

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

5:30pm, May 26, 2022

***This meeting was conducted at the Barkman Library, 300 Jerry Murphy Rd. Pueblo, CO.
An online session was conducted and an online link for the meeting is 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 5:31 pm by Mr. Quintana. Ms. Jubert conducted roll call.

Board Members Present:

Fredrick Quintana, President
Dustin Hodge, Vice President
Lyndell Gairaud
Jacquelyn Keith
Marlene Bregar
Doreen Martinez
Stephanie Garcia

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
Nick Potter, Director of Community Relations and Development
Robert Childress, Director of IT
Elizabeth Flores, Librarian - Tech Services
Missy Mantelli – Accountant
Alicia Griebel – Barkman Branch Manager
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 changes to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee Executive Director Search Committee Meetings held on April 21 and April 26, 2022, respectively, were published and provided to Board members prior to tonight's meeting. Minutes of the Library Board of Trustee Work Session held on April 19, 2022, and the Library Board of Trustee Regular Meeting held on April 28, 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 April 19, 21, 26, and 28, 2022.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to approve the minutes of meetings held, respectively, on April 19, 21, 26, and 28, 2022. The Motion was passed.

IV. REPORTS

A. Executive Director Report

Jon Walker (Executive Director) will provide an update report on the Rawlings Library renovation progress-to-date.

Alicia Griebel, Branch Manager for the Barkman Library and host for tonight's meeting gave a brief overview of the Barkman Branch.

She presented Barkman's key data information to include circulation, visits, programs and computer usage and felt that the branch had more growing to do but they would finish strong in 2022.

Social media stats were presented to include Facebook information with regard to programming. She has seen a slight decline in these numbers over the past months due to the fact that people are returning to the branch in person.

She shared that there had been decline in circulation, computer use, visits, meeting room attendance, program attendance and holds filled much like that of the entire district.

Patrons are checking out in order; DVDs, books, Blu-ray, picture novels then graphic novels.

She shared how Barkman has undergone changes due to Covid-19 to include, virtual programming and curbside service. She also said that the branch participated in mask and Covid test giveaways and they hosted a vaccine bus. Passive programs included kits-to-go which were very popular.

New outreach projects were presented to include a partnership with the Villa Bella Expeditionary School, District 60 and Pueblo Cooperative Care Center. Summer lunches for children will be supplied in partnership with D60 and the Department of Agriculture.

New items added to the Branch included a touchless water fountain, a new furnace and air conditioning unit, fencing around the air conditioning unit, and new placement of the collection.

Mr. Walker gave a brief update on the Rawlings Renovation. The main entrance into the library was shifted in order to continue with the construction of the new outdoor events space. This should be completed by the end of Summer/late August.

The first floor's main features have been completed and currently house the 2nd floor collection items. This collection will be moved to back to their permanent home on the 2nd floor in mid-June. In late June to mid-July the 3rd and 4th floor construction will commence and some of the 3rd floor collections will be moved to the 1st floor and the children's collection will be moved to the 2nd floor. New furnishings would also arrive during this time period.

B. Friends of the Library Report

Nick Potter provided the report from their last meeting, the board takes a break in June and July. Their budgets were approved as was their slate of officers to include; Eric Segall – President, Chrissy Holliday – Vice President, and Jeff DeHerrera – Treasurer. They are currently looking for a Secretary. There are two open positions on this board, applications will be taken over the summer.

The total budget amount was a little over \$90,000. The approved budget for next year totaled \$73,000 to include; two rounds of program and equipment grants at \$10,000 each, \$10,000 payment to the Foundation to do two \$5,000 scholarships for tuition assistance towards staff MLS degrees, the ability to bring back sponsorships for programs like all Pueblo Reads the Summer Reading Program and Read Out Loud.

Jan Hoover and John Schriver will take over the management of the Books Again bookstore. They gave an overview of the Books by the Bag sale and they estimated that they sold approximately 10,000 books.

The Friends Annual meeting will take place on June 30, 2022 at the Country Club.

C. Pueblo Library Foundation Report

Ms. Gairaud gave the Pueblo Library Foundation report.

The Pueblo Library Foundation Board met on May 11, 2022.

Alexandria Romero reviewed the balance sheet as of March 31, 2021. The cash balance was \$94,238.20 and the Raymond James investment balance was \$361,852.16. The total assets, liabilities and equity equal \$456,090.36. The cash balance is larger than we would normally have in the account. We have earmarked funds to be transferred to our investment account when a new investment advisor is in place. Next, the Statement of Revenue and Expenditures was reviewed. Total year-to-date revenue is \$1,145 and total year-to-date expenditures is \$13,227. The difference brings us a year-to-date revenue under expenditures of \$12,083. The amount reflected in this statement takes into account an unrealized loss in the market of \$19,017. Ms. Romero finished the financial review with the Summary of Restrictions. The total amount of restrictions is \$175,191.24.

