

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, November 19, 2020

The meeting was held via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing and face mask protocols was hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2021

Doreen Martinez - Ms. Martinez opened the Public Hearing at 5:30 p.m. and announced that Alexandria Romero, Controller, would provide a report on the proposed budget for fiscal year 2021. This was an opportunity for citizen comment on the budget proposal which had been made available for public inspection.

Alexandria Romero – Ms. Romero shared that PCCLD prepared an annual budget for two funds; the general fund and the Capital Project Fund.

General Fund

This refund reflects property tax and other general revenue, and all of the operating expenses for the District.

-Revenue

- Property Tax Revenue 89% of total revenue
 - Property Tax increased by approximately \$303,000 which is 2.8% higher.
 - Mill Levy is 5.871
- Specific Ownership 8% of total revenue
 - Up 6% from 2020
- Contracts, Grants and Gifts 2% of total revenue
 - Decreased from 2020 due to Covid-19
- Fines, Fees & Misc. 1% of total revenue
 - Decreased 13%
- Interest Earnings
 - Increased
- Photocopier revenue and misc. revenue
 - Estimated revenue significantly less this year due to Covid-19

Total Revenue will be down next year 1.8% or approximately \$230,000. This was largely due to the number of grants awarded in 2020.

-Expenditures

- Personnel 54% of total expenditures
Personnel will have a total increase of 16%
 - Increase for Pay for Performance wage changes
 - Increase of 2.1 FTE's
 - Fulfillment of open positions from 2020
 - \$75,000 for market wage adjustments
- Workers Comp increased 14%
- PERA, unemployment, and Medicare Cost increased, this is based on the total wage increase.
- Health related benefits increased 34% due to increase from current insurance carrier.
- Employee Relations increased 36%.
- Employee Training increased 220% due to the lack of spending because of Covid-19.
- Materials & Services 16% of total expenditures
 - Increased 17%
 - Materials Spending - 18% of the total operating budget.
 - Program Increase – 48% due to grant funding.
- Facilities 20% of total expenditures
Facilities increased 118% from 2020 due to 2020 COP issuance.

- Utilities – Increased 22%
- Vehicle Maintenance – flat
- Building Repair & Maintenance –Increased 16%
- Rent – Hold due to contractual agreement.
- Lease purchase reflects debt service on 2020 COPS
- Insurance – Increased 13%, may change upon receipt of renewal quotes.
- Friends Expenditures – Budgeted accordingly.
- Operating A 6% increase from prior year.
Operating Costs – increased 3%
 - Contract Services – Decreased 2% due to in house administration of insurance policies.
 - Community Relations – Decreased by 49% this reflects the restructuring of the budget for All Pueblo Reads.
 - Office Supplies – Increased 14%
 - Photocopier Expense – Increased by 107% to reflect they lack of spending this year as compared to a typical year amount.
 - Courier Services – Increased 25% due to the fact that they library did not have courier services in one of the quarters this year.
- Information Technology A decrease of 4%.
Information Technology increased 10%
 - Telecommunications – increase 17% (\$132k E-Rate reimbursement in 2021)
 - Hardware Repair and Maintenance – budgeted like a standard year.
 - Tech Supplies – decreased 42%
 - Tech Maintenance, licenses and support – increased 8%

Total Expenditures would be up next year by 29% or approximately \$2.6 million, this is largely due to the decrease in expenditures in 2020 due to Covid-19.

General Fund – Fund Balance

- At the end of 2021 the balance would be approximately \$5 million – a decrease of approximately \$135,000.
- Due to the large amount of grants received in 2020, some of the grant expenditures would be budgeted for 2021.
- Fund balance reserves would be used for the general fund budget in 2021.
- Unrestricted Fund Balance will be maintained at 39% of operating expenditures.
- The continuance of the 0.6 mill levy would enable the District to sustain its programs, services, operations and facilities into the future.

Capital Project Fund

This fund reflects revenue and expenses for capital asset acquisition (library replacement plan), the Master Facility Plan, InfoZone Museum updates and renovation, and special building and capital projects.

