

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, April 19, 2022**

This meeting was conducted inside the Executive Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted. The online link for the meeting was made 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 2:01p.m and roll call was conducted.

Board Members Present:	Fredrick Quintana, President Stephanie Garcia Lyndell Gairaud Marlene Bregar Doreen Martinez
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Board Members Not Present:	Dustin Hodge, Vice President
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Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
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Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Alexandria Romero, Chief Financial Officer Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations and Development Amy Nelson, Director of Rawlings Library Jill Kleven, Director of User Services Eric Tiffany, IT Rose Jubert, Secretary to the Board of Trustees
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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.

There were no corrections or modifications to the agenda.

III. DISCUSSION ITEMS

1. Collection Diversity Audit

OVERVIEW: Jill Kleven (Director of User Services) presented a report on PCCLD's collection diversity audit.

The Diversity Initiative for PCCLD Collections was presented. The initiative began last year and was part of the annual plan. The importance of a diverse collection in a library was discussed. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. The collection was looked at as a whole.

A list of requirements for a diverse collection was read to the Trustees. A wide variety of attributes was reviewed to include race and gender.

The goals for the initiative with regard to general print materials were reviewed to include work with a robust collection development tool (Ingram Content Group), IDEA subject headings and an evaluation of the community impact. The findings would be presented to staff and stakeholders and then the initiative for the

media collection would begin.

Inclusive Titles in PCCLD's collection were reviewed. PCCLD's collection had 11% inclusive titles compared to other libraries who were at 16%. There were 10 different inclusive categories used to calculate these percentages. Due to noted Pueblo population demographics, PCCLD plans to put a focus on Latinx and Black interests.

Progress on the initiative was given and Collection Development has analyzed titles and begun ordering more inclusive materials. Catalogers are adding more inclusive subject headings for new materials as well as retroactively changing older materials. The next phase would be to purchase an Ingram tool later in 2022 for evaluation and then present the progress at Staff Development Day in October.

There will be a new collection coming to Rawlings in conjunction with the renovation. The NAACP will sponsor a collection and it will be housed on the second floor of Rawlings with approximately 300-500 titles on a rotating basis.

2. Trustee Appointment

OVERVIEW: An update report on the current PCCLD Trustee appointment process was provided.

The selection committee, members from City Council and the Board of County Commissioners, selected Jacquelyn Keith to fill the Trustee vacancy. She is a retired youth services librarian and gained her experience from various state public libraries. She plans to meet with Mr. Walker this week and will be in person at the upcoming monthly Trustee meeting.

3. Executive Search Firm

OVERVIEW: The Trustees reviewed the evaluation of proposals from qualified consultants to provide a recruitment process for the position of PCCLD Executive Director.

A Google Drive was shared with the Trustees and it contained six proposals from firms who were interested in becoming the search firm used to find the new PCCLD Executive Director. A scoring rubric was also provided. There were four categories which included, the firms experience and qualifications, the firm's methodology and time-line and finally their proposed cost structure.

Trustees provided scoring for the selection of their top three candidates, John Keister & Associates, Bradbury Miller and CPS HR Consulting. The top three were no surprise since there was a clear delineation of the six proposals.

Reasons for their decisions were discussed. Included in the discussion was the cost of service and how some firms gave a flat fee but then had separate costs for additional services. Lack of experience in library searches was also mentioned. It was noted that Bradbury Miller had been recently active in Colorado executive director searches. They were privy to applicants who were looking for work in Colorado.

It was suggested that the Trustees conduct interviews with the top candidates. The RFP schedule noted that services were to commence on May 1, 2022 with the contract awarded at the next meeting on Thursday, April 28th. It was decided that interviews would be conducted with the top 3 candidates prior to the April 28th board meeting. Mr. Quintana, Ms. Bregar and Ms. Martinez were selected as an ad hoc committee to conduct the interviews. Mr. Walker would also sit in on the interviews. An additional meeting with the ad hoc committee was scheduled on Thursday, April 21st at 10am to review questions. It was requested that the candidates be asked about their guarantees as well as their fees. Questions would be used for the interviews but it was encouraged that the Trustees have a conversation with the candidate to get a feel for their style and to see if they would be a match.

IV. ADJOURNMENT

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, April 28, 2022, at the Lamb Library. An online session will be conducted. The online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

The meeting was adjourned at 3:09pm.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees.