

PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, April 28, 2022

This meeting was conducted at the Lamb Library, 2525 S Pueblo Blvd, Pueblo, CO. An online session was conducted. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org.

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 5:31 pm by Mr. Quintana who also conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Lyndell Gairaud Jacquelyn Keith Marlene Bregar Doreen Martinez
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Board Members Not Present	Stephanie Garcia
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Attorney Present:	Bart Miller, Collins, Cole, Flynn, Winn & Ulmer
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Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Alexandria Romero, Director of Finance Amy Nelson, Director of Rawlings Library Jill Kleven, Director of User Services Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations and Development Jennifer Tozer, Lamb Library Manager Luke Gebbink, IT Rose Jubert, Secretary to the Board of Trustees
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II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no corrections or modifications to the agenda.

III. INTRODUCTION OF NEWLY APPOINTED TRUSTEE: JACQUELYN KEITH

Jacquelyn Keith was present in person for the meeting and was introduced and welcomed.

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee special meeting held on March 15, 2022, the Library Board of Trustee work session held on March 15, 2022, and the Library Board of Trustee regular meeting held on March 24, 2022, were published and provided to

Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on March 15, 2022, and March 24, 2022.

Ms. Bregar made a Motion, seconded by Mr. Hodge and Ms. Gairaud to approve the minutes of the meetings held March 15, 2022 and March 24, 2022. The Motion passed

V. REPORTS

A. Executive Director Report

Jon Walker (Executive Director) provided a first quarter update regarding progress on the 2022 Annual Plan.

Prior to the start of the Executive Director Report, Jennifer Tozer, Branch Manager for the Lamb Library – host branch, was introduced. Ms. Tozer has been the manager for 1 year, she was excited to report that interviews for a new assistant branch manager/librarian had started and in person programming had commenced.

A brief overview of the 2022 Annual Plan was given and quarter one updates were completed on April 1, 2022. Included in the update was an explanation of the structure of the plan, background on PCCLD, the plan's timeline, and how the plan was created.

Covid had impacted the way business was and continues to be conducted, virtual and hybrid meetings are common place now. A positive outcome from Covid was the \$1million Reading Pays Program which will likely be reinstated in 2022 with significant financial support from Pueblo County and the City of Pueblo. The 2021 program substantially increased the number of summer reading participants, 7000 participants completed the program the average number of summer reading participants had been approximately 2000. Programming was offline during the summer so the reading challenge helped to fill the void.

A report was given on the quarter one update. A few of the objectives were highlighted. Input on the objectives were received from staff, stakeholders, community members, and board members. The objectives are new or different activities that PCCLD is doing and all have a facilitator who is tasked with tracking and reporting out on the progress.

The first objective that was reviewed was, III. Collaborate with the Friends of the Library (FOL) on the transition for the management of the Books Again store. Action steps were listed and the quarter one update was that the bookkeeping tasks were transitioned to the PCCLD accounting system.

The next objective dealt with the new PCCLD branding efforts. The update to the PCCLD branding would improve promotion of public library services to members of the community. Quarter one showed that an RFP was issued to get help with the transition and twelve proposals were received. As of today's meeting a firm was selected, Studio Trobe who has done work with PCCLD in the past.

The IDEA (inclusion, diversity, equity, accessibility) project was reviewed and was moving forward at a productive pace. The Web Advisory group continued to work with PCCLD but was starting to step back, they had provided their final report per the contract they had with PCCLD. They were approached about ongoing consulting to help the project move forward.

The next objected was the high school diploma program/adult education program which has been successful. All Colorado minor residents up to a certain age, are eligible for a free public education.

As an adult if you decide you would like to obtain your high school diploma, through grant funding PCCLD has stepped in to help with the cost. The Colorado Department of Education is working with PCCLD to provide ongoing funding opportunities in support of future GED services. PCCLD was selected as the official Dolly Parton Imagination Library affiliate for Pueblo County and is set to participate in a statewide marketing campaign with local registrations underway now. The goal was to get 5% of eligible Pueblo children enrolled as of today 10% have enrolled!

There has been a lot of work done to update the PCCLD website. Phase I is in progress with Monarch Digital who is creating a new site. There will be no change to the look and feel of the website but there will be changes to its underpinnings during this phase.

B. Friends of the Library Report

There was nothing to report for this month.

C. Pueblo Library Foundation Report

There was nothing to report for this month.

D. Attorney Report

There was nothing to report for this month.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the March 2022 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2022 Employment Changes as contained in the Board materials.

Ms. Martinez made a Motion seconded by Mr. Hodge to ratify the March 2022 Employment Changes as contained in the Board materials. The Motion was approved.

The new hires and separations were reviewed. This report only noted one separation. There are several positions posted and recruitment efforts are moving forward. Recruitment efforts are centered around the new positions that were created due to the Rawlings reorganization.

