frances Terrazas-Alexander (*arrived by 5:51*); Marlene Bregar; Katherine Frank; Philip Mancha; Roy Miltner

Board Members Absent: Sherri Baca, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Director of Community Relations; Diann Logie, Lamb Library Manager; Bill Seidel, Information Technology; others not recorded

Others Present: Annette Warfield, 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 February 15, 2011 and Minutes of the Regular Library Board meeting held on February 24, 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 February 15, 2011. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on February 24, 2011. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Diann Logie, Manager of the Lamb Library. Ms. Logie started by wishing Board members a happy St. Patrick's Day before providing a presentation entitled "Signs of Change at the Lamb Library." Ms. Logie used the presentation to feature the new signage provided by the Friends of the Library to help welcome and direct library customers to restrooms, Wi-Fi area, and new books. Ms. Logie complimented Joe Juliano from Facilities for his oak and cherry signage which blended well with the rest of the library, and she credited the improved signage in helping books fly off the shelves. The decision was made to hang the signage in a way it could be adjusted if the collection needs to be shifted in the future.

Ms. Logie then discussed the many Dr. Seuss events held recently starting with a "Seussabration" led by librarian Alicia Griebel. Ms. Logie also dressed in a Cat in the Hat costume to visit Somerlid and Minnequa Elementary schools, and she relayed a story of a youngster calling her "Ms. Cat in the Hat" and asking where "Mr. Cat in the Hat" was.

Ms. Logie's presentation included photos of new Clerk I staff: Jaclyn Baros who had been a volunteer at Rawlings and Ms. Logie had mentored on a weeding class

MINUTES

March 17, 2011 — 2 of 6

assignment, and who had since finished her Bachelor degree. Crystal Talley is in the Library Technician program at PCC and plans to complete her Bachelor degree as well.

Ms. Logie concluded with a comparison of Lamb's 2009 and 2010 statistics which show the gate count had increased 10% and circulation increased 19%. Ms. Logie discussed plans to visit more schools and set up booths to continue to grow those numbers in the future.

Mr. Walker said Lamb business is growing at a healthy rate.

Mr. Walker added that the library's Read OUT LOUD program is the newest of a number of signature programs offered courtesy of the Friends of the Library. Each year, through an endowment from the Friends, the Read OUT LOUD program brings in a young person's book author. Michael Cox, Youth Services Manager, is overseeing that program, and this year there were 2,700 participants during a few days in February. Mr. Walker said Mr. Cox will provide more details about the program at the next Board meeting.

Mr. Walker said last year the library partnered with Pueblo County to add solar panels at the Rawlings Library, and the library was fortunate to be able to participate in that program. The solar panels were provided at no cost to the library, and Mr. Walker provided a demonstration showing the displays available to the public on the 3rd floor where library customers can see the solar panels on the roof of the older part of the library building. There are additional panels on the upper roof. The monitor shows rotating information showing the rate of power being generated at various times of the day, the number of common appliances that could be operated with that power, and historic data on the amount of power generated, although there is not much history yet since it only went online a few days ago. Mr. Walker said Facilities will be building some furniture to go along with the display, and it will eventually include some brochures to help explain energy conservation and other "green" thoughts and ideas. Mr. Walker said he wanted the Board to know that it is now up and running.

Mr. Miltner asked if the solar panels will produce enough energy for the library, and Mr. Walker said he does not expect the panels to completely power the library, although it might be able to on a day when energy use is low. Mr. Walker said on a typical day, the library uses more power than the solar panels can produce, but the panels will supplement and reduce the power consumed from the grid and will lower energy costs. Mr. Miltner expects over the year the library will be better able to determine the savings. Mr. Walker said the library is purchasing power from Main Street Power at the rate of 2¢ per kilowatt hour, which is less than the rate available from Black Hills and is expected to continue increasing. Mr. Walker said the library is locked into this rate with Main Street Power for 20 years, so it is a good deal, and there is an educational component to it as well. Mr. Walker said the Rawlings Library is an expensive building to operate.

B. Friends of the Library Report

Annette Warfield said the Friends met on March 15 and heard from Deborah Krauth, the new Business Librarian at Pueblo West. The Friends' Board also officially accepted the resignation from Connie Converse with regrets and reviewed an application from Kathy Knox, and she was unanimously accepted. The Friends are excited to have Kathy Knox who claims to have the "library in her blood."

The Friends are preparing for the Annual Meeting on April 9, and Ms. Warfield invited everyone to attend. Tickets for the event are available at Books Again. (*Ms. Alexander had arrived by this point.*) The Board approved the officers to be presented at the meeting: President—Annette Warfield, Vice President—Michael Voute, Secretary—Brenda Fickey, Treasurer—Mary Simmons.

