

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

**February 23, 2012**

**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 6:30 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 & Special Collections Director; Cindy Shimizu, Pueblo West Managing Librarian; others not recorded

Others Present: Annette Warfield, Friends of the Library President

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** Mr. Walker recommended the addition of a new item VI.B.2. Executive Session for the purpose of discussing a matter with regard to negotiations and to obtain legal advice pursuant to C.R.S. 24-6-402(4)(b). There was no objection to the modification.

**III. APPROVAL OF THE MINUTES**

Ms. Baca said the Minutes of the Library Board Work Session held on January 17, 2012 and Minutes of the Regular Library Board meeting held on January 26, 2012 had been provided to Board members prior to the meeting. Ms. Baca opened the floor for motions.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on January 17, 2012. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on January 26, 2012. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker introduced Cindy Shimizu, Pueblo West Managing Librarian. Ms. Shimizu welcomed the Board to the Pueblo West Library. Ms. Shimizu reviewed several changes since the Board's last visit including RFID and discussed steps being taken to weed the collection in preparation for RFID. Ms. Shimizu is serving on the RFID committee, and they are in the process of reading four proposals. The committee plans to have a recommendation for the Board's approval in April or May.

Ms. Shimizu also discussed e-books, the floating collection, the ILS upgrade, and pointed out improvements provided by the Friends of the Library with display cases for the art gallery, window tinting to help regulate temperatures in the study rooms, and an Xbox Kinect system for teens visiting the library. Ms. Shimizu reviewed partnerships with the community to include the Pueblo West Chamber to host the Business Expo, Bonfils Blood Center, and the Small Business Development Center. Ms. Shimizu

## MINUTES

February 23, 2012 — 2 of 7

provided preliminary plans for offering summer reading programs for “tweens” that will focus on science and adult programming initiatives such as a Book Club Tea.

Ms. Shimizu said the Virtual WorkForce Center at Pueblo West has been in the planning phase for about a year, and will go live in March with classes to help people get hired in Pueblo.

The Pueblo West Library will also host the Pueblo Library Foundation’s Art Show and Soiree fundraiser at the end of March.

Ms. Shimizu briefly reviewed statistics, noting that last year there were over 223,000 visitors, or about 740 visitors per day. The branch hosted 778 meetings and had over 2,500 children attending programs last year. Ms. Shimizu then offered to respond to any questions.

Mr. Miltner asked if the weeded items are given to Books Again, and Ms. Shimizu said the books are offered to other branches and Outreach first and then turned over to Books Again. He asked about the stickers indicating a book’s home location, and Ms. Shimizu said those will be eliminated, and RFID will eliminate the need for barcode stickers.

Mr. Stuart asked about the impact the floating system had on reducing the movement of books. Ms. Shimizu said the number of totes to be processed daily seems to be reduced from about eight to five, but she did not have the actual data.

Ms. Gonzales asked about the E-Requester software, and Ms. Shimizu said it is a piece of software to order supplies and equipment.

Ms. Baca asked if too many items accumulate as a result of the floating collection if the books can be moved to another location. Mr. Walker said there is a process in place to redistribute items if things start to accumulate or if the collection gets out of balance.

Mr. Walker then introduced Teresa Valenti, the Director of Technical Services and Collection Development. She has been busy changing to a floating collection and getting the e-book project up and running. Ms. Valenti provided a presentation noting that OverDrive is the company that provides e-content which may include e-books, e-audio, e-music or e-movies. The library has subscribed to OverDrive to provide e-books. Ms. Valenti noted that e-books were provided by the library due to customer demand. The library signed the contract with OverDrive in October because it has the most robust selection available for public libraries with more popular materials for leisure reading, has existed for the longest time, and offers the most user-friendly system. Ms. Valenti said other vendors are entering the field, but most of those are not as thoroughly developed. OverDrive is present in over 90% of public libraries. Ms. Valenti explained the library will add Freading soon to provide access to other types of publishers. Ms. Valenti said a book from OverDrive costs about the same as a print book. The library’s opening-day collection of e-books cost about \$120,000 for 7,309 items, but the library did not purchase multiple copies of the same title. The library has budgeted 10-15% for e-content which is based on what other libraries are spending for e-books.

