

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

2:00pm, April 13, 2021

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

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 2:00 p.m. and asked Rose Jubert to conduct 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
Sherri Baca, Associate Executive Director
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Amy Nelson, Director of Rawlings & Customer Experience
Jill Kleven, Director of User Services
Nick Potter, Director of Community Relations
Robert Childress, Director of Information Technology
Jennifer Tozer, Branch Manager - Lamb
Maria Kramer, Manager of Youth Services
Sean Miller, Help Desk Specialist
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 requested the following items be added to the agenda:

1. Pueblo Reading Challenge
2. Rawlings Library Renovation Update

III. Discussion Items

1. Temporary Telework Policy

OVERVIEW: The Trustees reviewed a reformatted version of the recently updated temporary telework policy.

Jon Walker – Mr. Walker presented the reformatted policy to the Trustees.

Fredrick Quintana – Mr. Quintana opened up the floor for any comments or corrections to the reformatted policy.

Phil Mancha – Mr. Mancha was who requested at the last Trustee meeting to have the policy reformatted. He stated that it was much better format.

Fredrick Quintana – Mr. Quintana requested that the adoption of the reformatted policy be put on the agenda as an action item for the next meeting.

2. Pueblo Library Foundation

OVERVIEW: A recommendation was presented for appointment to the Pueblo Library Foundation Board of Directors.

Fredrick Quintana – Mr. Quintana shared that Mr. Walker had sent out an application to the Trustees for review. The application was for Mr. Timothy Krebs.

Jon Walker – Mr. Walker said that there were current vacancies on the board and this was an at large vacancy that had been traditionally filled by the Library Foundation board. Mr. Krebs filed an application and met with Foundation board members who voted unanimously to recommend his application to the Board of Trustees.

Mr. Potter responded that the Foundation Board could have 15 members and currently had 12 members. If Mr. Krebs was selected it would leave 2 vacancies.

Mr. Walker shared that Mr. Krebs came with a great background, he was an investment banker who would bring a high level of expertise and he and his family had relocated to Pueblo from the Denver area. Mr. Walker felt that Mr. Krebs' investment capabilities and finance background as a CFO would add a great deal of expertise to the Foundation Board of Directors and he would be appointed to the investment sub-committee. He had already been working with them. Mr. Walker shared that he and the Foundation Board unanimously endorsed Mr. Krebs.

Phil Mancha – Mr. Mancha felt that a unanimous recommendation was very impressive.

Fredrick Quintana – Mr. Quintana agreed and stated that Ms. Garcia had sent a Google meet note saying that she felt Mr. Krebs would be a great addition.

Lyndell Gairaud – Ms. Gairaud shared that should would also welcome Mr. Krebs to the Foundation Board and that she had met him and his wife. Mrs. Krebs was from Pueblo and they moved here to be close to her mom and to care for her.

Fredrick Quintana – Mr. Quintana agreed with the positive comments and requested that it be put on the agenda as an action item.

Phil Mancha – Mr. Mancha asked how long had the positions been open?

Jon Walker – Mr. Walker reminded everyone that a few months ago the Trustees took action to expand the number of seats on the Foundation board to 15 so the vacancies had been open between 3-6 months.

Phil Mancha – Mr. Mancha asked how could the word get out on these vacancies?

Jon Walker – Mr. Walker stated that Mr. Mancha could work with the Foundation Board, specifically Mr. Hodge and Ms. Gairaud who currently sit on that board and provide them suggestions. He shared that they are looking for certain types of candidates who provide expertise in needed areas and Mr. Krebs met the qualifications.

Lyndell Gairaud – Ms. Gairaud added that when the expanded board was created it was done in the event someone with a strong skill set came along. They wanted to ensure there would be a seat available. The extra seats weren't because the Board needed them so to speak but if a great member emerged they would be considered.

3. Trustee Meeting Protocol due to COVID-19

OVERVIEW: The Trustees reviewed their COVID-19 meeting protocol.

Fredrick Quintana – Mr. Quintana stated that the location of the Trustee meetings was discussed between him and Mr. Walker. They discussed whether the meetings should continue to be held virtually, in person or a combination of that. He wanted to get recommendations from the Trustees to see where they felt most comfortable.

