

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

March 22, 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 Frank I. Lamb Library at 5:28 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; Midori Clark, Community Relations Director; Charlene Garcia Simms, Special Collections Librarian; Felicia Sanchez-Garbiso, Hispanic Resources Coordinator; Dan Romero, Information Technology; others not recorded

Others Present: Kathy Knox, Friends of the Library

II. CORRECTIONS AND MODIFICATIONS TO ADENDA Mr. Walker suggested moving up item V.I.B.5. Executive Session regarding negotiations on property on Highway 50 to coincide with local attorney, Jim Oliver's, arrival to use the attorney time efficiently.

III. APPROVAL OF THE MINUTES

Ms. Baca said the Minutes of the Library Board Work Session held on February 14, 2012 and Minutes of the Regular Library Board meeting held on February 23, 2012 had been provided to Board members prior to the meeting. Ms. Baca opened the floor for motions.

Ms. Bregar made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Library Board Work Session held on February 14, 2012. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on February 23, 2012. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker said Diann Logie, Managing Librarian of the Lamb Library, was under the weather but wanted him to relay that the main thing the Lamb Library has been focusing on since the Board's last visit is preparations for the RFID project scheduled to be implemented this summer. Lamb has been making sure the collection is well weeded and working on a library enhancement project. Mr. Walker explained that RFID will include some automated material handling (AMH) and self-service features that will change how the library operates which may affect how the library is laid out, perhaps additional work room space or less service desk space.

Mr. Walker then invited Charlene Garcia Simms, Special Collections Librarian, and Felicia Sanchez-Garbiso, Hispanic Resources Librarian, to talk about the history and mural project. Ms. Simms provided a presentation on the history project that was funded by Colorado Humanities and reviewed the chronologies of both the history project and the mural project. *(Ms. Gonzales arrived at this point in the discussion)* Ms. Simms showed photographs of

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the mural in the early stages and during installation. The mural will be formally unveiled on Friday, March 23 at 10:00 a.m.

Ms. Sanchez-Garbiso continued with the presentation focusing on the future of the Hispanic Resource Center, and showed a picture of the Hispanic Resource Center when it was first introduced contrasted with photos of the area with the mural. Ms. Sanchez-Garbiso talked about what a great focal point the mural created and the connection of the mural with the history of Latinos in Pueblo County that will give students the opportunity to learn more about their culture and how it ties in with the community. Ms. Sanchez-Garbiso noted that the mural provides visual appeal, and for years Latinos have represented their culture visually. Ms. Sanchez-Garbiso believes the mural will inspire curiosity in students and create an opportunity for them to do their own research not only on Hispanic heritage but other heritages in the community. Ms. Sanchez-Garbiso expects to go forward with the technology aspect to eventually include a video kiosk where visitors will be able to view interviews with the author and artist and additional future presentations for those who may not be able to attend the event.

Ms. Sanchez-Garbiso sees the Hispanic Resource Center carrying on the tradition of recording history through murals and other forms such as oral traditions of storytelling. It will give parents and grandparents a great opportunity to explain their history to the next generations and inspire them to learn more through research and conversations.

Ms. Simms concluded by thanking the many staff for their work on the projects and invited Board members to attend the unveiling. Ms. Baca said the Board is excited to see this and encouraged the Trustees to attend the event if they can. Ms. Clark added that the book, which includes a fold-out of the complete mural, will be for sale at the event for \$25 with proceeds going to the Pueblo Library Foundation.

B. Friends of the Library Report

Kathy Knox announced that the Friends of the Library began the month of March by nominating four women to receive the 2012 Outstanding Women Awards on March 9, including Lois Pfost, Annette Warfield, Jane Carlsen, and Frances Terrazas-Alexander. The Pueblo Girl Essay Contest winner was also announced at the luncheon, and the Friends were one of the sponsors for the contest. Friends Board member, Doris Kester, judged the entries and reported on the number and quality of this year's contestants with the winning entry awarded to Anna Montalbano.

