

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
August 22, 2019**

**I. CALL TO ORDER AND ROLL CALL**

Doreen Martinez, President, called the meeting to order at 5:30 p.m. at the Pueblo West Library.

Board Members Present: Stephanie Garcia  
Phil Mancha  
Doreen Martinez  
Dustin Hodge

Board Members Absent: Marlene Bregar  
Lyndell Gairaud  
Fredrick Quintana

Attorney Present: Doug Gradisar – Gradisar Trechter Rippenger & Roth

Staff Present: Jon Walker – Executive Directory  
Sonya West – Executive Assistant/Board Secretary  
Sherri Baca – Chief Financial Officer  
Sean Miller – I.T. Department  
Terri Daly – Human Resource Manager  
Sara Rose – Chief Operating Officer  
Nick Potter – Director of Community Relations & Development  
Heather Wilder – Manager of Pueblo West Library

**II. CORRECTIONS AND MODIFICATIONS TO AGENDA**

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

None

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board Work Session held on July 16, 2019 and Minutes of the Regular Library Board meeting held on July 25, 2019 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- Minutes of the Library Board Work Session held on July 16, 2019
- Minutes of the Regular Library Board meeting held on July 25, 2019

Phil Mancha made a motion to approve the minutes from the July 16, 2019 work session and the July 25, 2019 board meeting. Stephanie Garcia seconded the motion.  
All in favor 4-0

**IV. REPORTS**

**A. Executive Director Report**

Heather Wilder, Pueblo West Library Manager, will review activities of the Pueblo West Library.

Heather Wilder

*(Heather Wilder presented from a Power Point slide show.)*

Hello everybody. I would like to begin with the Pueblo West Library Vision and Values statement, which the staff here at Pueblo West Library worked on as a collaborative group. Pueblo West Library is a central community gathering space for creativity, literacy, and lifelong learning. We will provide excellent customer service by being knowledgeable about our community and library tools, keeping up with current technology trends and listening with patience, empathy and professionalism. We are committed to free community inspired programs that foster creativity, literacy and lifelong learning. We will provide a safe, clean accessible space for community to gather where family, friends, neighbors and colleagues connect, collaborate and celebrate. As part of our ongoing commitment to being the community gathering place for Pueblo West, our library gives preferential meeting room booking to 31 Pueblo West clubs and organizations that meet here on a regular basis. Here is a list of some of them *(listed on her PowerPoint slide show)*. We had three main goals for 2019. The first one was to increase program funding. Our second was to create new adult programs based on a public interest survey. The top three programs of interest to our community are, more crafting and conversation programs, more health and fitness programs, and art workshops. Our third goal was a conceptual design for an enclosed teen space at the Pueblo West Library. How are we doing so far? On goal #1, our programming budget was increased from \$2,500 to \$4,000 this year. We have used the extra funds to improve the quality of our programs that we offer and also increase the number of people who can attend our programs with better and more supplies. One example of this was our summer reading themed galaxy mud craft program which 71 people attended. For goal #2, programming, in the last two years Pueblo West has added a DIY Crafting and Conversation, Copying and Coloring, and two Hook Nook crotchet classes per month which is in addition to our ongoing sewing classes. This brings us to a total of five crafting and conversation classes each month. For health and fitness, we have collaborated with Tai Chi instructor Lance Rochester. Pueblo West Library now offers an average of 28 exercise classes per month including chair yoga, senior strength training, Zumba, Tai Chi, and kid's yoga. The last one is art workshops. We just had our first art workshop with 40 people attending our beginning photography art workshop in July. The photos from the workshop are exhibited in our gallery until the end of August. Pueblo West Library currently has 25 weekly, monthly and annually reoccurring programs. This year we added senior strength training, Zumba, Tai Chi, Dungeons & Dragons, History Round Table book club, and Read-Dog-Read. I believe our commitment to providing innovative and engaging programs is shown in the number of Pueblo West programs that have been picked up and replicated throughout the library district. After all, imitation is the sincerest form of flattery. The conceptual design for the new teen space has become much more than we hoped for. As part of the refresh plans for the entire library district, Pueblo West Library now has a conceptual design for the entire library that will meet the needs of our community and into the future. *(At this point she referenced pictures from the conceptual design on our slideshow.)*

#### Jon Walker

Thank you Heather Wilder. Heather Wilder has been the manager here now for about 2 ½ years and has worked at the Pueblo West Library for 5 years. I would invite you all visit

some of the activities going on in the building. What she said about imitation is the sincerest form of flattery is absolutely true. A lot of the activities that she is doing here, are activities that are now being replicated at other branches.

I want to add one more thing to the Director's Report, Governor Polis will be at the Rawlings Library tomorrow at 3:00 for the Google event. I would invite the Trustees who are available to come to that event which will be in the Ryals room on the 4<sup>th</sup> floor.

