

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MINUTES FOR THE REGULAR MEETING
December 13, 2011

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:33 p.m. by President Jim Stuart.

I. CALL TO ORDER AND ROLL CALL

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Marlene Bregar; Rhonda Gonzales; Philip Mancha; Roy Miltner; Frances Terrazas-Alexander

Attorney Present: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Carol Rooney and Andrew Bregar, Reference & Readers Advisory; Richard Tucey, Special Projects Librarian; Teresa Valenti, Technical Services & Collection Development Director; Midori Clark; Community Relations Director; Jane Palmer, Public Services Director; Diann Logie, Lamb Library Manager; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO AGENDA None.

III. APPROVAL OF MINUTES

Mr. Stuart said the Minutes of the Library Board Work Session held on November 10, 2011, and Minutes of the Regular Library Board meeting held on November 17, 2011 were provided to Board members prior to the meeting.

There being no changes or additions, Ms. Baca made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on November 10, 2011. The Minutes were approved by unanimous consent.

There being no changes or additions, Ms. Bregar made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on November 17, 2011. The Minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Carol Rooney, Reference & Readers Advisory Manager, and Andrew Bregar, Emerging Technology Librarian, who will be talking about the Centers for New Information Technology.

Ms. Rooney distributed the brochure on the Centers for New Information Technology along with the Device Borrowing Terms and Borrowing Agreement. Ms. Rooney said the Centers for New Information Technology opened on October 1 which were made possible with funding from the Broadband Technology Opportunity Program (BTOP) grant of \$95,253 together with funding from the Friends of the Library for \$6,000, and from the Frank I. Lamb Foundation of \$10,584. Ms. Rooney said the library started a device lending program. In order to check out the devices, borrowers must be a resident of Pueblo County, 18 years of age or older, hold a valid PCCLD card in good standing for at least 90 days, and present a valid picture ID. Ms. Rooney said the library wants to make sure they will take good care of the equipment and return it.

Ms. Rooney provided additional details and information about the project and introduced Andrew Bregar, the Emerging Technology Librarian. Mr. Bregar provided devices for the

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Board to try, reviewed the information available on the library's website, and provided a detailed review of the circulation, holds and turnover rates of each of the devices since the program started in October. *(Ms. Alexander arrived at 5:46)*

Dr. Mancha asked what had impressed him most about the program, and Mr. Bregar responded that it was the interest in iPads. Ms. Rooney agreed that the iPads were extremely popular, and the library has ordered extra iPads for both Rawlings and Barkman.

Mr. Stuart asked what problems had been experienced other than the enormous backlogs. Mr. Bregar said the amount of device management required for the laptops and iPads, but there were no problems with the eReaders.

Ms. Rooney described changes that had been made to accommodate the popularity of the 7-day checkout period of laptops and concluded that there had been really good response, and everyone is learning a lot.

Dr. Mancha asked how they judge demand when it comes to the budget in such a changing environment. Ms. Rooney responded that they are still learning. Originally the number of devices purchased was related to the number of charging devices available, but she expects they will become more creative about finding additional charging stations in order to expand services. Ms. Rooney said when they started, they did not know what the demand would be, and they expected more people would want laptops, but they are finding that more people want iPads. Ms. Rooney went on to discuss the interest among teens, plans to order more Nooks and provide eBook content for customers with their own devices. The library continuously evaluates where the need is and how to fill it.

Dr. Mancha asked if the devices were counted as circulations, and Ms. Rooney said each device counts as a circulation. Even though the Nooks have 12 books loaded on it, it is only counted as a single circulation.

Mr. Walker thanked Ms. Rooney and Mr. Bregar. Mr. Walker said the library is beginning to look at the devices as materials instead of as IT devices. Mr. Walker said this program has implications for the institution in terms of services and in terms of backroom operations, and how the library selects and prepares the devices, and a lot of that is demand driven. This project is taking the library into the next generation or Library 2.0.

Mr. Walker said another exciting project that is on the beginning end is the RFID project, and he invited Richard Tucey, who is working on the project, to provide a status update.