Mr. Miltner asked if the library pays for each book downloaded to an e-reader, and Ms. Valenti responded that the library pays for one copy and it can be shared with up to six devices. Downloading a book does not cost the customer anything, and they can share it with up to six devices, e.g., on their e-reader, iPhone, laptop, etc.

Ms. Gonzales asked if it is a subscription, and Ms. Valenti said the library pays for the subscription price and a price for each title.

Dr. Mancha said he understands there is a lot of turmoil about what this will cost public libraries, and he asked how long the library’s contract will be. Ms. Valenti explained that

## MINUTES

February 23, 2012 — 3 of 7

the library has a three-year contract; however, because the rules in this field are changing, it is likely to be different after three years.

Ms. Gonzales asked if the cost is determined by usage. Ms. Valenti explained that if the library does not have enough copies, another copy will be purchased, and it is as close to patron-driven purchasing model as possible. Ms. Valenti said the service has not been underway long enough to do a cost-benefit analysis, and they are still figuring out how to fold it into other statistics. There was additional discussion about potential changes with publishers and vendors and the need for future evaluation. Ms. Valenti pointed out that the library did not receive extra money to provide e-content, so it will affect the materials budget and everything else the library purchases.

Ms. Valenti provided a brief demonstration of how to download an e-book and distributed bookmarks and brochures about the service. It was noted that there were no instructions to click on the OverDrive logo, and Ms. Valenti said they will be addressing that.

### **B. Friends of the Library Report**

Annette Warfield said the Friends of the Library held an abbreviated meeting prior to the Appreciation Luncheon. The Friends awarded a \$3,000 scholarship to Theia Bravo based on the recommendation of the Scholarship Committee. The Friends also approved \$15,009 for four grants based on the recommendation of the Project Selection Committee. The grants are for a museum rail to protect the Hispanic Resource Center mural and provide information at Rawlings; three file cabinets for Special Collections to store and protect photographs; furniture for Teen Central; and a work tractor for Facilities. Ms. Warfield said they also heard from Midori Clark about the Friends of the Library wall in the Ryals Room where Friend of the Year portraits will be displayed.

At the conclusion of the meeting there as an luncheon to honor 27 volunteers who have served Books Again with over 7,000 recorded hours which is equivalent to 3.5 full-time employees; ten with 100-199 hours, five with 200-299 hours, and twelve with 300 hours or more. The volunteers were given Cracker Barrel gift cards.

At the luncheon, six library employees reported on improvements from Friends' grants received last year including Al Perea from Facilities, Midori Clark for an event stage, Amy Nelson for adult literacy, Cindy Shimizu received three grants, Steve Antonuccio for tables and chairs at Barkman, and Charlene Garcia Simms for counter display units in Special Collections.

Ms. Warfield said the budget will close at the April meeting which is the Annual Meeting. The speaker for that meeting will be Ruben Archuleta, and Ms. Warfield encouraged Board members to attend the Annual Meeting on April 28.

Ms. Baca thanked Ms. Warfield for all the Friends do to help the Library.

### **C. Pueblo Library Foundation Report** None.

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

### **E. Financial Report**

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

Ms. Brogan referred to the Combined Balance Sheet and said the fund balance on January 1, 2012 is \$2,858,599 which is \$723,530 higher than the ending fund balance in 2011. Ms. Brogan said the 2011 Budget projected a savings of revenue over expense of about \$460,000, but the library saved an additional \$260,000 in the General Fund. Fund balance in the Capital Project Fund had increased by \$65,000. Ms. Brogan said they

## MINUTES

February 23, 2012 — 4 of 7

have made all the closing entries for 2011, and the draft 2011 financials indicate that actual 2011 General Fund revenues were just \$1,800 under budgeted revenues. The Board should see updated General Fixed Assets Fund and General Long-Term Debt updated figures by March as preparations are made for the audit.

Ms. Brogan said the format of the financial statements had been altered to present a more traditional reporting style that she hopes the Board will find easier to read. The new format shows the current month, year-to-date, annual budget, variance, and percentage spent or collected. Ms. Brogan said the first month shows the same for the current month and year-to-date, and the target percentage for the end of January is 8%.