F. Financial Report

OVERVIEW: Alexandria Romero (Chief Financial Officer) reviewed a report on the March 2022 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March bills and accept the March 2022 fund statement as contained in the Board materials.

Ms. Martinez made a Motion seconded by Mr. Quintana to ratify the March bills and accept the March 2022 fund statement as contained in the Board materials. The Motion was approved.

The March Combined Balance Sheet was presented. PCCLD had been seeing a higher level of cash due to receipt of the large property tax deposit.

The revenue and expenditures were reviewed. Currently PCCLD was 25% through the year so that was the targeted percentage. Total revenues ending March 31st were at 24% collected, with property taxes at 27% collected. Specific Ownership Tax was at 18% collected which was slightly higher than previous years at this time of year, it will show a steady increase through the summer months.

The expenditures were reviewed. Salaries and PERA were at 22% spent and total Personnel expenditures were at 23% spent. Materials were at 16% which was low in comparison to 2021 when Materials were at 22% spent. This overall total was lower even though Digital Materials expenses were higher. Total Facilities expenditures was at 11%. Insurance expenses were at 101% this was due to the fact that the new truck had the wrong year listed so this did cause a slight increase the Insurance expenses. Operating expenditures /Professional Memberships was at 80% due to the prepaid annual subscriptions. Total Operating expenses were at 31% compare to 33% in 2021.

Total Expenditures were at 20% the same as 2021.

A majority of the Capital Fund's activity was due the Rawlings renovation. \$1.8 million was spent in this category that is only 19% of what was budgeted. This category also included the next library renovation costs. Other costs for the month included a copier.

The Payment History report was presented; the majority of the larger expenses were due to Capital Project's Expenditures/Rawlings Renovation. It was a typical month for spending.

EXPENDITURES

Total Payables	\$2,700,975.42
Total Payroll	\$ 621,614.57
Grand Total	\$3,322,589.99

P-card transactions were reviewed and there was nothing of note to report. Greenhorn Valley did get a new bear proof trashcan!

V. BOARD COMMENT

Ms. Bregar commented on PCCLD's diploma program. She shared that there was a page on Facebook called Helping Pueblo. A person was asking about how to obtain a GED and Amy Nelson, Director of Rawlings Library provided information about the PCCLD-GED program.

Ms. Bregar also commented on the Dolly Parton Imagination Library and wanted to give a shout out to Ann Boyden in Community Relations for her efforts.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business

IX. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, May 17, 2022. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, May 26, 2022.

B. Action/Discussion Items

1. Lucero Library and Barkman Library Design

OVERVIEW: A report was provided on the project to employ a firm to continue with design work on Lucero and Barkman Libraries.

RECOMMENDED ACTION: No action is recommended at this time.

The Barkman and Lucero Library renovations are part of the Master Facility Plan. \$1.3 million was budgeted in 2022 for these projects. The Capital Cash Pro Forma was presented and it was shown that there was money anticipated for the Lucero and Barkman renovations beginning in 2022 and ending in 2025.

Earlier this year, an RFP was issued for architectural and design services. The selected firm would oversee the review and updating of the existing 2019 preliminary design concepts, complete the schematic design, and design development but not produce construction documents.

There is funding for both Lucero and Barkman as well as grant requests. The grant funding and which branch receives it will determine which branch project starts first. Firm selection will be completed the end of May. There were seven firms who provided proposals. Some of the firms were familiar having done previous work with PCCLD, there were also local firms who responded. An internal team headed by Sherri Baca, Associate Executive Director, will be reviewing RFP's and interviewing firms. It was asked that a Trustee participate on the interview panel.

2. Executive Director Search Firm

OVERVIEW: An update report and recommendation was provided regarding employing a search firm for PCCLD Executive Director.

RECOMMENDED ACTION: That the Trustees hear the report and authorize the District to enter into a contract with the recommended firm.

A brief overview of the process was given, the committee comprised of Fredrick Quintana, Doreen Martinez, Marlene Bregar, and Jon Walker selected Bradbury Miller and Associates to head the search for the new PCCLD Executive Director.

The committee interviewed three firms (Bradbury Miller, John Keister and CPS HR) and felt all would do a great job. After in depth conversation they felt that Bradbury Miller & Associates would be the best fit.

Mr. Quintana made a Motion that the Board of Trustees execute a contract to begin services with Bradbury Miller & Associates in the PCCLD Executive Director search. Ms. Bregar seconded the Motion. The Motion was approved.

Mr. Quintana requested that Mr. Miller contact Bradbury Miller and also the five firms that were not selected and thank them for their time.

X. ADJOURNMENT

Ms. Bregar made a Motion to adjourn the meeting at 6:42pm.

The next meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00pm, Tuesday, May 17, 2022, in the Executive Conference, Rawlings Library. An online session will be conducted. An online link for the

meeting will be available by contacting Rose Jubert at 719-562-5633 or
rose.jubert@pueblolibrary.org