

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**5:30pm, December 10, 2020**

**The meeting took place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing and face mask protocols was hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO**

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

The regular session of the Pueblo City-County Library District Board of Trustees was called to order via teleconference at 5:30 p.m. by Doreen Martinez, President. Ms. Martinez welcomed everyone and asked Rose Jubert, Secretary to the Board to conduct roll call. Ms. Jubert was not in attendance so Mr. Walker conducted roll call.

Board Members Present:     Doreen Martinez, President  
   Stephanie Garcia, Vice President  
   Marlene Bregar  
   Lyndell Gairaud  
   Phil Mancha  
   Fredrick Quintana  
   Dustin Hodge

Attorney Present:             Bart Miller, Collins Cockrel & Cole

Staff & Guests Present:     Jon Walker, Executive Director  
   Sherri Baca, Associate Executive Director  
   Alexandria Romero, Controller  
   Jill Kleven, Director of User Services

**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.

Mr. Walker reported that there were no corrections or modifications to the agenda.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board regular meeting held on November 19, 2020, and the Library Board work session held on November 10, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 10, 2020, and November 19, 2020, respectively.

*Mr. Quintana made a Motion, seconded by Ms. Bregar to approve the minutes of the November Board Meetings. The minutes were approved by unanimous consent.*

**IV. REPORTS**

**A. Executive Director Report**

Jon Walker – Mr. Walker talked about the Library in regard to Covid-19. He stated that the Trustees were aware that the community was not in a good place with the virus, with more than 10,000 documented cases. He shared that over 70% of the 10,000 cases have occurred since November 1<sup>st</sup>, he hoped that the community had peaked in the number of positive cases. The number of deaths attributed to Covid-19 in Pueblo County was at 174 people.

Mr. Walker explained that the Libraries transition to Curbside Service took place on November 18<sup>th</sup> and in building patron services were suspended. Mail delivery of Library materials, telephone support and online and virtual services have also been utilized. Employees continue to come into buildings and provide support services. The

Library continues to work with Pueblo County Health and Environment on workplace practices. Mr. Walker shared that the Library does have extensive workplace protocols in place, including Covid-19 workplace protocols. He stated that there were confirmed cases amongst staff, fortunately there had not been an outbreak. Terry Daly is the Library's Covid-19 Coordinator. All employees working in the buildings start their day with a Covid-19 health check and continuously wear face masks at all times in the presence of others and maintain 6 feet of social distance. Staff continually wash their hands and sanitize high touch surfaces and focus on not coming to work when they are sick.

The Library follows strict guidelines if an employee has been exposed to the virus or has a positive diagnosis. Mr. Walker stated that the organization was small enough that employees can spread out in the libraries to work and with no patrons entering the buildings staff are able to change their normal office settings. Staff was spread out and not huddled in a room together.

Mr. Walker said that he and Ms. Baca had sat in on a meeting with the State of Colorado in regard to the vaccination program that was set to start. He shared that it was an impressive presentation and that everything up to this point that had been done in regard to Covid-19 and the vaccination program was a work in progress. He stated that trying to administer the vaccine deliberately but also expeditiously would not always work well together.

He optimistically shared that Pueblo was a center for vaccine distribution, but the vaccine would be in short supply. Vaccine distribution would start in the next few weeks and continue for the next several weeks and months. Other types of vaccines are expected to be offered other than the two, Pfizer and Moderna, that have been on the news. The vaccine at this point was being approved for adults. He stated that Pueblo's overall population was approximately 168,000, the adult population was about 130,000. The first round of vaccines that would arrive in Pueblo in about a week, about 1,000 doses would be received. First priority would be high risk medical personnel, nursing home residents and staff and a close second priority would be lower risk medical personnel to include dental, home health and front line emergency responders. The State expects those groups would have vaccines this winter, January into February. The State expects that in the Spring, March – May, the third group would have vaccines available. Mr. Walker felt this was interesting because the third group included high risk adults 65 years of age and over, and essential workers. He shared that the State had included libraries as essential services. Essential workers are those who are working with the frontline public such as teachers. He felt there was a likelihood it could include libraries which could mean vaccines as early as Spring 2021 for Library staff according to the current plan. Mr. Walker brought up Ms. Garcia's question from the Board's Work Session asking would the Library require staff to take the vaccine. He said that there was no position at this point but he felt it was important to start to contemplate the question especially going into the 2<sup>nd</sup> quarter of 2021.