In the General Fund, revenues show 0% collected because the receipts in January were for December tax collections and included in the prior year. January taxes will be collected in February and will show up on the February statement. Fines, revenues, contracts and grants are on target, with other areas a bit behind. The library received \$10,000 from the estate of Gail Pitts to go to Special Collections. Total revenues were actually .39%, which rounded to 0% on the statement.

Total expenditures were 5% spent. Personnel was only 4% spent. There were two payrolls, but the payroll for January 5 was for time worked in December 2011 and accrued to the correct year. Health insurance is paid a month in advance so shows 18% spent. Workers compensation is one annual payment, so it will be under budget all year as a result. Materials reflect 7% spent. Book invoices paid in January were 2011 invoices and allocated back to the proper year. The bulk of the spending was for digital materials which were 32% spent, and periodicals and subscriptions were annual subscriptions paid in January showing 62% spent. Facilities were 5% spent for the entire category. Rent is paid a month in advance and was 16% spent. Insurance had been paid for the entire year showing 84% spent. Ms. Brogan said there will be some smaller policies to pay, but she expects this category to remain under budget. Operating was 5% spent. Because professional memberships are annual subscriptions, she was not surprised to see that category 22% spent at this time of year. Information Technology was 5% spent, with nothing unusual to report.

Ms. Baca asked about the rent, and Ms. Brogan explained that the library leases the property at 622 South Union which is then leased to and paid for by the Friends of the Library.

Ms. Brogan then referred to the Capital Project Fund, noting that revenues had come from interest earnings from ColoTrust, BTOP reimbursement of \$10,549, and another donation from the estate of Gail Pitts for \$10,000 for the InfoZone. Ms. Brogan explained that the reason the two donations from Gail Pitts had been placed in different funds was the way the money would be used. Total revenues for the Capital Project Fund were 9% collected. Expenditures from the Capital Project fund were 1% spent with \$7,425 for BTOP expenses and \$12,241 for InfoZone expenses.

Ms. Brogan said there was nothing specific to report from the Check Summary Report. Ms. Brogan announced that PCCLD received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2010 CAFR for the second year. Ms. Brogan also pointed out that the online purchasing system, e-Requester, is up and running and going very well, and Finance is getting most purchase orders online now. Ms. Brogan said the procurement cards had been received and distributed.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$103,823.35, Payables of \$318,659.45, and Payroll of \$191,305.69, for a total of \$613,788.49.

## MINUTES

February 23, 2012 — 5 of 7

Ms. Bregar made a Motion, seconded by Mr. Quintana, that the Board approve the January 2012 bills and accept the January 2012 Fund Statement as contained in the February 23, 2012 Board materials. There being no further discussion, MOTION CARRIED 6-0.

### V. OLD BUSINESS

#### A. Architectural Firm Selection Update.

Ms. Baca announced that the Architectural Firm Selection Evaluation Committee had been working to review and evaluate submittals in response to PCCLD's recent RFQ, and an update would be provided.

Mr. Walker pointed out that no contract had been awarded, and the selection process is continuing.

Mr. Walker reviewed the process thus far with the RFQ issued last year with a due date of January 31, and the library received ten submittals. An evaluation team consisting of Al Perea, Roy Miltner, Teresa Valenti, Michael Cox and himself met to establish a scoring matrix, then each member of the team independently scored each of the firms using that matrix. Mr. Walker provided the matrix to the Board. Mr. Walker explained that the team had intended to reduce the list to three architects to be invited back to provide a more in-depth proposal, but selected five because there was a significant break in scoring between the top and bottom five.

Mr. Walker provided the points for each of the architectural firms, and also provided a ranking where the low number is the highest rank. Mr. Walker said he then contacted the top five firms and invited them to continue on in the process and received their verbal agreement to carry on.

Mr. Walker sent letters to the bottom five firms thanking them for their participation, and although they would not be invited to proceed, the library would keep their submittal in case the team decided to broaden the pool and that the library would keep them informed as the process continued. Representatives from each of those firms contacted him to discuss the process. Mr. Walker also pointed out that HGF Architects was awarded additional points for local preference, but still did not make the short list. Mr. Walker said he went over the process with each proposer about the team's evaluation and areas of weakness, and he pointed out none of the firms had a bad submittal, but some firms provided better responses.

