

**PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

5:30pm, February 24, 2022

NOTICE REGARDING COVID-19: This meeting was conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. 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 5:31pm. Mr. Quintana conducted the roll call.

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

Board Members Not Present	Phil Mancha
---------------------------	-------------

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

Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Amy Nelson, Director of Rawlings Library Jill Kleven, Director of User Services Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations and Development Robert Childress, Director of Information Technology Eric Tiffany, Help Desk
-------------------------	---

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 Trustee regular meeting held on January 18, 2022, and the Library Board of Trustee work session held on January 27, 2022, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on January 18, 2022, and January 27, 2022, respectively.

Mr. Hodge made a Motion, seconded by Ms. Gairaud to approve the January minutes. The minutes were approved.

Mr. Quintana commented that there was a typo in the numbering of the agenda items, he said that he would make the correction in the number as he proceeded with the meeting. Mr. Miller concurred with this decision.

IV. REPORTS

A. Executive Director Report

Jon Walker introduced Nick Potter, Director of Community Relations and Development. Mr. Potter was asked to provide an overview report of library fundraising for the past year.

Mr. Potter reported that when PCCLD started the Your Future Library Fundraising the goal was to raise \$2.5 million. He wanted to clarify that this was a capital campaign and not a comprehensive campaign, the funds that are raised are earmarked by the donor to go towards the Rawlings renovation. Donor funds with no restrictions were used to build up the foundation endowment.

Individual donor received gifts totaled a little under \$675,000 of that approximately \$375,000 had been received. The largest fundraising came from foundations, \$1,432,500. To date, \$827,500 had been paid. Business donations totaled \$60,500 and included the naming rights for Rawlings renovation. Paid to date was \$3,000 with the remainder being pledged business gifts that would be paid over the next few years. Pueblo County did pledge a gift of \$187,500 that would be paid in their next fiscal year.

At this point in time total pledged donations were at \$2,355,099.48 of the \$2.5 million goal! Collected amount was at \$1,205,099.48.

Mr. Potter provided a Fundraising Year in Review for 2021. The report provided a review of the fundraising that was done in parallel to the capital campaign. Funds raised per quarter were listed for a total of \$1,620,252.

He shared that an important component was the foundation endowment when it came to the creation of new sources of revenue. In 2017 the endowment total was a little under \$69,000, it has since skyrocketed to slightly under \$380,000 in 2021. He shared that a comprehensive campaign robs the ability to grow endowments while capital assets are being built up, both goals were difficult to achieve. He shared that his department was trying to achieve both goals, to make ends meet and to raise funds for the Rawlings renovation as well as grow PCCLD's assets. As previously mentioned non restricted funds were going towards increasing the foundation endowment and this ambitious approach had been successful the last two years. He had forecasted that 2022 would be another great year since a lot of pledges would be paid by the end of 2022.

Mr. Quintana thanked Mr. Potter and his team for their hard work and very impressive numbers.

Mr. Walker congratulated Mr. Potter and his team for their hard work on the capital campaign and the growth of the endowment.

B. Friends of the Library Report

There was no Friends of the Library Report.

C. Pueblo Library Foundation Report

Ms. Gairaud provided the following report.

Ms. Romero reviewed the balance sheet as of December 31, 2021. Cash balance was about \$66,000 and the Raymond James investment balance was about \$379,000. The total assets, liabilities and equity equal \$447,448.05. Next, the Statement of Revenue and Expenditures was reviewed. Total year-to-date revenue is \$166,692 (which is 39% greater than we budgeted) and total year-to-date expenditures is \$62,876 (which is 34% less than we budgeted). The difference brings us a year-to-date revenue over expenditures of \$103,816, which ended up being much greater than the original budget of \$24,700. Ms. Romero finished the financial review with the Summary of Restrictions. The total amount of restrictions is \$176,186.24.

Next, we spoke about some recent changes. We received notification from our investment advisor of their resignation. We currently have our investments in a Raymond James account. The board reviewed a proposed timeline and recommended steps for the selection process. We also reviewed and adopted an updated Investment Policy. The board approved the recommendation of empowering the Finance Committee to issue an RFP and move through the selection process for a new investment advisor and bring back recommendations to the full board for the May meeting for final approval.

Next Mr. Walker provided an update on the construction on the Rawlings renovation and Mr. Potter shared a video providing a preview of the reimagined InfoZone Museum. Also, we talked about how with Ms. Romero's promotion she is now considered an ex-officio director on the Foundation board.

Next Mr. Potter provided an update on fundraising activities and gifts received in the fourth quarter. In Q4, PCCLD and the Foundation combined brought in about \$1.1 million. The amount includes reimbursements for the Reading Pays program from both the city and the county (in the amount of \$657,700) and grants and other contributions in support of the Your Future Library Capital Campaign (in the amount of \$333,275). There was also a lot of activity this quarter with end of year fundraising (the annual appeal, employee payroll deduction gifts and Colorado Gives Day gifts) and the Booklover Brunch fundraiser.

The next meeting will be held May 11, 2022.

D. Attorney Report

There was no attorney report.