Jon Walker – Mr. Walker said that he and Mr. Quintana had discussed this when Pueblo was in the blue zone but due to the increase of Covid cases they were back to yellow, a more restricted zone. He shared that the nation was still in a pandemic and wanted to respect that but also wanted to have options.

Lyndell Gairaud – Ms. Gairaud said that when the Trustees took Covid precautions and were able to meet in person several months ago that set up was fine and she was excited to go back to that. She now looked at that differently because the state of the virus continued to bounce back and forth between blue and yellow. She said that the schools are trying to open and there was a possibility of more contagion as things opened up. She said that she would be happy to meet as they had before but she was very satisfied to continue to meet virtually until Pueblo was at a position where face to face meetings weren't so dangerous.

Stephanie Garcia – Ms. Garcia felt the same as Ms. Gairaud and preferred to keep the meetings virtual. She stated she enjoyed the remote option. She added that the virtual meetings were more economical since the attorney, Mr. Miller, didn't have to travel from Denver. She shared that there had been confirmed cases of Covid in vaccinated people. She also stated that there were variants of the virus and it is unknown how they were reacting to the vaccine. She felt precautions should still be in place.

Fredrick Quintana – Mr. Quintana stated that Ms. Gairaud and Ms. Garcia's concerns were valid. His gut feeling was that they continue to meet via video conference and keep an eye on what COVID was doing in the community. He offered that the Library was open to taking folks onsite if they would like to attend the meetings there. He said that if anyone wanted to attend the meetings onsite to contact Mr. Walker or Ms. Jubert. Mr. Quintana said that they would keep the virtual meetings until the community started to move in a more consistent positive direction.

4. Capital Campaign Naming Opportunities

OVERVIEW: The PCCLD Trustees were provided information in February regarding the *Your Future Library* capital fundraising campaign. A plan for naming opportunities was presented for discussion. PCCLD policy requires that the Board of Trustees approve library namings.

Jon Walker – Mr. Walker said that in 2013-2014 the Trustees had been through the naming process of rooms and spaces. He reminded them that they hold the authority for these namings. The naming opportunities would be for meeting rooms and or spaces and in the past they had even been for entire library branches.

Mr. Walker said that in the past the Trustees were presented with a menu of naming opportunities along with recommended donation amounts and the Board was asked to review these items. He said that Mr. Potter would go through that process tonight for the new naming opportunities and then ask the Trustees to approve him and Mr. Walker to go out and match those contribution opportunities with individuals either in the community or the surrounding area who would be willing to contribute to the library's Capital Campaign.

Closer to the open date for the newly renovated Rawlings Library he would ask the Board for approval of the specific naming requests.

Nick Potter – Mr. Potter reported that the public launch of the Capital Campaign would be April 27th. The event would be comprised of the announcement of the renovation changes to the building and the Capital Campaign fundraising process. A big piece of that would be the fundraising that took place in the silent phase and then it would open up to the next fundraising phase. The next phase included the naming opportunities which would be a large part of the phase.

Several things were taken into consideration when it came to the naming phase, they were:

-Pricing Structures. The pricing structure in previous campaigns was taken into consideration in order to stay in line with what they had been done in the past.

-Square Footage. The size of the space what considered

-Visibility/Traffic. The traffic and or visibility of the area was also considered. The costs would be congruent with the overall square footage and visibility.

Mr. Potter explained that some costs easily made sense, ex. a study room had 4 walls and was easy to define as a naming opportunity but the café area posed more of a challenge due to its lack of defined structure and potential for high foot traffic. Higher visibility spaces and larger spaces were priced higher. He shared that items that were marked “reserved” on the document meant that a donor had been contacted about the space and had either voiced interest in the space or had already provided funding.

Mr. Potter shared that naming opportunity information would be found on the website and would be kept up to date so people knew what opportunities still existed. He said that he would provide links to these pages. Print information would be made available on request.

Phil Mancha – Mr. Mancha asked if this plan included the renovations. Mr. Potter answered, yes, it reflected the renovation and its future layout.

