

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
AUGUST 27, 2020 REGULAR MEETING MINUTES**

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

PCCLD facility closures, due to COVID-19, caused the Pueblo City-County Library District Board of Trustees regular meeting to be held via teleconference. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Jon Walker, Executive Director; Sherri Baca, Associate Executive Director and Gloria Madrill, Board Secretary, attended via teleconference. Other directors and staff attended via teleconference.

Doreen Martinez, President, called the meeting to order at 5:30 p.m. Trustees in attendance via teleconference included Doreen Martinez, Stephanie Garcia, Marlene Bregar, Lyndell Gairaud, Dustin Hodge, Phil Mancha and Fredrick Quintana.

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

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

No modifications were made to the agenda.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board regular meeting held on July 23, 2020, and the Library Board Work Session held on July 14, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the meeting minutes held on July 23, 2020, and July 14, 2020.

Mr. Hodge made a motion that the Library Board approves the July meeting minutes with the correction of the name Doreen Garcia to Doreen Martinez. Ms. Gairaud seconded the motion. All in favor 7-0. None opposed. Motion passes.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker spoke about the Library Trustee Award for Exemplary Performance. He had a suggestion on what might resonate with staff in regards to recognition. His recommendation is the Trustees consider awarding a day off. This could be accommodated, within the payroll structure, along with a certificate of appreciation. Mr. Quintana thanked Mr. Walker and was in favor of working towards the suggestion.

Ms. Baca provided an update on the Strategic Plan. The Plan Phase of the Strategic Plan is complete and we are currently in the middle of the Gathering Phase. We will be gathering feedback from stakeholder groups. A RFP was placed for strategic planning and Joining Vision and Action was chosen as a partner on this project. Six focus groups will be held virtually including one with staff on staff development day. We hope to complete the focus groups virtually from September 21 through October 5. We also hired a company out of New Mexico, Research and Polling Incorporated, that has done similar work with other libraries. They will kick off a poll mid-September on adult residents living in Pueblo County (including some non-library users) with a report coming back October 9. We also have staff members looking at demographics and current library use data. Mr. Walker has initiated a project to look at ballot precinct data. Ms. Kleven has a group identifying pertinent library trends in the country and Mr. Childress is looking at technology trends. A resource analysis will also happen at the end of the month. We will be continuing to gather data in September and October. There will be a virtual strategic planning retreat (replacing the annual planning retreat) led by Joining Vision and Action. The strategic plan document will be written in November and will be available for Trustee review in December. Once approved, we would communicate the plan to staff and the community. Mr. Walker added there will be a number of opportunities through the process if any trustee would like to participate, we would welcome it. Ms.

Martinez asked if invitations could be sent out by email for focus groups and other opportunities and Mr. Walker answered yes.

## **B. Friends of the Library Report**

Ms. Martinez reported the Friends of the Library Board met. They have several new members. They seem to be very renewed and refreshed and ready to move on to a productive year despite obstacles with COVID and the bookstore having to remain closed for a while. The new president this year is Erik Segall. An invitation has been extended to him and Friends of the Library Board Members if they would like to attend the Trustee meetings and give a report.

## **C. Pueblo Library Foundation Report**

Ms. Gairaud provided a report on the Pueblo Library Foundation. The board met for the quarterly meeting. Members are still getting used to virtual setting but it is getting smoother. The 2019 audit report was reviewed and we received an unmodified clean opinion. The 990 EZ tax form was also reviewed during the Treasurer's Report. As of June 30, total liabilities and equity were \$239,879.41 the prior year-to-date amount was \$198,683.43. Our investment report valued investments at \$200,255.68 with an unrealized loss of \$11,625.39. Mr. Walker provided an update the library's COVID response, the Rawlings Renovation Project, and NEH Grant. Ms. Abbey Hartless and Ms. Alex Romero were added to the Finance Committee and we are looking for outside investment counselor to serve on the committee. Total Q2 gifts received were \$100,384.69 with \$1,000 transferred to the investment account. We spoke about the Packard Grant and the project to distribute Chromebooks and hotspots to students in need. The NEA awarded the library a grant of \$13,000 in support of All Pueblo Reads. The Booklovers Ball will be virtual and is scheduled for November 5 and will include a box of items. The public author talk will occur on November 6.

## **D. Employment Changes**

OVERVIEW: The Board is asked to ratify the July 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the July 2020 Employment Changes as contained in the Board materials.

Mr. Quintana made a motion that the Library Board ratify the July 2020 Employment Changes as contained in the Board materials. Ms. Gairaud seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **E. Financial Report**

OVERVIEW: Sherri Baca, Associate Executive Director, will provide a report on the July 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the July 2020 bills and accept the June 2020 Fund Statement as contained in the Board materials.

