

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
December 12, 2019**

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

Doreen Martinez

I would like to call the meeting to order, it is 5:32 p.m. Sonya Fetty please call roll.

Board Members Present: Doreen Martinez  
Dustin Hodge  
Lyndell Gairaud  
Stephanie Garcia  
Phil Mancha  
Fredrick Quintana

Board Members Absent: Marlene Bregar

Attorney Present: Tony Perko – Gradisar Trechter Ripperger & Roth

Staff Members Present: Jon Walker – Executive Director  
Sonya Fetty – Executive Assistant/Board Secretary  
Sherri Baca – Chief Financial Officer  
Terri Daly – Human Resource Manager  
Sean Miller – IT Department  
Robert Childress – IT Director

**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 November 12, 2019 and Minutes of the Regular Library Board meeting held on November 21, 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 November 12, 2019
- Minutes of the Regular Library Board meeting held on November 21, 2019

Phil Mancha made a motion to approve the minutes of the Library Board Work Session held on November 12, 2019 and the minutes of the Regular Library Board meeting held on November 21, 2019. Lyndell Gairaud seconded the motion.

All in favor 6-0

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs. Jon Walker will provide a report on PCCLD capital planning and funding.

Jon Walker

Only very briefly. We are moving into the holiday season and on the front stage there are poinsettias and small mementos of our appreciation for the service of the Board. We have had a great year.

**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 November 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the November 2019 Employment Changes as contained in the December 12, 2019 Board materials.

Fredrick Quintana made a motion to ratify the November 2019 Employment Changes as contained in the December 12, 2019 Board materials. Phil Mancha seconded the motion.

All in favor 6-0

**F. Financial Report**

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

RECOMMENDED ACTION: That the Library Board ratify the November 2019 bills and accept the November 2019 Fund Statement as contained in the December 12, 2019 Board materials.

Sherri Baca

This financial report is pretty standard. Our cash holdings are doing really well for this time of the year and we have more than enough to operate through the end of this year. Prepaid services this time of year does tend to be in the upper \$150,000 or so. Mainly that is because we are renewing digital subscriptions and prepaying for insurances. Under the General Fixed Asset category, that set of numbers are asset based and will be adjusted as the finance team gets ready for our annual audit. There are just a couple of year end things that will be done as far as the balance sheet. Everything looks great and is standard for this time of year. *(Sherri Baca went through each sheet of the posted financial report.)* Are there any questions?

Stephanie Garcia

I am assuming the Classic Catering bill for \$10,950 was for the Black Tie Gala?

Sherri Baca

It was, yes.

Stephanie Garcia

Do you do a bottom line on that in terms of speaker costs, food costs, etc.? Is there a net amount in terms of that fundraiser?

Sherri Baca

We keep track of all of those numbers and everything filters through our financial statements, so you would see the revenue on our participant fees category on our financial report. You will also

see all of the costs to put on the Black Tie Ball as well. I can certainly bring the information as a summarized report if you would like to see that.

Stephanie Garcia

Yes, I would be interested to see that.

Jon Walker

One thing I want to point out is that with Nick Potter coming on board, we are going to move the Black Tie Ball to the Pueblo Library Foundation. We believe with that move it will track more clearly with the Library Foundation.

Sherri Baca

Any other questions? If not, that is the November Financial Report.

Stephanie Garcia made a motion to ratify the November 2019 bills and accept the November 2019 Fund Statement as contained in the December 12, 2019 Board materials. Dustin Hodge seconded the motion.

All in favor 6-0

## **V. BOARD COMMENT**

Lyndell Gairaud

I would really like to thank you Doreen (Martinez) for the wonderful Board Mixer you hosted at your home. I also loved having the Library Managers included. Again, it was so nice of you to open up your home to all of us.

Fredrick Quintana

I have something to share. Some exciting news actually. I was informed last night that I have been appointed to the District 70 Board of Education. *(Congratulations given from all Trustees.)*

Stephanie Garcia

Last year we talked about the Performance Evaluation for Jon Walker. We talked about bringing that more in-house in terms of the Board. I just want to get us thinking about that.

Jon Walker

From my perspective, the process is due to be completed in February 2020. So the timing is just right to be considering that process as you move towards January.