Mr. Walker shared that the final group, the general public, would have vaccines available in the Summer. In the meantime, the Library will continue to do all of the protocols and monitoring that have been done over the last months. He felt that the Library was in a good place with all things considered.

Doreen Martinez – Ms. Martinez thanked Mr. Walker for the information as she had not heard when Pueblo would be receiving the vaccine.

Stephanie Garcia – Ms. Garcia commented that there was a large disability group that had met with the Lieutenant Governor's office and they were having a lot of logistical problems dispensing the vaccine since it has to remain refrigerated. Also the definition of vulnerable population was discussed to not just include nursing homes but group homes and other types of congregate living situations. She stated that she just wanted to share what she had heard from that meeting.

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

Jon Walker – Mr. Walker reported that the book store continued to operate but he had no other information. Ms. Martinez stated that she would be in touch with Mr. Segal and invite him to the January meeting so he could give a report.

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

Lyndell Gairaud – Ms. Gairaud prepared a report from the last Foundation Board meeting.

She shared that at the last quarterly meeting they welcomed new board members, Dr. Bruce Johnson and Brandice Eslinger.

They reviewed a preliminary budget for 2021 that they hope to adopt at their next meeting on February 10, 2021.

She stated that the board renewed the audit engagement letter from Clifton, Larsen, Allen the same as the Board of Trustees.

They proposed an update of the Foundation's bylaws regarding the annual meeting date, the Trustees discussed this at the work session on Tuesday and it would be considered for approval at the regular meeting.

The board reviewed their financial report, total equity and assets were \$270,849.28 year to date for 2020. She put this into perspective by saying that in 2019 they were at \$183,922.78. The \$90,000 increase was due to the great response from the Booklovers Black Tie Ball. The investment account balance was at \$236,380.55.

Ms. Gairaud shared that the board discussed fundraising, 23 fundraising gifts were received that totaled \$168,741.96 which included a very generous gift of \$10,000 from Michael Voute a member of the Foundation Board and the Foundation Finance Committee. She stated that he was very dedicated to the Library and very generous with his gifts. These funds also included sponsors for the Booklovers Black Tie Ball and the All Pueblo Reads events. She emphasized that there was a very good response to both events.

She reported that the finance committee earmarked a transfer of \$15,000 from the 3<sup>rd</sup> quarter gifts to the investment fund and a transfer of \$500 to PCCLD. The \$168,741.96 which was raised for the quarter was \$60,000 more than the previous best quarter (4<sup>th</sup> quarter of 2018).

Ms. Gairaud shared that Mr. Potter reviewed the direction the Leadership Academy would be taking. The Academy would be open to young men and women from Posada, the Boys and Girls Club, CASA and the Department of Social Services. This program would also be in partnership with mentors from CSU-Pueblo. The curriculum plan was designed to include modules focused on mental health, financial literacy, identifying one's future self and a roadmap on how to get there.

Mr. Potter also outlined the 2021 fundraising plan which would flow into the Rawlings remodel and a summary of the All Pueblo Reads program.

Jon Walker – Mr. Walker added that Michael Voute has been devoted to PCCLD with his financial support and service on various Library boards. He shared that Mr. Voute also volunteered at the book store. Mr. Walker stated that Mr. Voute made a \$500,000 commitment to the Rawlings renovation project and made the first \$100,000 payment earlier in the week. It was important for the Trustees to be aware of that. It was not common knowledge, the Library just found out about this commitment. Mr. Walker asked the Trustees that if they know or see Mr. Voute to please thank him.

Doreen Martinez – Ms. Martinez thanked Mr. Walker for sharing and offered to reach out to Mr. Voute and send him a card on behalf of the Trustees.

#### **D. Attorney Report**

Bart Miller – Mr. Miller shared that he had nothing to report. He stated that he had been talking with Mr. Walker about future items but at this point a formal report was not necessary.

#### **E. Employment Changes**

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

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

Jon Walker – Mr. Walker sadly announced that Lori Kozel, Lamb Branch Librarian, had left PCCLD to pursue other opportunities. He stated that Ms. Kozel was a great Librarian. He shared that she resided in the Colorado Springs area and had taken a position in Douglas County.

Mr. Walker reported that the Library was recruiting for Ms. Kozel's vacated position. He shared that Diann Logie had taken the role of interim manager for the Lamb Branch and will also continue her job as manager of the Lucero Branch. He said that she was doing a great job and reminded the Board that Ms. Kozel had been the manager of the Lamb Branch prior to her current position.