Next, there was a report on the Investment Advisor RFP. At the meeting in February meeting, 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 their recommendation to the full board at the May meeting for final approval. Based on the evaluation scores, Stifel was recommended to the board as the choice of investment advisors. The board approved the recommendation.

Ms. Romero also mentioned the audit is progressing as normal.

Next, Mr. Walker provided an update on the construction on the Rawlings renovation. Mr. Walker also shared information about Dolly Parton's Imagination Library and PCCLD's role as Pueblo's affiliate for the program. Mr. Walker also spoke about plans for the Summer Reading Program this year.

Next Mr. Potter provided an update on fundraising activities and gifts received in the first quarter. In Q1, PCCLD and the Foundation combined brought in \$240,512.96. The majority of gifts received were in support of the Your Future Library Capital Campaign. There was also some activity with the Lucero Library, Outstanding Women Awards, unrestricted gifts and other miscellaneous contributions.

Mr. Potter provided a detailed breakdown of gifts pledged and received from businesses,

foundations and individuals for the Your Future Library Capital Campaign. He also spoke about grants that have been submitted this year and provided an update on sponsorship commitments for the Summer Reading program and the Booklovers Ball. He also provided a report on the library's website and branding update plans.

The meeting concluded with the mention that one board member has a term coming up for renewal. We will be reaching out and getting her thoughts on continuing her service on the Foundation board.

The next meeting will be held August 10, 2022

Mr. Walker publicly thanked ARC of Pueblo and Trustee Stephanie Garcia for their recent contribution and would be sponsoring one of the study rooms in the new Rawlings Library. This would include a special collection containing literature for individuals with intellectual and developmental disabilities.

D. Attorney Report

Mr. Miller was asked to follow a Colorado open records court case against a public library district that was similar to PCCLD. A District Court decision was made on this case.

The background on the case was a newspaper editor requested the records to have books removed from shelves in the Gunnison library. Because these requests had people's names on the requests and of the library confidentiality law, section 2490-19, which requires that library user information be kept confidential this request was denied. The editor wanted the library executive director criminally prosecuted for failing to produce the requested records. The library district in turn filed a lawsuit against the newspaper editor. The judge decided that the library district needed to release the records but they had to black out all of the names of the people who have made the requests to have the books removed. The library district decided to not appeal this decision, but the newspaper might.

It was the opinion of Mr. Miller that it would have been better if the judge had denied the newspapers request. It is difficult for library staff to determine what is confidential and what is not per section 2490-19.

E. Employment Changes

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

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

Ms. Keith made a Motion, seconded by Ms. Martinez to ratify the April 2022 Employment Changes as contained in the Board materials. The Motion was approved.

New hire Jasel Cantu was announced as the new Special Collections and Genealogy Librarian who replaced Charlene Garcia-Simms who retired. Stephanie Canon was promoted to CSR at the Giodone branch.

It was noted that the library continued to have open positions due to resignations but there was equal activity in hiring.

F. Financial Report

OVERVIEW: Sherri Baca (Chief Financial Officer) reviewed a report on the April 2022 bills and fund statements.

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

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

Ms. Baca announced that PCCLD was vigorously recruiting for a Chief Financial Officer. She let the Trustees know that Missy Mantelli was the acting Interim Finance Supervisor.

She shared a letter from the Government Finance Officers Association which announced that PCCLD has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for their annual comprehensive financial report for the fiscal year ended December 31, 2020. The certificate is the highest form of recognition in governmental accounting and financial reporting. This is the twelfth time PCCLD has been given this award.

The financial report was given and it was a typical report. Cash holdings in the general fund cash operating line item was at \$1.6 million, it's typically at \$500,000 but there's a check to Houston construction for \$1,150,000 in transit. Due to the capital projects fund there will continue to be funds in transit.

The capital projects fund was at \$6.3 million this amount included the remaining dollars from the certificates of participation, the library replacement plan, and the fundraising dollars (approximately \$2 million). In summary the balance sheet is very strong.

Liabilities showed the \$1million that was in transit to Houston Construction for the renovation. This is a timing difference that will change out in the next month. Overall the fund balance is doing well.

The state of revenue and expenditures was reviewed. The target percentage for spent and collected was 33%.

