

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MINUTES FOR THE REGULAR MEETING
September 22, 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 Craver Middle School Satellite Library at 5:30 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Marlene Bregar; Rhonda Gonzales; Philip Mancha, Roy Miltner

Board Members Absent: Sherri Baca, Vice President; Frances Terrazas-Alexander

Attorney Present: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Public Services Director; Midori Clark, Community Relations Director; Sara Rose, Human Resources Director; Barbara Brown, Outreach Services Manager; Darlene Smith, Craver Middle School Satellite Clerk, Bill Seidel, Information Technology; others not recorded

Others Present: William Bregar

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

Mr. Walker distributed a proposed addition to the agenda for the Board to consider changing the November 8 Work Session. The Board agreed to add this as item VI.B.4.

III. APPROVAL OF MINUTES

Mr. Stuart said the Minutes of the Library Board Work Session held on August 16, 2011, and Minutes of the Regular Library Board meeting held on August 25, 2011 were provided to Board members prior to the meeting.

There being no corrections, Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on August 16, 2011. The Minutes were approved by unanimous consent.

There being no corrections, Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on August 25, 2011. The Minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker distributed a web page from Livability.com that named Pueblo number 7 in the Top 10 Cities for Book Lovers. Mr. Walker said one of the interesting things is, of the ten cities listed, only Pueblo lists the Rawlings Public Library as the reason, and others list book stores. Mr. Walker said Gayle Perez from *The Pueblo Chieftain* brought this to his attention, and there will be an article in the newspaper tomorrow.

Mr. Walker then introduced Barbara Brown, Outreach Services Manager, who welcomed the Library Trustees to Craver. Ms. Brown said Chuck Scott, Craver Middle School

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Principal, was unable to attend due to coaching commitments. Ms. Brown said the school's partnership with the satellite libraries is one of the reasons the Board is meeting here tonight.

Ms. Brown distributed current satellite schedules and gave a brief overview of the satellite library program which replaced the bookmobile in 1988 by providing small collections of Pueblo City-County Library books in the media centers of selected District 70 and Pueblo City Schools. Ms. Brown explained that the school provides courier service which allows teachers or students to have access to the entire library collection. Each school librarian takes care of the satellite collection during the school day, and PCCLD provides an additional eight hours each week to keep the satellite open after school hours. Ms. Brown said each satellite clerk is familiar with circulation functions and assists customers in placing holds, renewing or returning material. PCCLD has satellite libraries in nine schools in Pueblo County including four in the Mesa area (Avondale, North Mesa, South Mesa, and Vineland Elementary Schools), three in the Mountain communities (Beulah School, Craver Middle School, and Rye Elementary), and two in Pueblo City Schools (Cesar Chavez Academy and Risley Middle School). Ms. Brown said satellite libraries operate during the summer and provide Summer Reading programs which this year had 3,000 participants.

Ms. Brown said the satellite in Colorado City started with Barbara Heaton Marowitz with used books and volunteers at the Community Center where they checked out 30-90 items a month in 2005. Craver Middle School invited the library to move the satellite from the Community Center, and in April 2006 began circulating about 250 items a month, and added services such as Internet access, holds, pickups, and provided easier access for Craver students. In fall of 2006, the school relocated the media center to provide outside access for the public into the media center/satellite library. Ms. Brown introduced Darlene Smith who is the Satellite Library Clerk for Craver and will show the Board around the satellite after the meeting.

Ms. Brown noted that recent cutbacks in the schools, such as four-day weeks, have resulted in media technicians being asked to add more responsibilities, and personnel are being stretched in other ways. These cutbacks are resulting in decreasing stats at Craver and other satellite libraries, and she is working on plans to improve the format to make the satellite libraries more successful.

Mr. Stuart asked what kinds of people use the satellite library, and Ms. Smith responded that there is a group of Mormon missionaries who regularly use the computers, senior citizens come in, and some high school students use the satellite. Ms. Smith said they started a Senior Coffee to get seniors in, but the usage varies.

Mr. Stuart asked if all the satellite libraries have computers available, and Ms. Brown said each of the satellites offer Internet access.

Ms. Gonzales asked if students at Craver Middle School have the opportunity to use the collection all day, and Ms. Brown said they do and described the levels of students at each of the schools, e.g., North Mesa has grades K-5, and Beulah School has K-8. Ms. Brown emphasized that each satellite tries to meet the needs of its community, i.e., mountain communities may have different needs than the Mesa.

Ms. Bregar asked how many PCCLD books are in the satellite library, and Ms. Brown estimated about 3,000 items are in each and include some adult materials. Ms. Brown said at one time the library tried to offer "hot" titles at the satellites, but it was more effective to allow satellite customers to place holds and provide access to the entire library collection. Ms. Bregar asked what the turn-around is, and Ms. Brown estimated a week,

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although Ms. Smith said it has been better since the courier is back up to two deliveries a week. Ms. Brown said the schools provide a lot to make the satellite libraries successful, and visitors to the satellite libraries must sign in at the office during the school day so outside access is helpful.

