

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES**

2:00pm, Tuesday, August 17, 2021

**The meeting took place at the Lamb Library, 2525 S. Pueblo Blvd, Pueblo CO. Option to watch via an
online video link was available by contacting Rose Jubert at 719-562-5633 or
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
Marlene Bregar
Lyndell Gairaud
Stephanie Garcia
Phil Mancha

Board Members Not Present: Doreen Martinez

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Alexandria Romero, Director of Finance
Jill Kleven, Director of User Service
Regina Renee Ward, Manager - RRA
Chris Currey, Jr. Systems Administrator
Rose Jubert, Secretary to the Board

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.

Jon Walker – Mr. Walker asked to add an item to the agenda, employee flex spending accounts. The Board approved the addition and it was added as item 7 to the agenda.

Fredrick Quintana – Mr. Quintana welcomed Jennifer Tozer, Lamb Branch Manager and thanked her for hosting the meeting at the Lamb branch.

Jennifer Tozer - Ms. Tozer said that she had been hired into the library district three years ago and had started at the Lamb Branch, she was then promoted to the Greenhorn Valley Branch as their manager. In February 2021 she was selected as the Lamb Branch manager.

III. Discussion Items

1. Niche Academy

OVERVIEW: Kayci Barnett (Giodone Library Manager/Lead Trainer) reviewed the Niche Academy training platform.

Kayci Barnett – Ms. Barnett presented the Niche Academy on line and stated that she would be sending out an email very soon to have everyone join.

She stated that the district had been considering the Niche Academy for years. She explained that a training committee was started and few years back to produce training, onboard new staff members and help with continual professional development. She shared that librarians were always looking for new technologies and services and they need a good way of communicating that out to employees.

They had originally looked at the Niche academy but decided to save money and try Google Classroom first. After two years of Google Classroom they realized that there was something missing from the functionality, mainly the statistics. The only stats in Google Classroom that were received were dates and numbers. She shared that it was difficult to see who was taking the courses and was confusing for people to access. This was one reason they decided to go with Niche Academy. Niche showed details about the classes accessed, percentage completed and tutorials that were used. Classes and tutorials can be based on job description. If a new MHT joins the library certain tutorials and classes can be assigned to them. She explained that with the renovation started a safety video could be assigned to all library staff.

She explained that besides the staff training, Niche Academy has a lot of tutorials on purchased databases such as the genealogy database the library has. Niche also provides professionally created eResources trainings that are automatically updated when things change, and are automatically pushed out to the website.

Ms. Barnett went over the timeline and notified the Board that customers can already access the Teach Me and Tutorial list on the libraries eResources page. Library supervisors would be invited to create an account with Niche in the next few days to test out any problems. Once that step is done, all staff would be receiving an email with an invitation for them to join the Niche Academy. She said that the community relations department would launch a "Teach Me" to let the public know about Niche in a newsletter. She said that she had been converting over a lot of the training from Google Classroom to Niche.

She showed the Board the PCCLD University page on the library website and how to access the Niche Academy and the trainings offered to the staff. She said that PCCLD has the ability to borrow trainings from other libraries and Niche creates new trainings and would make them available to all library staff. She also showed the Board how to access Niche via the library webpage and the trainings that are offered to library patrons.

Marlene Bregar – Ms. Bregar asked how employees are identified when they accessed the training. Ms. Barnett said that they were identified by name. Ms. Bregar also asked if customers/general public were tracked and Ms. Barnett said no since they are just accessing it off of the website and they do not need to have a Niche account or be a library member. She was wondering if there would be a security issue if the public offered personal information to set up an account but since they did not have to have an account there would be no problems. Ms. Bregar thought the program was great! She suggested that it would be great to have something to on board new Board members. Ms. Barnett agreed and said that it could be made to have specific content for existing and new Board members.

Fredrick Quintana – Mr. Quintana thanked Ms. Barnett and felt Niche was a good use for training and a better way to access statistics.

2. Automated Materials Handling System

OVERVIEW: Jill Kleven (Director of User Services) reported on an upgrade proposal for the Rawlings Library Automated Materials Handling system

Jill Kleven- Ms. Kleven gave an updated proposal for the new automated material handling system (AMH).

Ms. Kleven explained that this presentation was for the RFID Library Solutions AMH on the first floor and was part of the Rawlings renovation.

She explained that the library was looking to revamp the current AMH that had been in place since 2013. Because of the change in the layout of the current location for the AMH the system also needed to be changed. Ms. Kleven presented on the screen the work and the cost associated with the change associated with the new AMH, to include conveyance - \$10,375, systems controls - \$42,500, 2 transport induction bins - \$4,000, installation - \$8,750 and shipping/disposal \$3,650. The total was \$69,275.00.