**B. Friends of the Library Report**

None

**C. Pueblo Library Foundation Report**

None

**D. Attorney Report**

None

**E. Employment Changes**

OVERVIEW: The Board is asked to ratify the July 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the July 2019 Employment Changes as contained in the August 22, 2019 Board materials.

Phil Mancha made a motion to ratify the July 2019 Employment Changes. Dustin Hodge seconded the motion.

All in favor 4-0

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the July 2019 bills and accept the July 2019 Fund Statements.

RECOMMENDED ACTION: That the Library Board ratify the July 2019 bills and accept the July 2019 Fund Statement as contained in the August 22, 2019 Board materials.

Sherri Baca

*(Sherri Baca presented from the posted July 2019 financial statements.)*

Like most months during the year, this is a pretty standard month for the library district. We are over half the year in. Of course the general fund is our busiest fund that we maintain for the library district. You will see that our cash holdings are pretty strong. Usually our tax receipts are completely collected by July. We get a little bit of money coming in from the County Treasurer's office in August and September, and then it dwindles down to nothing by the fourth quarter. The good news is that our cash holdings are where they are expected to be. *(At this point Sherri Baca went through each page of the posted 2019 financial statements.)* Nothing unusual to report. We are reporting very stable and it is about the same from year to year.

Phil Mancha made a motion to ratify the July 2019 bills and accept the July 2019 Fund Statements. Stephanie Garcia seconded the motion.  
All in favor 4-0

## **V. BOARD COMMENT**

Doreen Martinez

I would just like to share that I think there is a lot of buzz around the November ballot issue in all areas and I am getting a lot of positive feedback about what the library district is asking for. I think that is really exciting news.

## **VI. PUBLIC COMMENT**

None

## **VII. OLD BUSINESS**

None

## **VIII. NEW BUSINESS**

### **A. Announcements**

- ☐ The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, September 17, in the Ryals Room at the Rawlings Library.
- ☐ The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, September 26, at the Greenhorn Valley Library.

### **B. Action/Discussion**

#### **1. Polling Results**

OVERVIEW: A report will be provided on recent polling results. No action required.

Jon Walker

*(Jon Walker handed out a packet titled: Ciruli Associates, Pueblo County School District 70 2019.)*

This poll was commissioned by Pueblo County District 70, but it does include some information about the library. I think it is important for you to see this and think about what it says. Ciruli Associates (out of Denver) polled 493 registered voters by landline and cell phone during the first week of August. One of the advantages to this poll is that there is a lot more specific information known now compared to February 2019 when the first poll was run. This poll is really focused on District 70 so most of the questions are in regard to the District 70 question. As you probably saw in the Pueblo Chieftain, District 70 will be on the November ballot with a sixty million dollar bond issue for schools. *(At this point Jon Walker went through some of the questions on the poll and discussed the different results.)* The library question is on the bottom of the survey. They asked the question very much like the actual ballot question will appear. You will see that 59% would support the library. 33% would strongly support the library and 26% would somewhat support the library. It also shows that 15% somewhat oppose, 19% strongly oppose and 7% don't know or refused to answer. That is a pretty good ratio. There is strength in that number of support, but it is much below the 79% we were seeing in the poll results in February. *(Jon Walker went over more detail on the different polling topics listed in the*

*handout from other organizations that will be on the November ballot.)* That last page shows all the ballot questions that will be on the November ballot and the total percent of how much support each would receive based on the poll results. Pueblo Library District showed 58% would support. It also lists each ballot issue so you can see how the support for the library compares to the support to the other ballot questions. It is not a slam dunk, we have work to do.

## **2. Second Quarter Update/2019 Annual Plan**

OVERVIEW: An update report will be provided on the 2019 Annual Plan. No action required.

### Jon Walker

*(Jon Walker handed out a packet titled: 2019 Annual Plan and presented from a slide show.)*

The Pueblo Library District has completed the Q2 updates and you can see they are notated on the handout provided. *(Trustees and Jon Walker went through some of the different sections of the handout.)* You will see that some of the goals on some sections have been completed, on others there are updates to show the progress. Some of the projects have been recently completed and also presented to you the Trustees. Terri Daly worked very hard to update and improve the new staff onboarding system. Jill Kleven also presented to you recently in regard to the dash board change on the website in transferring to Aspen Discovery. Also, there will be a staff day on October 14<sup>th</sup> and I hope that you all can join at 8:00 a.m. on the 4<sup>th</sup> floor. We will also be watching the movie titled "The Public" with Emillio Estevez. It is a good movie that portrays what goes on in public libraries these days.

## **IX. ADJOURNMENT**

Meeting adjourned at 6:44 p.m.

Respectfully Submitted by:

*Sonya West*

Board Secretary