Mr. Walker noted that Ms. Brown focuses on a lot of aspects of Outreach Services including Books in the Park during the summer, Books a la Cart, Homebound services, as well as the Satellite Library program. Mr. Walker also noted that the satellites had 3,000 participants in the Summer Reading Program, which is quite favorable when the total throughout the district was 20,000 participants.

Mr. Walker then introduced Sara Rose, Human Resources Director, to speak on organizational changes that have occurred this year. Ms. Rose showed a photo of all staff taken during the last Staff Development Day, and noted that the next Staff Development Day will be on October 10. Ms. Rose reviewed a list of 159 personnel changes which included retirements, new hires, promotions, lateral transfers and others that had taken place in the first eight months of the year. Ms. Rose said when the year started with seven retirements due to an incentive, it gave the library an opportunity to re-evaluate staffing and consider how to prepare for the future, and as people were transferred or promoted, it led to some new hires and more opportunities for staff.

Ms. Rose went through a department-by-department review of the changes that had been made to the organizational chart. Community Relations changed from including the InfoZone Manager with two assistants, to having a Marketing Coordinator and an Event Coordinator. The InfoZone was combined with Special Collections, enabling that department to expand with a full-time librarian, adding a Clerk III, Archivist and a Museum Coordinator. These changes provide better coverage for both areas and the expertise to better preserve the collection and prepare for digitization.

Finance had a retirement, and Ms. Brogan did a careful analysis and determined that the full-time Accounting Specialist position would be better served with two part-time positions: an Accounting Assistant and a Purchasing Specialist to take the lead toward centralized purchasing. Ms. Rose commented that those who retired were all at the highest salary step, and they were sometimes able to replace one person with two.

Ms. Rose also commented on changes to Technical Services and Collection Development that had two full-time collection development librarians and a part-time media librarian, and the decision was made to replace the youth collection development librarian with a part-time librarian who splits her time between collection development and Pueblo West. The part-time media librarian will be replaced with a librarian who will oversee both media and InterLibrary Loan (ILL), and the part-time media librarian was transferred to a newly created position as ILS Administrator. Ms. Rose explained that IT had been resolving SIRSI issues but was not as familiar with processes as a librarian, and Abby Koehler is a librarian who is also very technical and better able to figure out the best utilization of that software for the library.

In Reference & Readers Advisory, it was decided to move the ILL function to Technical Services & Collection Development. Ms. Rose said in talking with other library HR professionals, they learned that is how other libraries typically handle it because they are in a better position to analyze whether an ILL request should be purchased or borrowed. Another change was to convert the part-time Hispanic Resource Librarian to a part-time Hispanic Resource Coordinator. The department also added a Literacy Librarian and an Emerging Technology Librarian who will help the library with the New Information

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Technology Centers and teaching classes on using the technology. There is also a position open for a Reference Librarian for the front desk.

Ms. Rose said the Library @ the Y was combined and placed under the Youth Services Department which has helped create a better synergy and increased program offerings at the Library @ the Y.

The Pueblo West Youth Librarian resigned, and it was decided to replace that position with a part-time Youth Librarian and a part-time Library Assistant who works to engage teenagers in programming at the library.

Ms. Rose concluded that she anticipates additional changes with RFID which will impact work processes and staffing and the New Information Technology Centers. The library is also considering a pay for performance system, focusing on staff development, to continually build value and be more viable. Ms. Rose then offered to respond to questions.

Ms. Bregar commented that what the library is doing as people leave and continuing to evaluate future needs is great and shows why the library is a leading organization.

Mr. Walker commented that Ms. Rose has been with the library a little over two years and probably never realized just how busy she would be. There has been a lot of extra activity in Human Resources this year. Ms. Rose added that she has been impressed with the quality of the people the library has been hiring, and she is glad to have people who are happy to be working for the library. The library is moving in the right direction.

Midori Clark reviewed the Chautauqua performances held in July as part of Voices of the Valley in partnership with CSU-Pueblo and with financial support from Colorado Humanities. Ms. Clark showed photographs of actors portraying Henry David Thoreau, Charles Darwin, C.S. Lewis, and Walt Whitman and commented that it provided a great opportunity for people to learn while experiencing a great art form. Ms. Clark compared 2010 with 318 participants and 2011 with 412 participants noting there had been a 30% increase. Ms. Clark said the program is gaining a following, and the public is getting excited about it.