-Capital Project Fund - Revenues

- Gifts and Grants - \$275,000 included was a capital fundraising campaign for the Rawlings Library renovation project.
- E-rate Dollars - \$227,000 internal network connections for the Rawlings Library.
- Interest earnings - \$30,000

Total Revenue - \$532,000

-Capital Project Fund - Expenditures

- Asset Repair & Maintenance - \$10,000
- Info Technology - \$347,654
- Furniture, fixtures and equipment - \$57,000
- Master Facility Plan – Rawlings Library renovation project \$4,763,238

Total Expenditures - \$5,177,892

-Fund Balance - \$7,350,384

Included in this amount was the transfer-in from the General fund of \$980,000.

- Approximately \$3.7 million decrease in fund balance overall due in large part to the Rawlings renovation project.

Assumptions

-Revenue was budgeted conservatively based on assessed valuation and current economic conditions.

-Expenditures were budgeted in anticipation of all known impact and will reflect annual plan initiatives.

Combined Unrestricted Fund Balance

-\$4,142,375 – 71% of total combined annual expenditures

-20% was minimum per fund balance policy adopted in 2009.

Preliminary to Final

Ms. Romero shared that the following were the developments between now and December 11th that will inform the 2021 budget process:

-Additional 2020 expenditure activity

-End-of-year issues

-Assessed valuation changes

-Renewal cost for property/liability insurance and workers compensation insurance

-Other wage adjustments.

Ms. Romero stated that comments from the public would continue to be received until 5:30pm on Thursday, December 10, 2020 at which time the proposed 2021 budget would be presented to the Board of Trustees for adoption and appropriation. She also shared that manager review of the approved budget was scheduled for January 25, 2021.

Ms. Romero asked if anyone had any questions.

Phil Mancha – Mr. Mancha asked what the roll over amount was from this year's budget into the next year?

Alexandria Romero – Ms. Romero answered by saying that the grant carryover amount would be approximately \$190,000. She shared that they anticipated that the Library will be in the black. She said that revenues over expenditures after the transfer from the general fund to the capital fund project was approximately \$1.9 million. She commented that the District had a great year in spite of Covid-19. She added that the library was awarded grants and a lot of expenditures did not take place. She said that grants were \$134,000.

Doreen Martinez – Ms. Martinez asked for public comment and hearing none closed the Public Hearing at 5:46pm.

II. CALL TO ORDER AND ROLL CALL: REGULAR MEETING

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at 5:47 p.m. by President Doreen Martinez. Ms. Martinez asked Rose Jubert, Secretary to the Board to conduct roll call.

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

Board Members Absent: Fredrick Quintana

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Alexandria Romero, Controller

Rose Jubert, Secretary to the Board

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board or the Executive Director may suggest corrections or modifications to the agenda at this time.

None.

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board regular meeting held on October 22, 2020, the Library Board special meeting held on October 13, 2020, and the Library Board work session held on October 13, 2020, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve the minutes of meetings held on October 13, 2020, and October 22, 2020.

Stephanie Garcia – Ms. Garcia referred to page 4 of the October regular meeting minutes and asked about changing agendas during special meetings. She asked Bart Miller, Attorney to fill the Board in during the attorney portion of the meeting.

Ms. Garcia made a Motion, seconded by Ms. Gairaud to approve the minutes of the October Board Meetings. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Jon Walker – Mr. Walker shared that on Wednesday PCCLD instituted an important temporary change to public services. The change involved the limiting of in person Library services to curbside services only with no in building public access. This change is in response to Covid-19. He shared that he and the staff worked to prepare for this for the last several days.

Mr. Walker shared that he sat in on a meeting with representatives from the City of Pueblo and Pueblo County. He stated that it was with a great amount of certitude that the county would go into Level Red on either Friday or Saturday. The Library's move to Curbside Delivery aligned with the County's current status of Level Orange and Level Red.

Mr. Walker described what Curbside Delivery entailed. He shared that staff would deliver materials to parking lots and that patrons could go to the Library catalog and reserve items or could call and have a staff member assist them. He shared that patrons could have their order delivered to any of the branches. There are nightly courier deliveries to the branches. Patrons would be notified either via email or automated telephone service when their order was ready. Staff would deliver to vehicles and to walk up patrons in the parking lots.

Mr. Walker described how home mail delivery services worked. He shared that the Library utilized a reduced postage rate for this service. He shared that staff had refined the process from the previous shutdown in March and there are more offerings. He stated that one of the improvements was the availability of Internet hotspots, tablets and laptops that are available for checkout. He shared that the digital divide was a real issue in the community. People did not have sufficient in-home access to the Internet so they utilize the library for these services. He said that the Internet hotspots and laptops provided this service to them at their home. This addition to service was well received by the community.

Mr. Walker stated that all of the new services were due to the high rate of Covid transmission in Pueblo. He shared that the Library has avoided any documented on-site transmission but there were employees who were quarantined or isolated due to exposure to the virus outside of the Library. He voiced that this caused some strain on staffing. Curbside Deliveries reduced some of the stress on employees since it required less staff to manage.

Mr. Walker learned during the phone call with the City, Pueblo County, Pueblo West Metro District and Districts 60 and 70 the stresses the Library had experienced are also felt by these organizations as well as many others. He said that of the 5 people on the call, all administrators of their institutions, 2 of them were in quarantine due to

Covid-19. Mr. Walker reassured the Board that he felt the Library had established safe social distancing and PPE protocols in the workplace. He shared that by closing the buildings staff can spread out inside of the building so social distancing wasn't an issue. Staff are also required to wear facemasks.

Questions?

Stephanie Garcia – Ms. Garcia shared that the New York times had an article that stated Pueblo was number 4 in the nation per capita for positive Covid-19 cases. She commented that the State had added a new level, Purple which is above Red Level and asked Mr. Walker if there was any discussion if Pueblo would move into this category.

Jon Walker – Mr. Walker shared that he has spent a long amount of time reading the new orders that involve the new level. Red used to be the stay at home level but now Purple was the stay at home level. He said that per his knowledge there had been no discussion at this point about Pueblo moving to Purple. He shared that based on the Governor's new health order, in his opinion Pueblo was in a real health crisis and it was being recognized by City and County officials. He stated that Parkview Medical Center had 100 Covid-19 patients and the Governor mentioned that earlier in the week patients were moved out of Parkview to other hospitals because Parkview was full.

B. Friends of the Library Report

Doreen Martinez – Ms. Martinez stated that Erik Segall was not on the call and asked if he had been in contact with anyone.

Jon Walker – Mr. Walker shared that the Friends of the Library meeting for this month had been cancelled due to the pandemic and other issues and that they hoped to reschedule the meeting.

C. Pueblo Library Foundation Report

Lyndell Gairaud – Ms. Gairaud reported that they had their quarterly meeting yesterday. She stated that she would present her report next month due to the short turnaround time. She did report that they welcomed two new board members, for a total of 11 members. Mr. Walker gave a report to the Foundation on the state of the Library and Nick Potter gave a report on 3rd quarter earnings which were very good for the year. He also reported on the success of the Book Lovers Black Tie Ball and reported on the future of the Ball as well as the Leadership Academy which were moving in another direction. She assured the Board that everything was good with the Foundation.

D. Attorney Report

Bart Miller – Mr. Miller reported that he had been in contact with the City Attorney and County Attorney in regard to the process for selecting Trustees. They looked for an agreement from 1968 or 1969, no agreement was found with the Library or the City so the County was searching. He shared that he was not sure what would happen if it was not found.

Mr. Miller shared that the City Attorney brought up the State Library Law and shared that it allowed Trustees to be selected in the manner that's provide for in an agreement that is between the Library District and the entities that create the Library. Or the Trustee can be selected by the Board of Trustees themselves and the selected name was forwarded to the City Council and the County Commissioners and they would have 60 days to ratify that choice and if they did not act within those 60 days that person would just be seated on the Board.

Mr. Miller felt the City Attorney was seeking to see if that might be something the Board would be interested in doing. Mr. Miller did not agree to anything since it was not discussed with Mr. Walker or with the Board. Mr. Miller asked the Board if this was something they wanted him to talk about with the City Attorney and County Attorney?

