

PUEBLO CITY-COUNTY LIBRARY  
DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
5:30pm, June 23, 2022

***This meeting was conducted at the Rawlings Library, 100 East Abriendo, Pueblo, CO. An online session was conducted and an online link for the meeting as 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. Hodge who also conducted roll call.

Board Members Present:                      Dustin Hodge, Vice President  
    Lyndell Gairaud  
    Jacquelyn Keith  
    Marlene Bregar  
    Doreen Martinez  
    Stephanie Garcia

Board Members Not Present                  Fredrick Quintana, President

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

Staff & Guests Present:                      Jon Walker, Executive Director  
    Sherri Baca, Associate Executive Director  
    Terri Daly, Director of Human Resources  
    Elizabeth Flores, Interim Director, Tech Services  
    Missy Mantelli, Accountant  
    Alexandria Romero, Finance  
    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 Executive Director Search Committee Meetings held on June 1, 2022, the Library Board of Trustee Work Session held on May 14, 2022, and the Library Board of Trustee Regular Meeting held on May 26, 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 May 14, May 26, and June 1, 2022.

*Ms. Keith made Motion, seconded by Ms. Gairaud to approve the minutes of meetings held, respectively, on May 14, May 26, and June 1, 2022. The Motion passed.*

## **IV. REPORTS**

### **A. Executive Director Report**

An update on the 2022 Reading Pays Program was given. City Council had approved their financial support of the program. Thanks were given to Ms. Bregar for attending the City Council meeting and speaking on behalf of the program. It was a unanimous vote in support of Reading Pays. Today the Board of County Commissioners approved their financial support as well.

The Summer of 2021 over 7000 young people had completed the program by checking out ten books and completing a reading assignment. In return they earned \$100 for their efforts. This helped to keep kids reading all summer long and the spending helped to stimulate the local economy. Some of the money went into savings accounts which helped kids with their financial literacy skills.

The funding for the program used by the City and the County is part of the American Rescue Plan and is part of the economic recovery plan.

Follow up surveys and focus groups were done after the 2021 Reading Pays Program completed last summer. In summary they showed that young people improved their reading and helped with financial literacy skills.

There are already hundreds of kids enrolled in the 2022 program. Local partners, Bank of the San Juan's, EPIC Pueblo, Pueblo School Districts 60 and 70, Charter Schools, and others are all engaged.

Library employees were acknowledged for working diligently to enroll kids and help them to complete this unique and valuable program. The program is up and running and will run through the end of August into September.

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

There was nothing to report for this month.

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

There was nothing to report for this month.

### **D. Attorney Report**

Mr. Miller mentioned to the Board that the Colorado Supreme Court upheld the family leave law that would go into effect in January 2023. He stated that PCCLD personnel staff were looking into this now. FAMLI is a type of family leave support. In July Terri Daly, HR Director has planned to provide a full overview of the new law.

### **E. Employment Changes**

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

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

There was not a lot of activity in the month of June with regard to employment changes. There were two separations of note, Alexandria Romero, CFO and Jill Kleven, Director of Technical Services.

There were no new hires and one promotion. There was one lateral transfer, Crystal Talley moved to the Lamb Library and is the Librarian/Assistant Branch Manager. There is ongoing work in HR to recruit for the seven listed open positions.

*Ms. Bregar made a Motion, seconded by Ms. Gairaud to Trustees ratify the May 2022 Employment Changes as contained in the Board materials. The Motion was approved.*

**F. Financial Report**

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

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

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

The combined balance sheet was reviewed; the report was in line with where it should be at 5 months. The report showed the general fund and the capital project fund and provided an ongoing view of PCCLD's assets, COPs and the compensated absences which was the balance owed to employees if all employees took all of their vacation time (\$372,510).

Cash holdings continued to be strong and property taxes continued to come in on track. There were a few timing differences regarding assets, a vendor invoice was shown but the money would be transferred and that line item would be at zero again.

Under the fund balance the library replacement plan continued to be strong at \$1.6 million.

The Statement of Revenue and Expenditures' targeted percentage spent and collected was 41%. Total revenue collected was at 50%, last year PCCLD was 51% collected. Property taxes were at 57% collected, \$2.9 million was received in May. The other revenue accounts were tracking where they should be at this time of year. Interest rates are slowly starting to rise so the percent collected was expected to trend a little higher in the following months.

Personnel expenditures were at 38% spent, last year we were at 39% spent. The \$111,000 in insurance was a double payment to United Health Care, there wasn't a payment in April.

Materials were at 26% spent overall, this amount was trailing from last year which was at 38% spent. Library Programs had a decrease of \$44,551, this amount was due to the Finance office continuing to look at expenditures, in this case they did reclassify hot spot costs that were not grant funded. If they were grant funded they were classified as Library Programs but if they weren't they were moved into digital materials.