Mr. Stuart believes that word of mouth has increased attendance. Ms. Clark agreed and also noted the performance times were changed this year to occur later in the evening at 6:00 and 7:00 p.m., and people were invited to bring picnics.

Ms. Gonzales asked when next summer's program will be decided. Ms. Clark responded that it depends on High Plains Library because they have worked out a way to share travel costs. High Plains just met to review their list for next year, and once they make a decision, we will review their characters and pick a couple. Ms. Clark encouraged Ms. Gonzales to participate on the selection committee, and Ms. Gonzales responded that she would like to serve.

Ms. Clark said she has the best job in the library with the most fun, and she distributed the new All Pueblo Reads Resource Guide for Hoot, noting there are 104 events and activities planned which really does make this the biggest and best year yet, even though she has been able to say that every year. Ms. Clark said she is pleased to hear a lot of schools are planning their own All Pueblo Reads to connect with the library's program which is exactly the point of the project. Ms. Clark encouraged Board members to go through the many special events, and she drew the Board's attention to plans for this year's Booklovers Black Tie Ball with a personal appearance from Carl Hiaasen on October 22. Ms. Clark reviewed details of the menu, plans for a silent auction, and live music. Tickets are \$100 per person, with a discount price for members of the Friends of the Library and employees of \$80. Ms. Clark challenged each Board member to sell four tickets, and the

Board member who sells the most tickets will get a fabulous prize. Mr. Walker said he would like to be included, and Mr. Stuart said he would sell four.

Mr. Walker commended Ms. Clark on the work she had done with All Pueblo Reads, and he is proud of how far the program has come.

B. Friends of the Library Report

Midori Clark said Mary Simmons had asked her to present the Friends report. It was another great year for membership and book store income. The Friends recently held a sale on hardback fiction to create space on the bookshelves, and in three days the Friends were able to make \$2,600.

At the recent Friends of the Library meeting, members signed up to judge the Scary Story Contest. The Friends will be soliciting nominations for Friend of the Year and will bring nominating forms for the Board next month. The Friends will hold a "Books by the Bag" Sale on October 6-8, and she encouraged everyone to attend where there will be no end to the bargains.

The Friends are grateful that Jim Stuart had agreed to serve as Interim Bookstore Manager. Melanie Tappen, who had been the Manager, is no longer going to fill that role, and Jim has offered to step in until they recruit a new Bookstore Manager.

C. Attorney's Report

Mr. Douglas Gradisar said he had no report, but offered to respond to any questions. There was a question about current litigation, and Mr. Gradisar responded that dates are being scheduled for the litigation, and he expects things to get started in about 30 days when discovery will begin.

D. Financial Report

Mr. Stuart said the Board is asked to ratify the August 2011 bills and accept the August 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 18 department budgets are due today, and she will be putting those together. There was nothing to report on the Combined Balance Sheet.

The target percentage for the end of August, two-thirds through the year, is 67%, and everything is looking good. Ms. Brogan said she is starting to estimate the current year to prepare for next year's budget, and it is looking pretty good so by the end of the year there may be some savings in revenues over expenses. Property tax is 97% collected, and last year at this time it was 94% collected. Specific ownership tax is 58% collected. Fines and miscellaneous sales continue to exceed budget projections. Other categories are somewhat under, but there is nothing alarming. Next month, this category will reflect proceeds from the VHS and audio cassette public sale held last weekend with gross revenue just over \$1,500. Total revenues at the end of August were 91% collected, which is 3% more than collections at the end of August in 2010, and 2% higher than 2011 budget projections.

Expenditures are 59% spent, just slightly below target. Personnel was 59%, commensurate with salaries, the primary expense in this section. Materials were 53% spent. Programs were 70% spent, but that includes Summer Reading expenses and some All Pueblo Reads expenses and is not a concern. Facilities were 61% spent for the entire category. Operating expenses were slightly over target at 68%. The RFP for copiers was issued, and the library is scheduled for new copiers by the end of October.

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Information Technology was 65% spent. Hardware Repair & Maintenance shows overspent, but some computer items should have been charged as capital assets and will be corrected in September.

In the Capital Project fund, the library received \$10,584 from the Lamb Foundation and \$44,211 to reimburse expenses for the BTOP project. Expenditures included \$13,198 for BTOP, \$37,742 which was the final payment for the VOIP project which is now complete, and the remaining \$5,000 was for miscellaneous projects in InfoZone, Community Relations and Hispanic Resource Center grant expenses.

In the Check Summary Report, there is a payment to Lavin Agency, Inc. for \$12,500 which is a partial payment to the author, Carl Hiaasen, for All Pueblo Reads. The payment of \$264 to Thornton Wheelchairs was for a battery for a motorized chair donated to the library which is being used by customers at the Pueblo West Library.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$102,650.84, Payables of \$261,258.40, and Payroll of \$184,482.37, for a total of \$548,391.61.