MINUTES

March 17, 2011 — 3 of 6

Ms. Warfield said we have one of the largest Friends of the Library groups in the state.

Ms. Warfield said the Friends' Board is beginning a new award called, "Friend of the Year" and selected Connie Converse as the first recipient, which will be presented at the Annual Meeting.

The Board heard from Midori Clark about recent library events and was introduced to new staff.

The Friends also heard about the plan to develop a foundation presented by Mr. Walker and Mr. Stuart which was very favorably received. Several members would like to attend future Work Sessions on plans for the foundation, and the Friends are interested in being a part of that.

Mr. Miltner said he had received an email from Connie Converse in which she indicated she had her library card and had made plans to help with the annual book sale there, so she has jumped right back into the library at her new home.

C. Attorney's Report None.

D. Financial Report

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

Ms. Brogan said the Board Audit Committee will meet on Monday, March 21 when the audit begins. On the Combined Balance Sheet, Assets & Liabilities were about \$300,000 lower than last month because expenses exceeded revenues by that amount. Income was just over \$316,000, while expenditures were \$607,000. That will be offset when property taxes start to come in next month.

In the General Fund, the target percentage for the end of February is 17%. Revenues, Fines & Fees were on target, with Photocopier Fees and Miscellaneous Sales just slightly behind. Total revenue is only 4% but will increase dramatically in March.

Expenditures were slightly under target at 14%. In Personnel, expenditures are at 13%, and Employee Insurance shows 23% spent because it is paid a month ahead. Employee Relations include expenses for the all-staff training day and recruiting expenses. Materials are 19% spent with nothing significant to report. The Facilities budget is 10% spent. The solar panels have been installed, and they will begin tracking the impact on utility expenses. Operating is at 9% with nothing significant to report. Information Technology is 30% spent due to the annual maintenance payment for SIRSI shown on page 7 of the check summary.

In the Capital Project Fund, the library received the final check from Vectra for \$2,500 completing the total pledge of \$10,000 for Pueblo West. There is also a payment of \$9,000 to Arbitrage Compliance Specialists which is explained more fully in the Director's written report.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$117,666.07, Payables of \$289,266.06, and Payroll of \$207,706.60, for a total of \$614,638.73.

Mr. Stuart asked how the library covers the negative cash flow at the beginning of the year, and Ms. Brogan responded that expenses are paid from the fund balance. Mr. Stuart said that should be returned when the money becomes available.

Mr. Stuart asked if the payment to SIRSI can be made in another way or at a time when the cash flow is better. Ms. Brogan said it can be broken into monthly payments, but there is an expense to doing that. Ms. Brogan said if interest rates were better she

MINUTES

March 17, 2011 — 4 of 6

would take a closer look at whether that cost offsets the interest earnings, but at this time it does not.

Dr. Frank made a Motion, seconded by Dr. Mancha, that the Board approve the February 2011 bills and accept the February 2011 Fund Statement as contained in the March 17, 2011 Board materials. There being no further discussion, MOTION CARRIED 5-0.

V. OLD BUSINESS None

VI. NEW BUSINESS

A. Announcements

- ☐ The Friends of the Library will hold their Annual Meeting on Saturday, April 9. The meeting will feature Barbara Samuel, a local author who resided in Pueblo, and many of her books now revolve around food. Tickets for the event are available at Books Again. Mr. Stuart encouraged library Board members to attend, noting that several of the recipes in the dinner were inspired by Barbara Samuel's books, and she will talk about the recipes between the courses. A selection of her books is available at Books Again, and one of her books talks about her return to Pueblo.
- ☐ The next regular Work Session is scheduled for Tuesday, April 19 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The library will be closed for Easter on Sunday, April 24.
- ☐ The next regular Board meeting is scheduled on Thursday, April 28 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m.

B. Action/Discussion Items

1. Results of Poll for Alternate Date/Time for Board Work Sessions

Mr. Stuart said the Board requested a poll of alternate dates or times to consider for Board Work Sessions. The results of that poll were presented at the March 8 Board Work Session but were tabled without all Board members present.

Mr. Stuart referred to the poll provided, and asked for any additional recommendations. Dr. Frank said she could not meet on the Monday when the other six Board members were available. Ms. Alexander asked if a 7:30 a.m. meeting might be possible, and Dr. Frank and Ms. Bregar both indicated that would be a difficult time to meet. Mr. Walker asked about the possibility of a noon meeting, and it was felt that for Board members who work the travel time would leave little time for the meeting even if it included lunch. Friday had not been explored at all.

