

PUEBLO CITY-COUNTY LIBRARY  
DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
5:30pm, March 24, 2022

***This meeting was conducted in the Executive Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto: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 5:32pm. Ms. Jubert conducted roll call.

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

Board Members Not Present

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  
Keith Hall, IT

**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.

Mr. Walker asked that the March 2<sup>nd</sup> special meeting minutes that were included in the Board Packet be considered for approval. The request was not listed on today's agenda so was added to Item IV.

**III. MOMENT OF SILENCE IN MEMORY OF TRUSTEE DR. PHILIP MANCHA**

Dr. Mancha passed away earlier this month of natural causes in his Pueblo home. He was an active member of the board as well as the community.

A request was made to have Dr. Mancha's photo and a plaque displayed in the library lobby indicating his years of service. Also requested was a press release with family approval to recognize his time with the library. Mr. Walker shared that he would be happy to proceed with

both requests.

#### **IV. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on February 24, 2022, and the Library Board of Trustee work session held on February 15, 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 February 15, 2022, and February 24, 2022, respectively.

Added to this request was the approval of the minutes from the special meeting held on March 2, 2022

Ms. Bregar made a Motion, seconded by Ms. Garcia to approve the minutes of the meetings held on February 15, 2022, February 24, 2022 and March 2, 2022. The Motion passed to include Mr. Quintana's vote to make quorum.

#### **V. EXECUTIVE SESSION**

OVERVIEW: Pursuant to section 24-6-402(4)(b), 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 regarding proposals for live streaming of Trustee meetings.

*Mr. Quintana made a Motion, seconded by Ms. Garcia to move into Executive Session at 5:46pm, the Motion was approved.*

#### **VI. REPORTS**

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

Amy Nelson (Director, Rawlings Library & Customer Experience) reported on reorganization plans at the Rawlings Library.

Ms. Nelson reported on the Rawlings staffing plan and the internal restructure once the renovation's completed.

The reasons to restructure staffing were due to the new services and workflows that would be created and the need to elevate customer service. Also included were the ability to meet strategic plan objectives and to maintain budget neutrality.

She reviewed the services that would change with the new integrated teams and spaces. The first floor would be titled the Center for Experiential Learning and would include meeting rooms and concierge services who would manage the meeting rooms on the first floor as well as the newly renovated space on the fourth floor. The call center, AMH and Materials Handling Activities and Experiential Learning services (museum & exhibits, makerspace, computer & tech training lab) would also be located on this floor.

The second floor would be an integrated team of adult services, circulation and youth services staff. This floor would center around programs and services for all ages. Strategic Services: economic development, reference, and outreach would be located on this floor as well as the customer service desks and the laptop vending support.

The third floor would continue to be the Special Collections floor and would house Western History, Genealogy, archives & digitization and the Hispanic Resource Center. Administration would

continue to be located on this floor.

The fourth floor would house the grand event space and would be administered by the concierge services staff.

Staffing of each floor was reviewed.

The first floor would be led by a new position, Manager of Experiential Learning. The staff that would report to the new manager would total approximately 11 full time employees. The positions would include; the Makerspace Librarian, the Technology Trainer & Digital Resource Librarian, a Museum Services Professional, the Meeting Room Coordinator, Lead Concierge, Concierge Assistant, Call Center Assistant, and six Materials Handling Technicians.

The second floor would be led by the Assistant Director of Rawlings Library. This person would provide leadership for public services staff at Rawlings, also some of the customer support for the district and oversight of the security functions with the help of the Security Supervisor. Reporting staff would include; the Early Literacy and Teen Librarians, Youth & Adult Program and Outreach Coordinators, Customer Services Reps, the New Reference Librarian, and the New Economic Development Librarian. This would total 12.5 fulltime employees.

The third floor would continue to be led by the Manager of Special Collections who would oversee the Genealogy and Archivist Librarians, the Digitization Coordinator, the Hispanic Resource Specialist, the Special Collections Assistant, and the Materials Handling Technician. This would total 6.25 fulltime employees.

