

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
October 24, 2019**

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 5:32 p.m. at Giodone Library.

Board Members Present: Marlene Bregar
Lyndell Gairaud
Phillip Mancha
Doreen Martinez
Fredrick Quintana
Dustin Hodge
Stephanie Garcia

Attorney Present: Doug Gradisar – Gradisar Trechter Ripperger & Roth

Staff Present: Jon Walker – Executive Director
Sonya Fetty - Executive Assistant/Board Secretary
Sherri Baca – Chief Financial Officer
Terri Daly – Human Resource Manager
Chris Currey – I.T. Department
Kayci Barnett – Managing Librarian

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 September 17, 2019 and Minutes of the Regular Library Board meeting held on September 26, 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 September 17, 2019
- Minutes of the Regular Library Board meeting held on September 26, 2019

Phil Mancha made a motion to approve the work session minutes from the September 17, 2019 meeting and Lyndell Gairaud seconded the motion.

All in favor 7-0

Fredrick Quintana made a motion to approve the board meeting minutes from the September 26, 2019 meeting and Marlene Bregar seconded the motion.

All in favor 7-0

IV. REPORTS

A. Executive Director Report

Kayci Barnett, Managing Librarian, will provide an overview report on the Giodone Library.

(Kayci Barnett presented from a slideshow.)

Kayci Barnett

We have been open five years now. We have had a little bit of turnover, but three of us are still here from the beginning. *(She introduced her staff from a picture on her slideshow.)* Our branch goals this year are the following. Increase key results over last year. For our team to gain knowledge in their jobs, in the community and in appreciation of their peers. Also for our customers to gain knowledge, increase their familial and community connections, and to enjoy their time in the library through participation in programs. Under key results, with circulation we have a negative 10%, which is about average for the district. Under visits we have negative 6%, again about average for the district. Programming we increased at 32.5% and computer use at 2%. One of the things we are trying with the circulation is we have started a pilot program at Vineland Middle School as a hold pick up location. We also started a community bookshelf at McHarg Park in Avondale. A lot of the adults out there find it a little cumbersome to go to the Avondale satellite as it is at the elementary school. That should also help increase our circulation. We are also working on displays and merchandising in the branch continuously. For the goal on understanding their job, each employee is doing at least one webinar a month and participating in trainings. I also went to a conference called Learning Solutions last year. PCCLD started a training committee so that we could work on onboarding and providing opportunities for training. We are now starting a Google Classroom which is available online. We continued to do community outreach to Los Pobres, Boone Head Start, Fulton Heights, Ascension pre-school and several community festivals. For our familial community connections we did our first ever Father's Day Celebration. We had a barbeque which was very popular. The escape rooms have continued to be very popular as well. We did two this year, Harry Potter for summer and a haunted escape room for October. We also continued with our monthly programs which included crafts, book clubs and historical programs. Last month we had Notable Women of Pueblo from the Pueblo Heritage Museum. The attendance for that event was 21. Our plans for the future include implementing the architectural designs for the building. Possibly expanding the hold pick up locations at other schools if the current pilot program goes well. We would like to have more summer camp type programs for kids and increase our presentations on local history. That is all I have, do you have any questions?

Marlene Bregar

I don't have a question, but I do have a comment. I really like the idea of including the McHarg Park bookshelf in Avondale. I do think that the older community that comes in for the SRDA meals at McHarg Park probably don't feel comfortable going to the elementary school for books. This is a great place for them to utilize and checkout books.

Lyndell Gairaud

I really appreciate and love all the outreach you are doing for your community. I think it is marvelous. All of our branches are unique and have unique populations and your population is spread out. I think it is great how you are reaching out and making things inclusive.

Stephanie Garcia

What are you doing specifically with Los Pobres and Sister Nancy?

Kayci Barnett

We do a storytime and a craft once a week there over the summer.

Doreen Martinez

Thank you for the presentation Kayci.

(At this time Doreen Martinez presented a certificate of achievement to Sherri Baca.)

B. Friends of the Library Report

None

C. Pueblo Library Foundation Report

None

D. Attorney Report

None

E. Employment Changes

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

RECOMMENDED ACTION: That the Library Board ratify the September 2019 Employment Changes as contained in the October 24, 2019 Board materials.

Marlene Bregar made a motion to ratify the September 2019 Employment Changes as presented. Dustin Hodge seconded the motion.

All in favor 7-0

F. Financial Report

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

RECOMMENDED ACTION: That the Library Board ratify the September 2019 bills and accept the September 2019 Fund Statement as contained in the October 24, 2019 Board materials.

(Sherri Baca presented from a slide show. The September 2019 statements were posted on PCCLD website as well.)

Sherri Baca

It is my pleasure to be here to talk with you about the financial statements for September. It will be a quick and easy presentation. The good news, our cash is holding well. In fact, we are about \$500,000 in current September. I think that has to do with how our fund balance is working this year, and I am forecasting a little bit of savings for 2019 in terms of revenue over expenditure. Really though, as far as the balance sheet goes, they are all where they should be. Very typical to what we saw last year. *(At this point, Sherri Baca briefly went over the financial statements.)* Our cash is doing well, that is the most important. As I stated earlier, nothing really to report. All of the accounts are doing well. Any questions?

Stephanie Garcia made a motion to ratify the September 2019 bills and accept the September 2019 Fund Statement. Fredrick Quintana seconded the motion.

