

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**April 14, 2020 work session minutes**

***I. CALL TO ORDER AND ROLL CALL***

Due to PCCLD facility closures with the recent government recommendations regarding COVID-19, the Pueblo City-County Library District Board of Trustees work session meeting was held via teleconference. All Trustees attended the meeting via teleconference. Phil Mancha attended the meeting via teleconference in the executive conference room with Sherri Baca, Associate Executive Director. Chris Currey, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Jon Walker, Executive Director and Sonya Fetty, Board Secretary, attended via teleconference. Other directors and staff were invited to attend via teleconference, including Robert Childress, Director of Information Technology. Mr. Childress presented from his home.

Stephanie Garcia, Vice President, called the meeting to order at 2:02 p.m.

***II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA***

Jon Walker, Executive Director, asked to add item E. Architect Interviews to the agenda.

***III. DISCUSSION ITEMS***

***A. Universal Services School and Libraries Program Grant***

*Robert Childress, Information Technology Director, will provide an update and recommendations on telecommunications equipment procurement as part of the federal eRate grant program.*

Mr. Childress presented from a slide show that was made available via the teleconference screen. He reiterated to the Trustees what eRate funding is. Mr. Childress had previously presented this item to the Trustees at the end of February. He reminded the Trustees that the plan is to leverage eRate funding as a part of the Rawlings Renovation plan and went over the steps that have been taken. He also reminded the Trustees of each of the deadlines they had to meet and assured everyone each was indeed met. Mr. Childress presented the proposal at what it entailed:

- SOW Categories in our PCCLD eRate 470:
  - I – 50x wireless access points
  - II – 2x firewall license for existing equipment
  - III – 1x new firewall for Rawlings
  - IV – 12x UPS for network closets
  - V – 12x network switches
  - VI – Rawlings CAT6 wiring of building

Mr. Childress gave a detail of the scope of work and asked the Trustees if they had any questions. They did not. At this point Mr. Childress presented the SOW Categories again with the dollar amounts:

- I – 50x wireless access points = 46k
- II – 2x firewall license for existing equipment = 11k
- III – 1x new firewall for Rawlings = 54k
- IV – 12x UPS for network closets = 9k
- V – 12x network switches = 62k
- VI – Rawlings CAT6 wiring of building = 55k

He also provided an overview of who the contracts would be awarded to upon approval of the PCCLD board:

\$46,340.00	SOW I	Flair
\$11,400.00	SOW II	Flair
\$54,521.31	SOW III	CDW-G
\$9,900.00	SOW IV	CDW-G

\$62,146.80 SOW I CDW-G

\$55,733.68 SOW VI Abba

- Total for SOW one through six: \$240,041.79
- Budget: \$379,586.74
- Current Project Under Budget: \$139,544.95

Mr. Childress stated that there had been six bids received with complete proposals. Each bid did not necessarily compete for all six categories, but all competed for at least two categories. Mr. Walker stated that we are expecting to receive a grant back from eRate which should be as high as 90% of the total cost. He stated that the recommendation would be for the Trustees to approve the winning bids at the regular meeting. There was discussion among the Trustees and Doreen Martinez set this for an action item at the next meeting.

**B. TIF Agreement for Thundervillage**

*An update will be provided from attorney regarding the TIF Agreement for Thundervillage.*

Doug Gradisar, Attorney, gave an update on the TIF agreement for Thundervillage and stated that he sees no concerns. The Trustees agreed that they would like an MOU provided prior to them signing off on the document. Mr. Walker and Mr. Gradisar stated they would request the MOU and move forward. Trustees discussed the project further.

**C. PCCLD Closures and COVID-19 updates**

*Jon Walker, Executive Director, will provide an update to Trustees on the latest information regarding COVID-19 and PCCLD closures.*