Ms. Knox said the Program Committee is working to plan the annual meeting on April 28, and Ruben Archuleta will be the guest speaker. The Friends are looking forward to announcing its second "Friend of the Year" award winner and will unveil a special wall in the Ryals Room to display Friend of the Year portraits and other awards. A new slate of officers will be presented, and Ms. Knox invited the Board to join in the celebration of the Friends' 52nd year with tickets available at Books Again for \$25.

Ms. Knox said the Book Store Committee reported on the need for a store manager, and they are looking for a Friend to take this position or two Friends to co-manage. A job description is being developed.

Ms. Knox announced that the Friends of the Library Board voted to donate \$15,000 to the Pueblo Library Foundation. The donation is for the three new proposed libraries, \$5,000 per site. There was also discussion that the \$15,000 would be matched at a later date making the total donation to the new libraries \$30,000. The exact specifications for use of the money will be discussed as the new libraries come closer to completion.

Ms. Knox closed that Doris Kester and Jim Stuart will be leaving the Friends Board, and the process to fill those vacancies is underway. Ms. Knox encouraged Trustees who know

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anyone interested in serving on the Friends Board to visit the book store to pick up and complete an application.

C. Pueblo Library Foundation Report None. Mr. Stuart said the best news was the Friends of the Library report. The Foundation will meet in April.

D. Attorney's Report Mr. Gradisar said he has been meeting to discuss financing the construction of the new libraries, and they are in the process of getting title companies to provide price quotes for preliminary title work to be done on properties to be used for collateral.

(At this point, the Board's discussion moved to Item VI.B.5. Executive Discussion)

E. Financial Report

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

Ms. Brogan referred to the Combined Balance Sheet and said the field work for the audit is underway, so adjustments and final entries to close out 2011 will be reflected in General Fixed Assets and General Long-Term Debt account groups in the March report.

In the General Fund, the target percentage for the end of February is 17%. Under revenues, property tax was 4% collected, reflecting collections in February for taxes received in January. Specific ownership was 8% collected. Contracts and grants were right on target, and Fines and fees exceeded budget projections by 1%. Interest income was only 6% collected. Ms. Brogan said the library is currently earning about 20 basis points, but this will increase slightly when they diversify investments. Ms. Brogan explained the library will be opening an investment account with CSIP (Colorado State Investment Pool), governed and monitored by the SEC, and the investment manager is PFM Asset Management LLC. They have \$6.2 billion in portfolio assets and are rated AAAM by Standard & Poor's. The City of Pueblo also has investments with CSIP. The current 7-day yield of the CSIP is 28 basis points, which is a 40% increase over current earnings at ColoTrust. The Pueblo Library Foundation will also be able to invest with CSIP. Total revenues at the end of February were 5% collected.

Total expenditures were 13% spent. Personnel was only 13% spent. There was a \$234 credit for unemployment compensation which should have been shown in Workers Compensation. Ms. Brogan explained that was a refund from the insurance broker for commission earned; however the library's agreement is to pay consulting fees, so any commissions earned by the broker are reimbursed to the library. Materials were 18% spent. Books were at 17% which was right on target. Significant spending in Periodicals and subscriptions as well as in Digital materials reflects purchase of annual subscriptions paid for the entire year. Facilities were 9% spent. Grants from the Friends were announced recently, so there should be more activity in that line item in the next several months. Operating was 5% spent. Information Technology was 28% spent. Ms. Brogan explained the largest percent was primarily due to the annual SIRSI renewal for the ILS maintenance contract.

In the Capital Project Fund, revenues were 9% collected with interest earnings. Expenditures were at 2% but included payments for the InfoZone renovation, a SmartBoard in the Executive Conference Room, and signage at the Library @ the Y.