The goal was to hire the new positions by the end of July. The two current positions held by the Circulation Supervisor and the Reference and Readers Advisory Manager would come to an end once the two new managers were hired. Management was in the process of staff assignment adjustments and determining if positions would be posted or if staff could just make lateral moves. In either instances cross-training and training would take place. Another position that was discussed was the hiring of a social worker.

Ms. Bregar asked if the Manager of Experiential Learning would need their MLS. Ms. Nelson said yes, they would need their Master's in Library Science. They would also need leadership and business management aptitude to manage a lot of priorities simultaneously. Project and Personnel Management would also be a plus.

Ms. Gairaud asked if Ms. Jubert would forward a copy of the first page of the presentation to the Board as a reference sheet. She was in favor of the library hiring a social worker and asked how many hours this person would work in a week and if they would travel to other branches. Ms. Nelson stated that they were in the process of an assessment of the position and did not have a concrete answer. Ms. Garcia agreed with Ms. Gairaud about the importance of a social worker in the library and was open to budget adjustments for the position if needed.

Ms. Nelson announced that PCCLD was now a registered Dolly Parton Imagination Library. Children ages 0-5 years register and get a free book every month for the first 5-years of their life. Once they turn 5 years old they graduate from the program. The intent behind the program was to develop literacy skills and to make children's lives and worlds bigger by having their own home library. There would be a marketing push in the month of April that would culminate with a Statewide registration at the end of the month. This was all made possible through recent legislation that was passed in Colorado. State funding would be used; the cost would be \$2 per month per child and the state

would pay for half of this cost and PCCLD would pay for the other half. The costs that PCCLD would incur would be covered for the first year through library funds as well as fundraising efforts and community partners.

It was asked what would happen if a child was registered in the program and moved to another city or state? An affiliate in the child's new home area would be found and if there wasn't anyone state funding would be made available for the child to continue with the program.

It was mentioned that EPIC books would be a great partner. PCCLD had already been in contact with Epic and hoped to work with them on this project.

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

Erik Segall, President of Friends of the Library was in attendance and gave his report. He shared that they had nominated two of their members for the library's Outstanding Women's Award. He announced that Jan Hooper had been taking over for Jim Stuart who had decided to step back from his duties. Mr. Stuart was scheduled to be honored at the May Friends dinner.

The Friends of the Library currently have \$71,500 in their coffers. They decided to sponsor a room at the newly renovated Rawlings Library for \$25,000. They are currently trying to decide on a name for the room.

They voted to sponsor 10 different projects related to the library that amounted to \$10,600. Some of the projects included the Teen and Tween hangout, the Family Work Station and Ideacon 2022. They provided a scholarship to PCCLD employees Rebecca McGhee and Rachel Packard so they could obtain her MLS degree.

He stated that he had turned in his application to be considered for the Board of Trustees vacancy.

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

There was nothing to report.

## **D. Attorney Report**

Mr. Miller updated the board on the hiring of the new Executive Director and shared that he had received three applications for the position. He reminded everyone that applications were due by April 1<sup>st</sup>.

## **E. Employment Changes**

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

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

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

Mr. Walker reported that there were three new hires in the month of February. He made note of Brigitta Meyerhofer who took over as the Branch Assistant Manager and Librarian. She had been employed at PCCLD in the past and had moved back to town. At this time there were six Librarian

jobs that were opened, the most he had seen in his tenure. He shared that Terri Daly and the HR department were making special efforts to recruit to include social media posts.

Ms. Bregar asked what the status was on the Special Collections job that was open. Mr. Walker reported that applications had been received and they were close to filling the position.

**F. Financial Report**

OVERVIEW: Alexandria Romero (Chief Financial Officer) reviewed a report on the February 2022 bills and fund statements.

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

*Mr. Quintana made a Motion, seconded by Ms. Hodge to ratify the February bills and accept the February 2022 fund statement as contained in the Board materials. The Motion was approved.*

Ms. Baca reported on the financial report in place of Ms. Romero.

She shared the Combined Balance Sheet first. She reminded the Board that the report was comprised of the General Fund and the Capital Projects Fund. She stated that the cash balance between the operating cash and the COLOTRUST general fund represented a strong operating cash position for PCCLD. Reserves also remained strong.

The cash holding in the Capital Projects Fund, \$1.5 million of this fund was library replacement plan funds, the remainder was the funding that was in place for the Rawlings Renovation. \$4.3 million of this was Cops funding. \$2.7 million was from fundraising.

Due to/From CAP PROJECTS FUND - \$25,000. This was money received from the Friends of the Library. The rest of the assets on the report were standard. Pointed out under liabilities was the Capital Projects Expenses Payable, this was the payment for November and December to Houston Construction, the builder for the Rawlings Renovation.

The rest of the report was the equity portion and it was stable.

Statement of revenue and expenditures was the next schedule that was reviewed. Ms. Baca shared that in the January financial report, the budget column did not match the 2022 budget. Corrections were made to the February schedule and they now match.

Target percentage for the month of February was 16% in spending and collections. Total revenue was at 3% collected last year at this time it was as 2% collected. Granted the total was far below the targeted 16% the property tax receipt that come in was at approximately \$273,000. There was no concern with regard to review, all was on track.

Expenditures were reviewed. Total personnel matched last year's figure at 12% with Employee Insurance being high at 23% because payments are done in advance for this line item. Total Materials for 2022 were at 11% spent compared to 15% last year this was trending lower but that was due to the buying process and procurement schedule. Digital was at 35% spent which was typical since Covid-19 had started. Total Facilities was at 8% spent for both this year and last year at this time of year. Total Operating was at 19% spent with no concerns. Total IT was at 36% spent last year was at 40% spent there were no concerns. Total Expenditures was at 12% for this time of the year well within the 16% target percentage.

The Capital Fund schedule was reviewed. The biggest movers were the Rawlings Renovation and construction numbers. Some items of note were; \$522,000 was spent in February for the Rawlings Renovation and \$4,849 was spent on a copier for the Library at the Y. There were no budget concerns and everything was on track.

Payment history report was review and all was standard except for the Rawlings renovation costs.

#### Expenditures for February

Total Payables - \$ 719,133.84

Payroll - \$396,303.24

\$1,115,437.08 - Grand Total

The renovation had impacted this total, usually at this time of the year figures were under a million dollars.

The PCARD Transaction Report was reviewed and there was nothing out of the ordinary to report.

### **VII. BOARD COMMENT**

Ms. Garcia commented that both Corwin and Parkview medical centers had zero cases of Covid-19 in their locations.

### **VIII. PUBLIC COMMENT**

There was no public comment.

### **IX. OLD BUSINESS**

There was no old business.

### **X. 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, April 19, 2022. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, April 28, 2022 at the Lamb Library Branch, 2525 S. Pueblo Blvd. Pueblo, Colorado 81005

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

##### **1. Trustee Appointment**

OVERVIEW: An update report was provided regarding the current vacant position on the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the Trustees hear the report and provide any desired direction moving forward.

Mr. Walker reported that a letter with regard to Dr. Macha's passing was sent to the appointing authorities, Pueblo City Council and The Board of County Commissioners. The position was

posted as a vacancy on the City of Pueblo website. This year the City of Pueblo has the lead position in the selection process. The City and County alternate this process. This 5-year term position would fulfill the current term and would conclude December 31, 2024.

Ms. Garcia reported that there was an error on social media with regard to both Mr. Quintana and Mr. Hodge's term dates both still had 2021 listed. She wasn't sure of the website. Mr. Walker shared that he would ensure that the errors were corrected

## **XI. ADJOURNMENT**

Ms. Gairaud and Ms. Bregar made a motion to adjourn the meeting. The meeting was adjourned at 7:07pm.

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees