

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MINUTES FOR THE REGULAR MEETING
May 26, 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 Barkman Library at 5:30 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Marlene Bregar (5:40 p.m.); Philip Mancha; Roy Miltner, Katherine Frank

Board Member Absent: Frances Terrazas-Alexander

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Jane Palmer, Director of Public Services; Midori Clark, Director of Community Relations; Teresa Valenti, Director of Technical Services & Collection Development; Ruth Mondragon, Accountant; Sara Rose, Director of Human Resources; Amy Nelson, Literacy Librarian; Steve Antonuccio, Barkman Manager.

Others Present: Brenda Fickey, Secretary for the Friends of the Library; Tori Cordova, HUB International; Rickey Inks, Papa John's.

II. CORRECTIONS AND MODIFICATIONS TO AGENDA None

III. SPECIAL PRESENTATION AND ACKNOWLEDGEMENT

Dr. Katherine Frank is leaving the Board of Trustees to take a position in Richmond, Indiana. Jim Stuart presented Dr. Frank with a bouquet of flowers and her portrait from the Rawlings Library lobby. He said that he appreciates all the time she has spent on the Board of Trustees. Dr. Mancha wanted to personally thank Dr. Frank for all of the hard work she has done for the library and wished her well with her new position. Dr. Frank thanked everyone for the opportunity to be a part of the Board of Trustees.

Papa John's and Pueblo City-County Library District teamed together to raise funds for the 2011 Summer Reading Program. The program consisted of two days; Tuesday, May 3 and Tuesday, May 24, and 10% of net sales for those two days were donated to the library for the Summer Reading Program. Jim Stuart was presented with a check by Ricky Inks from Papa Johns, for the two days in the amount of \$530.00. This program will continue through the summer, and the library will receive 10% of net sales for the first Tuesday of the month.

IV. APPROVAL OF THE MINUTES

Minutes of the Library Board Work Session held on April 19, 2011 and Minutes of the Regular Library Board Meeting on April 28, 2011 were provided to Board members prior to the meeting. Mr. Stuart opened the floor for motions.

Dr. Mancha made a Motion, seconded by Ms Baca, to approve the Minutes of the Library Board Work Session held on April 19, 2011. The Minutes were approved by unanimous consent.

Ms. Baca made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board Meeting held on April 28, 2011. The Minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Stuart congratulated Mr. Walker on his appointment to the OCLC Global Council.

Mr. Walker mentioned that part of the Library's Strategic Plan is to have a presence on the Eastside of Pueblo. Mr. Walker has met with Councilman Larry Atencio and two members of City Planning to discuss a library on the Eastside. Mr. Atencio stated that the Eastside Neighborhood Association is supportive of this. Mr. Walker stated that there is a Catholic Church, St. Leander's, located on the Eastside, and next to it is a school which has been closed for several years. Mr. Walker said there is a possibility of the library getting into a long-term lease for the school property. Mr. Walker stated that as a Library Capital Improvement district we could create this library within the borders of our district. It also allows the community to tax themselves to support a library in that area, and Mr. Atencio feels there may be support in that area. Mr. Walker met with Mr. Wade Broadhead and a colleague who suggested that because this is a historic building there are grants to develop a visioning process, and there is also an architect willing to donate services to help envision what could be accomplished. Mr. Walker said this is an important opportunity; the community is willing to support the project with taxes so this could happen with the community's support. Mr. Walker stated that they are pushing for this plan to develop and will come back to the Board with the process. Mr. Stuart stated that the funds could also be used on an ongoing basis to operate the library, which takes a substantial amount. Mr. Miltner mentioned that he thought the Barkman Library served the Eastside, and there was discussion on the area included. Mr. Walker said that Barkman Library's square footage is maxed out, and we need to decide how to relieve the pressure. Ms. Bregar asked if there is data available on what percentage of the Barkman Library traffic is from that area. Mr. Walker said he did not, but he should be able to develop those statistics. Dr. Mancha mentioned that this is a historic building and because of that it might be difficult as far as remodeling. Mr. Walker said an architect and contractor had been onsite looking through the building for the past year and had not seen a problem. Mr. Stuart stated that if this does not work possibly there would be other sites to consider.

Mr. Walker introduced Steve Antonuccio, Barkman Library Manager. Mr. Antonuccio began his presentation by asking the board to notice how busy this branch is, and there are a lot of good things happening. Mr. Antonuccio gave an update on some of the new projects, such as:

1. The new and updated phone system installed throughout the district
2. The purchase of four new chairs to be used with the laptop tables. There also have been additional outlets installed throughout the library to assist with laptop use.
3. The main thing is the purchase of laptops and iPads. With the funds from the BTOP grant, Barkman will receive 12 laptops and 4 iPads which will be available for check out.
4. There has been a security system installed throughout the library which includes cameras. This will give added security for the new equipment that they are receiving.
5. There will be an ADA Workstation installed where the 15-minute computers are currently.
6. There will be six pod style computer stations installed, similar to the stations on the 2nd floor at Rawlings,
7. There will be a video editing computer at Barkman.