Mr. Walker then reviewed the top five firms selected and the specific strengths reflected in the scoring. Mr. Walker said all five firms accepted the invitation to provide an additional presentation during the first week of March. Another scoring sheet has been prepared for those presentations. Each of the team members will be rating those presentations, and he hopes the evaluation team will have a recommendation for the Board at the March meeting.

Mr. Stuart asked how the library's experience with Humphries Poli in designing the Pueblo West Library had been factored into the ratings. Mr. Walker said the evaluation team had not discussed that so it was not a consideration during the evaluation. Mr. Walker said the evaluations were made based on the submittal provided, so Humphries Poli earned the rating based the merits of their proposal. There was additional discussion whether the prior relation would be a factor during the next step. Mr. Walker said a large portion of the next evaluation will be based on what the firms will be charging for their services. Mr. Miltner added that the RFQ established the criteria upon which the firms were be rated. Mr. Miltner said the team made judgments based on how the questions were answered and the fullness

## MINUTES

February 23, 2012 — 6 of 7

of the response, and to rate Humphries Poli otherwise would have been unfair to the whole process.

Mr. Walker reiterated that a new scoring matrix had been prepared for the next step when each of the firms will be making proposals specific to our project. Mr. Walker noted that each of the five firms presenting will be back to zero, and the previous rankings become irrelevant as the library moves forward, although the team has not yet discussed this. Mr. Walker said it is similar to a job interview, and the library is trying to keep it as fair as possible.

## VI. NEW BUSINESS

### A. Announcements

- ☐ The Outstanding Women's Awards Luncheon will be held in the Ryals Room at 12 noon on Friday, March 9. For more information or to purchase tickets, contact Susan Wolf at 553-0220.
- ☐ The next regular Work Session is scheduled for Tuesday, March 13 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, March 22 at 5:30 p.m. at the Lamb Library, 2525 South Pueblo Boulevard. The Board of Trustees Audit Committee will meet that day at 4:30 p.m. at the Lamb Library immediately prior to the Board meeting.
- ☐ The PCCLD Board of Trustees will hold a joint work session with Pueblo City Council on Monday, March 26 at 5:30 p.m. in order to discuss the proposed Eastside Library.

### B. Action/Discussion Items

#### 1. Board Development Committee

Ms. Baca announced that the Board of Trustees had discussed a committee to review Board guidelines, procedures, and policies and make recommendations. A document describing the mission and structure of this committee had been presented at the most recent work session.

Mr. Walker referred to the revised document which had been adjusted to read in an active tense. Mr. Walker said if the Board is so inclined, the Vice President would be appointed to chair the committee, and two others would be appointed.

Ms. Gonzales made a Motion, seconded by Mr. Stuart, that the Board take action to establish the PCCLD Trustee Development Committee.

Dr. Mancha asked if the Board should discuss the mission and responsibilities of the committee. After additional discussion, it was agreed that the committee would meet, discuss goals and priorities, and make recommendations on any modifications to the full Board.

There being no further discussion, the MOTION CARRIED 6-0.

Ms. Baca then asked for volunteers to serve on the Board Development Committee. Mr. Stuart and Mr. Quintana volunteered to serve with Ms. Bregar as committee chair.

#### 2. Executive Session

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Board enter into Executive Session for the purpose of discussing negotiations and to obtain legal advice pursuant to C.R.S. 24-6-402(4)(b). There being no further discussion, MOTION CARRIED 6-0. The public was excused at approximately 7:58 p.m.

## MINUTES

February 23, 2012 — 7 of 7

The Board reconvened in public at approximately 8:15 p.m.

Mr. Gradisar stated that he would certify on the record that the foregoing Executive Session had not been recorded, and all discussions were related and subject to attorney-client privilege.

### **3. Executive Session**

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Board enter into Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). There being no further discussion, MOTION CARRIED 6-0. The public was excused at approximately 8:17 p.m.

The Board reconvened in public at approximately 8:34 p.m. Ms. Baca noted that following the annual evaluation of the Executive Director, the Board needs to work on the personnel action form.

Mr. Miltner made a Motion, seconded by Dr. Mancha, that the Executive Director be moved from a Grade 16, Step I to Grade 16, Step J, which is a 2.5% pay increase. There being no further discussion, MOTION CARRIED 6-0.

**VII. PUBLIC COMMENT** None.

**VIII. ADJOURNMENT** There being no further business, the meeting adjourned at 8:36 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary