

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, Thursday, August 25, 2022**

This meeting was conducted at the Pueblo West Library, 298 S. Joe Martinez Blvd. Pueblo West, CO. An online session was conducted and 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 5:32 pm by Mr. Quintana Ms. Jubert conducted roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Jacquelyn Keith
Marlene Bregar
Doreen Martinez
Stephanie Garcia

Board Members Not Present: Lyndell Gairaud

Attorney Present: Bart Miller - Collins, Cole, Flynn, Winn & Ulmer

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Keith Beam, Chief Financial Officer
Amy Nelson, Director of Rawlings Library
Terri Daly, Director of Human Resources
Elizabeth Flores, Interim Director, Tech Services
Heather Wilder, Branch Manager, Pueblo West Library
Missy Mantelli, Accountant
Eric Tiffany, IT
Luke Gebbink, IT
Rose Jubert, Secretary to the Board of Trustees

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. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustees work session held on July 19, 2022, and the Library Board of Trustees regular meeting held on July 28, 2022, were published and provided to Board members prior to this evening's meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held, respectively, on July 19 and July 28, 2022.

Ms. Bregar made a Motion, seconded by Ms. Martinez to approve the minutes of the meetings held, respectively, on July 19 and 28, 2022. The Motion was approved.

IV. REPORTS

1. Executive Director Report

Mr. Walker introduced Ms. Wilder, Director of the Pueblo West Library. He shared that she had been in her position for the last 5 years and has been doing a wonderful job.

Ms. Wilder provided an updated report on the Pueblo West library. She started by reviewing the libraries Vision and Values. She presented the key data which showed that Pueblo West had been busy with circulation up by 14%, visits up by 63% and programs up 144%. Numbers, for the most part, had returned to pre-pandemic numbers.

Pueblo West Library staff have facilitated or presented at 35 outreach events so far this year and reached 3432 people. Programs and services were advertised quarterly at 15 Pueblo West churches. Story time visits were conducted for 545 children at PW daycare centers and elementary school classrooms. 200 Growing Readers Together Grant Literacy Kits were delivered to daycares in June. Library database research skills and source evaluation training was given to 137 middle and high school students at teacher's requests.

Ms. Wilder started a monthly Senior Make! craft program and a large print book donation at the Pueblo West Capella Assisted Living Center, 10 to 20 residents were in attendance each month.

The most improved reader award presentation and summer reading announcements reached about 2500 school children and parents.

Thirteen Pueblo West clubs and organizations meet on a weekly or monthly at the library. Ongoing programs have returned and a few new ones have been added.

Special events were back and included the summer reading theatrical & science performances, a special story time event in collaboration with the Elks Club, and a Medieval Faire. On December 10th, the library will host a holiday event to include; story time with Mrs. Claus, pictures with Santa, holiday crafts and gingerbread house making.

2. Friends of the Library Report

There was nothing to report.

3. Pueblo Library Foundation Report

There was nothing to report.

4. Attorney Report

Mr. Miller reported that he had the documents ready to dissolve the non-profit corporation. He also received a draft form that would ultimately be filed with the IRS to exempt PCCLD from the form 990 requirement.

5. Employment Changes

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

RECOMMENDED ACTION: That the Board of Trustees ratify the July 2022 Employment Changes as presented in the Board materials.

Ms. Martinez made a Motion, seconded by Ms. Keith to ratify the July 2022 Employment Changes as presented in the Board Materials. The Motion was approved.

Mr. Walker highlighted a few items. He shared that there were quite a few great new hires and made note that Mr. Keith Beam, the new CFO, was in attendance at the meeting. He stated that there were several promotions and he was pleased to see the internal growth in the organization. He noted that Sharon Rice has been promoted to the position of Manager of Experiential Learning and managed the first floor staff. He also mentioned the separations and stated that PCCLD would miss both Filadelfio "Filly" Trujillo and Kristin McLaren.

Mr. Walker focused on the recruitment and stated that internal growth was vital. He encouraged the Trustees to consider increasing the \$1500 employee education assistance amount. The program was started in 2004-2005 and the assistance amount has not changed since then. This money's used to defray tuition costs for employees who are getting their Masters in Library Science (MLS) degree. The cost for an MLS at a moderately priced college is \$30,000. He felt that it was in PCCLD's best interest to increase this investment since it has had such great success in growing their own librarians. He asked Ms. Daly to add this into the 2023 Program Plan.