Lyndell Gairaud – Ms. Gairaud asked if the current named spaces would keep their names once the renovation was completed or would they be re-named? Mr. Potter shared they had contacted the current donors and they would be given the option to renew their naming rights. If they decline, then the room would be opened to naming rights by another person or organization.

Stephanie Garcia – Ms. Garcia asked if there was a policy on this process? She also asked, when a person was awarded the naming rights, how long did they have that right to the space?

Nick Potter – Mr. Potter said that there was a policy in place. Some of the naming rights and the duration for those names to be on those spaces were part of the individual donation agreements. He said that part was not in the policy but part of the donation agreement.

Stephanie Garcia – Ms. Garcia said that other entities had a policy in place and that some do not follow that policy because it was for a fundraiser. She stated that when the room’s donation agreements were done, they had to be done consistently.

Jon Walker – Mr. Walker reported that there were a few room/space namings where there was an agreement. He gave the example of the naming of the Rawlings Library which was for \$3 million for 99 years and there was a contract. Otherwise, Library policy 03.05.07, Naming Library Facilities, Rooms or Grounds takes precedent. Mr. Walker noted that there was no term listed on the policy, it would be at the Trustee’s discretion, unless there was a contractual sidebar.

Stephanie Garcia – Ms. Garcia said that she wanted to make sure that there was consistency in what a person donated and the duration for which their donation was good. She said that the school district had a policy in place where spaces could not be named unless the person had died but people did not abide by it and named hallways after people who were still alive.

Fredrick Quintana – Mr. Quintana recalled that in the past names on rooms/spaces would stay until a major renovation took place then the Library went back to the donors and asked if they wanted to keep the naming rights.

Jon Walker – Mr. Walker agreed with Mr. Quintana about previous donations. He said that the Library was very respectful of those donors when it came time to revisit their contribution. With regard to Ms. Garcia’s comment about naming spaces just to name them, he reminded the Trustees that they had the final decision in the naming process.

Stephanie Garcia – Ms. Garcia asked Mr. Miller if this was standard policy from his experience.

Bart Miller – Mr. Miller said yes, some are more specific and others more general like the one in place for

PCCLD. He advised to keep as much discretion as possible.

Stephanie Garcia - Ms. Garcia said that she just wanted to ensure no donor got upset and that the policy protected the library staff.

Jon Walker - Mr. Walker shared that the Library had a good track record over the past 15 years as being very respectful on how to approach this and to ensure a mutual understanding.

Nick Potter – Mr. Potter finished and said that this information would be on the website and used as a hub. It would explain the overall renovation process and the naming options and be kept up to date.

Fredrick Quintana – Mr. Quintana thanked Mr. Potter and stated that this would be placed as an action item on the next agenda.

5. Rawlings Library Children's Exhibit

OVERVIEW: The Trustees heard a presentation regarding recommendations for a featured exhibit for the children's area in the Rawlings Library.

Jon Walker – Mr. Walker shared that after the Rawling's renovation the children's area would move to the 2nd floor and in the center of the space the ceiling height could accommodate a featured exhibit. Maria Kramer and Amy Nelson were in the process of finding a great exhibit person.

Maria Kramer – Maria presented a PowerPoint regarding recommendations for an exhibit for the upcoming renovated children's area.

They hoped to locate a vendor to design and fabricate a unique feature that would target children ages 2-9 years old and the budget would be \$75,000. It would be an interactive learning display.

The reason for the exhibit would be to highlight the new space. It would draw youth and families into the redesigned area after the Covid lockdown and create an engaging and interactive learning opportunity for youth. The exhibit would give back to the community for their generous and continued support.

Ms. Kramer reported that PCCLD solicited RFP's in March, six proposals were received. They scored the proposals according to a comprehensive scoring matrix. The matrix was comprised of six key points with ten points possible in each category for a total of 60 points.

The key points were:

1. Introductions – key personnel, competitive position, and references.
2. Qualifications – established business, customer satisfaction, and legal compliance.
3. Experience and work samples.
4. Proposal – aesthetics, longevity (life span of 15 years), inclusivity, community, imagination, conceptual drawings & vision.
5. Approach and Logistics – schedule, communication, overall process.
6. Compensation – ability to adhere to the \$75,000 budget.