Mr. Antonuccio said this will be a very busy summer along with the Summer Reading Program. The biggest project is the weeding project which has been completed for the

MINUTES

May 26, 2011 — 3 of 6

Barkman Library. Last year statistics for April 2010 showed that the Barkman Library had 64,000 items. This year statistics for April 2011 shows the Barkman Library has 46,000 items; this is a significant reduction in the collection size and with this reduction the shelves have more room for new items. The weeding process took items that have not checked out for two years. Many of the items were not physically on the shelf and had not been eliminated from the collection properly. The Off-the-Shelf statistics for April 2010 was 10% and currently for April 2011 it is 13.9%. Mr. Antonuccio said that circulations are up 8.3% over last year, and he feels it is mainly because of the weeding project and the new materials. Mr. Walker mentioned that the 8.3% increase in circulation is the largest of all of the libraries in the district. Mr. Antonuccio said that regular patron applications have increased by 10% over the last year. Mr. Stuart asked if the LCD that was stolen will be replaced. Mr. Antonuccio said it will, but they wanted to get the security system installed first. Mr. Antonuccio said that the gate count is up .5% over last year. Dr. Mancha initiated a discussion regarding the goal for Off-the-Shelf statistics, and Mr. Antonuccio said the goal is 30% with additional discussion of what is included, State Library Guidance, and strategies for increasing the statistics.

Amy Nelson, the Adult Literacy Librarian, gave a presentation on the Adult Literacy Program. Ms. Nelson said the program just began in January of 2011, and there is not yet much data available. She began with a quote from Victor Hugo, "To learn to read is to light fire; every syllable that is spelled out is a spark." Ms. Nelson mentioned that the literacy program is part of the strategic plan with the goal to expand services to the underserved. The objective is to launch an Adult Literacy Program in partnership with Project Literacy and AmeriCorps in order to help teach illiterate adults in the community to read. One of the library's volunteers, Christina Sanchez, was nominated for the Colorado AmeriCorps State/National Member of the Year Award. Ms. Nelson stated that 1 in 4 adults struggle with basic literacy tests, such as filling out a job application, registering for a driver's license, etc. Ms. Nelson's presentation included a mirror image of words to demonstrate the difficulty individuals feel when they cannot read and must answer questions based on what they have read.

Ms. Nelson reviewed statistics showing Pueblo at the national average for illiteracy and said the Library District has taken on the challenge. She said they began last April searching for the right program. The program by Dr. Robert Nash was implemented; 19 students enrolled, and 18 students completed the program. Ms. Nelson stated they had partnered with Pueblo Community College to use AmeriCorps volunteers to continue with the program. January through March of 2011 she taught two 6-week classes to seven students. Only 50% of the students completed the class. Ms. Nelson responded to questions concerning the effectiveness of multi-level instruction and how to incorporate all reading components. There was one student reading at a 12th grade level and one student at a 2nd grade level. There were also barriers such as scheduling and classroom setting. Some students do not feel comfortable in a classroom setting possibly because of previous classroom situations. She looked into other literacy programs and found the Pikes Peak Library District has tutors that do one-on-one teaching, so that is what the library is doing now. She advertised for tutors and had a fantastic response so she currently has 13 students and 8 tutors. There is 15 hours of tutoring and they also tie it into the library's databases. Ms. Nelson said that it takes 100-120 hours of direct instruction to advance one grade level. Ms. Nelson would like to work more closely with other community organizations, and she also does not want to limit it to one branch of the Library District. Ms. Nelson would like to expand throughout the community and apply for grants to build a Literacy Resource Center. She also would like to continue the library's partnership with Pueblo Community College to have AmeriCorps volunteers continue to assist with this program. Ms. Bregar asked the age range of the students, and Ms. Nelson responded they

MINUTES

May 26, 2011 — 4 of 6

range from 18 to 64 with various and diverse backgrounds. Dr. Mancha asked about the difference between non-ESL and the ESL classes. Ms. Nelson said that they prefer students begin with the ESL classes until they are proficient enough to move to the literacy class. Dr. Mancha asked if the treatment is different depending on their needs or background. Ms. Nelson said it is at the tutor's discretion to get know each student and identify their goals and needs.

B. Friends of the Library Report

Brenda Fickey, Secretary for the Friends of the Library, reported on the meeting held May 17, 2011. She told the board that it was an honor to be part of a library that is so community conscious. At the meeting they welcomed Kathy Knox as a new board member, heard a presentation from Michael Cox on the Read Out Loud program and statistics from that program. Ms. Fickey said the Friends membership is at 966 for the fiscal year. The Books Again sale in May brought in \$600 more than last year, and they brought in about \$2,500 at the Friends Day Sale. The Friends had 628 volunteer hours. Sara Wykoff reported on the statistics for the Poetry Contest. The Friends are helping with the Most Improved Reader Awards. The Friends presented the first Friend of the Year Award which was given to Connie Converse.