Ms. Martinez stated that Ms. Logie always seemed to step up and does it with ease and a happy heart.

Ms. Gairaud stated that maybe there can be a special commendation for Ms. Logie. She felt that even though there was a bit of a slowdown due to Covid-19 there was still a lot of work to be done since Ms. Logie had doubled her job duties.

Ms. Martinez asked that the Board re-visit the topic at their January meeting.

*Mr. Mancha made a Motion, seconded by Mr. Hodge to ratify the November 2020 Employment changes as contained in the Board materials. The changes were approved by unanimous consent.*

#### **F. Financial Report**

OVERVIEW: Sherri Baca, Associate Executive Director, reviewed a report on the November 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the November 2020 bills and accept the November 2020 fund statement as contained in the Board materials.

Sherri Baca – Ms. Baca presented the financial report for November, 2020. Ms. Baca shared that it was all good news and that she was excited to present the information. She said that it was not very often that you can issue a COP transaction and see it hit the financial statement, it was great to see.

#### Combined Balance Sheet for November

##### -Cash Holdings

Ms. Baca shared that the cash holdings in the general fund were strong. It was \$1.2 million over what the Library was holding this time last year.

##### -Capital Projects Fund

Last month the amount was at \$1.3 million, to date the amount was \$10.2 million. This amount came from \$7.5 million from the COP transaction and a \$1 million transfer from the general fund for the Rawlings Renovation. She emphasized that the Board could now see the money come on line for the Rawlings Renovation. She reported that this fund will continue to grow through upcoming fundraising efforts. She shared that cash holdings have never looked better.

##### -General Long-Term Debt

Ms. Baca reported that the \$15 million was comprised of \$8.2 million which was the balance owed on the 2012 COPs and \$6.8 million for the new 2020 COPs.

##### -Balance Sheet

Ms. Baca said that there are no other liabilities other than a few timing issues for payroll and sales tax. Most of the activity was present in the cash holdings.

#### Statement of Revenues and Expenditures

Focus on the report was on percent spent or collected per the norm for the past months.

The target amount spent or collected was 92%

## Revenue

### -Contracts, Grants

Ms. Baca reported that this line item was at 117% collected. Included in the \$458,693 year to date collected amount was \$176,000 of DOLA/Coronavirus relief funds. The Library was awarded \$500,000 in coronavirus relief funds so this line item would only get stronger as the months pass. Ms. Romero had submitted a second reimbursement and was expected to do a third for these funds. Ms. Baca said that by the time the audit hits the 117% collected would definitely bump up due to the reimbursement monies. All of these dollars strengthen the bottom line.

Ms. Baca shared that total revenue was at 98% collected.

## Expenditures

### -Personnel

This year personnel was at 86% spent last year it was at 89% spent. Ms. Baca shared that the Library was doing quite well in the personnel category due to factors such as salary savings.

### -Training

Training was low due to the pandemic and staff not traveling to trainings, this was at 30% spent.

### -Materials

87% spent this year and last year at this time Materials was at 86% spent. There was a definite spike in digital materials due to covid-19 and the fact that a lot of library materials were being checked out digitally and on line.

### -Facilities

52% total spent this year and last year at this time Facilities was at 91% spent, target was 92%.

The major positive to this was that under the Library's 2012 payment structure the Library budgeted at \$813,325 in payments on its 2012 COPs and they will be closed on the new transactions before the Library makes the final payment so the Library is not going to make the \$616,663 COP payment. That falls to the Library's bottom line/fund balance. The \$1.2 million extra dollars that were in the cash balances was part of that. This transaction would keep this line item at 19% spent through the end of the year to be able to hold this money in the Library's coffers.

### -Operating

80% total spent this year and last year at this time Operating was at 97% spent. Ms. Baca shared that some things were right on budget while others were trailing. Covid-19 impacted this category; photocopier expenses were at 39%, courier services and postage and freight were also trailing and buildings were operating at a lower service level.

### -Information Technology

80% total spent this year and last year at this time Information Technology was 86% spent. Technology supplies were much higher at 154% spent, this was due to Covid and the need to purchase more supplies. This line item may be reimbursed by the coronavirus relief funds.

### -Total expenditures

80% spent this year and last year at this time Total Expenditures were 89% spent.