Stephanie Garcia

I am thinking a committee of three to look at the questions and the process used over the last years. Then that committee can bring that process and recommendations back to the full Board to see if we want different questions or need to change the process. Maybe we can set a date for that and see who is interested in participating in the committee.

Doreen Martinez

Maybe after the meeting this evening we can talk about this. I am thinking that for the Board Evaluation Committee we might want some continuity. I think Fredrick (Quintana) and Lyndell (Gairaud) can serve on that committee. Also Stephanie (Garcia) if you wouldn't mind sitting on that as well. I

suggest that Phil (Mancha), Dustin (Hodge) and Stephanie (Garcia) could serve on the Executive Director Performance Evaluation Committee. That gives everybody full involvement in these two processes. We can give Marlene (Bregar) a break because she is so busy right now with Urban Renewal. *(Trustees discussed the recommendations and agreed to Doreen Martinez's suggestions.)*

## **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, January 14, 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, January 23, in the Ryals Room at the Rawlings Library.
- ☐ All libraries will be closed on Sunday, December 22, Tuesday, December 24 and Wednesday, December 25 for Christmas holidays.
- ☐ All libraries will be closed on Sunday, December 29 for New Year's holiday, and will close at 6:00 p.m. on Tuesday, December 31 for New Year's Eve holiday. Libraries will also be closed on Wednesday, January 1 for New Year's Day holiday.

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

#### **1. Resolutions to Adopt the 2020 Annual Plan, the 2020 Annual Budget, Set the Mill Levy and Appropriate Sums of Money for the 2020 PCCLD Budget** *(estimated time: 15 minutes)*

OVERVIEW: The Board of Trustees discussed the 2020 Budget and Plan and reviewed each of the enabling resolutions at the December 10<sup>th</sup> work session.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt resolutions as presented in their packet to:

- a. Adopt the 2020 Annual Plan
- b. Adopt the 2020 Annual Budget
- c. Set the Mill Levy
- d. Appropriate Sums of Money

### Sherri Baca

There are three items at your places that have to do with the budget. When we talked about the budget last on Tuesday, I told you that I had not anticipated changes. Well there are changes. What you saw on Tuesday goes away, and this is now the final version of the budget. The Resolutions though, have not changed from what you saw on Tuesday. The changes that take place are detailed on the schedule that you see in front of you. *(Sherri Baca presented from a slide show to show the changes.)* The revenue number has not changed. We are still at \$12,338,029. The changes for tonight's version comes on the expenditure side for the general fund. You will see the change from Tuesday is \$34,069. Under Employee Relations we added our flu shot costs to the HR budget. We had a few minor changes in Grant Carryover for the grants that were already on the budget. We had some salary changes that came online. We also have had a \$20,000 United Way Grant award to the Library District. Any questions?

### Lyndell Gairaud

Is the United Way Grant earmarked for something specific?

Nick Potter

It will be used for Friday Programming. *(Nick Potter gave explanation of the Friday Programming.)*

Sherri Baca

I also want to point out that the Capital Fund has remained constant. One last thing that I would like to point out is the Combined Fund page *(page number 43)*. This is a schedule of the Combined Funds for the entire Pueblo City-County Library District for the year 2020. *(Sherri Baca went over page 43 with the Trustees.)* Back to the resolutions, they are what you had originally seen on Tuesday. No changes to any of them.

Stephanie Garcia made a motion to take action to adopt the 2020 Annual Plan Resolution as presented in their packet. Fredrick Quintana seconded the motion.

All in favor 6-0

Phil Mancha made a motion to take action to adopt the 2020 Annual Budget Resolution as presented in their packet. Stephanie Garcia seconded the motion.

All in favor 6-0

Fredrick Quintana made a motion to take action to adopt the Resolution to Set the Mill Levy as presented in their packet. Phil Mancha seconded the motion.

All in favor 6-0

Stephanie Garcia made a motion to take action to adopt the Resolution to Appropriate Sums of Money as presented in their packet. Dustin Hodge seconded the motion.

All in favor 6-0

**2. Replacement Property Tax Increment Agreement**

OVERVIEW: The Trustees have reviewed a proposed Replacement Property Tax Increment Agreement and discussed a related Memorandum of Understanding regarding a proposed change to the EVRAZ Urban Renewal Area.