Ms. Brogan then referred to the Check Summary Report and explained that AFLAC Insurance provides insurance beyond what the library provides. The library paid \$699.82, but that comes back to the library from payroll deductions for employees opting for that

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insurance. On page 8, there was a \$14,320 contribution to the Pueblo Library Foundation which was the ticket sales from the Booklover's Black Tie Ball in 2011. Also on page 8 is the \$64,496.52 for contract services for the maintenance of the ILS System.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$103,083.12, Payables of \$434,000.18, and Payroll of \$189,648.10, for a total of \$726,731.40.

Mr. Stuart questioned the \$11,492.50 payment to Global Knowledge Training for training IT staff. Ms. Brogan explained that was for five-day training for several IT staff members. Mr. Walker said the fact is IT training costs are higher than registration fees for library conferences, but this is high-quality training that is really important to the library.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board approve the February 2012 bills and accept the February 2012 Fund Statement as contained in the March 22, 2012 Board materials. There being no further discussion, MOTION CARRIED 6-0.

Ms. Brogan distributed copies of the 2012 Budget & Annual Plan. Mr. Walker pointed out that a lot of effort goes into that document and thanked Ms. Brogan for her work.

V. OLD BUSINESS None.

VI. NEW BUSINESS

A. Announcements

- ☐ A number of Board members attended the PLA Conference, and there will be an opportunity to discuss the PLA Conference at the next Work Session.
- ☐ PCCLD is hosting the unveiling and ribbon-cutting ceremony of the permanent display of the mural Corazón del Pueblo and the initial release of the new book *Spanish/Mexican Legacy of Latinos in Pueblo County* by David Sandoval (Pueblo City-County Library District, 2012) at 10:00 a.m. on Friday, March 23, on the 2nd floor of the Rawlings Library. This event will be followed on the same evening by an art show and reception at 7:00 p.m. featuring the work of John Mendoza.
- ☐ City Council has scheduled a joint work session with the Library Board of Trustees to discuss the proposed East Side Library at 5:30 p.m. on Monday, March 26, at Council Chambers, 301 West B Street.
- ☐ The Pueblo Library Foundation will hold an Art Sale and Soiree on Friday, March 30, at 7:00 p.m. at the Pueblo West Library. Foundation Board members and Library Trustees are asked to donate a bottle of wine and personally invite 10 people to the reception. Contact Midori Clark at 562-5605 with any questions.
- ☐ All libraries will be closed on Sunday, April 8, for Easter.
- ☐ The next meeting of the Pueblo Library Foundation is scheduled for Wednesday, April 11, at 11:30 a.m.
- ☐ A Special Work Session will be held on Friday, April 13, at 9:00 a.m. in the Ryals Room at the Rawlings Library as a Finance Workshop.
- ☐ Mr. Walker announced the grand opening celebration of the InfoZone's new exhibits on April 14 at 6:00 p.m., and he encouraged Board members to bring young people to the opening. There will be a lot of new interactive exhibits including the largest iPad in the library providing a history in a type of game environment. Board members were encouraged to attend.
- ☐ The next regular Work Session is scheduled for Thursday, April 19 at 3:00 p.m. in the Ryals Room at the Rawlings Library. Mr. Walker will be attending the OCLC Global Council meeting earlier in the week.

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- ❑ The next regular Board meeting is scheduled on Thursday, April 26 at 5:30 p.m. in the Ryals Room at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m. immediately prior to the meeting.
- ❑ 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. Tickets can be purchased from Books Again, 543-4688.
- ❑ 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. Bond Counsel

Ms. Baca said PCCLD plans to arrange for financing in order to complete several planned capital projects. A competitive process was used to select the law firm of Peck Shaffer for counsel on financing. The fees for this engagement may exceed \$25,000 and would require Board approval.

Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Board approve the fees required to obtain counsel on financing in an amount not to exceed \$30,000 to be paid to Peck Shaffer as discussed at the March 13 Work Session.