### -Transfer out to Capital Project Fund

Ms. Baca noted the \$1.489 million transfer and said it was a budgeted number. She explained it was just an addendum item for the Trustees.

Ms. Baca shared that the total expenditure number for 2020 was \$8.5 million and the budgeted for the year was \$10.8 million. The Library was looking at a healthy revenue over expenditure amount to close out 2020. This meant that the money the Library won't be spending would fall to the fund balance.

Lyndell Gairaud – Ms. Gairaud asked Ms. Baca about the Friends of the Library 9% expenditure amount, what it included and why it was so low. Ms. Baca replied that in the past Friends money was mainly used for capital purchases but now those dollars were earmarked for grants for programming. Because most of the Library's

programming in 2020 had gone virtual the Library didn't have to spend money on kits, program providers and vendors who do programming. The money that was not being spent for Friends grants that were awarded this year would be reconstituted and the money would be re-budgeted in 2021. The 9% that was spent was done in January, February and part of March, the fund then went dormant once Covid hit.

Phil Mancha – Mr. Mancha asked about the last payment on the debt and why the Library was not doing that. Ms. Baca responded by saying what drove the transaction was how much money did the Library need to borrow or to issue COPs in order to pay for the Rawlings renovation. The \$7.5 million was the Library's number that they needed to generate and as they started to work with the Library's underwriter and financial advisor they started to harden the numbers and the Library realized that although they could put the \$661,000 into the transaction the Library was able to issue the transaction, raise the \$7.5 million, set up payments the Library could afford long term and not have to contribute the \$661,000. She stated it was a judgment call to be able to return those funds to the fund balance. Ms. Baca shared that in her mind it mirrored the Library's desire over the last 8 years from when the 2012 COPs were issued. The Library had to fund a \$813,000 debt service reserve which was essentially escrowed cash, it represented the last payment on the 2012 COPs. Finance and the Library's financial advisor were stewing over the fact that the money was hung up in the transaction. The fact that the Library was able to make all things work and not make this final 2020 payment made sense. These funds were tied up and the Library preferred to have them in their fund balance. Basically the Library could afford to keep the money back and not put it in the transaction.

#### Capital Fund

##### -Revenues

Ms. Baca reported that there was a little activity in this account when normally it is relatively quiet.

Interest income - \$971

Miscellaneous Revenue - \$1447

\$1000 was from the loss of a component from the Chieftain printing press. The component was stolen, an insurance claim was filed and \$1000 amount was received for the loss. \$447 was the quarter 3 Chamberlain Fund Distribution.

##### -Expenditures

Building Construction - \$143,395

This amount represents the first billing from Anderson Mason Dale, Architects for the Rawlings renovation. Ms. Baca reported that the Library would roughly spend \$560,000 on architect fees before year end. \$1 million was budgeted for the Rawlings renovation.

Capital Assets - \$37,346

This amount represented the purchase of the 2020 Chevy truck for the facilities team, the old truck was sold. The Library was able to use the Sate pricing for a discounted cost on the new truck.

#### Total Expenditures

Total expenditures for the month were \$180,741

Ms. Baca reported that the Library would definitely come in under budget at the end of the year. This was because finance had put in a robust number for the Rawlings renovation not knowing how far along in cost the Library would be on the project.

#### Other Financing Sources

Ms. Baca shared that there was an additional field that went along with the COP transaction, this would be in the coffers for 2020 just like in 2012 when the COPs were issued. She shared that there was a section in governmental reporting that was titled Other Financing Sources and Uses of Funds, listed was a \$15.8 million in this category the \$7.5 million plus premiums and all of the money that came out of the COP transaction. The issuance cost represented the fact that the Library had advance refunded the 2012 COPs.

#### Transfer in from General Fund

\$1.489 million was the transfer for the Capital Projects Fund.

#### Payment History Report

Ms. Baca stated that there were a few things to report. \$135,945 for the architect payment and \$37,346 for the new Facilities truck.

#### Expenditures for the Month of November

Total Payables - \$560,199.42

Total Payroll - \$398,655.73 (2 pay periods)

Grand Total - \$958,855.15

#### P-Card Transaction Detail

Ms. Baca presented all the credit card expenditures for the month and offered to have the Board contact her if they had any questions.

Alexandria Romero – Ms. Romero presented the Property and Specific Ownership Tax report.