Mr. Tucey distributed the timetable for the RFP (Request for Proposal) process and key project events, noting that the first three items have now been completed, although the project has been ongoing beginning with the RFQ (Request for Qualifications) for the consultant in July. The library did an evaluation and chose RMG Consultants. Mr. Tucey described the work done in preparation for the meeting with the consultant to develop a project plan. The consultant was here for a five-day site visit where he developed three project plans which included an assessment of the environment, an implementation plan and a findings and recommendation report. Mr. Tucey reviewed the work leading to the RFP being posted on November 22, and due dates for inquiries, responses, mandatory site visit in January, with proposals due by February 3. Mr. Tucey then distributed the Project Timeline for RFID/AMH Planning, Procurement and Implementation, and noted that the planning portion is complete. The library is now at the procurement phase to determine what to buy, and Mr. Tucey expects to have a recommendation to the Board by April. Mr. Tucey said the implementation phase will start in June when they deploy the conversion equipment and start tagging. Mr. Tucey expects it will take 3,000 hours to convert the collection which is expected to take 5-6 months. The library's proposal did not seek tagging services.

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During the tagging process, the library will prepare and modify facilities, and he expects to get some ideas on what needs to be done to modify the facilities to get the most out of RFID. Dr. Mancha asked if the modifications to the facilities will take six months, and Mr. Tucey said part of that time will be collecting information, but vendors were asked to recommend solutions without any modifications as well as to make recommended modifications. Modifications may be as simple as adding a book slot at the circulation desk or as difficult as providing a book slot into the library; every building is different.

Mr. Miltner noted that the timeline extends beyond that and asked if the contracts will go beyond January 2013. Mr. Tucey said the RFP also asks for maintenance agreements that may go well beyond that. Mr. Tucey noted that it is will be a complex project and will involve learning about what can be done before doing it, but it will make a big difference for the library district.

Ms. Baca asked how the spending flow will go for this project and whether it will be part of the fund balance spending. Mr. Walker said RFID is in the budget for 2012, and the budget proposes borrowing and other increased revenue to fund four capital projects. Mr. Walker anticipates the library to begin spending from the fund balance in 2012, but primarily in 2013 and 2014. Mr. Walker said they will have a better idea of the cash flow after the contract has been negotiated. Mr. Tucey said they will have to develop a budget for the project, although there have been some preliminary estimates. Mr. Tucey said they may find the cost is less than budgeted because it is such a competitive process. Mr. Walker said also there is an action item later on the agenda pertaining to RFID.

Mr. Walker said that concludes the Executive Director's Report. Mr. Tucey thanked Ms. Rooney and Mr. Tucey for their presentations.

B. Attorney's Report

Mr. Douglas Gradisar reported the 501(c)(3) process for the Foundation is mostly complete. The application requires information about the Foundation Board, and there is an action item on the agenda for the Library Board to appoint the Foundation Board. Mr. Gradisar expects that to be submitted to the IRS after the first of the year and for the Foundation to receive a provisional status temporarily. There will be other information that may delay the application, e.g., salary paid, conflict of interest policy, which cannot be decided until the Foundation Board exists.

Mr. Stuart asked at what point tax-deductible donations could be made to the Foundation, and Mr. Gradisar said the Foundation needs to have its temporary status. Mr. Gradisar does not anticipate any issues in obtaining the temporary status because the Foundation falls within a specific purpose, and he expects it will be received very early in the process.

C. Financial Report

Mr. Stuart said the Board is asked to ratify the November 2011 bills and accept the November 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 said an interest-bearing account with CSAFE was opened and will be reflected on the next balance sheet as a separate investment.

The target percentage for the end of November is 92%. Property tax was 99% collected with two months of collections remaining. Specific ownership was 83% collected, and Ms. Brogan believes both of those will be fully collected. Fines and miscellaneous sales continue to exceed budget projections. Total revenues at the end of November were 97% collected, and Ms. Brogan estimates that it will be just slightly under collected, mostly due to under collection of the e-rate reimbursement, but she expects over collection in other areas to counterbalance that. Ms. Brogan anticipates revenue will be \$15,000-\$20,000 under collected.