Facilities was at 27% spent for the month, last year it was at 28% spent. Inflationary pressures definitely hit the vehicle maintenance line item at \$11,962 spent versus the budgeted amount of \$13,000. This was due in large part to inflated fuel costs. This trend will continue throughout the year. There were also unforeseen repairs due to vandalism.

Operating expenses were at 49% both this year and last year at this time. Professional memberships were at 82% spent but those were paid up front. Chamberlain was at 0% because money had not been moved yet.

IT was at 51% spent and was right on track. Total Expenditures was at 34% spent and was at 37%

spent last year.

A question regarding the number of transfers PCCLD had in a week was asked. This related to the increased fuel costs. Currently PCCLD has couriers who travel from branch to branch six days per week, at this point this will continue to stay the same. Fuel costs will be looked at for the 2023 budget.

The most movement in the Capital Fund schedule was the Rawlings Renovation. Building Construction was at 32%, \$128,654 for the month of May. The project is on track. Building Equipment and Projects had a \$11,119 total expense for two of the branches, one expense was a furnace the other a drinking fountain. Contracts & Grants for the project were at \$195,000. Other procurements included laptops and Chromebooks.

The Payment History Report showed typical expenditures for the renovation as well as staff reimbursements now that they are able to attend trainings in person.

Total Payables	\$1,703,124.00
Total Payroll (2 pay periods)	\$405,769.47
Total Cash Outlay	\$2,108,893.47

#### **IV. BOARD COMMENT**

None

#### **V. PUBLIC COMMENT**

None

#### **VI. OLD BUSINESS**

None

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

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

1. All PCCLD locations will be closed on Monday, July 4, for the Independence Day Holiday.
2. A work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, July 19, 2022.
3. A regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 28, 2022.

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

###### **1. 2021 Financial Audit**

OVERVIEW: The Trustees reviewed the PCCLD 2021 financial audit as presented by Clifton Larson Allen LLP at the work session on June 14.

RECOMMENDED ACTION: That the Trustees accept the audit report for filing as presented.

Thanks were given to Ms. Romero, Ms. Baca and the entire Finance team for a great outcome.

The audit went well, there were no audit adjustments. PCCLD received a clean/unmodified

opinion! The audit report posted in the Board Packet was the final version, the content remained the same as reported at the Board's work session. The report is ready to be filed with the State Auditor's office. 2021 was very successful!

It was recommended to the Trustees that they take action to accept the audit report for filing as presented.

*Ms. Martinez made a Motion, seconded by Ms. Bregar to accept the audit report for filing as presented. The Motion was approved.*

## **2. Employee Retention Payments**

OVERVIEW: The Trustees heard a report and recommendation on proposed employee retention payments at earlier meetings.

RECOMMENDED ACTION: That the Trustees approve bonus payments, as presented, to workers employed with PCCLD on June 30, 2022, and September 30, 2022, respectively.

The Employee Retention Payment proposal was reviewed.

It is proposed to pay library employees two retention incentive bonuses in 2022. The first bonus will be paid to each worker employed with PCCLD effective June 30, 2022, and the second bonus will be paid to each worker employed with PCCLD effective September 30, 2022. For all regular employees, the individual bonus payments will equal two percent of the employee's annual salary. For library substitute employees, the individual bonus payments will equal \$200 for those who have worked more than 100 hours year-to-date and \$100 for those who have worked 20-100 hours year-to-date. All payments will be subject to applicable payroll tax withholdings; they will not be subject to PERA withholdings.

The cost of implementing this proposal in 2022 is expected to be approximately \$175,000 and can be afforded with estimated job vacancy savings.

Furthermore, PCCLD will set aside another amount for employee retention payments in FY2023 equal to two percent of annual salary for regular PCCLD employees effective January 1, 2023, and conduct an employee salary market study in the first quarter of 2023 with an additional allocation included in the FY2023 budget to begin implementing results of the salary market study.

*Ms. Keith made a Motion, seconded by Ms. Garcia to approve bonus payments, as presented, to workers employed with PCCLD on June 30, 2022, and September 30, 2022, respectively. The Motion passed.*

## **3. Disposal of Property**

OVERVIEW: A recommendation for property disposal was presented to the Trustees at the June 14 work session.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to dispose of property as included in Board materials.

*Ms. Gairaud made a Motion, seconded by Ms. Garcia to authorize PCCLD to dispose of property as included in Board materials. The Motion passed.*

## **IX. ADJOURNMENT**

Mr. Hodge adjourned the meeting at 6:16pm.

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, July 19, 2022, in the Brett Kelly B Conference Room, Rawlings Library. An online session will be conducted and an online link for the meeting will be available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto:rose.jubert@pueblolibrary.org)