#### Property Tax

2020 - \$10,800,954.91

99.97% collected

Budgeted amount was \$10,804,673

Under budget by \$3,718,.39

Ms. Romero shared that collections for the month of November were \$1,536. This amount was 330% better than it was this time last year.

#### Specific Ownership Tax

2020 - \$876,446.74

91.66% collected

Budgeted amount was \$956,214

Under budget by \$79,767.26

Ms. Romero reported that \$109,715 in specific ownership tax was collected in November. This amount was 13% higher than this time last year.

#### Combined Total

Combine tax collected through 11/30/2020	\$11,677,401.35
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Combined Budget	\$11,760,887.00
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Difference	(83,485.65)
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Percentage of total collected to budget	99.29%
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Ms. Romero shared that this was great news!

*Ms. Bregar made a Motion, seconded by Mr. Mancha to ratify the November 2020 bills and accept the November 2020 fund statement as contained in the Board materials. The 2020 fund statement was accepted by unanimous consent.*

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

None

#### **VI. PUBLIC COMMENT**

None

#### **VII. OLD BUSINESS**

None

#### **VIII. NEW BUSINESS**

##### **A. Announcements**

1. All libraries will be closed all day on Sunday, December 20; Thursday, December 24; Friday, December 25; Sunday, December, 27; and Friday, January 1. All libraries will close on New Year's Eve at 6:00pm, December 31.
2. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 19, 2021, at the Rawlings Library. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 28, 2020, at the Rawlings Library. **NOTE:** Due to the COVID-19 public health emergency, in-person public attendance at these meetings requires face masks to be worn and maintaining social distancing at all times.

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

1. **PCCLD Workers' Compensation, Property/Casualty, and Liability Insurance**  
OVERVIEW: The PCCLD Board of Trustees reviewed the proposed 2021 workers' compensation, property/casualty and liability insurance coverage recommendations at their work session on December 8. An update report was provided. The costs of coverages were included in the budget and required PCCLD Board of Trustees' approval since these exceed \$25,000.  
RECOMMENDED ACTION: That the PCCLD Trustees take action to approve PCCLD administration to enter into contract for 2021 with the Colorado Special Districts Property and Liability Pool for workers' compensation, property/casualty and liability insurance as presented and at a specified "not-to-exceed" cost.

Sherri Baca – Ms. Baca presented the 2020/2021 Renewal Contribution and Exposure Comparison. She reported that this report was a continuation of the report that Vickie Sullivan with Colorado Special Districts Property and Liability Pool that was presented at the previous Board meeting. It was requested at the last meeting to have updated figures the new numbers were presented. Ms. Baca focused on the 2021 Revised column and the changes that were made.

### 2021 Revised Column

Auto Liability Contribution \$1087

Exposure: # of Autos 6

This drop was due to the purchase of the new facilities truck.

Auto Physical Damage \$891

Exposure: Total Insured Value \$133,324

This drop was due to the purchase of the new facilities truck.

General Liability Contribution \$13,350

Exposure: Total Operating Expense \$10,467,661

This lowered operating expense dollar amount represents the operating general fund dollars not any capital related money.

Public Officials Liability Contribution \$7,084

Exposure: Number of Employees 133

The employee number was lowered to the actual employee number of 133. This change brought the premium down to \$7,084.

Property Contribution \$67,947

Exposure: Experience Mod 1.45

The only thing that changed was the experience mod, the previous number was incorrectly reported at the last meeting.

Excess Liability Contribution \$2,728

This lowered due to the operating expenditure number.



Water Intrusion Contribution                \$0.00

This was a piece of the policy that covered the cost of irrigation/sewer flooding into a neighbor's building or property. She shared that at all of the library buildings there really wasn't any location where this might occur. Mr. Walker and Ms. Baca made the decision to drop this coverage. Total savings was \$773. Colorado Governmental Immunity Act does jump in if those instances occur so there is some insulation there.

#### Total 2021 Contribution

Newly calculated total was \$127,387, previous total was \$132,356 – net reduction \$4,969

Total premium increase was reported at 19% it is now at 14%.

Ms. Baca reported that the Library was not hiring a broker, she and Ms. Romero would be in this role. This saved the Library \$7,700.

#### Net 2021 Cost

\$119,687 – the increase was now 7% not 12% as reported at the previous meeting.

#### Covid-19 Refund

Ms. Baca also added that the Library would be receiving a check from the Pool for \$14,891. This drops the net 2021 cost to \$104,796 and the increase drops to 6%.