Ms. Baca provided a financial report, starting with the combined balance sheet for month ending July 2020. There are currently no budget concerns and the report is standard. She reminded the board the Nesbitt Employee Fund and Chamberlain Fund are no longer among the categories and are now included in the General Fund. Cash holdings look strong. Total asset base is \$8.5 million. Cash is about \$2.2 million higher than in 2019 and includes 6B money and higher property tax valuations. We are 95% collected year-to-date on tax collections. The \$2.2 million mentioned earlier is spoken for with \$1 million going to the Library Replacement Plan and \$1 million going to the Capital Project Fund for the Rawlings Renovation Project. The General Fund grew by \$662,000 in the year 2020 as a result of various things like funding the market wage survey increased costs, pay increases, books and material. The \$2.2 million will fund what we hope to accomplish this year. Liabilities are all small and mostly due to timing. Fund balances are strong. The non-expendable line is new (for \$3,000) and is the Nesbitt employee Fund, a restricted donation in the general fund.

Next she reviewed the Statement of Revenues and Expenditures. Seven months in the year we should be at 59% target spent collected. We have under collected in fines and fees, photocopier income, interest income, and miscellaneous sales. At 89% collected for revenue it is not trailing too much compared to last year at 91%. We are hoping specific ownership tax collection will catch up. We are underspent on a number of items in the general fund including personal, employee training, book materials, library programs, facilities, operating expenditures, postage and freight, and IT. Digital materials we are at 102% spent. We did receive money from DOLA for Cares Act funding to help with COVID related expenses and we are hoping it will reimburse some digital material spending. There are two new expense line items, one for Nesbitt activities and the other for the Chamberlain Fund expenditures. When and if the Library Board of Trustees send Chamberlain contributions to the Foundation it will be recorded on that line item. Revenue and spending both a little down but there are no budgeting concerns. Budgeting for 2021 is already underway and we will keep the board posted on budgeting and tax collection. The DOLA grant will help us reimburse us for some of the COVID expenses. The Capital Project Fund did not have a whole lot of activity. We saw a little bit of interest come in and a small expense for Land Title for some research done for us. IT also spent money on Chromebooks other than that no other activities happened in the Capital Project Fund. Regarding checks there is nothing to point out currently. The district spent \$404,373.77 in accounts payable and had two payrolls for the month of July. Total cash outlay for July was \$784,288.82. P-card transactions are starting to be a more normal volume. Ms. Bregar made a motion that the Library Board ratify the July 2020 bills and accept the June 2020 Fund Statement as contained in the Board materials. Seconded by Ms. Garcia. All in favor 7-0. None opposed. Motion passed.

#### **F. Attorney Report**

Mr. Miller provided a report. Mr. Walker asked him about a month or so ago to take a look at Colorado law and see if county or state officials are able to hold up property tax revenue since we are very dependent on it. There were some executive orders made that gave people additional time to pay property taxes. The governor has authority to suspend state laws. It has not affected us much in regards to property tax receipts. The legislature passed House Bill 20-14-21 that allows counties to suspend late fees and interest for property tax monies not paid June 15th through October 1st of 2020. There is a process to go through if they will do that. There are no signs currently that county officials intend to use that statute. Mr. Walker thanked Mr. Miller for doing the research. He asked if executive orders limited in duration. Mr. Miller answered yes that is correct they are usually in affect for about 30 days. Mr. Walker added it is good for us to understand the boundaries and authority the governor has in this situation.

#### **V. BOARD COMMENT**

Ms. Gairaud had a question. She wanted to know when the board might be moving back to in-person meetings with social distancing and mask wearing. Ms. Martinez said it has not been discussed but as the library allows patrons in on a more regular basis we will likely be moving more towards that as well. Mr. Walker agreed and added we are hosting a session in the Executive Conference Room as an opportunity. We are continuing to monitor the situation and recognize it is imperfect as a permanent solution. He said if the board would like to consider meeting in-person we can do so with social distancing and other safety measures. Ms. Gairaud thanked Mr. Walker and said she is not necessarily pushing for that option but wanted to know if it was on the radar. Ms. Garcia added most meetings she is a part of are still virtual and has no problem waiting till it is safe to meet in person.

Ms. Garcia also had a question. She wanted to know what type of feedback the library was receiving regarding closures on Sundays. Mr. Walker answered the library has had less visits in general due to many reasons (including meeting rooms not being open and limited browsing) and there are obstacles to using the library in general. He has received feedback from some individuals who want more access (longer times in the buildings than currently allowed) and a handful of individuals opposed to the wearing of masks but not a lot of comments about the Sunday Rawlings closure.

