

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES**

**2:00pm, March 15, 2022**

***This meeting was conducted inside 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**

Mr. Quintana called the meeting to order at 2:00 p.m. and conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Stephanie Garcia Lyndell Gairaud Marlene Bregar Doreen Martinez
Board Members Not Present:	Phil Mancha
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 Jill Kleven, Director of User Services Robert Childress, Director of IT Mark Gonzales, IT Luke Gebbink, IT Rose Jubert, Secretary to the Board of Trustees

**II. 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.

There were no corrections or modifications to the agenda.

**III. Action/Discussion Items**

- 1. Internal Network Connections Lucero and Barkman Libraries** (estimated time: 15 minutes)  
OVERVIEW: PCCLD issued a Request for Proposal for internal telecommunications network connections for the Barkman and Lucero Libraries. Robert Childress (Director of Information Technology) will present recommendations in alignment with funding assistance to PCCLD for the project from the Universal Service Fund (administered by the Universal Service Administrative Company under the direction of the Federal Communications Commission).  
RECOMMENDED ACTION: That the Board of Trustees take action to accept the best, lowest-cost proposal.

Mr. Quintana opened the floor to discussion. Mr. Walker shared that the reason this discussion item was presented in a special meeting was due to the fact that PCCLD was in a time crunch in order to qualify for substantial special funding. Approval needed to be received by today's date per the Universal Service Administrative Company who oversees the Universal Service Fund or E-Rate.

Mr. Childress explained that E-rate funding was the school and library's universal support program. It was designed for schools and libraries to acquire affordable broadband as well as affordable gear to support that broadband. Schools and libraries could apply individually or as a consortium and fund could be requested under two categories. Category I was telecommunications, telecommunications services and internet access.

Category II were services that delivered that internet access such as wiring, hardware and licensing. PCCLD was seeking funding for a category II request.

PCCLD send out an RFP that had six statements of work (SOW) on Friday, February 11<sup>th</sup> and responses were due March 11<sup>th</sup>. PCCLD received three responses from CDW, Flair Data Systems, and SHI.

Mr. Childress reviewed the SOWs. He stated that the recommendation was to approve the RFPs that contained the lowest bids on each of the SOW's. He listed each of the SOW's and what vendor was awarded the project. The total for SOW 1 – 6 was \$144,822.52. Erate funded 80% of the total which came to \$115,858.02. PCCLD's cost was \$28,964.50, this cost was within budget.

Mr. Quintana asked if PCCLD had worked with these companies before? Mr. Childress said that we have. Ms. Martinez asked where the vendors were located? Mr. Childress shared that CDW-G and SHI were from out of state and Flair was located in Colorado Springs.

If approved the Erate paperwork would need to be filled out and returned by March 22<sup>nd</sup>. This would be due prior to the Trustee's regular meeting meaning approval would need to take place today.

Ms. Garcia questioned Mr. Childress if the contracts had already been awarded or if he was making a recommendation on who to award the contract? Mr. Childress said that he was making a recommendation.

Mr. Walker asked that the board consider taking action and to award as specified in the presentation the total amount of \$144, 822.52. PCCLD would pay Erate up front and then get reimbursed.

*Ms. Bregar made a Motion, seconded by Ms. Martinez to approve the proposal in an amount not to exceed \$144,822.52 awarding to those as presented in today's presentation. The Motion was approved.*

## **2. Covid-19 Vaccination Policy**

OVERVIEW: PCCLD adopted a COVID-19 Vaccination Policy for employees in October 2021. A proposed revision will be reviewed for adoption in alignment with current policy from the State of Colorado.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt the revised policy.

Mr. Walker presented the revised policy and commented about the changes. The revision followed the new Colorado state policy and added more flexibility. His recommended that the Board modify the existing policy to allow the described flexibility.

Ms. Martinez was conflicted and asked what the current Pueblo County policy was. Mr. Walker shared that PCCLD's policy mimicked the state of Colorado's policy, this did not mean they were in disagreement with local policies. She brought up the case where one of the school districts did not align with Pueblo County's policy and it caused confusion. She added that PCCLD was not requiring patrons to wear masks regardless of their vaccination status. Mr. Walker explained that PCCLD was not requiring masks for patrons or staff but it was optional. The exception had been those employees who had not attested to being fully vaccinated, they were required to mask and test. The revision would allow for flexibility for the Executive Director to alter the policy as determined by evolving guidance from the health authorities. The revision would allow both patrons and all staff to not mask, it would be an option.

Ms. Gairaud commented, per the revision, if there was a spike in cases Mr. Walker would have the option to change the procedure.

*Ms. Gairaud made a Motion, seconded by Mr. Hodge that the Board of Trustees adopt the revised policy as presented. The Motion was approved.*

#### **IV. ADJOURNMENT**

Ms. Martinez made a motion to adjourn the meeting at 2:30pm