E. Employment Changes

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

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2022 Employment Changes as contained in the Board materials.

Ms. Gairaud made a Motion, seconded by Ms. Garcia to ratify the January 2022 Employment Changes as contained in the Board materials. The Motion was approved.

Mr. Walker shared that Ms. Romero had been promoted to CFO after the completion of a development plan, he was very proud of Ms. Romero and her achievement. Next, he regretfully shared that Charlene Garcia Simms had retired as Special Collections and Genealogy Librarian. He

stated that she was truly irreplaceable. He finished by reporting that recruiting and open positions were more robust and that it spoke to the current job market volatility.

Mr. Quintana read a letter from Ms. Simms to the Trustees thanking them.

F. Financial Report

OVERVIEW: Alexandria Romero (Chief Financial Officer) reviewed a report on the January 2022 bills and fund statements at the Trustee work session on February 15, 2022.

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

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

VI. BOARD COMMENT

There was no board comment.

VII. PUBLIC COMMENT

There was not public

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, March 15, 2022. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 24, 2022.

B. Action/Discussion Items

1. Materials Use Policies

OVERVIEW: The PCCLD Board of Trustees reviewed proposed updates to the PCCLD Materials Use Policies at their February 15, 2022, work session.

RECOMMENDED ACTION: That the Trustees take action to approve the Materials Use Policies as contained in the Board materials.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to approve the Materials Use Policies as contained in the Board materials. The Motion was approved.

Mr. Walker state that there were no changes from what was presented last week. There was a legal review and the updates were vetted by staff and all were very comfortable with the changes.

2. Fixed Asset Disposal

OVERVIEW: The PCCLD Board of Trustees reviewed recommendations for fixed asset disposal at their February 15, 2022, work session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the fixed asset disposal as contained in the Board materials.

Mr. Quintana made a Motion, seconded by Ms. Garcia to take action to approve the fixed asset disposal as contained in the Board materials. The Motion was approved.

3. Pueblo Library Foundation Board of Directors

OVERVIEW: The PCCLD Board of Trustees reviewed the current vacancy on the Pueblo Library Foundation Board of Directors at their February 15, work session.

RECOMMENDED ACTION: That the Trustees takes action to reappoint Dustin Hodge to a full three-year term as a member of the Pueblo Library Foundation Board of Directors.

Ms. Gairaud made a Motion, seconded by Ms. Garcia to reappoint Dustin Hodge to a full three-year term as a member of the Pueblo Library Foundation Board of Directors.

4. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(b) and (4)(e), Colorado Revised Statutes, the Trustees conducted an executive session for the purpose of a conference with PCCLD's attorney for purposes of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding:

- The draft Tax Increment Financing Agreement for the Mitchell Park South Urban Renewal Plan;
- Discussions that have occurred with Jerry Pacheco from the Pueblo Urban Renewal Authority ("PURA") regarding the possibility of including a Side Letter between PURA and PCCLD on cooperation on planned upgrades to Lucero Library and increasing parking opportunities at Lucero.

RECOMMENDED ACTION: The Trustees will return to open session to take any action deemed appropriate and/or necessary with regard to this matter.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to have the PCCLD Board of Trustees approve the Tax Increment Financing Agreement for the Mitchell Park South Urban Renewal Plan and further direct Jon Walker, Executive Director and Sherri Baca, Associate Executive Director to continue discussions with the Pueblo Urban Renewal Authority regarding a Side Letter for memorandum between PURA and PCCLD on cooperation on planned upgrades to Lucero Library and increasing parking opportunities at Lucero. The Motion was approved.

Mr. Quintana added that the PCCLD Board of Trustees were excited to see that Pueblo's East Side was seeing some attention and positive growth. They were happy to play a part and looked forward to the partnerships as they worked together to meet the needs of Pueblo's East Side.

5. Executive Session

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I).

RECOMMENDED ACTION: The Trustees returned to open session to take any

action deemed appropriate and/or necessary with regard to this matter.

Mr. Quintana made a Motion, seconded by Ms. Bregar in recognition of Mr. Walkers outstanding achievements over the year, to increase his base salary by 6%. The Motion was approved.

Mr. Quintana thank Mr. Walker and his team for the work that was done in 2021, it had been a year of trial for everyone filled with obstacles. The Board could not be more pleased with Mr. Walker's productivity and leadership of the PCCLD organization during this time. The Board was fortunate to have Mr. Walker at the helm with the team he had created and the encouragement that was provided to the PCCLD staff and the community.

Notes Regarding Executive Sessions.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to enter into Executive Session at 6:16pm. The Motion was approved.

Ms. Gairaud made a motion, seconded by Mr. Quintana to exit Executive Session at 7:01pm.

It was noted that quorum was present with Mr. Quintana, Ms. Bregar, Mr. Hodge and Ms. Gairaud upon exiting Executive Session.

X. ADJOURNMENT

Mr. Quintana adjourned the meeting.

NOTE: The next meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00pm, Tuesday, March 15, 2022. This meeting will be conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

Respectfully Submitted by,

Rose Jubert, Secretary to the Board.