Doreen Martinez – Ms. Martinez asked about the net increase compared to last year.

Ms. Baca prepared a 5-year report and highlighted the trend in costs and the percentage change over prior years. She reported that the percent in change from 2020-2021 would be a 4% increase. The main change from 2020 to 2021 was the property coverage. Ms. Baca shared that she spoke with the CEO of the CSD Pool, he was aware that the renewal rates might hard on the Library. Ms. Baca shared notes from her conversation.

#### Notes:

- The CSD Pool was a risk financing mechanism for losses.
- Experience mods tend to swing down as fast as they swing upward based on claim history. The Library's large weather claim in 2017 was what moved the mod upward.
- The CSD Pools uses an 8-yr history for the property experience mod in an attempt to smooth out costs.
- Colorado was now a high-risk geographic area (for insurance rating) due to catastrophic events happening with regularity (fires, weather, etc.).
- One large loss was not as detrimental as many small losses.
- When a large claim hits, it usually impacts the experience mod over 3 years, then plateaus and then heads downward.

Ms. Baca shared that he did offer the Library an option.

#### Option:

- Push 5-10% of the Property increase into next year (2022 renewal).
- (The CSD Pool would run an experience mod forecast for PCCLD in order to determine future impact – assuming there are no additional claims.)

Ms. Baca presented the Eight Year Mod History.

She shared that the Library property mod had been under 1.0 because of no claims until 2020 it hit 1.24 and 2021 it hit 1.45. This increase was what drove the premiums on the property up.

Ms. Baca reported that CSD Pool had sent an experience mod forecast. They were forecasting another two years of an elevated mod above 1.0 as long as there wasn't another claim.

Stephane Garcia – Ms. Garcia had a question about the Water Intrusion. She mentioned that in the past there was a major water main break on 4<sup>th</sup> street and a lot of businesses back flow systems failed. There was a lot of flooding with businesses and their neighbors and a lot of finger pointing went on to include the Water Board. She shared that she was using this as an example and wondered if something like this would be covered under the Water Intrusion policy. She questioned was a \$738 savings worth the risk?

Ms. Baca responded by saying that she would do some research. Ms. Garcia stated that Governmental Immunity does not prevent businesses/people from suing individuals within that governmental entity. She shared that she was more concerned for the threat rather than \$738. Ms. Baca shared that Ms. Sullivan mentioned that in water intrusion claims the Library's insurance was secondary and the property owner's insurance would be the primary. She thought Bart Miller might be of some help with this decision.

Jon Walker - Mr. Walker added that this policy would cover if the Library's water intruded on someone else's property. Currently none of the Library property had neighbors that would be at risk if flooding did occur. He did agree that the cost of \$738 was minimal compared to a multi dollar claim. Mr. Walker's recommendation was to have the Trustee's approve not to exceed \$128,160 to include the \$738 Water Intrusion. He shared they are still in conversation with the CSD Pool to determine final numbers and there may be other items that come down and the water intrusion can be put back. He shared that this would cover 2021. He mentioned that he and Ms. Baca had discussed where to go in 2022. He stated that there could come a time when the Library goes back to market and they measure their coverages under SDA or CSD Pool compared with the commercial market which hasn't been done in a few years. He shared he was concerned about the rate of increase and felt if the Library goes back to market in 2022 they need to look at the commercial market particularly the property coverage.

He asked the Board to approve and not to exceed \$128,160.

Ms. Baca mentioned they could look at deductibles and the Library could save some money by taking on a little more self-insurance. She shared that Mr. Walker was right when he referenced the wild fires and how they caused rates to increase, it was called hardening the market. This could be something that was happening statewide for the insurance carriers.

Fredrick Quintana - Mr. Quintana was in agreement with Ms. Garcia and felt the \$738 water intrusions should be included. He mentioned the possible shift of 5-10% of the Property Increase into 2022, he did not see the value in doing this if all that it would accomplish was moving it into another year.

Jon Walker - Mr. Walker share that if they offer to drop the amount 5-10% for 2021 and then push it into 2022 and the Library goes to market in 2022 and finds a better deal the Library would not pay the 5-10% increase. He shared that they are only obligated for 1 year to the current insurance carrier. Unless the carrier makes the agreement a 2-year contract then the Library would not push the amount into next year. What the Library wants to know was what is the bottom line the carrier would offer for 2021.

Sherri Baca – Ms. Baca shared that 10% savings was \$1,450 and roughly \$750 for the 5% savings.

Doreen Martinez – Ms. Martinez did not feel those savings were worth it if it would be a multi-year contract. She stated that if they were only looking at one year and the carrier was willing to push the 5-10% increase into 2022 then she felt the Library should recoup the cost of the insurance for the water intrusion. She shared that the Library was in a good position to do this with the money from the Covid relief funds. She felt that the insurance increase was substantial after looking at the 5-year trend.

Jon Walker – Mr. Walker stated that the Library may be getting the best property rates possible but to see that the rates had almost doubled since 2017 was a lot. He stated that he understood the ongoing environmental catastrophes and the Library might have paid the price for that and also the price for fairly substantial claims but the claims that were made were less than \$200,000.

Sherri Baca – Ms. Baca shared that the CSD Pool does look at all of the line items separately, some insurance companies raise all line items by the percentage of whatever one was going up. The Pool did say that the Library's property line was going up but none of the other lines were going up. She said that she did not have any data that proved this but she believed this information. She felt the Pool did do a good job but it can be proved by going to market every so often. She felt the Library should go to market next year to ensure the Pool was the best option. Ms. Martinez and Mr. Walker agreed.

Jon Walker – Mr. Walker said that the Library was locked into 2021 already but he felt that it would be in the Districts best to accept the deal of pushing 5-10% of the property increase into 2022 as long as it was for one year.

Marlene Bregar – Ms. Bregar stated that as the Library gets farther way from 2017 she didn't know if commercial insurance goes back 8 years or do they only go back 3-5 years. She felt it was something that the Library needed to keep an eye on as they moved forward. She said that the 2017 claim would eventually drop off, but she felt that how long a claim was recorded differed from the Pool and commercial insurance. She felt that if the Board was going to be good stewards of the Library money they needed to look at the commercial side.

*Mr. Quintana made a Motion, seconded by Ms. Bregar that the PCCLD Trustees take action to approve PCCLD administration to enter into contract for 2021 with the Colorado Special Districts Property and Liability Pool for workers' compensation, property/casualty and liability insurance as presented and not-to-exceed \$128,500. The motion was accepted by unanimous consent.*

**2. Resolutions to Adopt the 2021 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2021 PCCLD Budget**

OVERVIEW: The Preliminary PCCLD 2021 Budget was presented on October 13, 2020, and a public hearing on the proposed PCCLD 2021 Budget was held on November 19, 2020. An update report was presented on December 8, 2020, along with proposed authorizing resolutions for 2021.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions as presented:

1. Adopt the 2021 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2021 PCCLD Annual Budget.

Jon Walker – Mr. Walker pointed out that all of the listed resolutions were in the Board Packet. He asked Ms. Romero if there were any updates to the budget? Ms. Romero reported that there were no changes to the budget or to the listed resolutions.

Phil Mancha – Mr. Mancha asked what the mill levy number was? Ms. Romero reported that the number was \$11,136,028 or 5.872 mills. She shared that in the budget they noted 99.6% of that amount for the budgeted property tax revenue.

*Ms. Bregar made a Motion, seconded by Ms. Gairaud to adopt the resolution for the 2021 PCCLD Annual Budget. The motion was accepted by unanimous consent.*

*Mr. Mancha made a Motion, seconded by Mr. Quintana to adopt the resolution to set the Annual Mill Levy at \$11,136, 028 or 5.872 mills. The motion was accepted by unanimous consent.*

*Ms. Gairaud made a Motion, seconded by Ms. Bregar to adopt the resolution to appropriate funds for the 2021 PCCLD Annual Budget. The motion was accepted by unanimous consent.*

**3. Disposal of Property**

OVERVIEW: The Trustees reviewed a recommendation for property disposal at their work session on December 8.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the property disposal as presented.

*Mr. Mancha made a Motion, seconded by Ms. Garcia to approve the property disposal as presented. The motion was accepted by unanimous consent.*

**4. Funds Transfer to Pueblo Library Foundation**

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 8 to authorize the transfer of \$8,000 in 2020 from Chamberlain Fund

proceeds to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize library administration to transfer \$8,000 from Chamberlain Fund proceeds to the Pueblo Library Foundation.