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Total expenditures were 73% spent. Personnel was 84% spent, and Ms. Brogan expects that line to be under spent by about \$200,000, and there will also be savings in related employee benefits such as PERA and Medicare Trust. Materials were 73% spent; although it is below the spending target, 95% of the budget has now been encumbered, and she expects the materials budget to be entirely spent by the end of the year. Facilities were 95% spent, and the semi-annual payment for the COPs was paid in November, bringing the overall percentage in line with projections. Ms. Brogan expects this section to exceed budget due to unexpected building repairs and increased costs for utilities. Operating was 84% spent, and this category is expected to come in on target by year end with some savings expected from contract services. Information Technology was 84% spent, and everything was tracking well in this category with some minor savings expected.

Ms. Brogan said the estimated revenue and expense for 2011 was calculated at the end of November, and she expects a net savings in the 2011 General Fund budget of approximately \$250,000. That savings will be carried over into 2012 and was the only adjustment made to the 2012 Budget.

In the Capital Project Fund there were interest earnings from ColoTrust. Expenditures included: \$1,657 for BTOP expenses, \$9,165 for InfoZone, \$5,790 for building improvements with initial payment for re-carpeting the Ryals Room, \$17,243 for purchasing software, and \$2,067 for a progress payment on the mural for Nuestra Biblioteca which should be complete by the end of the year.

Dr. Mancha noted that under Capital Assets there was a low 10% for Furniture Fixtures & Equipment (FF&E). Ms. Brogan explained that the photocopiers will be delivered tomorrow and will bring that more in line.

Ms. Brogan provided two versions of the Check Summary Report this month with the first in alphabetical order, the second in check number order. Ms. Brogan said the alphabetical listing of checks may be easier for the Board to recognize, while the listing in numerical order enables Finance to easily identify any missing check numbers which is an audit control. Ms. Brogan also pointed out that there were two payments to her credit card in November in order to purchase flash drives for sale to the public, and an extra \$2,998.80 payment was made to Visa for that purchase.

Ms. Gonzales asked about the prepaid service for Action 22, and Ms. Brogan said that is a membership fee for next year which is listed as a prepaid service. The library is a member of Action 22.

Ms. Brogan concluded that total expenditures for the Board's approval include ACH payments of \$104,326.10, Payables of \$289,592.04, and Payroll of \$190,009.83, for a total of \$583,927.97.

Mr. Stuart said he had asked Ms. Brogan to provide the alphabetical check listing thinking that it may be easier for Board members to review, and he suggested Trustees consider both and decide if they prefer the listing in alphabetical or numerical order. Ms. Brogan said it is easy to oblige in either case.

Ms. Gonzales made a Motion, seconded by Ms. Bregar, that the Board approve the November 2011 bills and accept the November 2011 Fund Statement as contained in the December 13, 2011 Board materials. There being no further discussion, MOTION CARRIED 6-0.

V. SPECIAL PRESENTATION AND ACKNOWLEDGEMENT

Mr. Stuart commented that it was sad to have Ms. Alexander leave the Board and presented her with a plaque recognizing her years of service to the Board of Trustees and

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expressed appreciation for all the work she had done for Pueblo City-County Library District. Mr. Stuart noted that she had helped the library through some really tough times and acknowledged her commitment to the organization and all she had done for it.

Ms. Alexander thanked the Board for the opportunity to be on the Library Board, adding that it had helped her grow professionally, Ms. Alexander said she expects to continue to be involved and will be attending library events in the future.

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, December 18. All libraries will be closed on Saturday and Sunday, December 24 and 25, for Christmas Eve and Christmas; and on Sunday, January 1, 2012 for New Years Day.
- ☐ All libraries will be closed on Monday, January 16, 2011 for the Martin Luther King, Jr. holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, January 17 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 26 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m., and Mr. Stuart encouraged Board members to arrive early that day.
- ☐ Mr. Stuart also announced that there will be a new Board member joining in January. The new Board member will be Fredrick Quintana who had been on the Board a number of years ago, and Mr. Stuart was also reappointed for another term on the Board of Trustees.