Revenues were discussed. Property taxes current month were at \$758,991, for the first time this amount included a \$22,000 business personal property exemption. House Bill 21-1312 was a law that included business personal property tax relief for businesses in Colorado. It gave an exemption from personal property tax to businesses. The exemption amount used to be \$7900, this law moved the exemption amount to \$50,000 which meant that if a business owned less than this amount in personal property, they did not owe any taxes on it. The law required that the state would backfill the lost property tax revenue so in the \$758,991, \$22,335 is coming to the library to backfill that personal property tax exemption given to businesses.

PCCLD was on track for total collected revenue, the target was 33% and the library was at 30%. Within the categories PCCLD was within what was expected for a typical year. Interest income was trailing budget mainly because interest rates are down.

Total personnel expenditures were 29% spent. Salaries were on track at 29% spent. There was a negative employee insurance amount for the month which was due to improper billing for dental and medical insurance that was corrected. Materials were at 20% spent with digital materials continuing to exceed the target percentage at 56%. Total facilities spent was at 23% and last year it was a 15%. Vehicle maintenance was higher at 47% due to work that was being done on company

vehicles. An interest only payment on the certificate of participations was done, \$181,000. Total operating expenses was at 37% spent and last year at this time it was at 40% spent. Everything in this category was typical. Total technology was at 46% spent.

Total expenditures were 27%, this time last year it was at 29% spent. 48% spent overall, last year this percent was at 66% spent. This was a typical general fund for PCCLD.

Capital fund was reviewed. The biggest mover was the payment to HW Construction for construction costs for the Rawlings renovation, \$1,149,712.

The payment history was reviewed, most everything was pretty typical with some larger items being tracked to the Rawlings renovation.

The expenditures were:

TOTAL PAYABLES	\$390,126.24
TOTAL PAYROLL	\$406,053.61
GRAND TOTAL	\$796,179.85

Purchasing card charges were reviewed for staff purchases in March, there was nothing of note to report.

V. BOARD COMMENT

There will be a Levee Walk on June 4th hosted by the Downtown Association. They are asking for giveaways to be added to the bags they will be handing out at the event and had asked the library to donate if they had anything to give away.

Because the library was such a good resource for the Colorado Experience on the Pueblo Flood documentary was one of five to be selected to be in the running for the Heartland Emmy Award.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Announcements (estimated time: 5 minutes)

1. All PCCLD locations will be closed on Monday, May 30, for the Memorial Day Holiday.
2. A meeting of the Executive Director Search Committee of the Board of Trustees is scheduled for 9:30 a.m., Wednesday, June 1.
3. A meeting of the Audit Committee of the Board of Trustees is scheduled for 1 p.m., Tuesday, June 14, 2022.
4. A work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, June 14, 2022.
5. A regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 23, 2022.

B. Action/Discussion Items

1. Lucero Library and Barkman Library Renovation and Expansion

OVERVIEW: A report on a proposal to employ a design firm for renovation and expansion to the Lucero and Barkman Libraries was reviewed by the Board of Trustees at its May 17 work session. A final recommendation was provided.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to enter into contract with the recommended design firm.

Discussion on the matter was requested prior to the request for Motion.

A follow-up to the report that was given to the Board their last meeting was reviewed. Seven proposals were received and three firms were interviewed that included Demmon, Ratio and HBM & DLR Group. The evaluation criteria included; qualifications, scope of work, and compensation. The outcome of the first evaluation was given and highlighted the top three candidates and how they scored.

Tuesday, May 24, 2022 the top three firms were interviewed. Evaluation factors included; experience with a similar project, the quality of the team assigned to the project, the quality of the professional service firms envisioned for the project, their experience with local construction managers/general contractors, their approach to updating the current designs, and the proposed coordination for the project (keep the library open or closed during the renovations?). A professional fee quote was also requested of the firm.

The interview committee recommended that HBM Architects & Interior Designers (in conjunction with DLR Group) be the firm hired for the renovation at a project cost of \$540,160.

It was noted that all three were excellent candidates and would have been great choices.

Ms. Bregar made a Motion, seconded by Ms. Keith that the Board of Trustees take action to authorize PCCLD to enter into contract with HBM Architects & Interior Designers (in conjunction with DLR Group) as recommended by the committee. The Motion was approved.

2. Reading Pays

OVERVIEW: PCCLD is in discussion with both the City of Pueblo and Pueblo County with tentative assent to amend a 2021 intergovernmental agreement to provide up to \$1 million (\$500,000 from the City and \$500,000 from the County) for PCCLD to administer the *2022 Reading Pays: \$1 Million Reading Challenge*.

RECOMMENDED ACTION: That the Trustees take action to authorize the President of the Board of Trustees to enter into an amended intergovernmental agreement with both Pueblo County and the City of Pueblo for PCCLD to administer the *2022 Reading Pays* program under terms like those for 2021.

Ms. Martinez made a Motion, seconded by Ms. Gairaud That the Trustees take action to authorize the President of the Board of Trustees to enter into an amended intergovernmental agreement with both Pueblo County and the City of Pueblo for PCCLD to administer the 2022 Reading Pays program under terms like those for 2021. The Motion as approved.

Preparation for the project is underway in the district. Neither the City or the County have taken action on the IGA. There is a key part pending, the City and the County have not yet received the authorized Federal funds. The Reading Pays program had been on the City Council agenda but has been postponed until the funds are received. The County is on board with the program

but is awaiting the deposit of funds before they move forward. It was recommended that the Trustees authorize the Board president to enter into agreement under terms that should be similar to those of 2021.

It was asked if they Bank of the San Juan's would be working with PCCLD again? They will be working with PCCLD again. A reminder that there are no administrative fees from either the bank or PCCLD 100% of the money goes to the children who participate.

June 1, 2022 is the anticipated kickoff date for the Summer Reading Program and June 15, 2022 would be the anticipated kickoff date for Reading Pays.

Ms. Garcia made a Motion to allow the Board president to enter into an IGA with the City and the County for the Summer Reading/Reading Pays program pending approval of funds, Ms. Keith seconded the Motion. The Motion was approved.

3. Employee Retention Payments

OVERVIEW: The Trustees heard a report on proposed employee retention payments.

RECOMMENDED ACTION: No action was required at this time.

PCCLD is seeing more churn in their staffing due in part to the Covid pandemic. There is a term going around called, "The Great Resignation", where nationwide employees are resigning at a greater rate. Also, inflation is high. Good news for PCCLD is that revenue is up.

It was proposed that staff be given retention payments. The first payment would be on June 30th and would amount to 2% of a regular employee's base salary. The retention payment would be a onetime payment, not a change in the employee's base salary. The next 2% payment would be at the end of quarter 3, September 30th.

The move into quarter 1 of 2023 would include two recommendations along with the pay for performance increase. In 2021 PCCLD paid out more to pay for performance increases than they had in past years. In previous years the average payout was 2.5% and in 2021 the average payout was 3.5%.

The recommendation for the first quarter of 2023 would be that, along with the pay for performance salary increase, regular employees would receive the 2% retention bonus at the beginning of the year so it is included in the next fiscal year and that a salary market survey be done. The last survey was done in 2019. It was also recommended that a budget allocation be put into the 2023 budget in anticipation of salary changes. Hiring bands would be reviewed to see if changes needed to be made.

The impact on the 2022 budget to accommodate the Q2 and Q3 payments would be approximately \$175,000. Vacancy savings for this time period is anticipated to be \$245,000. This amount would cover the 2022 retention payments, so PCCLD could afford these payments. The consumer price index was looked at with regard to inflation. Through April 2022, the CPI was at an annual rate of 8.5%, this included food and energy prices. Last year at this same time it was at 3-4%.

This information was provided to the Trustees for their review. This information will be revisited in the June meetings. Other library districts are doing similar things to retain staff.

It was recognized by the Trustees that PCCLD has a great staff and they should be compensated for their work and efforts. It was asked if the benefits side had been looked at, health savings plan contributions. PCCLD would make contributions into the benefits program to help staff save money in that fashion. That's an option that would be considered.

It was clarified that staff would receive the payment with no strings attached. If this proposal was approved, then this could provide some retention incentive for staff.

It was asked if hiring bonuses were considered for new positions. This would be an incentive to apply or accept the job. If the Trustees approved this request for retention payments, new hires would be entitled to the 2% bonus as well as another after the 3rd quarter if they decided to accept the position. The percentage to new hires would not exceed what was given to other employee.

4. Chromebook/Laptop Procurement

OVERVIEW: A recommendation for Chromebook/laptop procurement based upon the lowest, best bid was reviewed by the Board of Trustees at its May 17 work session.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to procure 82 Chromebooks and 12 laptops from Dell Technologies according to the recommendation contained in the Board packet at a cost not to exceed \$79,336.

Ms. Garcia made a Motion, seconded by Ms. Martinez and Ms. Bregar that the Board of Trustees take action to authorize PCCLD to procure 82 Chromebooks and 12 laptops from Dell Technologies according to the recommendation contained in the Board packet at a cost not to exceed \$79,336. The Motion was passed.

IX. ADJOURNMENT

Mr. Quintana adjourned the meeting at 3:50pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00 p.m., Tuesday, June 14, 2022, in the Executive Conference at the Rawlings Library. 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