6. Financial Report

OVERVIEW: Keith Beam (Chief Financial Officer) reviewed a report on the July 2022 bills and fund statements.

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

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

Mr. Beam presented the combined balance sheet for July 2022. He stated that there wasn't much to report. He did comment that PCCLD had a strong cash balance.

The next report that was presented was the Statement of Revenues and Expenditures for the General Fund. The percentage spent or collected at this time of year should be at 58%. Total Revenues as of July were at 85%, in 2021 they were at 91%. What was driving this increased amount was the fact that Property Taxes were at 95% collected. Special Ownership taxes should catch up to this amount as the year progresses. The Contracts and Grant/Reading Pays was at 15%, this year activity did not kick off until July so this line item will show increased activity in August.

Other Expenditures included Personnel which was at 53% spent for this year and 54% spent for last year. Materials expenditures showed Programming was at 10% spent, this was due to Reading Pays which started in July, this number will change in the coming months. Total Materials were at 43% spent and last year they were at 68% spent. Vehicle maintenance was at 152% this large percentage was largely due to fuel costs. Lease/Purchase of Buildings was at 15%, this was COPs and would catch up by the end of the year. Operating expenditures were on track at 69% spent. Information Technology expenditures were at 60% and last year it was at 64%.

Total Expenditures were at 49% and last year at this time they were at 52%.

It was asked if PCCLD received Specific Ownership Taxes on a monthly basis? Yes, was the answer. Ms. Bregar shared that she found out that specific ownership taxes on a vehicle purchased at a dealership was collected by the dealership. Ms. Baca said that she and Mr. Beam would look into this.

Mr. Beam reported on the Statement of Revenue and Expenditures for the Capital Fund. There was nothing to report under this schedule, everything was on track.

It was reported that revenues included \$230,000 in patron gifts that were listed under Contract & Gifts.

The Payment History Report was reviewed and was straight forward. There were a lot of capital project expenses due to the Rawlings renovation. There was approximately \$1.9 million in activity with over half of that amount listed under capital project expenses.

July Expenditures were reviewed.

Total Payables	\$1,982,301.91
Total Payroll	\$ 392,698.29
Grand Total	\$2,375,000.20

Mr. Beam reviewed the P-Card Transactions but did not see anything of note to report.

V. BOARD COMMENT

There was no board comment.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business

VIII. NEW BUSINESS

1. Authorized Signer

OVERVIEW: The Library Trustees reviewed recommendations to approve Mr. Keith Beam (Chief Financial Officer) as an authorized signer for PCCLD banking and investment accounts.

RECOMMENDED ACTION: That the Board of Trustees take action to approve Mr. Keith Beam as an authorized PCCLD signer on bank and investment accounts, as follows:

- Bank of the San Juan's accounts: Operating Account, Credit Card Account, Flex Spending Account, Nesbitt Employee Fund, Online Account, Payroll Account, Summer Reads Program
- Colotrust Accounts all associated accounts)
- CSIP Account
- CSAFE Account

Ms. Martinez made Motion, seconded by Ms. Bregar to approve Mr. Keith Beam as an

authorized PCCLD signer on bank and investment accounts, as follows:

- *Bank of the San Juan's accounts: Operating Account, Credit Card Account, Flex Spending Account, Nesbitt Employee Fund, Online Account, Payroll Account, Summer Reads Program*
- *Colotrust Accounts all associated accounts)*
- *CSIP Account*
- *CSAFE Account*

The Motion was approved.

2. Executive Director Hiring

OVERVIEW: An update report was provided.

Mr. Quintana reported that the Board had met on August 22, 2022 and screened the original pool of candidates, the list was narrowed down to 8 candidates.

Upcoming special meeting dates are; Wednesday, August 31st and Thursday, September 1st. The 8 semifinalists will be interviewed on one of these dates. Further dates will be noted in the September work session.

Ms. Garcia asked if times has been decided. Mr. Quintana shared that both dates are scheduled from 8am – 12pm. Each interview would be 30 minutes in length.

IX. ANNOUNCEMENTS

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, September 22, 2022, at the Greenhorn Valley Library. It was noted that there would be a location change to the Rawlings Library

A Library Trustee Work Session is scheduled for 2:00pm, Tuesday, September 13, at the Rawlings Library, 100 E. Abriendo, Pueblo CO. Online sessions for each meeting are expected to occur and an online link for the meetings will be available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org.

X. ADJOURNMENT

A Motion was made to adjourn at 6:13pm.