B. Action/Discussion Items

1. Resolutions to Adopt the 2012 Annual Plan, Adopt the 2012 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2012 Budget

Mr. Stuart said the Preliminary 2012 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November.

Mr. Walker pointed out that the Resolutions are in the Board packet for each of these actions, and he suggested the Board adopt each of the Resolutions.

Mr. Miltner said with all this plan includes, he could look on this with trepidation if it were not for the leadership of Mr. Walker and the forward look provided by Ms. Brogan. Mr. Stuart agreed this would be the biggest budget the Board has approved, but he was confident in the great team of staff who will make sure it happens properly.

Mr. Miltner made a Motion to Adopt the 2012 Annual Plan, seconded by Ms. Bregar. There being no further discussion, MOTION CARRIED 6-0.

Ms. Bregar made a Motion to Adopt the 2012 Budget, seconded by Ms. Baca. There being no further discussion, MOTION CARRIED 6-0.

Dr. Mancha made a Motion to Set the Mill Levy at 5.268, seconded by Ms. Gonzales. There being no further discussion, MOTION CARRIED 6-0.

Ms. Bregar made a Motion to Appropriate Sums of Money for the 2012 Budget, seconded by Ms. Gonzales. There being no further discussion, MOTION CARRIED 6-0.

2. Video Surveillance Equipment Procurement

Mr. Stuart said the Library Trustees reviewed recommendations for procurement of video surveillance equipment for the Rawlings and Lamb Libraries at the December Work Session.

Mr. Walker commented that the Trustees had looked at this in some detail last week and offered to respond to any additional questions. Mr. Walker said Colorado Security is a good firm, the references were checked, it is a Pueblo firm with a proven track record, and the equipment integrates with the library's current video system and could also grow to add additional sites over time.

Ms. Gonzales asked if the amount would come out of the budget for the current fiscal year, and Mr. Walker said it will. Everyone recognizes that it is a very tight timeline, and the bidders were aware of the time line during the bid process. The library and the bidder expect to implement this by the end of the year. Mr. Hutchins has been in touch with the company to confirm it can be installed and included in the budget for this year.

Dr. Mancha made a Motion that the Trustees approve awarding a contract for video surveillance equipment to Colorado Security of Pueblo, Colorado, for an amount not to exceed \$36,540. There being no further discussion, MOTION CARRIED 6-0.

3. Pueblo Library Foundation Board Appointment

Mr. Stuart said the Board of Trustees have received applications for the Pueblo Library Foundation Board of Directors. The recommended action is that the Trustees appoint Ms. Priscilla Lucero, Mr. Anthony Nunez, Dr. Gary Parks, Dr. R.J. Schultz, Mr. Jim Stuart, Ms. Joyce Vigil, and Mr. Michael Voute to membership of the Pueblo Library Foundation Board of Directors.

Mr. Walker said the applications were on file. Mr. Miltner asked about Michael Voute, and Mr. Walker said Mr. Voute was nominated by and will represent the Friends of the Library on the Foundation Board.

Dr. Mancha made a Motion, seconded by Mr. Miltner, to accept the list of nominees and appoint them to the Pueblo Library Foundation Board of Directors. There being no further discussion, MOTION CARRIED 6-0.

4. Procurement Cards

Mr. Stuart said the Library Trustees have discussed recommendations that PCCLD use procurement cards to better manage purchasing and procurement by authorized agents of the institution. The change requires adoption of a Resolution by the Board of Trustees which was reviewed at the December Work Session.

Mr. Walker indicated that the Resolution was included in the Board packet and establishes the Executive Director as the Recordkeeper for the district, and the Executive Director or the Chief Financial Officer as officers to issue cards which fits with the current policy. Mr. Walker said this Resolution is requested by the financial institution the library would like to use for the cards.

Ms. Baca asked if the financial institution will require full financial responsibility, and Mr. Walker explained that is part of his responsibility which is typical of other banking transactions.

