

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR SESSION MINUTES

June 27, 2019

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 5:35 p.m. in the Ryals room at the Rawlings Library.

Board Members Present:	Marlene Bregar Stephanie Garcia Doreen Martinez Fredrick Quintana
Board Members Absent:	Lyndell Gairaud Dustin Hodge Phil Mancha
Attorney Present:	Kate Shafer, Attorney – Gradisar Trechter Ripperger & Roth
Staff Present:	Jon Walker – Executive Director Sherri Baca – Chief Financial Officer Terri Daly – Human Resources Manager Sean Miller – I.T. Department Sonya West – Executive Assistant/Board Secretary
Public Guests:	Regan Foster

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 May 14, 2019 and Minutes of the Regular Library Board meeting held on May 23, 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 May 14, 2019
- Minutes of the Regular Library Board meeting held on May 23, 2019

Stephanie Garcia made a motion to approve minutes from the May 14, 2019 work session and May 23, 2019 regular session. Fredrick Quintana seconded the motion.

All in favor 4-0

IV. REPORTS

A. Executive Director Report

Jon Walker, Executive Director, will review and highlight PCCLD's recent community engagement activities.

(Jon Walker had two handouts for the Trustees. First handout titled Pueblo City-County Library District and second handout titled A Resolution approving the referral of a ballot issue. Both handouts accepted and posted in the board book. He also presented from a slide-show.)

Jon Walker

Thank you so much for the opportunity to talk to you for a few minutes. I wanted to give you an update on what has transpired with regard to community engagement. We have gotten really positive feedback from the community and a lot of that has to do with the slide you are seeing here (*referenced his slideshow*). We have been talking about our continued desire to be a positive, responsive, up-to-date, contemporary library that is well used. Part of my personal goal, is to encourage positive engagement primarily around that bullet point that is the next to the bottom (*referenced slide show*) which has to do with lifelong learning activities for people centered on literacy and

learning. These are the 2018, now audited numbers (*referenced slide show*). In the center you see total expenditures of ten and a half million dollars. So that is what the library spends, at least in 2018, on operations, capital investments and so on. You also know that we have established a master facility plan that is sort of coming into focus now over the last several months. We have an all in number for the next ten years which is projected out to continue to refresh and keep our public libraries here in Pueblo County in that 21st century mode. We also know we have the challenge of the expiring tax. As you know, we have been talking about that with the community a lot. If that tax is allowed to expire, then the slides that I showed you earlier which showed it takes ten and half million dollars to operate cannot continue. If that tax expires, by 2021 you are upside down and in the red. We would not be able to sustain the sort of planning that you saw on the earlier slides if the six tenths of the mill is not put in place. We know the effect of that mill here in Pueblo on the average homeowner which is \$7.25 a year for the average actual value of a home at \$169,000. We know that if the mill is renewed we are able to stay in the black and in a healthy financial stable operational way. So these are all things that we have looked at many times. We have also been looking at the idea of scaling back on some of the plans you were presented with earlier in the year if we cannot renew that library tax. We have been engaging the community as well as polled the community. (*Referenced a slide that showed the results of the community poll.*) We polled pretty high as you know. We have also engaged with a community consultant, Steve Welchert. I personally have attended 67 plus meetings with different community leaders over the last 90 days. An Issues Committee has also been formed. The name of that committee is Pueblo Library Proud. On another note, the Library Districts question will be included in a subsequent poll which will be conducted by Pueblo County. It is in conjunction with some work they are doing with District 70, Pueblo West Metro District, and others. That poll will be conducted after July 4th. Floyd Ciruli will be conducting that poll. It is not a poll that we have commissioned, but our question will be part of it and we will be privy to the results. I wanted to reference the two documents I have provided to you. These are the two Resolutions that were discussed at the last work session. The first document is headed "Pueblo City-County Library District". This is the document that Bart Miller went over with you last week. There were some edits to the document from your feedback. On page 2, under the "now, therefore" paragraph number 2, it should say the special election of the registered electors of the Library District. So that was a change that was made. Then on the last page, there were changes made to the opening paragraph towards the end of that paragraph. It begins "effective January 1, 2020 when Pueblo County retires a 1999 library bond measure", it used to say "when Pueblo County retires a library bond issue authorized by voters in 1999" so the verbiage was changed. Then under number 5 the word "like" was changed to "such as". So those were the changes and were based on the conversations from the meeting last week. This is the resolution that is being recommended for your adoption possibly in July. What you would be doing is passing a Resolution that requests that the Pueblo County Commissioners put our question on the ballot.

Stephanie Garcia

I have a question on the ballot question. It says "shall Pueblo City-County Library District taxes be increased \$1,119,921 in 2020 resulting in an annual tax increase not to exceed \$4.29 in 2020 (\$.036 cents per month) for each \$100,000 of actual residential valuation and by such amount as may be raised annually thereafter", to me that sounds like it is going to go up every year thereafter 2020.

Jon Walker

I can ask that question to the attorneys, I cannot answer why that language is recommended there. (*Discussion amongst Trustees on possible changes to the wording to the question Stephanie Garcia asked.*) Again, I will ask the question of why the language has to say "raised annually thereafter". We will bring back Bart Miller for the July meeting so that he can answer that question. Part of the goal here is to be as clear as we can. I know that each time I talk to the attorneys about this ballot question, they are always telling me that there are precedence in particular Taxpayer Bill of Rights Regulations that they are trying to respect. Great question though, and I will get them scheduled to answer it for you. So that Resolution would be step one. Hopefully we will be able to get this approved in July. The County Commissioners would take action shortly thereafter you take your action and they would pass a Resolution that says something like what you see in this document. (*Referenced the second handout.*) This is the proposed draft language that has gone to the county's attorneys and it does include at the end the actual language of the ballot issue. Another question that had come up last week was about the July 26th date. An individual within Bart Millers office is the designated election officer (DEO) and they have already taken the step to notify the Pueblo County Clerk and Recorder that there is an intent by the PCCLD Trustees to submit the Resolution

to add our ballot question. Our question is likely to be number 6A. *(Discussion amongst Trustees regarding possible other ballot items that may appear like jail tax or schools.)* That is what I know about the ballot at this point. I will follow up with Bart Miller and have him present at the next work session on that question asked by Stephanie Garcia.