The review team was comprised of staff, Trustees, and members from the architect and design teams.

Ms. Kramer shared the next steps for the project, they were:

1. Discussion of ranking and selection of the top firms to interview (4/14/21).
2. Interviews and selection of the top candidate (4/16/21).
3. Recommendation would be presented to the Trustees at their April 22nd board meeting.
4. Pending approval, PCCLD would award the contract on 4/26/21 and design would commence on 5/3/21.

Amy Nelson – Ms. Nelson shared her excitement about the project and said that the drawings in the presentation were from some of the RFPs.

Fredrick Quintana – Mr. Quintana also shared his excitement and felt that this would be a breath of fresh air for the library to reignite kids and hopefully bring them back into the library after the pandemic. This item was added to the April 22nd regular board meeting agenda.

6. Pueblo Reading Challenge

Jon Walker - Mr. Walker said that Pueblo had the opportunity to invest up to \$1 million this summer to support a children and young people's reading program through a special project. The project would be administered by PCCLD and would be done in collaboration with the City and County of Pueblo and local banking institutions. This project would also be in communication with the schools, particularly School District 60 and District 70. The program would use funds allocated to the City and the County from the American Relief Plan Act (ARPA) which was the federal program that was approved by the President and the Congress, a \$1.9 trillion project. The money from this project flowed in a number of different ways and went to the City and the County.

If PCCLD were to move forward with this project, which Mr. Walker said he whole heartedly endorsed it. \$1 million from the City and the County's allocation would go to PCCLD to support this summer reading program. The program would assist the City in responding to Covid19's disruption, in particular, of local education and it would support recovery of the local economy, a primary mission of ARPA.

Mr. Walker shared that PCCLD believed in reading and knew that, "kids who read succeed" that was the adage. He shared that he had seen this many times in his career. He said that there were studies that back this up and show that when young people read growing up they have improved economic outcomes, and improved qualities of life.

Mr. Walker reported that the program would pay young people in the community \$100 between the months of June and August if they checked out 10 books from the library and they provided some sort of description of their reading experience to the librarian. He shared that there are about 37,000 Pueblo County residents who would be eligible to participate. As this point PCCLD reported they could award 9,000, \$100 stipends for reading.

He said that PCCLD had been working with the City and the County on this project and had done a lot of internal work to get the logistics in place. He added that there were complications to a program like this because you need to ensure that the money goes to the right purpose that it was not misappropriated, misused, or fraudulently used. PCCLD met with banks about the distribution of the funds so they would not be handling large amounts of cash in the branches.

He added that Pueblo as a community, according to studies that the City had been doing, was under resourced and had fewer banking accounts per capita than other communities their size. Both the City and County were interested in improving that so one of the options would be when the individual goes to the bank to collect their money they could set up a savings account. If they did set up an account, there would be a bonus given to them of \$10 if they deposited \$50 and retained that balance for 6 months in their account. This option would provide the participant the value of learning financial literacy. The City and County along with ARPA were also interested in having that money spent so that was the reason for not having the entire \$100 deposited in a savings account. The purpose of this project was to have economic turn happen, to have money generated back into the community so the emphasis would be to spend.

Mr. Walker explained that due to Covid when the books were checked out branches would continue to provide curbside service as well as e-books online. Since 2020 PCCLD upped their game and provided mobile hotspots and laptops for in-home use so as school lets out for the summer a lot of those devices would become available for this project. He shared that PCCLD had a long tradition of providing a summer reading program. This project was not totally different from the PCCLD's traditional summer reading program, there would be some overlap such as the idea of encouraging reading and the use of the library. The difference would be the payment for reading. Mr. Walker reported that there would be different ways to register for the program to include; going to the library, on line registration and calling the library. Requirements for registration would not be much different than what had been asked of people to participate in other library programs.

Nick Potter – Mr. Potter presented a PowerPoint over view of the reading program. He showed a workflow of how the program would work and the steps from registration to obtaining the \$100. He stated that a central database was created that would track the progress of the applications. The application/web form would be completed remotely, in the library, or with the help of a library staff member. The applicant's library card number would be used as the unique identifier to control fraudulent accounts. The web form would be used at the banks to open up the accounts and make it easy for the participant and their guardian to receive their \$100. He added that the web form information would be provided to a staff member who would certify that the applicant was not a duplicate and then add them to the KOHA system.