She shared the installation date for this new AMH, pending approval from the board, would be January 2022.

RFIDLS would be onsite four days for set up testing and training. During this time the new AMH in the basement of Rawlings would be on-line and able to handle and process returned items.

Marlene Bregar – Ms. Bregar asked if the new AMH was within budget? Ms. Kleven said that it was and it was part of the renovation's capital project fund.

Jon Walker – Mr. Walker reiterated what Ms. Kleven said about the age of the current AMH and that it had been installed in 2013. He said that it was a ground up renovation of the entire AMH system and it was getting to be "long in the tooth". The renovation of this system should make it good for several years to come.

Jill Kleven – Ms. Kleven noted that the current motor on the AMH was very loud and the new motor was very quiet which was a plus!

Fredrick Quintana – Mr. Quintana said that as long as it was budgeted for and would serve the needs of the library that it was a good thing. He stated that it would be put on the agenda for action at the next meeting.

3. COVID-19 Vaccination Policy

OVERVIEW: Terri Daly (Human Resources Manager) was scheduled to describe a proposed PCCLD COVID-19 vaccination policy. Mr. Walker presented on her behalf.

Jon Walker – Mr. Walker shared that a copy of the policy was in the board packet. He let the Board know that Ms. Daly had become a new grandmother and had taken some time off so he would present the policy.

Mr. Walker shared that he would present on both the policy and the procedure for the new Covid-19 Vaccination Policy

He stated that on the policy side there was a request for the board to consider a policy that gave the employees an option to either attest to their full inoculation of the Covid-19 vaccination that was authorized by the FDA or wear a face mask over the nose and mouth inside the building while in the presence of others and submit a negative Covid-19 test on a weekly basis. He shared that the policy may sound familiar to the Board since it was the same one that was instituted by the state of Colorado which was modeled from the Federal policy.

He reported that the library district was in a strong place with regard to Covid-19 vaccinations with 90% of staff being vaccinated. He felt that this attested to their earnestness about helping themselves and the community move through the pandemic in a positive way. He said that he was a little concerned about losing ground. He shared that it had come to his attention that recently there had been some hires made within the district where they had not been vaccinated.

Mr. Walker stated that there may be some issues with the term "fully inoculated" as things move forward with regard to the new booster shots being made available. The term "fully inoculated" could change. He stated that the library had been monitoring what the State had been doing with regard to testing. He said that there were some at home tests the library had been trialing, ex. Binax from Abbott. The district had done some budget analysis on test kits to provide to staff for testing and in the worst case scenario it would cost the district \$12,500 in a year. This number was based off the fact that 10% of the staff were not vaccinated and if that were to maintain and they were to be tested every week the cost would be approximately that amount.

Mr. Walker said that on the procedural side the library would have specific procedures for vaccination and ensuring that there was a process for informing human resources that an employee's vaccination was current. There would also be a testing piece. For those who were not fully vaccinated there would be a section that showed how they would behave in the workplace.

He asked Mr. Miller, PCCLD attorney, if he had any comment.

Bart Miller – Mr. Miller was asked to look at the legality of the District's policy. He said that the policy was

similar to the State and to the policy that a lot of public and private sectors were using. He said that a policy similar to the library's policy was litigated, in that case they decided that the University could have in place the similar policy. He said that the similar policy was approved through all levels of the federal courts.

Phil Mancha – Mr. Mancha asked how often a staff member followed or not followed the rules? He said that he did not see a penalty in the policy for not following the rules. He felt that consequences for not complying to the policy should be listed.

Jon Walker – Mr. Walker said that one could be listed. He stated that the assumption would be that if the employee did not abide by the policy they would go into a system of corrective action. He said PCCLD did have a corrective action process in place and it was fairly detailed and laid out with an appeal process if the staff member wanted to appeal the corrective action. The staff member could even appeal to the Board of Trustees.

Phil Mancha – Mr. Mancha said that a reference to the corrective action policy would suffice. Mr. Walker said that a reference to that policy could be made.

Marlene Bregar – Ms. Bregar asked if the reference would be part of the policy itself and not just the procedures? Mr. Walker said, yes that was what Mr. Mancha was saying. Possible verbiage was shared to include, "employees who don't abide by this policy would be subject to" and then a consequence would be listed.

Ms. Bregar said that the News shared that in probably 8 months after you received both of the doses of the vaccine, it would be recommended that a booster shot be done. She asked would that fall under being fully vaccinated or would that be an option? She felt this should be fully outlined since there could be people asking if they needed to have the booster.

Jon Walker – Mr. Walker stated that was a good question, "what would be considered full inoculation"? He stated that he would look at the State and/or Federal guidelines for guidance on how "full inoculation" was defined. He gave the example of the Johnson and Johnson vaccine slogan of "one and done" and how that would play in the meaning of full inoculation. He said that it was very clear with the other two vaccines that two shots meant fully inoculated.

Mr. Walker said that he would work with Mr. Miller and look at some language that would help to define who was the libraries authority for reference. He mentioned using referencing and authority from the Food and Drug Administration and/or the CDC as to what "full inoculation" meant. The library doesn't want to make up their own definition of full inoculation, they would need to look to a health authority for reference.

He said that he would look into this and get back to the board with a revised policy.

Stephanie Garcia – Ms. Garcia asked how does workman's compensation played into staff saying they caught Covid-19 at work?

Jon Walker – Mr. Walker said that was a good question and he did not have an answer for Ms. Garcia. He stated that there was the burden of how to prove that a staff member caught Covid-19 at work. Mr. Walker referred the question to Mr. Miller.

Bart Miller – Mr. Miller stated that at this point he really did not have a good answer either. He said that the workers comp law cases have not sorted this out because Covid is transmitted through the air and it is hard to show a direct link as to where the person contracted Covid.

Stephanie Garcia – Ms. Garcia asked for personal reason because she did not know the answer either. She said that early on her carrier, Pinnacle, sent out a memo that said a person could indeed file a workman's comp case if they contracted Covid at work. She said that she had not heard of any case law or that burden of proof.

Jon Walker – Mr. Walker said that the library's workman's comp was through SDA and he would do an inquiry with them about this question and how they stand at this time. He agreed with Mr. Miller in saying that an answer was not defined at this point. There was a risk regardless of your inoculation status. The burden of showing the proof was the issue. He said that if an employee tripped and fell at the work place and had a witness it was easier to show proof rather than proving you caught influenza at the workplace.

Fredrick Quintana – Mr. Quintana said that with the consensus of the Board, this item would be added to the next agenda with changes made in place and a hopeful start date of October 1st.

Jon Walker – Mr. Walker said that he wanted to make sure that the right thing was done and thought October 1st was a great date. He said that on October 1st there would likely be a fully approved US FDA vaccine. He said that temporary authorization was currently in place, EUA, and the word he as hearing through the popular press was that in September the FDA expected to have one of the vaccines fully approved. He noted that recently in the newspaper the local university had put one of its Covid protocols on hold until there was a full approval of a vaccine from the FDA. That was why October 1st would be a good date because the full approval of a vaccine would be in place.

4. Rawlings Library Renovation

OVERVIEW: Jon Walker (Executive Director) provided an update report on the Rawlings Library renovation project.

Jon Walker – Mr. Walker gave an update on the current status of the Rawlings Renovation.

Mr. Walker shared that the project had moved from the design to construction phase.
Phase 1 – This phase included the renovation of the exterior site and the 1st floor.

Mr. Walker reported that HW Houston has mobilized on the site and their team has occupied the North parking lot for their construction trailer/office. This set up would be in place for several months. Jim Break was the construction site superintendent and the project manager was Mark Taravella. Mr. Walker said that they had been in contact for the last several days. He said that at this point all was going well and moving forward. The first floor was being cleared for renovation.

The Rawlings Youth Services was currently in the process of moving to the fourth floor and was temporarily off line. The collections are being moved and CSU Pueblo has loaned their old library shelving to PCCLD to help with the move. Mr. Walkers said that the fourth floor meeting rooms were now off line.

He added that the Circulation department had also moved to the second floor this included pick up, holds, check out and the call center.

Mr. Walker reported that fencing would be put up to block traffic on Bates Lane. Bates Lane would become truncated. He said that Bates Lane at Abriendo would become a part of the extended parking lot. Public parking would be located in the South parking lot. Entry into the building would remain in its current location for now. A temporary corridor would be created to allow patrons to walk into the front door to get to the elevators and the stairway, outside of the corridor would be a construction zone.

Marlene Bregar – Ms. Bregar asked if the first floor restrooms would be blocked off?

Jon Walker – Mr. Walker said that the first floor public restrooms would be unavailable but patrons can use the restrooms on the other floors. He shared that the public book drop would be kept on the first floor, it would go off line the end of this year/beginning of next year and the new book drop would take over while the update to that unit was happening.