B. Friends of the Library Report

None

C. Pueblo Library Foundation Report

None

D. Attorney Report

Kate Shafer

I would just like to say thank you for letting me be your interim attorney. I am working on a couple of documents with Sara Rose and will get those settled. It has been nice to get to know you all. Maybe in the future I will fill in from time to time if needed.

E. Employment Changes

OVERVIEW: The Board is asked to ratify the May 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the May 2019 Employment Changes as contained in the June 27, 2019 Board materials.

Fredrick Quintana made a motion to ratify the May 2019 Employment Changes and Marlene Bregar seconded the motion.

All in favor 4-0

F. Financial Report

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

RECOMMENDED ACTION: That the Library Board ratify the May 2019 bills and accept the May 2019 Fund Statement as contained in the June 27, 2019 Board materials.

(Sherri Baca presented from a slide show as well as the posted financial document in the board packets.)

Sherri Baca

This will be very fast and easy. It is very typical, and I love that what we did in May of 2018 is pretty much the same reporting for May of 2019. *(Sherri Baca went over each document and reported there are no budget concerns for the month.)* We did get a big property tax deposit for the month of May. No budget challenges and our liabilities are sparse. Any questions?

Stephanie Garcia

I have a question regarding payroll. I noticed a jump in the payroll number can you tell me why?

Sherri Baca

Those are most often payouts of vacation time or somebody leaving the district. Those fluctuate slightly. It is often the tenured employees who have the bigger payouts.

Fredrick Quintana made a motion to ratify the May 2019 bills and accept the May 2019 Fund Statement and Marlene Bregar seconded the motion.

All in favor 4-0

V. BOARD COMMENT

Doreen Martinez

On a recent camping trip we met a family from Huerfano County and they had a lot of wonderful things to say about our library. Apparently this family is also driving here to take advantage of the summer reading program as well.

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, July 16, 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, July 25, at the Lucero Library.

B. Action/Discussion Items

1. Audit Report

OVERVIEW: Alison Slife, Certified Public Accountant from CLA, provided an audit report regarding the PCCLD 2018 financial statements during the work session on June 18, 2019. The Trustee Audit Committee earlier reviewed and discussed the report, as well.

RECOMMENDED ACTION: That the Board of Trustees accept the 2018 Audit Report as presented for filing.

Marlene Bregar made a motion to accept the 2018 Audit Report and Stephanie Garcia seconded the motion.
All in favor 4-0

2. Employment Policies

OVERVIEW: Terri Daily, PCCLD Human Resources Manager, discussed PCCLD employment policy changes during the work session on June 18, 2019. This followed earlier presentation and discussion on the same topic in May.

RECOMMENDED ACTION: That the Board of Trustees accept and adopt the new PCCLD Employment Policies as presented.

Fredrick Quintana made a motion to accept and adopt the new PCCLD Employment Policies and Stephanie Garcia seconded the motion.
All in favor 4-0

3. Legal Services

OVERVIEW: A report and recommendation was made concerning PCCLD General Legal Counsel during the work session on June 18, 2019, based upon responses to a Request for Proposal (RFP) for such services and follow-up analysis of those proposals by a committee consisting of library staff and trustees.

RECOMMENDED ACTION: That the Board of Trustees authorize the Executive Director to enter an agreement for general legal counsel with the firm Gradisar, Trechter, Ripperger & Roth based upon criteria included both in the RFP and the firm's response to the RFP.

Stephanie Garcia

Every once in a while we get into apposing opinions with say like Urban Renewal. I know that now we have a Mayor that may have a different opinion on Urban Renewal practices or recommendations. So what about a conflict of interest?

Kate Shafer

I don't see a conflict of interest because Nick Gradisar (Mayor) has nothing to do with our firm anymore.

Stephanie Garcia

I am talking about the family relation.

Jon Walker

You know in the past this has come up, not regarding Urban Renewal, but it has come up in the past. Of course the institution can always seek special council. There have been times when we worked with Nick Gradisar that he would seek an outside attorney's opinion on conflict of interest. There was another time where he did excuse himself for conflict of interest. I would suspect that in the event that we would get into a place like that, we would consider it and seek special counsel for that incident if needed. There is a process we use when an incident would come up that caused us to question a conflict of interest.

Marlene Bregar made a motion to authorize the Executive Director to enter an agreement for general legal counsel with the firm Gradisar, Trechter, Ripperger & Roth and Stephanie Garcia seconded the motion.
All in favor 4-0

4. Pueblo Library Foundation

OVERVIEW: A recommendation for approval of a new member to the Board of Directors for the Pueblo Library Foundation was presented during the work session on June 18, 2019.

RECOMMENDED ACTION: That the Board of Trustees accept and approve the recommendation for Iris Clark to serve a full term as a member of the Board of Directors for the Pueblo Library Foundation.

Marlene Bregar made a motion to accept and approve the recommendation for Iris Clark to serve a full term as a member of the Board of Directors for the Pueblo Library Foundation and Fredrick Quintana seconded the motion.
All in favor 4-0

IX. ADJOURNMENT

Meeting was adjourned at 6:23 p.m.

Respectfully Submitted by:

Sonya West

Executive Assistant/Board of Trustee Secretary