All in favor 7-0.

V. BOARD COMMENT

Doreen Martinez

It is our turn to host the board mixer this year. With everything that is happening with the election, I am trying to figure out how to make that happen somewhere in between the election and the holidays.

Lyndell Gairaud

I just want to make a suggestion. For many years we did not do the board mixer and then we put it back on the schedule. However, there is no rule that says we have to do it every year. We might have to miss it this year and go onto next year. It is not a crisis situation.

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, November 12, 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, November 21, in the Ryals Room at the Rawlings Library.

B. Action/Discussion

1. 2020 Employee Health Benefit Contract

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2019. A proposed benefit commencing January 1, 2020 and ending December 31, 2020 was presented at the PCCLD work session on October 15, 2019. This requires Board of Trustee approval as it will exceed \$25,000 increase.

RECOMMENDED ACTION: That the Board of Trustees take action to approve the health benefit as presented at the October 15, 2019 work session at a cost not to exceed \$745,329.

Marlene Bregar made a motion to approve the health benefit as presented. Phil Mancha seconded the motion.

All in favor 7-0

2. Tax Form 990 OVERVIEW: The Library District is required to file IRS Form 990 for 2018 by November 15, 2019. Sherri Baca, Chief Financial Officer, will review the document and answer questions.

RECOMMENDED ACTION: The Trustees are asked to accept the IRS Form 990, as presented, for filing.

Sherri Baca

In your packet and on the board website you will see form 990 for 2018. Typically the form 990 is due May 15th every year. However, around May we are still in the middle of our audit, so we ask the IRS to extend our deadline. It is a six month extension and takes us out to November 15th. (*Sherri Baca explained the form 990 to the Trustees.*) There is a question that asks if you (the board) see this before it is filed. We want to say yes, and that is why it is presented to you today. We hope that you accept this and we will get this filed before November 15th. There is a public disclosure version that will ultimately end up on our website. The difference between that version and this one is that the schedule of contributors will have their names and addresses redacted. Really good information in here for the taxpayer to take a look at, and it is a well prepared 990.

Fredrick Quintana

I have one addition to add on page 7. I don't know if we all have to be listed, but right now it list Jim Stewart and I am not on the list.

Sherri Baca

Thank you Fredrick, I will get that corrected. The correction will be adding your name and removing Jim Stewart.

Fredrick Quintana made a motion to accept the IRS Form 990 with noted correction for filing. Phil Mancha seconded the motion.

All in favor 7-0

3. Audit Engagement

OVERVIEW: The Clifton Larson Allen audit engagement letter for PCCLD's 2019 financial records will be presented.

RECOMMENDED ACTION: The Trustees approve the engagement of Clifton Larson Allen for the audit of PCCLD's 2019 financial records.

Sherri Baca

It is that time of year that we will be in audit mode soon. In the audit engagement letter that you have, they are basically laying out for you the auditor's responsibilities, management's responsibilities, non-audit services, use of financial information and then the agreement to hire them to do the audit for 2019. You will also see on page 6 at the very bottom in the last paragraph, referencing fees, the library districts audit fee is \$22,275. The other letter that is in your packet is for tax preparation, and they gave us a cost of \$3,570. Again, this is for 2019. You will also see another really short correspondence letter from CLA and it has to do with a 5% technology fee. This is something new. I am going to include it in tonight's audit costs but I do want to go back to them and push back against that fee. On its face, it will costs us 5% of the audit fees for both the Library Districts audit and the PCCLD Foundation audit. The 5% fee comes out to \$1,314. I think it is worth it. They do provide for us an online portal which gives me the opportunity to upload all of the documents that they are auditing. In the old school version, they are in our office and we are handing them a bunch of papers and stacks of files. Under this new version, we scan and upload absolutely everything. That gives me an electronic record of what we have given to the auditors. It also shortens the amount of time that they are in the office as well. So it does reduce costs I believe overall by having technology drive the audit. I want to switch over to the library foundation for a second.

Marlene Bregar

Was there any discussion initially about any sort of technology fee?

Sherri Baca

No, but I do want to go back to their proposal document and see if they reserved the right to add additional fees. If they didn't, then I will give it a good shot in trying not to pay that fee. I do think it is wise to include it into tonight's costs for the audit. They offer us good value and have done a good job with our tax return. The portal itself is worth that fee. I do intend to follow up on this though.

I think in your stack you also have the engagement letter for the foundation. The reason I am including this is because since the inception of the foundation, the library district has paid for the audit and tax preparation for the foundation. We give it as an in-kind contribution to the foundation. So tonight's total

cost, and this would include the audit and tax preparation for both the district and the foundation plus the 5% fee, is \$32,699. For last year (2018) we paid \$30,520. It is about a 7% increase overall.

Phil Mancha made a motion to approve the engagement of Clifton Larson Allen for the audit of PCCLD's 2019 financial records. Lyndell Gairuad seconded the motion.

All in favor 7-0

4. Executive Session

OVERVIEW: The Board of Trustees will enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24- 6-402(4)(e).

Stephanie Garcia made a motion to enter into executive Session at 6:34 p.m. Marlene Bregar seconded the motion.

Doreen Martinez called the meeting back from executive session at 6:56 p.m.

IX. ADJOURNMENT

Meeting adjourned at 6:57 p.m.

Respectfully Submitted by:

Sonya Fetty

Board Secretary