

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

April 26, 2012

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 5:30 p.m. by President Sherri Baca.

Board Members Present: Sherri Baca, President; Marlene Bregar, Vice President; Rhonda Gonzales; Philip Mancha; Roy Miltner; Fredrick Quintana; Jim Stuart.

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Public Services Director; Teresa Valenti, Technical Services & Collection Development Director; Midori Clark, Community Relations Director; Sara Rose, Human Resources Director; Charles Hutchins, Information Technology Director; Carol Rooney, Readers Advisory & Reference Manager; Michael Cox, Youth Services Manager; Amy Nelson, Literacy Librarian; others not recorded

Others Present: Annette Warfield, Friends of the Library

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker recommended moving item IV.B. Friends of the Library Report to IV.A. Mr. Walker also requested the addition of a new item VIII. Executive Session for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(a). The Board accepted those recommendations and will proceed as modified.

III. APPROVAL OF THE MINUTES

Ms. Baca said the Minutes of the Library Board Work Session held on March 13, 2012 and Minutes of the Regular Library Board meeting held on March 22, 2012, as well as Minutes from the Joint Work Session with City Council on March 26, 2012 and Minutes from the Special Work Session for a Financial Workshop on April 13, 2012 were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on March 13, 2012. The minutes were approved by unanimous consent.

Mr. Quintana made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on March 22, 2012. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Joint Work Session with City Council on March 26, 2012. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes from the Special Work Session for a Financial Workshop on April 13, 2012. The minutes were approved by unanimous consent.

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IV. REPORTS

A. Friends of the Library Report

Annette Warfield, President of the Friends of the Library, announced that the regular meeting of the Friends of the Library was held on April 17. The Treasurer presented a proposed budget for 2013 which included donations to the Pueblo Library Foundation. The Project Selection Committee will call for grant requests beginning July 1.

Ms. Warfield announced that the Books by the Bag Sale will be held the first weekend in May, and members of the Friends will have an opportunity for first selection on Thursday, May 3. The Books by the Bag sale is held in May and October, and shoppers may fill a bag with books for \$7.

This Saturday, April 28 at 6:15 p.m. will be the Friends of the Library Annual meeting to close the year. Ms. Warfield said they are expecting 80-100 people to hear guest speaker, Ruben Archuleta. The Friend of the Year wall in the Ryals Room will be unveiled, and the Friends selected Jim Stuart. Ms. Warfield said the Friends will be saying good-bye to three Board members who may serve two 3-year terms, and both Jim Stuart and Doris Kester have served two terms, and James Amos will be leaving after one term. There will be three openings on the Friends Board, and two new members were accepted. A new slate of officers will be elected with Michael Voute to serve as President, Jeannine Semrau as Vice President; Mary Simmons will continue to serve as Treasurer, and Brenda Fickey will continue as Secretary.

Ms. Baca thanked Ms. Warfield for her service as President of the Friends of the Library.

B. Executive Director Report

Mr. Walker introduced Amy Nelson, who has been working on the library's government documents service. Mr. Walker said the library has been in a change position that has been needed for some time, and Ms. Nelson has done a stellar job of leading that effort.

Ms. Nelson said the Rawlings Library has been a Federal Depository for some time, and the library receives and stores government publications. A couple of years ago, they discovered the collection had not been groomed for some time and changes were needed. Ms. Nelson explained that increasingly, more and more government documents are available electronically using Marcive for documents without shelves. They also started a conversation with CSU-Pueblo and discovered CSU-Pueblo had a more robust government document collection with more resources; however, they did not collect state publications. Ms. Nelson said the public library will maintain state publications and refer customers wanting federal documents to the CSU-Pueblo Library, and vice versa.

Ms. Nelson said in 2011 a committee worked on creating an action plan which she distributed. In 2011, they created the plan, established an agreement to collaborate with CSU-Pueblo, and terminated the library's status as a Federal Depository. Ms. Nelson said it required going through some steps, and the Government Printing Office (GPO) had representatives talk with them about the process, and it was well received. The GPO is following up to see how the process is going, and they were very interested in the partnership.

Ms. Nelson said in 2012 they will work to improve collection management, integrate the catalog records, increase staff knowledge, and then increase public awareness.

Ms. Nelson said the library has been able to download the majority of documents from the State Library, and the library is following their guidelines. She presented at Staff Development Day with Samantha Hager from the State Library where they talked about what state documents are available, and staff were informed of where and how to ask questions. To increase public awareness, Ms. Nelson distributed a rough draft of a brochure being designed to describe the relationship with CSU-Pueblo and provide links to helpful websites. Community

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Relations is also working on a press release with CSU-Pueblo which should be released in mid-May.

Ms. Nelson then offered to respond to any questions.

Mr. Miltner asked if the library will still offer income tax forms, and Ms. Nelson said the library will continue to offer them as long as they are made available.

Dr. Mancha said this is a very good job and a good plan, and he commended Ms. Nelson for getting on the project quickly. Dr. Mancha said he was impressed by the speed and effectiveness. Ms. Nelson said she has received a lot of help from administration and Technical Services.

Ms. Baca said she was pleased with the collaboration with CSU-Pueblo. Ms. Gonzales added that the CSU-Pueblo Library also provides a link to the public library.

Mr. Miltner asked about terminating the library's status as a Federal Depository, and Ms. Nelson said library staff will refer customers to CSU-Pueblo, but there are also federal agencies to help provide expert knowledge, or they can try the other resources listed.

Mr. Walker added that the library's government document collection was a mess, but Ms. Nelson cleaned it up which required a lot, and she deserves that recognition.

C. Pueblo Library Foundation Report Mr. Stuart said the Pueblo Library Foundation met on April 11 and set some guidelines for investing about \$45,000 in funds. The Foundation talked about the upcoming campaign for the three libraries, but they cannot do a lot at this point, and will meet again on July 11. Mr. Stuart said the Friends of the Library are supporting the Foundation, and it is off to a good start with a lot of good participation. Priscilla Lucero was instrumental in getting an unsolicited grant from the Buell Foundation.

D. Attorney's Report None.

E. Financial Report

Ms. Baca announced that the Board is asked to ratify the March 2012 bills and accept the March 2012 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan said there was nothing to note on the Combined Balance Sheet.

In the General Fund, Ms. Brogan said the target percentage for the end of March is 25%. Under revenues, property tax was 28% collected, and specific ownership was at 16%. Ms. Brogan reminded the Board that specific ownership is received a month after it has been collected by the county, so the percentage runs a month behind. Interest income continues to lag, and the library invested funds with CSIP in April, and as property taxes are collected there will be more funds to invest, so that might improve. Ms. Brogan pointed out that CSIP will be included on the balance sheet next month. The interest was at .28% when they invested, and jumped to 30 basis points last week. Total revenues at the end of the first quarter were 27% collected.

Total expenditures were 23% spent which is right on target. Personnel was 23% spent, and Ms. Brogan pointed out a \$234 credit for Workers Compensation which was a refund check for commission, and that had been shown last month inaccurately as a credit in Unemployment Compensation. The correction is shown this month. Unemployment compensation is paid quarterly, following the end of each quarter, which is why there is nothing reflected yet this year. Materials were right on target at 25% spent with nothing of note to report. Facilities were 12% spent which will show as under-spent until the debt service payments are made in June and December. Ms. Brogan noted that the \$1,423 credit under insurance was a credit received on property insurance as a result of installation of cameras at Rawlings and Lamb. Operating

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was 24% spent. Information Technology was 43% spent, and Ms. Brogan said it will show over target as a result of the large SIRSI renewal payment in February.