Ms. Bregar made a Motion, seconded by Ms. Gonzales, that the Library Trustees approve the Resolution and Agreement for Credit Card Program. There being no further discussion, MOTION CARRIED 6-0.

5. Disaster Recovery Policy

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Mr. Stuart said at the December Work Session, the Trustees reviewed and discussed a proposed Disaster Recovery Policy to protect “business critical” library functions. Mr. Stuart said it is a short statement, and actually most of the implementation is a more detailed project.

Dr. Mancha said he could not find a policy statement other than the intent to make a plan. Ms. Gonzales said she thinks it is fine, and she would expect that they would come back to the Board with the plan as well.

Mr. Walker said the policy is a statement by the institution that it considers recovery an important priority for the institution, and they do try to describe that in the policy. Mr. Walker said policies answer the question, “Why?” and it is important for the institution to make a statement that it will insure the operation of the institution regardless of the disasters that may come upon it. Mr. Walker said the library is asking the Trustees to endorse that. The policy states that there will be a Crisis Management Team to activate certain procedures. Mr. Walker asked the Board if there is more it would like to see in the policy statement. Dr. Mancha suggested that by seeing the plan there may be a policy that can be garnered out of it.

Mr. Stuart suggested that the policy be approved with a policy review date in six months. The Board will come back and look at the implementation to see if it can be fine tuned.

Ms. Baca made a Motion, seconded by Ms. Gonzales, that the Trustees adopt the Disaster Recovery Policy with a review date of June 13, 2012. There being no further discussion, MOTION CARRIED 6-0.

6. Local Vendor Preference

Mr. Stuart said the Trustees discussed the possibility of offering a preference for local vendors. The Board will consider a draft local vendor preference proposal.

Mr. Walker provided draft language to include as part of the RFQ for architectural/general contractor work on the upcoming library construction projects. Mr. Walker emphasized that this is not a policy he was asking the Board to approve for all district bids, but simply for this particular request because he expects this to be highly competitive in this economy. Mr. Walker said the wording provides that when all the criteria and points have been taken into consideration, a local vendor would get a 1.5% advantage.

There was significant discussion of concerns, percentages used by other organizations, the need to support businesses in Pueblo, and the importance of vendors meeting the specific criteria needed by the library. After discussion, it was agreed that the Board did not need to vote on this, but to simply give its preference whether or not to include this type of language in the RFQ for architectural services which is scheduled to be posted this week. After a poll of the Trustees, all indicated a preference for providing this type of language with some reiteration of the concerns expressed during the earlier discussion. Mr. Walker will work with the attorney to insure the language is clear and the RFQ includes a local preference, as indicated.

No further Board action was required.

7. RFID Consultant

Mr. Stuart said the Library District has contracted with RMG Consultants, Inc. to provide services related to the procurement and implementation of RFID technology at PCCLD. A contract addendum for additional services is proposed with RMG. In combination with services already contracted, the total cost for all services rendered by RMG will exceed \$25,000 and requires Trustee approval.

Mr. Walker distributed a four-page document detailing the consultant's work thus far. In addition, he distributed another document showing the proposed additional work to be completed by the consultant to take the library through the evaluation, contract negotiations and implementation of RFID. Mr. Walker indicated payments to the consultant to date are around \$22,000, and the additional work will exceed \$25,000, which is the threshold requiring Board approval.

Dr. Mancha said he thinks this is a good idea and suggested that the library make sure the consultant has no connection with any of the vendors. Mr. Miltner discovered an overlap in services, and Mr. Walker said that was an error, and the January/February 2012 portion was not included in the original contract. Mr. Walker said the consultant had completed most of his work required by the original contract. There was additional discussion of advantages of having the consultant's expertise available, the consultant's availability, and the sufficiency of the cost estimate.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Trustees authorize the PCCLD Executive Director to contract with RMG for services related to RFID procurement and implementation at a cost not to exceed \$42,800. There being no further discussion, MOTION CARRIED 6-0.

VIII. PUBLIC COMMENT None

VIII. ADJOURNMENT There being no further business, Ms. Bregar made a Motion to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Jane Carlsen
Secretary