Dr. Mancha suggested that another poll be taken with some of the alternate times suggested to see how these alternate times work among all Board members. Mr. Stuart said with the current results of the poll, it would not make sense to change the current Work Session time, but he asked the Board secretary to try an additional poll.

2. 622 S. Union Lease Renewal

Mr. Stuart said the library district has leased property at 622 S. Union since November 2011. The space originally was used during the construction of the Rawlings Library as temporary quarters for certain library operations such as Finance and Facilities. Beginning in 2005, the library district sublet a large portion of the property to the Friends of the Library at cost. An option for a five-year lease renewal has been negotiated and is due by April 1, 2011. The Board discussed the terms of the renewal at the Board Work Session on March 8, 2011.

MINUTES

March 17, 2011 — 5 of 6

Mr. Stuart said this is where Books Again is located. Mr. Walker reviewed the discussion last week that the renewal includes a slight decrease in the original terms from a 3% annual escalator to 2% due to the economy, and the rate per square foot is slightly below market. Mr. Walker said the property has been a money maker for the library because the Friends generate over \$100,000 in annual revenue through the book store, and the Friends sublease the property and are paying their share of the lease back to the library as rent. The remainder comes back to the library in the form of grants. Mr. Walker said the location is good because it is convenient when transferring books withdrawn from the library's collection, and he endorses the renewal.

Ms. Alexander asked why the library leases the property and not the Friends, and it was explained that there is a reduction in rent due to the tax benefit of leasing to the library. The library does not pay property tax, and the owner has passed that savings on to the library which is passed on to the Friends, with the library being the lease holder.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board approve the 622 S. Union lease renewal to begin on April 1, 2011. There being no further discussion, MOTION CARRIED 5-0.

3. Pueblo Library Foundation

Mr. Stuart said the Trustees have heard a proposal from the Southern Colorado Community Foundation concerning the establishment of a Pueblo Library Foundation. The Board discussed the details of setting up a foundation at the Work Session, and considered the possibility of setting up a special meeting to discuss the options further. Mr. Walker agreed to contact a facilitator and report back on the results of the contact.

Mr. Walker said Ms. Warfield talked about the presentation made to the Friends' Board, and the Friends are really enthusiastic and supportive, which is important. Mr. Walker said in many communities there are three tiers of support for a public library: public support, the Friends of the Library, and a foundation. Mr. Walker said the Friends also indicated an interest in putting dollars into the foundation and sitting in on work sessions with discussions about the foundation.

Mr. Walker said the Board had recommended contacting Heidi Glance from Holland & Hart to help facilitate the process. Mr. Walker said it was clear from his conversation that Ms. Glance is knowledgeable, works with a number of entities in Colorado, and he believes her expertise will be helpful. Mr. Walker said Ms. Glance has tentatively set aside the dates April 21, 22 and 28 for possible meeting dates, although alternate dates could be arranged instead.

Mr. Walker said the Friends also expressed enthusiasm, although did not vote, for providing financial support for some of the start-up costs of a foundation, such as legal fees, which would be a great benefit for the library district.

Mr. Stuart said he would like to set a time when everyone on the Board can attend. It was noted that the April 28 date is the regular Board meeting, and perhaps this could take place after the regular meeting. Mr. Miltner pointed out that April 21 is Holy Thursday, and April 22 is Good Friday. Mr. Walker pointed out that Ms. Glance indicated that her standard hourly rate would be charged, although she would not charge for her travel time. Mr. Walker was concerned that she might not be able to extend that courtesy if she is required to spend the night.

Dr. Mancha said we are in the process of taking a survey on new Work Session times, and suggested we include this survey as well. There was additional

MINUTES

March 17, 2011 — 6 of 6

discussion in which Board members provided possibilities for dates in May, and Ms. Bregar suggested the foundation work session be combined with the regular Work Session with a boxed meal provided at the break.

Mr. Walker expects the time needed with Ms. Glance will be about two hours.

Mr. Gradisar said he sent a letter to Don Banner addressing some of the Board's questions, but he has not yet received a response although he expects one before that meeting.

Mr. Walker will contact Ms. Glance and have the Board Secretary poll Board members to find a suitable date.

VII. PUBLIC COMMENT. None.

VIII. ADJOURNMENT. There being no further business, Dr. Frank made a Motion to adjourn the meeting at 6:30 p.m.

Respectfully submitted,

Jane Carlsen
Secretary