Ms. Martinez had a question regarding hotspots. She imagines we will be having an increase in the number of students asking for hotspots since District 60 is going to remote learning and wanted to know who to contact

with requests. Mr. Walker said Ms. Kleven would be the best person to ask about hotspots. Mr. Walker added, in addition to the several hundred hotspots purchased with the Packard Grant, additional hotspots were purchased and he believes 2/3 of the hotspots have been distributed. We wanted to make sure neediest families were served first. District 60's decision about the high schools took us a little by surprise. They are providing laptops for every student but the students may not have sufficient internet access so we have loaded up on hotspots. We are trying to work collaboratively with school districts and fill in where needed. Mr. Childress added we ordered 300 hotspots and ordered an additional 60. The IT department is working with Tech Services to make sure we get them in through our procurement sources.

## **VI. PUBLIC COMMENT**

There was no public comment.

## **VII. OLD BUSINESS**

No old business that needed to be discussed.

## **VIII. NEW BUSINESS**

### **A. Announcements**

1. The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, September 15, 2020, at the Rawlings Library.
2. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, September 24, 2020, at the Rawlings Library.

**NOTE:** These meetings will take place via teleconference due to the current COVID-19 public health crisis. Public sessions with social distancing protocols in place will be hosted in the Ryals Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

The meeting dates were announced by Ms. Martinez. Meetings are currently scheduled to meet virtually.

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

#### **1. Underwriting Services**

OVERVIEW: The Board of Trustees were presented at their August 18 work session with the results and recommendations of a process for selecting a firm for underwriting services with regard to the anticipated upcoming PCCLD issuance of Certificates of Participation.

RECOMMENDED ACTION: That the Board of Trustees authorize the Executive Director to enter into agreement with Stifel, Nicolaus & Company for this work based upon this firm's response to a PCCLD Request for Underwriting Proposals (July 2, 2020).

Ms. Garcia made a motion that the Board of Trustees authorize the Executive Director to enter into agreement with Stifel, Nicolaus & Company for this work based upon this firm's response to a PCCLD Request for Underwriting Proposals (July 2, 2020). Mr. Quintana seconded the motion. All in favor 7-0. None opposed. Motion passes.

#### **2. CM/GC Services**

OVERVIEW: The Board of Trustees were presented at their August 18 work session with the results and recommendations of a process for selecting a firm for CM/GC services with regard to the current Rawlings Library renovation project.

RECOMMENDED ACTION: That the Trustees hear a report on the recommended firm for CM/GC services for renovation of the Rawlings Library and take action to approve the

Executive Director to enter a contract with the recommended firm based upon the best, lowest-cost proposal.

Mr. Walker presented a report on the Construction Manager General Contractor Services (CMGC) selection process. An RFQ went out for Construction Manager General Contractor Services with responses due on July 31. Eight vendors responded to it and submitted written proposals. They were evaluated by a committee using a set of criteria and the four most qualified firms based on written proposals were invited to respond with more specific proposals about the project. The second round included written and verbal responses through interviews. The proposals were evaluated and included a breakdown of fees. We have budgeted \$5.2 million for the project. We had additional discussions on fees with three of the firms. The fees were based on a 23-month schedule. If we are able to tighten the schedule to an 11 or 12 month schedule the construction services fee goes way down. We received information on the shorter projection. In both cases H.W. Houston Construction came in substantially less than the other two firms. Proposals and fees were each weighed at 50%. In the end, H.W. Houston Construction was the recommended selection based on proposal and interviews as the lowest best proposal for this job. It is our recommendation that the library trustees approve the Executive Director to negotiate a contract with H.W. Houston Construction to be the CMGC on the Rawlings Library Renovation project. Ms. Garcia had a question. H.W. Houston Construction was also awarded the contract for the new high schools and wanted to know if there were any discussions about the volume of work. Mr. Walker answered yes it was part of the discussion. H.W. Houston merged with G.E. Johnson about a year ago and G.E. Johnson is providing 80% of the staffing for the District 60 project. Houston is providing some staffing but there are no concerns about having the dedicated staff we need from the firm for this project. Mr. Quintana made a motion that the Trustees approve the Executive Director to enter a contract with the H.W. Houston Construction based upon the best, lowest-cost proposal. Ms. Bregar seconded the motion. All in favor 7-0. None opposed. Motion passes.

## **IX. ADJOURNMENT**

Meeting was adjourned at 6:41 p.m. Total meeting time: 1 hour 12 minutes