

PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, July 28, 2022

This meeting was conducted at the Lucero Library, 1315 E. 7th Street, Pueblo, 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 5:30 pm by Mr. Quintana, Ms. Jubert conducted roll call.

Board Members Present: Fredrick Quintana, President
Lyndell Gairaud
Jacquelyn Keith
Marlene Bregar
Doreen Martinez

Board Members Not Present Dustin Hodge, Vice President
Stephanie Garcia

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
Terri Daly, Director of Human Resource
Elizabeth Flores, Interim Director, Tech Services
Missy Mantelli, Accountant
Eric Tiffany, 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 Trustee Work Session held on June 14, 2022, and the Library Board of Trustee Regular Meeting held on June 23, 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, respectively, on June 14 and June 23, 2022.

Ms. Keith made a Motion, seconded by Ms. Gairaud to approve the minutes of meetings held, respectively, on June 14 and June 23, 2022. The Motion passed.

It was noted that Mr. Quintana voted in order to make quorum for the meeting.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Jerry Vigil, Librarian/Assistant Manager for the Lucero Library. Mr. Vigil had recently obtained his Master's Degree in Library Science and was recognized for this accomplishment.

Mr. Vigil provided an update on the status of the Lucero Library Branch.

He shared that the Lucero Library had worked in conjunction with the Pueblo Boys & Girls Club to offer Thursday program. In the month of June over 100 students had participated in events at the branch. The students are there for two hours doing crafts and utilizing the library.

He shared that Summer lunches for students would end this week, 145 lunches had been served over the Summer months.

There was a Fire Mitigation program that attracted 25 students. Maker Mondays hosted by Mr. Vigil continued to be a hit. The program provided Lego kits to kids who helped to build them. Mr. Vigil showed a completed tree house project that had been constructed over the summer by the students. Wacky Wednesday is a day that allows kids to go into the library and they decide on what the craft project they would like to do, 46 students participated in this program for the month of June. Adult programming had 49 people through senior services participate in the various programs that were offered.

Outreach events included a Summer Fiesta at El Pueblo Museum, PCCLD contributed to the event by giving away books and informing attendees about the Reading Pays Program and 55 people attended. Efforts had been made to bring more art work into the branch, outside resources were contacted. Other community events are in the works and contacts had been made with Care and Share, One Colorado, The Pueblo Health Department, the Colorado Artist Association and El Quinto Sol. The Encanto Festival at the Lucero Branch was a big success; the event was attended by 150 people. Thanks went out to staff at Rawlings for their help with the event.

Mr. Vigil showed some of the completed "make and take" crafts that had been handed out.

Mr. Walker shared that 20-30 community members had attended the design charrette for the Lucero branch. There was another design charrette at the Barkman with approximately 20 community members. Rawlings hosted a charrette that evening for board members that discussed both branches. HBM Architects facilitated all of the meetings, attendees were impressed with their approach and good information was acquired. Info from the meeting will be shared back out as the process moves forward.

B. Friends of the Library Report

There was no report given from the Friends of the Library.

C. Pueblo Library Foundation Report

There was no report given from the Pueblo Library Foundation.

D. Attorney Report

Mr. Miller shared that he had spoken to the attorney involved with meeting item B.1. A Resolution Dissolving Pueblo City-County Library District Nonprofit Corporation and asked that the need to file a tax form 990 be dissolved. The Attorney's in the process of creating the document and would have more information as she moves forward.

E. Employment Changes

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

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

Ms. Gairaud made a Motion, seconded by Ms. Bregar to ratify the June 2022 Employment Changes as contained in the Board materials. The Motion passed.

Mr. Walker made note of Jerry Vigil's promotion to Assistant Manager of the Lucero Branch. Recruitment was ongoing. He assured the Board that PCCLD was not alone in the struggle to fill vacancies that were due in part to the economy.

Mr. Quintana added congratulations to Nicki Lawless, Cynthia Nicola and Eric Tiffany on their promotions.

It was noted that Trustee Doreen Martinez had joined the meeting.

F. Financial Report

OVERVIEW: Sherri Baca (Associate Executive Director/Interim Chief Financial Officer) reviewed a report on the June 2022 bills and fund statements.

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

Mr. Quintana made a Motion, seconded by Ms. Keith to ratify the June bills and accept the June 2022 fund statement as contained in the Board materials. The Motion was passed.

It was announced that Keith Beam had been selected as the new CFO for PCCLD. He is a CPA and holds two Bachelor's degrees, one in Accounting and the other was in the management of information systems. He has over twenty years of experience in accounting and financial management in private governmental and non-profit organizations. He was most recently employed as a CFO for non-profit called Great Basin Institute in Reno, Nevada. Prior to this position he was a budget analyst for Denver Regional Transportation District/RTD. Mr. Beam was scheduled to start on August 8th. Thanks were given to past CFO, Alexandria Romero, who has continued with the library to help finalize some projects as well as Missy Mantelli who stepped in as the interim Finance Supervisor.

Ms. Baca reported on the PCCLD Combined Balance Sheet for June 2022. It was a typical mid-year financial report, nothing outstanding to report. There was about \$8.5 million in cash in the general fund. Property tax was at approximately 75% collected. The Capital Projects Fund had a cash balance of \$4.2 million which included the replacement plan of about \$1.6 million and the rest of the balance was attributable to the Rawlings renovation.