C. Attorney's Report None

D. Financial Report

The Board received a synopsis of the Financial Report by Chris Brogan, Chief Financial Officer, and Ms. Brogan was available to answer questions at the recent Trustee Work Session. Ms. Brogan was not available tonight due to a previous engagement; however, Ruth Mondragon, Accountant, was present and available to answer questions. There were no questions; therefore, Mr. Stuart opened the floor to motions.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board approve the April 2011 bills and accept the April 2011 Fund Statement as contained in the May 26, 2011 Board materials. There being no further discussion MOTION CARRIED 5-0.

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Monday, May 30 for the Memorial Day Holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, June 14, 2011 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, June 23, 2011 at 5:30 p.m. at the Pueblo West Library.
- ☐ 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.

B. Action/Discussion Items

1. Employee Health Benefits

Mr. Stuart said the current PCCLD Health Benefit package approved by the Board will end June 30, 2011. A benefit package commencing July 1, 2011, was presented at the May 17, 2011, Board Work Session. The cost of this program for one year is \$371,268. This expenditure will require Trustee approval because it exceeds \$25,000.

MINUTES

May 26, 2011 — 5 of 6

Dr. Frank made a Motion, seconded by Ms. Bregar, that the Board approve the Employee Health Benefits package. There being no further discussion, MOTION CARRIED 5-0

2. Pueblo Library Foundation

Mr. Stuart noted that PCCLD has established a 2011 objective to establish the Pueblo Library Foundation. The Trustees have studied and discussed this matter on several occasions, including a special Work Session devoted to this topic on May 16, facilitated by attorney Heidi Glance. The Trustees have indicated interest in establishing an organizing committee to develop a draft version of Pueblo Library Foundation structure, bylaws, and articles of incorporation for the Trustees to review. The membership of this committee is to consist of the PCCLD Executive Director, a Library Trustee, the Library Attorney, the Library Chief Financial Officer, and a representative from the Board of the Friends of the Library.

The membership committee will consist of Jon Walker, Executive Director, Jim Stuart, president of the Board of Trustees, Nick Gradisar, Library Attorney, Chris Brogan, Chief Financial Officer and Doris Kester, member of the Friends of the Library Board. Jon will begin organizing and scheduling meetings for the committee.

Dr. Frank made a Motion, seconded by Ms. Bregar, that the Board take action to create the Pueblo Library Foundation organizing committee for the purpose of developing a draft version of the proposed Pueblo Library Foundation structure, Bylaws and Articles of Incorporation for the Trustees' review. There being no further discussion, MOTION CARRIED 5-0.

3. Procurement of Laptops for the New Information Technology Center

Mr. Stuart noted PCCLD adopted a 2011 objective to establish a New Information Technology Center at both the Barkman and Rawlings Libraries, using proceeds from a federal stimulus grant intended to expand access to broadband technologies. One aspect of this program, which is required by the grant, is to make available laptop computers to community members. Trustees discussed a proposal to procure 44 Acer Aspire Timeline 5820T-682544 laptops with accident protection from Insight Public Sector at a cost of \$32,500.16 based on a recent bid process. The proposed procurement was discussed by Trustees at a recent Work Session. This expenditure will require Trustee approval because it exceeds \$25,000.

Mr. Miltner made a Motion, seconded by Dr. Frank, that the board approve the purchase of 44 Acer Aspire Timeline 5820T-682544 laptops with accident protection from insight Public Sector at a cost of \$32,500.16. There being no further discussion, MOTION CARRIED 5-0.

4. Executive Session

The Trustees entered into Executive Session at 6:36 p.m. for the purpose of receiving legal advice from the library attorney regarding negotiations and settlements pursuant to C.R.S. 24-6-402(4)(b).

The meeting reconvened in open session at 7:16 p.m. Mr. Gradisar said the Executive Session had not been recorded.

Ms. Bregar made a Motion, seconded by Ms. Baca, to authorize Jon Walker, Executive Director to enter into a contract with Gradisar, Trechter, Rippenger & Roth, for the purpose of pursuing litigation against the Colorado City Improvements Corporation. There being no further discussion, MOTION CARRIED 5-0.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Board authorize its attorney to file suit against the Colorado City Improvements Corporation to recover the assets of the

MINUTES

May 26, 2011 — 6 of 6

corporation and to seek a judicial dissolution of the corporation. There being no further discussion, MOTION CARRIED 5-0.

VIII. PUBLIC COMMENT None

IX. ADJOURNMENT There being no further business, the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Marilyn Baillargeon
Secretary Pro Tem

DRAFT