Phil Mancha – Mr. Mancha felt that if the Board were given the opportunity to select their own person that would be preferable. He thought that the recommendation to City Council and the County Commissioners should come from the Board itself, that was how it had currently been handled. A committee of Board members would interview the candidates and then make a recommendation to the entire Board. He shared that this was not a documented process but it was how it had been done historically and worked well.

Stephanie Garcia – Ms. Garcia agreed that the process had worked well. She voiced concern that in the past the Board was disbanded by the City and the County. The current Board had talked about a more formalized process so that they could not self-select others who might vote with them since this could put the Library at risk. In order to eliminate this type of thing happening in the future she felt that there should be checks and balances. She shared that if the 1967 agreement could not be found then maybe that is what got the old Board into trouble. She stated that the process needed to be well vetted. She shared that when she was elected she had to meet with members from City Council and the Board of County Commissioners. She felt that there should be involvement with the City and the County rather than just a rubber stamp from the existing Board that said, “we want this one”.

Lyndell Gairaud – Ms. Gairaud agreed with Ms. Garcia’s assessment. She shared that one year the City takes direction and the other year the County and that process can get bogged down due to how busy both can get. She felt that it would be a smoother transition if a recommendation from the Board was given to the City and County with the understanding that they could say yes or no to that recommendation. That would provide the vetting process that was mentioned by Ms. Garcia and could speed up the process in general. Ms. Gairaud shared that both the City and the County in the past had a hard time finding time to interview the candidates and asked for the Board’s recommendation. She shared that there had been times when a Trustee had not been selected and they had to ask permission to let the current board member continue in that position.

Marlene Bregar – Ms. Bregar shared that when she was selected for the Board she was interviewed by City and County representatives. She felt that it would be a good idea to have the extra step in place like Ms. Garcia had suggested just in case there was something the Board had missed. She shared that the Board was asked for their recommendation in the last one or two selections. Ms. Bregar strongly agreed with Ms. Garcia and stated there needed to be an extra step for accountability

Phil Mancha– Mr. Mancha agreed with Ms. Garcia’s recommendation and Ms. Bregar’s comments.

Doreen Martinez – Ms. Martinez shared that there had been times when the City and the County preferred to have the Library involved and have the Library do the interview process first. The Board had done this in the past to familiarize themselves with the candidates and in the interview they stated to the candidate that ultimately the City and the County had the say in who is selected. She felt the more accountability the better, it bodes for the health of the Board. She said that she agreed with everyone’s comments.

Stephanie Garcia - Ms. Garcia stated that she was one of the newer appointees and her interview was with the City and County and Trustees were in the room. She stated that in the past the process had been a mix. She shared that she and Mr. Walker had gone to Mayor Gradisar prior to Covid and discussed the process with him.

She shared that a more formal process was needed because the Board struggled with the issue every time a Trustee’s term ended.

Doreen Martinez – Ms. Martinez agreed with Ms. Garcia and said that the basis of the selection process was the same but there were small nuances every year that made the process look unstable. She asked Mr. Miller to let the City Attorney know that the Board was in favor of vetting the applicants and then passing on their preference to the City or the County. She stated that this process may even be deferred to the Mayor’s office.

Bart Miller – Mr. Miller stated that the Board’s input would be shared with the County and the City.

Stephanie Garcia – Ms. Garcia asked Mr. Miller in a special meeting could changes be made to the agenda without all Board members in attendance? She added that the attorney at a special meeting of the school board stated that since there was a majority in attendance they could make the change and take action. The change made the newspaper and stated that the Board had taken illegal action because it changed the agenda without a 100% quorum.

Bart Miller – Mr. Miller referenced the book Robert’s Rules of order to answer Ms. Garcia. He shared that there are specific terms for special meetings. It stated that once you have the notice of a special meeting go out you

can't change what you have on the agenda. Mr. Miller said that Robert's Rules of order were written to be flexible and the rules apply to all types of businesses. He shared that while in a meeting, if no one voices objection to the Board doing something in a certain way Robert's Rules encouraged the Board to do it that way. He said that there was no provision of State Law that would prohibit a change to an agenda. He said that if everyone was in agreement to the change there was no provision in Robert's Rules of Order that would strictly prohibit a change. Robert's Rules of Order treated special meetings differently than regular meetings but it was a very technical point.