*Ms. Gairaud made a Motion, seconded by Ms. Bregar to authorize library administration to transfer \$8,000 from Chamberlain Fund proceeds. The authorization was accepted by unanimous consent.*

**5. Koha ILS**

OVERVIEW: The PCCLD Trustees reviewed at their work session on December 8 recommendations to pay ByWater Solutions \$43,060.00 for Integrated Library System (ILS) software and services. This amount was included in the budget and required Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees approve the payment of \$43,060 to ByWater Solutions for specified ILS software and services.

*Ms. Bregar made a Motion, seconded by Mr. Quintana to approve the payment of \$43,060 to ByWater Solutions for specified ILS software and services. The motion was accepted by unanimous consent.*

**6. Bibliotheca**

OVERVIEW: The PCCLD Trustees reviewed recommendations at their work session on December 8 to pay Bibliotheca \$52,954 for equipment and software support services. This amount was included in the budget and required Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees approve the payment of \$52,954 to Bibliotheca for specified software and services.

*Ms. Gairaud made a Motion, seconded by Mr. Mancha to approve the payment of \$52,954 to Bibliotheca for specified software and services. The motion was accepted by unanimous consent.*

**7. RFID Library Solutions**

OVERVIEW: The PCCLD Trustees reviewed recommendations at their work session on December 8 to pay RFID Library Solutions \$63,800 for software and support services. This amount was included in the budget and required Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees approve the payment of \$63,800 to RFID Library Solutions for specified software and services.

*Mr. Quintana made a Motion, seconded by Ms. Garcia to approve the payment of \$63,800 to RFID Library Solutions for specified software and services. The motion was accepted by unanimous consent.*

**8. Pueblo Library Foundation Board Appointments**

OVERVIEW: The PCCLD Trustees reviewed recommended appointments to the Pueblo Library Foundation Board of Directors at their work session on December 8. All appointments to the Pueblo Library Foundation Board of Directors required approval by the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the Trustees take action to appoint Jesse Ones and Lyndell Gairaud, respectively, to full terms on the Pueblo Library Foundation Board of Directors to commence on January 1, 2021.

*Mr. Mancha made a Motion, seconded by Mr. Quintana to appoint Jesse Ones and Lyndell Gairaud, respectively, to full terms on the Pueblo Library Foundation Board of Directors to commence on January 1, 2021. The motion was accepted by unanimous consent.*

**9. Pueblo Library Foundation Corporation Bylaws Update**

OVERVIEW: The PCCLD Trustees reviewed recommendations for revision to the Pueblo Library Foundation corporate bylaws at their work session on December 8. The Pueblo Library Foundation is registered as a nonprofit corporation in the State of Colorado and its bylaws required the approval of the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the Trustees approve the recommended revisions to the Pueblo Library Foundation bylaws as presented.

*Ms. Bregar made a Motion, seconded by Ms. Gairaud to approve the recommended revisions to the Pueblo Library Foundation bylaws as presented. The motion was accepted by unanimous consent.*

**10. 2021 Holiday Dates**

OVERVIEW: The Board has reviewed proposed 2021 holiday closures.

RECOMMENDED ACTION: That the Trustees approve the 2021 scheduled holiday closures as presented.

*Mr. Mancha made a Motion, seconded by Ms. Bregar to approve the 2021 scheduled holiday closures as presented. The motion was accepted by unanimous consent.*

**11. Temporary Library Policy Addendum Regarding Emergency Closings**

OVERVIEW: The Trustees have approved a Temporary Addendum to the PCCLD Emergency Closings Policy, which currently is scheduled to expire on December 31, 2020. The temporary addendum was reviewed at the Trustee work session on December 8.

RECOMMENDED ACTION: That the Trustees extend the Temporary Addendum to Policy 02.09.09 Emergency Closings through March 31, 2021.

*Mr. Mancha made a Motion, seconded by Mr. Quintana to extend the Temporary Addendum to Policy 02.09.09 Emergency Closings through March 31, 2021. The motion was accepted by unanimous consent.*

**12. Temporary Telework Policy**

OVERVIEW: The Trustees reviewed at their work session on December 8 a PCCLD Temporary Telework Policy, which is currently is set to expire on December 31, 2020.

RECOMMENDED ACTION: That the Trustees extend the PCCLD Temporary Telework Policy through March 31, 2021.

*Ms. Gairaud made a Motion, seconded by Ms. Bregar to extend the PCCLD Temporary Telework Policy through March 31, 2021. The motion was accepted by unanimous consent.*

**IX. ADJOURNMENT**

Ms. Martinez adjourned the meeting at 6:32pm and wished everyone Happy Holidays!