The child would begin the program by checking out 10 books and then be required to complete an age appropriate activity. This activity would be something open ended such as; your favorited character or moment in the book. Mr. Potter shared that the goal was to keep the student engaged and have them interact with the public library as a resource for them. He said that the student would be required to check out 10 books but would not be required to read all 10 books, they would only need to read 1 book and provide feedback on it.

He reported that a verification review process would be implemented to avoid fraud. He added, PCCLD would like to be good stewards of the Federal funds that they would be receiving. At the verification review process, a manager would be assigned to verify that the applicant checked out 10 books and completed the assigned activity. Once approved the process would move to the Finance department for final approval. Once approved, finance would prepare the funds for distribution. The participant would be given a certificate of completion with instructions on how to receive their award. The bank would receive the certificate and verify through the database that it was legitimate.

Jon Walker – Mr. Walker reported that a lot of the back-end work and computer web design, had been drafted and was working. PCCLD had met with the banking institutions to ensure it met their criteria. They met with the City to go over the process and have a planned meeting with Pueblo County.

Mr. Walker provided the following timeline:

- April 13th Internal announcement of the program.
- May 3rd-4th Public presentation with City Council and the County Commissioners.
- May 11th Official ARPA rules and funds released. IGA drafted by the City to include PCCLD, the County and the City.
- May 12th Marketing kick off.
- June 1 ****Program Starts**** Program participants would begin to sign up.
- July & August Continued sign up.
- September Funds would continue to be distributed.
- February 2022 \$10 bonuses would continue to be distributed through this date.
- March 2022 Post-program evaluation.

Mr. Walker circled back to the May 11th date and the IGA. He hoped that the Trustees would be supportive and he offered to answer any questions. He added if the Trustees were supportive and approved the IGA, \$1 million would flow from the City and the County to PCCLD. A budget amendment would be triggered for the end of 2021 because PCCLD would exceed their expenditures by \$1 million. He stated that the approval process for the IGA would be completed in a couple of ways. One way would be to approve the executive director or any other representative to accept and sign the IGA on behalf of the Trustees. The Trustees could also call a special meeting and vote on it, this meeting would be very time sensitive. May 11th was a tentative date.

Fredrick Quintana – Mr. Quintana was excited to hear the news and felt it was a great opportunity for PCCLD youth readers and the community. He thanked those who participated in the creation of the skeleton to get the program moving. He voiced concern over financial liability on the part of PCCLD. He asked what kind of hold harmless clause could PCCLD consider or what liability reduction clause could they consider?

Jon Walker - Mr. Walker answered and said that the City and County would contribute \$500,000 each. The project team had met with the City and had agreed that PCCLD would invoice the City and County throughout

the summer for their incurred costs up to the \$1 million amount. This would be governed by the IGA, so the IGA would need to be written in a way that would ensure that PCCLD's concerns were written into the agreement. Mr. Walker reported that in order to remain solvent, the maxed number of completions would need to be 9000. He explained that PCCLD would cap the number of participants on a month to month basis. June would be capped at 3000 and that number would be reviewed at the end of that month, if that max was reached a waiting list would be created those on the list would be first in line for July. July would be run the same way with a 3000 participant cap and a waiting list for August. He stated the monthly caps and the waiting lists would be the plan in order to control the costs. He shared that he hoped they had the problem of too many participants but he said that there could be problems the other way too with not enough participants. He felt that it needed to be marketed in the right way in order to get the participation. Mr. Walker shared that his biggest concern was someone who would try to fraudulently collect the award money. He shared that would be covered in the IGA.

Stephanie Garcia – Ms. Garcia asked if the money would be enough to cover the administrative costs to include staff time? She also asked what accommodations would be made for kids with disabilities who may need supportive help?