Mr. Walker reviewed the timeline for the project and shared that Phase 1 would be completed the end of this year into the beginning of next year. He reviewed the remainder of the timeline and said that Phase 2 – 2nd floor renovations would take place the first quarter of 2022. Phase 3 – 3rd floor renovations would take place

the 2nd quarter of 2022. The final phase, Phase 4, is scheduled to take place the 3rd quarter of 2022. He shared that new furniture and equipment would be phased in when construction completes with each of the phases. The anticipated end date for the project would be August/September of 2022.

Mr. Walker shared that PCCLD hosted a public program about the renovation on August 9th on Facebook and YouTube. He said that the program would continue to be available with additional information on the libraries website at - www.pueblolibrary.org/rawlingsrenovation. He also said this information could be accessed on the libraries main page, there's a red box that says Rawling's Renovation that the patron can just click and gain access to the video and additional information.

Mr. Walker said that there had been over 700 views of the video. He asked for questions and let the Board know that he would keep them apprised on the project.

He shared that it was a lot of work but everyone was pitching in to include Facilities, IT and all of the Public Service staff at the Rawlings Library.

Fredrick Quintana – Mr. Quintana thank Mr. Walker for the update and asked if there were any questions. He said he was excited that the library was breaking ground and getting things going!

5. 2021 Annual Plan Q2 Update

OVERVIEW: Jon Walker (Executive Director) reviewed PCCLD's 2021 Annual Plan progress to date.

Jon Walker –Mr. Walker said that at a high level there was good overall progress but two things had shadowed the year. Those were the Rawlings renovation that was just reviewed and Covid-19 which continues to impact PCCLD in many ways. He shared that with as bad as Covid-19 had been he was pleased with what PCCLD had been able to do, 90% of the PCCLD staff had been vaccinated. He was proud to say that PCCLD had hosted a number of vaccination clinics at the branches and the attendance at those clinics had really picked up. He said that there were three clinics last week with the Lucero Branch having over 300 vaccinated. He reported that he had stopped by the Rawlings' clinic and it was also well attended.

He shared that there was a third unexpected item the Reading Pays Program that was not anticipated and not in the annual plan. He commented that was an unexpected pleasure to be a lead agency in the program. He said that it had been a lot of work and gave kudos to the staff. He said that he was very pleased with their pivot and willingness to do the program. He felt that it was a great way to re-connect with the community during the pandemic.

He said that it was interesting to note that when you compare circulation/number of books checked in 2020 circulation was down due to the closures but 2021 circulation was above 2019 circulation by 10 % for June and July. A lot of this increase had to do with juvenile circulation. He said that what this showed was despite Covid-19 and how it had caused a lot of people to shy away from public places the Reading Pays incentive had kept the libraries engaged.

Mr. Walker shared that PCCLD had distributed about \$350,000 to community members and that does not include August and September numbers that are yet to come. He said that there had been more engagement with the schools about the program as they re-open. He reminded the Board that this program was not part of the annual plan and it had taken a lot of work and effort.

He reviewed other items in the 2021 Annual Plan. He reminded the Board that in 2020 there was a service model change that included the move from live programs to virtual events. These programs are still jeopardized due to the continuation of Covid-19. Some live programs have taken place but the majority are still virtual.

Mr. Walker gave a shout out to the IT team. He said that they completed a significant upgrade to the internet service. He added that they had been deploying new photo copiers throughout the district as well as other

technologies to keep the institution vibrant and cutting edge. The virtual meeting, they were in was an example of some of the technology they had to institute during the pandemic.

He said that another component of the annual plan was to implement an assistance manager at each branch and that had been implemented. An assistant branch manager's now at each Branch. He said that the assistant branch manager at Lamb was Jennifer Sullivan who was relatively new to Pueblo and move to here from Kentucky specifically for the job. The assistant managers are part of the management team.

Mr. Walker shared that there had been a couple of items that had been delayed one being the in person programming that was previously mentioned. Financial policies were being revised with Alexandria Romero, Director of Finance, leading that effort. He said that IT policies were also being revised with Robert Childress, Director of IT, leading the efforts for that department. Mr. Walker reported that he hoped these new policies would be completed by the second half of 2021.

Mr. Walker shared that PCCLD had done a great job with Fundraising. The 2021 PCCLD Capital Campaign project had raised over \$2 million. He shared that he had been on a call about the \$28 million new health center that was being built on the east side and they had set a goal to raise \$3 million they had raised \$1.5 million and the project is set to be completed in October 2021. The library had set a goal of \$2.5 million and PCCLD had raised a little over \$2 million for the project. As a point of comparison, Mr. Walker felt that library was doing very well with the fund raising. He gave Nick Potter, Director of Community Relations and Development, credit stating that Mr. Potter had been writing a lot of grants and doing a really good job!