Mr. Stuart asked about a payment of \$37,000 to Imagine Technologies, and Ms. Brogan said that was the final payment for VOIP.

Ms. Gonzales asked for an explanation of Specific Ownership tax. Ms. Brogan said it is the tax for registering vehicles, and all public entities get a portion which is calculated based on how much property tax is received. Ms. Gonzales asked what she attributed the increase to, and Ms. Brogan said it is being collected faster this year.

Dr. Mancha referred to page 8, and asked about the payment to Amazon for books, and he thought the library dealt with vendors such as Baker & Taylor. Ms. Brogan said the library uses vendors with the best value, and sometimes that has been Amazon.

Mr. Stuart asked if the copier contract will come before the Board for approval, and Ms. Brogan expects it will be over the \$25,000 requiring Board approval.

Dr. Mancha made a Motion, seconded by Ms. Gonzales, that the Board approve the August 2011 bills and accept the August 2011 Fund Statement as contained in the September 22, 2011 Board materials. There being no further discussion, MOTION CARRIED 4-0.

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ 2011 All Pueblo Reads will kick off with a VIP Reception at the Pueblo West Library on Friday, September 30 at 7:00 p.m. This will be followed by a kickoff event at the Rawlings Library at 2:00 p.m. on Saturday, October 1.
- ☐ The grand opening celebration of the New Information Technology Centers will be held at 3:00 p.m. on Saturday, October 1, at both the Rawlings and Barkman Libraries. Mr. Stuart encouraged Board members to attend All Pueblo Reads at 2:00 p.m. and stay for the 3:00 p.m. opening of the New Information Technology Center.
- ☐ The Booklovers Black Tie Ball will be held on October 22 featuring Carl Hiaasen, author of *Hoot*, this year's distinguished author. For more information or to purchase tickets, go to www.pueblolibrary.org/pld_about/AllPuebloReads/.

- ☐ The Library will be closed on Monday, October 10 for Columbus Day. Staff will be participating in staff development.
- ☐ The 2011 CAL Conference – Team Up! Powering Library Partnerships will be held October 13-15, 2011 in Loveland, Colorado.
- ☐ The next regular Work Session is scheduled for Tuesday, October 18, at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, October 27 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event immediately prior to the meeting at 5:00 p.m., and Mr. Stuart encouraged Board members to arrive early.

B. Action/Discussion Items

1. Pueblo Library Foundation

Mr. Stuart said the Trustees have considered recommendations and made comments for Articles of Incorporation and Bylaws of the Pueblo Library Foundation. This had been discussed during the Work Session.

Mr. Miltner made a Motion, seconded by Ms. Bregar, that the Trustees approve the Articles of Incorporation and Bylaws of the Pueblo Library Foundation. There being no further discussion, the MOTION CARRIED 4-0.

2. Government Investment Pool

Mr. Stuart said the Trustees have reviewed and discussed a proposed Resolution authorizing PCCLD to invest funds with CSAFE, a government investment pool, as an alternative pool to ColoTrust as a means to diversify PCCLD investments. This had been discussed during the previous Work Session.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board approve the Resolution authorizing PCCLD to invest funds with CSAFE. There being no further discussion, the MOTION CARRIED 4-0.

3. Debt Management Policy

Mr. Stuart announced that Trustees had reviewed and discussed a proposed Debt Management Policy during the Work Session.

Ms. Gonzales made a Motion, seconded by Ms. Bregar, to adopt the Debt Management Policy. There being no further discussion, the MOTION CARRIED 4-0.

4. Change November 8 Board Work Session

Mr. Stuart said the Trustees have set the November Work Session to take place at 4:00 p.m. on November 8, 2011. This date is one week earlier than typical due to the Thanksgiving holiday. Jon Walker is an OCLC Global Delegate, and this annual meeting in Columbus, Ohio, conflicts with the Trustee Work Session on November 8.

The Board Secretary had been asked to poll Board members regarding availability prior to the meeting, and had received responses from three Board members. The poll had included alternate dates of Thursday, November 10; Monday, November 14; or Tuesday, November 15. The Regular Board Meeting is scheduled for November 17. Of those who had responded, only one Board member indicated that she would not be available on November 14. After additional discussion, it was agreed that Thursday, November 10 would allow any time needed to make adjustments between the Work Session and the Regular Board Meeting.

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Dr. Mancha made a Motion, seconded by Mr. Miltner, to change the November Work Session to Thursday, November 10. There being no further discussion, the MOTION CARRIED 4-0.

VII. PUBLIC COMMENT None

VIII. ADJOURNMENT There being no further business, Ms. Bregar made a Motion to adjourn the meeting at 6:51 p.m.

Respectfully submitted,

Jane Carlsen
Secretary