E. Employment Changes

OVERVIEW: The Board was asked to ratify the October 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the October 2020 Employment Changes as contained in the Board materials.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to approve the Employment Changes. The changes were approved by unanimous consent.

F. Financial Report

OVERVIEW: Sherri Baca, Associate Executive Director, provided a report on the October 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the October 2020 bills and accept the October 2020 fund statement as contained in the Board materials.

Sherry Baca – Ms. Baca gave the Financial Report for October 2020 and shared that it was stable and all good news.

Ms. Baca reviewed the combined balance sheet report, she focused on the cash holding for the general fund and reported the following:

Cash Interest Bearing COLA Trust has approximately \$5 million in the account. She commented that was a robust amount and it was due to Coronavirus Relief Funds/CARES Act money for Covid-19 expenses and the budgeted transfer from the general fund into the capital project fund, approximately \$1.5 million. \$1 million of the transferred money will be used in the Capital Project Fund/Master Facility Plan Projects. The remaining money would be transferred to the Library Replacement Plan.

Ms. Baca reported that the rest of the balance sheet was pretty standard, not a lot of activity. She added that the Library closed on the COPs in November so the balance sheet will be updated at year end. She shared that prepaid services at this time of year spiked and had been growing steadily mainly because of 2021 renewals. Prepaid items will start to populate towards the end of the year and that is typical.

Fund balances look standard and there was very little activity with liabilities. Nothing out of the ordinary at this time of the year.

Ms. Baca reported on the Statement of Revenues and Expenditures. She focused on the percentage spent and collected. She shared that 84% spent is the target for month 10.

Revenues

Grants & Contracts are over budget due to the CARES money, \$188,341 in October. There is more of this money coming in so this line item will continue to grow.

This year the total revenue amount was 96% spent and last year at this point it was 98% spent.

Expenditures

-Personnel

This year – 78% spent. Last year – 82% spent. Ms. Baca reported that salaries lagged because vacancies were sitting on the books. She shared that this allowed for salary savings.

Ms. Baca reported that other items are underspent due to Covid-19. She gave the example of training; in-person training had been put to a halt. Training did continue but via lower cost digital/on-line training.

-Materials

77% spent. Ms. Baca shared that this line item was in line with last year's figures. She commented that digital spending was over spent due to Covid. The library was moving more digital resources into the hand of patrons and with Curbside Service ramping up again this trend would continue to increase.

-Facilities

This year 49% spent. Last year 87% spent. Ms. Baca reported that utilities were less costly this year. Building maintenance was underspent. Ms. Baca shared that because the Library closed on the new COPs before the last payment was due the budgeted payment fell to the fund balance account. This would be a boost to the Library's bottom line.

-Operating Expenditures

This year 75% spent. Last year 89% spent. Ms. Baca shared that was because the Library was underspent in Contract Services, Photocopier Expense, Office Supplies, Postage & Freight due to Covid related shutdowns and the Library not being as busy.

-Information Technology

This year 79% spent. Last year 81% spent. Ms. Baca reported that IT supported many of the technology needs so there was a definite increase in spending for technology supplies.

Overall spending was at 72%, under the 84% target. This time last year the Library was at 82% spent.

Ms. Baca summarized her report and stated that the Library trailed in their expenditures, the Library was close to where they were last year in revenue, there was money to move over to the Capital Project Fund in order to put \$1 million towards the Rawlings renovation and \$489,000 was put into the Library Replacement Plan. She emphasized that the General Fund will continue to be strong and the Board will be pleased with year-end revenue over expenditure numbers.

Questions?

Stephanie Garcia – Ms. Garcia had a question in regard to the CARES money. She shared that with the special session coming back there would be more dollars allocated. Governmental entities were allocated a certain amount and it was dictated how the money could or couldn't be spent and the organization that received the money would have to show how that money was spent. She shared that some state entities had to get public comment, was that dictated to Library Districts?