Jon Walker – Mr. Walker shared that every participant would need to have a guarantor because they would all be minors. He said that the group had talked about homeless children and those who do not have a support person/guarantor and how they could participate in the program. He said that they would work with Posada and other advocacy organizations to ensure lower income kids could participate. He asked Ms. Garcia for her help so those children and those with other limitations could participate. He felt this segment of the community would be a key target to participate in the program. He said that there would be participants who would feel that the \$100 was important but not critical but there would also be participants where \$100 would make a huge impact on their lives. He stated that those would be the kids he wanted to benefit, so PCCLD would work hard to ensure this demographic was included but he needed the help to contact the advocacy organizations and support groups.

Mr. Walker responded to the question about administrative fees and said that PCCLD does a summer reading program every year anyway. He stated that this would be a once in a generation opportunity and would take extra effort but he felt that PCCLD could cover it and would not need extra funds.

Stephanie Garcia – Ms. Garcia stated that she would be happy to help contact the organizations like CASA, foster care organizations and of course the ARC. She was very excited about the opportunity.

Lyndell Gairaud – Ms. Gairaud shared the sentiments of Ms. Garcia and was excited about the news. She asked if the kids had to check out 10 books at 1 time?

Jon Walker – Mr. Walker said the participant did not have to check out all 10 books at one time, just in the course of the program. He shared that kids could check out and report on as many books as they like but they only needed to report on one. The library's hope was that the reader would engage in a meaningful way with at least one book. He stated that he would be sensitive of the collection sizes to ensure 10 books was the right amount for readers to check out.

Fredrick Quintana – Mr. Quintana asked if there would be an age range?

Jon Walker – Mr. Walker said the age range would be birth – 17yrs old. He shared that parents read to their newborns and young children and that the library was deep believers in parents reading to their infant children.

Fredrick Quintana – Mr. Quintana suggested tiered or ranked ages that would possibly benefit all age groups and children with disabilities.

Jon Walker – Mr. Walker shared that the immediate need was the IGA and how the Board would like to proceed? He said that the Trustees could call a special meeting or they could designate the executive director or president of the board to sign the IGA with certain considerations. He recommended that legal counsel review the documents.

Stephanie Garcia – Ms. Garcia suggested that Mr. Quintana and Mr. Walker enter into the IGA with legal review and then follow up with the Board after the fact.

Lyndell Gairaud – Ms. Gairaud said that she would be comfortable with that suggestion.

Phil Mancha – Mr. Mancha was in agreement with the recommendation.

Dustin Hodge – Mr. Hodge was in agreement with the recommendation.

Fredrick Quintana – Mr. Quintana shared that he had thought along this line and was in agreement with the recommendation as well. He stated that this helps with the time factor.

Jon Walker – Mr. Walker asked that the Board keep in mind that this could fall apart that in the end the Department of Treasury was who held the cards. He shared that he felt comfortable that this program would go through, it was why he brought it to the Board.

He said that this was a great opportunity and it would be a challenge to do it well and wisely. He shared that the City would be receiving half of their operating budget but would have to spend within certain lanes and in a 24-month period. The City said to Mr. Walker, if this worked well they wanted to do it again next year. Mr. Walker said that ARPA wouldn't let the City build a building due to the rules involved with the money, he said that he had never seen this type of thing in his career.

Fredrick Quintana – Mr. Quintana said that they would be bringing information back to the Board to update them.

Phil Mancha – Mr. Mancha asked Mr. Walker how would they evaluate the overall effectiveness of this project?

Jon Walker – Mr. Walker said that if PCCLD distributed the funds well, meaning 9000 kids received \$100, if they received good feedback on how well the reading activities went and if the process was managed well all would be evaluation pieces. He said that on the financial side, the effects on saving or spending the money would also be an evaluation piece.

Fredrick Quintana – Mr. Quintana was happy that the Trustees were on board with the project and was excited to see where it goes and that it stays on the rails.

7. Rawlings Renovation Update

Jon Walker – Mr. Walker reported that he and Ms. Baca had sat in on a meeting with the design team and the team reported that we are at 100% of design development with the renovation project and at 100% design development cost estimate which were both important milestones.

Mr. Walker reviewed the timeline for the project.