He reported that at the Pueblo West Library all new lighting had been installed and there had been a HVAC system update.

Fredrick Quintana – Mr. Quintana said that he appreciated the update. He was glad that PCCLD has a team willing to, in the face of some strange times, be able to pivot in such a positive manner. It's nice to see that when projects "come Up". He said that spoke very well to the PCCLD staff. He shared that the Board was really appreciative of everybody being willing to continue to make positive change even when it may not have been on their radar.

Jon Walker – Mr. Walker thanked Mr. Quintana and emphasized that it was a team effort and community support.

6. 2022 Annual Budget and Plan

OVERVIEW: Jon Walker, Executive Director, will report on preparations for PCCLD 2022 Annual Budget and Plan.

Jon Walker – Mr., Walker shared that the planning for the 2022 Annual Budget and Plan had started.

He said that a preliminary budget would be presented to the Board by mid-October and 2022 plan objectives will also be prepared for the Board's review. He shared that on the budgeting schedule the Board would adopt a budget by law in early December. The mill levy would be set at this time as well. Also cycled into the calendar would be the annual planning documents. He said that on the annual plan side of things Individual teams within the district have been tasked with preparing departmental budgets as well as plan proposals for their individual departments and branches. He said that a planning retreat was being planned for September 8th. Library stakeholders would meet with library staff and work together for part of a day on objectives for 2022. Mr. Walker said that Board members should have received about a week ago an invitation for the retreat. The retreat would be held virtually due to ongoing consideration and uncertainties around Covid-19. He said that the budgets were due to Ms. Romero last Friday from the departments and branches, she had received all but 2 of them. A total of 15 budgets would be reviewed and it would give the first glances of 2022 and how it starts to shape up. Branches have also been asked to provide planning objectives.

Phil Mancha – Mr. Mancha asked the location of September 8th meeting? Mr. Walker shared that it would be online and said that he hadn't made the final call on how everything was going to shape up. He said that they

may do both virtual and in person.

7. Flex Spending Account

OVERVIEW: Jon Walker, Executive Director, asked to have this item added to the agenda.

Alexandria Romero – Ms. Romero reported that on September 1, 2021 the flex spending plan administrator was moving to a new vendor. She said that currently she sends the employee payroll deductions to the FSA provider who administers the plan. She said that with the new vendor PCCLD would be retaining the employee FSA deductions and the new provider would be pulling those from PCCLD's bank account as employees use those on an automatic basis.

Ms. Romero proposed to the Trustees that PCCLD establish a new sub bank account within our larger account at the Bank of the San Juan's for flex spending. She said that she had also reached to John Paul, the auditor with CLA, and he agreed with this plan and felt it would be best to have this new bank account so that PCCLD would be able to track and reconcile all of the spending from the flex spending account on a separate basis.

She asked if there were any questions.

Fredrick Quintana – Mr. Quintana asked if it was a new sub account or new account? He also questioned that if the vendor had access to the account would the same safety protocols as other accounts be in place?

Alexandria Romero – Ms. Romero said that the account would be under the umbrella of PCCLD's large account and would have its own unique back account number. The vendor would only be provided with the flex spending account number, not any other account. There would be a limited amount of funds in the account. The vendor would be sending a report that showed what the withdraw consisted of.

Fredrick Quintana – Mr. Quintana stated that he knew PCCLD never went out on limbs without it being tested elsewhere. He asked if this was common with regard to FSAs?

Alexandria Romero – Ms. Romero said that yes it was what the industry was moving towards. Ms. Romero said that Ms. Daly had met with the vendor to see if this was the only option.

Jon Walker – Mr. Walker said that FSA was a great benefit for employees and a great tax free way to support your help spending during the course of the year. He hoped that PCCLD could continue to support this bank account.

He asked that the board consider an action to allow the PCCLD finance office to set up a flexible spending account bank account with Bank of the San Juan's.

Marlene Bregar – Ms. Bregar asked if PCCLD had a TSA option? If so, would the FSA work the same way as the TSA? Or was that separate?

Alexandria Romero – Ms. Romero said that PCCLD had an HSA which was a component of the health insurance and was complete separate.

Fredrick Quintana – Mr. Quintana said that Mr. Walker did make a request to create this new account. He asked if there was not any objection he would add it to the next week's agenda for action. There was no objection.

IV. ADJOURNMENT

Fredrick Quintana – Mr. Quintana share that here was a change to the next meeting's location.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, August 26, 2021, at the Pueblo West Library – Jerry King A meeting room.