Sherry Baca – Ms. Baca shared that her understanding of the CARES Act funds are filtered down to entities through different lanes. The \$500,000 the Library applied for came from DOLA. She shared that she had seen different ways entities had to apply for and expend the money. In the Library's case it did have a number of categories it did have to spend in certain ways. She shared that Ms. Romero was keeping track of where this money was spent. She stated that the Library would apply for funds through Pueblo County and were waiting to see if the Library was awarded any money.

Alexandria Romero – Ms. Romero shared that when a submission was made she would go by each line item, what it was used for and what category it fell under. DOLA looked at this information to determine if these line items were eligible, any items they questioned they contacted the Library. Ms. Garcia thanked Ms. Romero and Ms. Baca for their diligent reporting.

Sherry Baca – Ms. Baca stated that the Library did have a plan that they would be able to pull down the full \$500,000 with their spending through year end. She shared that there was a list of needs and wants. Ms. Baca praised Ms. Romero on her excellent book keeping skills and keeping the funds accounted for to the penny.

Capital Fund

Ms. Baca reported that the capital fund was pretty straight forward with an interest income of \$328 in revenues and \$988 in expenditures under the building equipment and projects line which included interior painting in the building.

Capital Asset Expenditures

Ms. Baca shared that IT expended \$23,548 for a server that was budgeted in prior years. The Library also expended \$5,800 for a new lactation room located in the Rawlings Library.

Capital Projects Fund

Ms. Baca said that currently the Library had only expended \$5832 for the Rawlings renovation but before end other expenditures would hit that would increase this line item. She assured the Board that everything was on target and within budget.

Cash Expenditures

Ms. Baca reported that accounts payable totals were \$413,514. Payroll, October was a 3 pay period month, total was \$600,985. Total was a little over \$1 million.

Addendum – P-card transactions.

Ms. Baca shared the report with the Board and said if they had any questions about a purchase that she or Ms. Romero would be happy to answer them.

*Ms. Bregar made a Motion, seconded by Ms. Garcia to approve the financial report.
The financial report was approved by unanimous consent.*

Tax Collections – October

Alexandria Romero – Ms. Romero presented the property and specific ownership tax comparison.

-Property Tax

2020	2019
99.95% Collected	99.99% Collected

-Specific Ownership tax

2020	2019
80.18 % collected	82.05% collected

Ms. Romero shared that estimates were more difficult for this account due Covid-19 related issues. She reported that she would have an updated report to give at the December 10th regular Board meeting.

-Combined Totals

98.34% collected

VI. BOARD COMMENT

Phil Mancha – Mr. Mancha shared that historically the Board interviewed the candidates and made a written proposal to the City and the County. He proposed that the Board follow the same process which also required a committee made up of 3 Board members to review the applications and make a recommendation to the City and County on behalf of the entire board. He shared the need to identify 3 people and reported that Board member Fredrick Quintana was interested in filling one of the spots.

Marlene Bregar – Ms. Bregar did not remember interviewing with anyone when she was made a Trustee. She assumed it was because there were no other applicants.

Jon Walker – Mr. Walker confirmed that if there was only one applicant they would not be interviewed but typically there is more than one applicant. He shared that the process had closed and there were 2 applicants. The applications had been received by the City, it was their year to receive them, and they were forwarded to Mr. Walker.

Marlene Bregar – Ms. Bregar asked if the City and the County had asked if the Board would interview or what their preference was?

Jon Walker – Mr. Walker said that due to the preoccupation of COVID-19 at the leadership level that he had not contacted them to find out their preference and they had not contacted him either. He shared that the Board should not take that as a slight by them since they were so pre-occupied.

Phil Mancha – Mr. Mancha shared that the Board took the step to interview and made their recommendation in the past and they were never asked to do this, the City and County did appreciate those efforts. He recommended they find people to serve on the committee.

Stephanie Garcia - Ms. Garcia stated that because the City Attorney had reached out in regard to the selection process, the Board needed to follow up with them first to see what they wanted to do. She questioned if this fell into the Mayor's lap since she was not familiar with how the City ordinance read. Ms. Garcia shared that typically joint appointees go straight to a vote to the County Commissioners and City Council. She asked Mr. Miller to follow up with the City and County Attorneys for direction to see how the Board should proceed.