Mr. Walker started his presentation by reminding everyone that COVID-19 is like nothing we have experienced before. He stated that he is proud of how the PCCLD institution has responded. He reminded the Trustees that we closed on March 14, 2020 and at this point we are closed through April 26<sup>th</sup> and continually being updated from the CDC and Governor on when to possibly open. Mr. Walker went over all the activities the library continues to offer online and how staff are working from home to make those activities happen. Importantly, we are beginning to see some positive signs with regard to the evolving nationwide COVID-19 crisis. Public health authorities are reporting reduced infection spread in portions of the United States such as Colorado. All staff are scheduled to report to their respective locations on April 27. Our re-opening committee has been working hard to come up with a phased plan. We will simultaneously continue providing quality virtual and online library services as we reinstitute activities at our library locations as we are able. The reopening plan will evolve and be informed also by best practices gleaned from our professional Colorado and national library peers and by all relevant local, state, and federal laws and regulations. This committee is tasked with coordinating the phased re-opening and has started already with deep cleaning the buildings, procuring and distributing appropriate protective equipment, making changes to furnishings and layout in support of social distancing, and other activities. In phase two, we will begin to again accept books and other library materials returned by the public back into library collections. This stage, which we hope to commence on May 4, will include use of meeting rooms as locations to quarantine returned materials before being put back on shelves. Phase two likely will see other services for the public such as "contactless" curbside materials pick-up. Phase three envisions readmitting the public into the buildings. There is no date for this to announce at this time. This phase will include personal protective equipment requirements for staff based upon public health authority standards, such as face shields, face masks, and Plexiglas barriers at service desks. It will involve ensuring the general public in the buildings abide by public health guidance, and the staff's ongoing cleaning and disinfection of high-touch surfaces. PCCLD will supply self-service cleaning supplies for patrons such as sanitizing wipes and hand sanitizer. We foresee limiting the number of

patrons in our buildings at any given time, reducing library capacity. We will have staff monitoring this and ask for the public to help by adhering to this change. As such, we will encourage patrons to visit with as few family members as possible. We are examining traffic flow, too, such as one-way aisles and entrance/exit in order to promote social distancing. Other modifications could include restricting access into restrooms, building-use time limits, customer queuing rules, grab-and-go library resources, take-and-make activities, book delivery, strict computer-use time limits, and social distancing signs throughout the buildings to encourage individuals to stay six feet apart. During this phase, meeting rooms will still be closed to the public and materials quarantined before returning to the collection. Building hours may be reduced to allow for additional cleaning by staff and possible special hours for senior citizens and customers with compromised immune systems. Ongoing staff telework options will be considered on a case-by-case basis during this period, and we will encourage continued use of tools like virtual conferencing for meetings, when appropriate. Then finally, when the time is right, we will move to phase four when PCCLD returns to full services. This stage may require ongoing protective equipment for staff and social distancing techniques. In addition, staff are working on essential functions from home and traveling periodically to library buildings with a travel letter signed by the Executive Director to carryout activities like security, human resources and payroll, facilities maintenance and custodial, finance and accounts payable, technical services and IT, and community relations and marketing. In total, upward of one-third of employees have been active this past month. We are pleased to continue to pay all regular full-time and part-time employees and we foresee deploying all staff as we ramp up the reopening process. We have made, and will continue to make, countless difficult decisions to adjust our operations and make the library the best it can be in this unprecedented time. From our perspective, our decisions may not be perfect, but at the heart of every decision is our desire to do our best for our staff, our patrons, and the community we serve. Mr. Walker asked for any questions or feedback. Trustees thanked Mr. Walker and the committee who have worked so hard on this project. They all agreed with the current plan and gave Mr. Walker their full support.

**D. Review of Temporary Library Policy Addendum to Policy 02.09.09**  
*Trustee will review the temporary Addendum*

Mr. Walker reminded the Trustees that the temporary policy was adopted last month and requested that it stay in place at this time. Doreen Martinez stated they will set this as an action item at the next meeting.

**E. Architect Interviews**

Mr. Walker presented to the Trustees that the committee has interviewed the top four candidates of the 7 firms that applied. He stated that the interviews all went well and feels like they got a great selection to choose from. He also stated that all firms are working to incorporate plans from the current times of COVID-19 into the future plans. He let the Trustees know that he plans to have the recommended firm to present to them at the next meeting for their approval.

**F. Executive Session**

Fredrick Quintana made a motion to move into executive session at 3:31 p.m. Stephanie Garcia seconded the motion.

All in favor 7-0

Stephanie Garcia made a motion to return from executive session at 3:40 p.m. Marlene Bregar seconded the motion.

All in favor 7-0

Meeting adjourned at 3:41 p.m.

Respectfully Submitted by,

*Sanya Feltz*

Board Secretary

#### **IV. ADJOURNMENT**

Reminder: The Regular Board Meeting will be on Thursday, April 23, 2020 at 5:30 p.m. at Rawlings Library, 4<sup>th</sup> floor, Ryals Room.