RECOMMENDED ACTION: The Board approve the Replacement Agreement and Memorandum of Understanding as presented.

Dustin Hodge made a motion to approve the Replacement Agreement and Memorandum of Understanding as presented. Lyndell Gairaud seconded the motion.

All in favor 6-0

**3. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance Renewal**

OVERVIEW: The Board of Trustees discussed the quoted rates for PCCLD Workers' Compensation, Property/Casualty, Liability and Cyber insurance at the December 10th work session.

RECOMMENDED ACTION: The Board of Trustees approve the coverage of PCCLD's Workers' Compensation, Property/Casualty, Liability, and Cyber insurance with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$114,403.

Stephanie Garcia made a motion to approve the coverage of PCCLD's Workers' Compensation, Property/Casualty, Liability, and Cyber insurance with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$114,403. Phil Mancha seconded the motion.

All in favor 6-0

#### **4. Special Revenue Fund**

OVERVIEW: The Board of Trustees discussed at their December 10th work session taking action to authorize the contribution of \$5,000 in 2019 from the Special Revenue Fund to the Pueblo Library Foundation.

RECOMMENDED ACTION: The Board of Trustees authorize the contribution of \$5,000 in 2019 from the Special Revenue Fund to the Pueblo Library Foundation.

Fredrick Quintana made a motion to authorize the contribution of \$5,000 in 2019 from the Special Revenue Fund to the Pueblo Library Foundation. Stephanie Garcia seconded the motion.

All in favor 6-0

#### **5. 2020 PCCLD Holiday Dates & Pay Periods**

OVERVIEW: The Board reviewed the 2020 holiday closures.

RECOMMENDED ACTION: The Board approve the 2020 PCCLD holiday & pay periods as presented.

Lyndell Gairaud made a motion to approve the 2020 PCCLD holiday dates & pay periods as presented. Stephanie Garcia seconded the motion.

All in favor 6-0

#### **6. Koha ILS**

OVERVIEW: PCCLD is entering into its second year with contracted services with ByWater Solutions for its Koha ILS. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, and described the recommendation to pay ByWater Solutions \$43,060.00 for contract year 2020. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$43,060.00 to ByWater Solutions for specified services.

Lyndell Gairaud made a motion to approve the payment of \$43,060.00 to ByWater Solutions for specified services. Fredrick Quintana seconded the motion.

All in favor 6-0

#### **7. Bibliotheca**

OVERVIEW: PCCLD utilizes Bibliotheca services for maintaining and supporting self-check, checkout, and material sorting equipment. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, with the recommendation to pay Bibliotheca \$55,454.00 for contract year 2020. The amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$55,454.00 to Bibliotheca for specified services.

Phil Mancha made a motion to approve the payment of \$55,454.00 to Bibliotheca for specified services. Fredrick Quintana seconded the motion.

All in favor 6-0

## **8. RFID Library Solutions**

OVERVIEW: PCCLD utilizes RFID Library Solutions for maintenance and support services for specified material sorting equipment. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, and recommended to pay RFID Library Solutions \$63,800 for contract year 2020. The amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$63,800 to RFID Library Solutions for specified services.

Stephanie Garcia made a motion to approve the payment of \$63,800 to RFID Library Solutions for specified services. Fredrick Quintana seconded the motion.

All in favor 6-0

## **9. Pueblo Library Foundation Board of Directors Appointments**

OVERVIEW: The Trustees discussed the appointments of two applicants to the Pueblo Library Foundation Board of Directors at the work session on December 10, 2019.

RECOMMENDED ACTION: The Board appoint Gala White and Elizabeth Gallegos to full terms as members of the Pueblo Library Foundation Board of Directors.

Dustin Hodge made a motion to appoint Gala White and Elizabeth Gallegos to full terms as members of the Pueblo Library Foundation Board of Directors. Fredrick Quintana seconded the motion.

All in favor 6-0

## **IX. ADJOURNMENT**

Doreen Martinez adjourned the meeting at 6:24 p.m.

Respectfully Submitted by:

Sonya Fetty

Board Secretary