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

2. Financial Services Selection

Ms. Baca said PCCLD currently is working with Jim Manire, a Managing Director with the BLX Group, to coordinate a competitive proposal process for firms interested in handling the upcoming financing and debt issue required to raise funds for the contemplated library capital projects. Mr. Manire reported at the most recent Board Work Session on this process. The RFP has been issued with responses due by April 6. A committee will work to evaluate and make recommendations on the best proposal for Board consideration at its April Work Session and Regular Meeting.

Mr. Walker said the library will be borrowing \$3.8 million which is a significant sum. Mr. Walker suggested that because this is such a significant amount, the Board may be interested in participating in the evaluation process.

After additional discussion, Ms. Baca volunteered to serve, and it was agreed that Ms. Baca was the most qualified to participate in the evaluation process. No formal vote was required.

3. Library @ the Y Amendment to Agreement

Ms. Baca said PCCLD entered into an agreement with the Pueblo YMCA in 2009 for the operation of the Library @ the Y on the premises of the Pueblo YMCA campus. PCCLD Trustees have approved an annual plan statement for the Library @ the Y to enhance services to include offering public access to the Internet and providing New Information Technology Center services. A proposed updated Agreement between PCCLD and the Pueblo YMCA, which will support enhanced services, was discussed at the March 13 Work Session. Mr. Walker said no changes had been made since the Work Session.

Mr. Stuart made a Motion, seconded by Mr. Quintana, that the Board of Trustees approve the Amendment to the Agreement with the Pueblo YMCA regarding operations of the Library @ the Y. There being no further discussion, MOTION CARRIED 6-0.

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4. Architectural Firm Selection

Ms. Baca said an Architectural Firm Evaluation Committee had been working to review and evaluate submittals and interview selected firms. A presentation on the committee recommendations was discussed at the March 13 Work Session.

Mr. Walker said he has a draft contract from OZ Architecture which is a 28-page document incorporating a phased approach discussed at the Work Session. If the conceptual design is completed, but the financing falls through, they have incorporated contingencies for that into the contract. Mr. Walker said Mr. Gradisar will also review it with those considerations in mind, although review has not been completed yet. The architectural firm understands that variable which is not uncommon. Mr. Walker said this authorization would also allow for that review and for him to proceed and sign the contract.

Mr. Stuart asked if Mr. Walker would feel more comfortable with an amount not to exceed \$260,000. Mr. Walker said the contract for actual services is \$234,000 with maximum reimbursement of expenses up to \$259,460.

Ms. Gonzales made a Motion, seconded by Mr. Stuart, that the Board of Trustees authorize the Executive Director to negotiate a contract with OZ Architecture in Denver, Colorado, for architectural services rendered in phases as financial resources for different elements of the project become available for a total amount not to exceed \$259,460. There being no further discussion, MOTION CARRIED 6-0.

(Board discussion moved to Item VII. Public Comment.)

5. Executive Session

Mr. Stuart made a Motion, seconded by Ms. Gonzales, 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)(e). There being no further discussion, MOTION CARRIED 6-0. The public was excused at approximately 5:59 p.m. Attorney Jim Oliver remained, and Mr. Gradisar announced that he will excuse himself from this portion of the discussion to avoid any conflict of interest.

The Board reconvened in public at 6:52 p.m. upon Motion made by Ms. Gonzales and seconded by Mr. Miltner.

Mr. James Oliver certified on the record that he was providing legal services to the library and had been discussing a matter of attorney-client privilege.

Ms. Bregar made a Motion, seconded by Mr. Quintana, to authorize the Executive Director to proceed with contract negotiations with respect to property on Highway 50 including contingencies as drafted by Attorney James Oliver. There being no further discussion, MOTION CARRIED 6-0.

(Discussion returned to Item IV.E. Financial Report.)

VII. PUBLIC COMMENT None.

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion to adjourn, seconded by Ms. Gonzales, at 7:23 p.m. Mr. Walker expressed his appreciation to the Board for their endorsement to move matters forward.

Respectfully submitted,
Jane Carlsen
Secretary