Phil Mancha – Mr. Mancha shared that there was a time constraint. He supported the request to have Mr. Miller follow up with the City and the County.

Lyndell Gairaud – Ms. Gairaud shared that if the Board decided to form a committee, she would serve on it.

Jon Walker – Mr. Walker wanted to follow up on the question of, who does the appointment? He stated that it is not by the Mayor but is done as a joint appointment of the Board of County Commissioners and City Council and it consists of 2 from each entity. The question of the Mayor's role in this selection has come up. Mr. Walker asked for Mr. Miller's comment.

Bart Miller – Mr. Miller answered that the City Attorney explained to him that it is his opinion that it's not a mayoral appointment, that is a joint City Council/County Commissioner appointment. Mr. Miller also got the impression that there may or may not be an agreement with that opinion. Mr. Miller does not know how they intend to handle the current appointment, whether they take the City Attorney's advice. They are under the assumption there will be a joint committee between City Council and the County Commissioners, the question is how does the Mayor fit in to the process. Mr. Miller stated that Mr. Walker had received a manual on Boards and Commissions which is not consistent with the current discussion. Mr. Miller had sent an email to the City Attorney in regard to statements made in the manual in regard to the Library Trustees and what was currently happening. He had not heard back from them and agreed it was probably due to their focus on Covid. He shared that he would reach out to both entities and see if it was ok to have a Library committee. He was not aware if they had scheduled interviews with the candidates or not or how far along they are in the process.

Jon Walker - Mr. Walker believed that without action from the Board on this matter the County and the City would not take any action because they are pre-occupied with the pandemic. He agreed that it was in the best interest of the Trustees to have Bart contact both entities in order to move the matter forward. He felt that it would be in the Board's interest to be proactive.

Bart Miller – Mr. Miller advised the Board to appoint a committee, in order to be ready. Mr. Miller would contact the City and the County tomorrow and ask them the question about the Board recommending a candidate.

Marlene Bregar- Ms. Bregar agreed to sit on the committee.

*Ms. Bregar made a Motion, seconded by Ms. Gairaud to approve the formation of a committee to conduct interviews of the two candidates for the upcoming open Trustee seat and that the committee be available to be activated at such time the City and County indicate that is part of the selection process.
The motion was unanimously approved.*

Doreen Martinez – Ms. Martinez stated that the committee will consist of Mr. Quintana, Ms. Gairaud and Ms. Bregar.

VII. PUBLIC COMMENT

None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Announcements

1. The next regular work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, December 8, 2020, at the Rawlings Library.
2. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, December 10, 2020, at the Rawlings Library.

NOTE: Due to the COVID-19 public health emergency in-person public attendance at these meetings require face masks to be worn and maintaining social distancing at all times.

B. Action/Discussion Items

1. Employee Policy Revision

OVERVIEW: The Library District Trustees reviewed at their November 10 work session a proposed revision to a portion of PCCLD's employment policies to align these with Colorado's new Equal Pay for Equal Work Act.

RECOMMENDED ACTION: That the Board of Trustees approve the policy changes as contained in the Board packet.

Ms. Bregar made a Motion, seconded by Mr. Mancha to approve the Employee Policy Revision. The policy revision was approved unanimously.

2. Audit Engagement (estimated time: 10 minutes)

OVERVIEW: The Library District Trustees reviewed at their November 10 work session a proposed audit engagement letter with the firm Clifton Larson Allen.

RECOMMENDED ACTION: That the Board of Trustees approve the letter of engagement for Clifton Larson Allen to audit PCCLD's 2020 financial records and activities.

Ms. Gairaud made a Motion, seconded by Ms. Garcia to approve the audit engagement. The audit engagement was approved unanimously.

Marlene Bregar – Ms. Bregar brought to the attention of the Board the dates for the 2021 Board of Trustee's meetings. The dates for 3 of the months (April, July and September) were not in compliance with the bylaws so Ms. Bregar asked that Ms. Jubert make these corrections. Regular Board meetings are held on the 4th Thursday of the month. December dates were changed due to the budget adoption which was needed on or before December 15th.

X. ADJOURNMENT

Adjournment