In the Capital Project Fund, revenues were 9% collected which were interest earnings. Ms. Brogan reviewed the expenditures which included \$360 for legal expenses regarding land acquisition on the St. Charles Mesa; \$23,481 for InfoZone renovation; \$10,938 for RFID Consulting costs; and \$24,467 for Library Replacement Plan expenses for servers, printers and software. Total expenditures were 5% spent.

Ms. Brogan referred to the Check Summary Report on page 7 and pointed out a check to Colorado Library Consortium (CLiC) for \$6,281 which is a fee for courier service allowing libraries all over the state to participate in interlibrary loan transactions, as well as a payment to Dell for servers. On page 8, Ms. Brogan pointed out several InfoZone renovation expenses. Ms. Brogan also pointed out the payment to RMG Consultants on page 10 for the RFID consultant.

Mr. Stuart asked about the SECOM payment, and Ms. Bregar said that is the library's Internet provider which had been under-billed the month before, and that payment catches it up. Ms. Brogan said there is a contractual agreement that was just renewed for another year for \$1 more and includes more megabytes. Mr. Walker added that it also controls the fiber WAN (wide area network), and the new contract expanded services to include the Library @ the Y at the same cost.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$161,625.72, Payables of \$390,096.91, and Payroll of \$295,027.67, for a total of \$846,750.30. Ms. Brogan added that there were three payrolls in March.

Ms. Gonzales made a Motion, seconded by Ms. Bregar, that the Board approve the March 2012 bills and accept the March 2012 Fund Statement as contained in the April 26, 2012 Board materials. There being no further discussion, MOTION CARRIED 6-0.

V. OLD BUSINESS None.

VI. NEW BUSINESS

A. Announcements

- ☐ The Friends of the library will hold its Annual Meeting on April 28 at 6:30 p.m. in the Ryals Room at the Rawlings Library.
- ☐ A report on East Side Library site recommendations is scheduled to go before City Council on April 30.
- ☐ The next regular Work Session is scheduled for Tuesday, May 15 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, May 24 at 5:30 p.m. at the Barkman Library.
- ☐ The ALA (American Library Association) Conference will be held June 21-26 in Anaheim, California. (See: http://ala.informz.net/ala/archives/archive_2195662.html) Early discount registration ends May 13. Contact the Board Secretary at 562-5633 to make arrangements to attend.

B. Action/Discussion Items

1. Board Development Committee Recommendation – Bylaws Revision

Ms. Baca said the Board Development Committee recommended an immediate change to the Bylaws with respect to Public Comment being held at the end of the Regular Board Meeting Agenda in the order of business. At the April 19 Work Session, the Board discussed Public Comment and recommended moving it after Reports on the meeting agenda specified in the Bylaws.

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Mr. Walker referred to the proposed change on page 5 of the Bylaws. Mr. Walker noted that the change will require Board approval.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Board approve a revision to the Bylaws moving Public Comment immediately after Reports in the agenda sequence shown on page 5. There being no further discussion, the MOTION CARRIED 6-0.

2. Communication Policy

Ms. Baca said a Trustee-approved goal for the Library District is the adoption of a communication plan to insure effective publicity for PCCLD. Staff has studied other libraries' communication plans, researched best practices, drafted a plan for PCCLD, and shared and discussed the plan internally with staff. A proposed policy and guidelines were presented to the Library Trustees and discussed at the April 19 Work Session, and recommended changes were made.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board adopt the Communication policy. There being no further discussion, MOTION CARRIED 6-0.

VII. PUBLIC COMMENT None.

VIII. EXECUTIVE SESSION

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Trustees enter into Executive Session for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(a). There being no further discussion, MOTION CARRIED 6-0. The public was excused at approximately 6:04 p.m.

The Board reconvened in public at 6:23 p.m. upon Motion made by Mr. Stuart and seconded by Mr. Miltner.

IX. ADJOURNMENT There being no further business, the meeting adjourned at 6:24 p.m.

Respectfully submitted,

Jane Carlsen
Secretary