- Goal was to start construction in August.
- Design development would conclude in a few weeks. Which included detailed level conversations about construction, furniture and fixtures, and equipment.
- The next step would be the construction drawings. PCCLD would receive the final hard bid documents, which would kick off construction in August.

He reminded the Trustees that the projected budget for this project was \$11 million. He reported that the 100% design development cost estimate was \$13 million which left a \$2 million gap in funding. He shared that they were analyzing ways to reduce the \$2 million deficit. He stated that there might be ways to lessen the deficit without reducing the scope of the project but it would be difficult.

He stated that they were reducing their revenue projections. The budget amount was \$11 million but PCCLD doesn't have that amount in the bank, it's a budgetary number they were trying to find the money for.

He shared that they are analyzing PCCLD's revenue projections and its deficit. He reported they went through high level discussions with the design team and there were reductions that could be made that would not greatly impact the scope of the project. He said that PCCLD would be hard pressed in the end unless there was an add alternate where they would design the whole scope out and once it was completed see what pieces could be omitted. He stated that there was a \$1 million contingency fund that was meant to be used for unexpected costs and he felt that it should be held at this time but could be used.

He asked, how does PCCLD hold out a significant piece to try to reduce the \$2 million deficit? He felt it could be reduced by \$1 million but that would still leave a \$1 million deficit and the need to change scope. He said to hold the third floor out as an alternate would be difficult due to the NEH money that would require the funds be spent specific to special collections and archives. He stated that the first and second floors inter play with each other so it would be difficult to hold those floors out as alternates. He felt that the fourth floor could be an alternate, to use leftover contingency money to renovate what they could on that floor.

Mr. Walker closed by saying that he did not feel they were in a bad place but clearly there were gaps and he welcomed the Trustee's feedback.

Phil Mancha – Mr. Mancha asked if costs had been broken down by floor?

Jon Walker – Mr. Walker said that all the costs by floor had been calculated. He said that costs in various areas could be shaved off in order to reduce the deficit by \$1 million and still keep the scope of the project. To acquire the other \$1 million some scope would need to be held out. Mr. Walker felt this additional \$1 million would come out of the 4th floor renovations.

Fredrick Quintana – Mr. Quintana said that as PCCLD worked towards closing the \$2 million gap what made the most sense would be identifying that one chunk to hold back. He agreed that the chunk would most likely come from cut backs on the fourth floor. He asked Mr. Walker if the \$1 million would come from the entire fourth floor and other floors or just the fourth floor?

Jon Walker – Mr. Walker said that in the morning meeting they went through an exercise where \$.5 million in unnoticeable changes to scope were found but that still left \$1.5 million. He stated that as they continued to talk they thought they might be able to find another \$.5 million and still keep the scope. His was concerned about the other \$1 million.

He asked the Trustees to keep in mind that there was a \$1 million contingency and that total cost for the fourth floor renovation would be approximately \$1 million so that entire amount could be held as the add alternate. He said that fundraising was going well but hard work and that Mr. Potter was doing a great job of fundraising but he could use the Trustee's help.

He said that the Capital Campaign would kick off on April 27th and he hoped that the Trustees would be present at this event. Fundraising would increase revenue and close the deficit. He stated that PCCLD had to be in the mode of, "How do we increase revenue?"

He shared with the Board that on May 3rd he would be meeting with City Council about the \$1 million Pueblo Reading Challenge and he asked for the Trustee's support at this event.

He shared that PCCLD was in a good place with the renovation and that he didn't want to leave the Trustees with the wrong impression. He said that there were a lot of positive things going on with the renovation to include a great design and construction management team. He added that it was a great project and PCCLD had a lot of money for the project. He stated that there were gaps and challenges but that was why it was called work. He felt the problems were resolvable and that there was a lot of support for the project.

Fredrick Quintana – Mr. Quintana asked if Trustees were available to attend the events Mr. Walker had mention to please do so and to continue to look for financial opportunities. He asked if there were any final discussion items?

IX. ADJOURNMENT

Mr. Quintana reminded the Trustees that the next regular meeting of the Pueblo City-County Library District Board of Trustees was scheduled to take place beginning at 5:30pm, Thursday, April 22, 2021, via teleconference. An interactive public session would be hosted with social distancing protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.