The balance sheet under the general fund showed a few in transit items, \$205,000 represented donations to the capital campaign that were moving from the general fund to the capital fund. Also under liabilities there were a few transit items under benefits and sales tax as well as a \$1.1 capital expense for the Rawlings renovation. These items would clear out at the next financial report.

The fund equity report looked good and the replacement plan was strong. All looked standard for this time of the year.

The General Fund Statement of Revenues and Expenditures for June 2022 was presented. The year to date column was compared to the annual budget column to give a variance and the percentage spent or collected was calculated. The current targeted percentage would be 50%

Total Revenues were at 66% collected, increased percentage was mainly due to the collection of property taxes. Last year PCCLD was at 76% collected in taxes last year. But it was all standard and within the targeted percentage. Interest income was ahead of last year and fees had increased.

Total Expenditures included Personnel at 46% spent which was the same as last year, Materials were at 32% spent and last year it was at 46% spent this would continue to build through the rest of the year. Digital materials had continued to increased it usage. Facilities was at 31% spent last year was at 32%. It was reported that this line item could be affected by inflation, utility expense was 24% higher than this time last year. Also vehicle maintenance had increased in part to higher fuel costs. Fuels costs were up 36% over last year. Operating expenditures were at 59% spent, last year it was at 57% spent. Increase out of budget costs appeared under the postage line item due to recruitment efforts for the CFO position. Information Technology was at 54% spent, last year it was at 61% spent.

Overall total expenditures were at 41% spent, this time last year it was at 44% spent.

The Capital Fund Statement of Revenues and Expenditures for June 2022 was presented.

Interest income as at \$5400. Building Construction expenditures were at \$2.1 million with a large part of this amount going to HW Houston Construction. Other expenses under this line item were for furniture, architect expenses, and audio visual equipment. The \$9,811 under the Building Equipment and Projects was the cost to seal the Lamb Branch parking lot, which was in the 2022 budget.

The Capital Fund and the Rawlings renovation were both on track. There were no budget concerns to report.

The schedule of checks was reviewed with the majority of the larger expenses attributable to the Rawlings renovation.

Expenditures for June 2022

Total Payables - \$1,503,209.81

Total Payroll plus the June 30th retention bonus - \$478,203.30

Total Cash Outlay – June 2022 - \$1,981,413.11

The P-Card Transaction Detail was presented with nothing out of the ordinary to report.

IV. BOARD COMMENT

None.

V. PUBLIC COMMENT

None.

VI. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

1. A work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, August 16, 2022.
2. A regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, August 25, 2022.

B. Action/Discussion Items

1. A Resolution Dissolving Pueblo City-County Library District Nonprofit Corporation

OVERVIEW: The Trustees reviewed the recommendation to dissolve the PCCLD nonprofit corporation at its July 19, 2022.

RECOMMENDED ACTION: That the Trustees take action to adopt the resolution as presented in the board packet.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to adopt the resolution as presented in the board packet. The Motion was approved.

2. Appointment to the Pueblo Library Foundation Board of Directors

OVERVIEW: The Trustees heard a report and recommendation on Ms. Iris Clark's reappointment to a new three-year term as a member of the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the Trustees take action to appoint Ms. Iris Clark to a full three-year term as a member of the Pueblo Library Foundation Board of Directors.

Ms. Keith made a Motion, seconded by Ms. Martinez to appoint Ms. Iris Clark to a full three-year term as a member of the Pueblo Library Foundation Board of Directors. The Motion passed.

3. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(e), Colorado Revised Statutes, the Trustees will conduct an executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding CM/GC services for the Barkman and Lucero Libraries' renovation and expansion project.

RECOMMENDED ACTION: That the Board of Trustees return to open session to take possible action regarding CM/GC services for the Barkman and Lucero Libraries' renovation and expansion project.

Ms. Bregar made a Motion, seconded by Ms. Gairaud to enter into Executive Session at 6:11pm. The Motion was approved.

Ms. Bregar made a Motion, seconded by Keith to exit Executive Session at 6:35 pm. The Motion was approved.

PCCLD had reached out to several local and regional contractors to ensure that potential proposers were well aware of this opportunity. PCCLD received only one response and it was from HW Houston based in Pueblo, Colorado. Their proposal was reviewed by a team which consisted of PCCLD staff, Trustees and the president of HBM Architects the firm that was hired for the project. The team interviewed HW Houston and received pricings/bids on the project. It was deemed that the pricing/bids were highly competitive. The bid from HW Houston was the same cost as their earlier bid from 2020 and at that time they were the lowest of seven other proposals that were received. The recommendation from the interview team was to accept HW Houston's proposal to be the CM/GC for both the Barkman and Lucero projects. Mr. Quintana concurred with the recommendation. Ms. Gairaud also agreed with the recommendation.

Ms. Bregar made a Motion, seconded by Ms. Keith to accept the bid from HW Houston for CM/GC services for the Barkman and Lucero Libraries' renovation and expansion project. The Motion was approved.

IX. ADJOURNMENT

Ms. Keith made a motion at 6:47pm to adjourn the meeting.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 5:30 p.m., Thursday, August 25, 2022, at the Pueblo West Library, Pueblo West, CO. An online session will be conducted. An online link for the meeting will be available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees