

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, August 16, 2022**

***This meeting was conducted inside Kelly Room B 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](mailto:rose.jubert@pueblolibrary.org)***

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

Mr. Hodge called the meeting to order at 2:01p.m he also conducted roll call.

Board Members Present:	Dustin Hodge, Vice President Doreen Martinez Stephanie Garcia Lyndell Gairaud Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Fredrick Quintana, President
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Keith Beam, Chief Financial Officer Terri Daly, Director of Human Resources Amy Nelson, Director of Rawlings Library Mark Gonzales, IT Rose Jubert, Secretary to the Board of Trustees

**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. Chief Financial Officer Introduction**

OVERVIEW: Keith Beam was introduced as PCCLD's new Chief Financial Officer.

Ms. Baca welcomed Mr. Beam to the meeting and shared that he had a vast number of years in finance and leadership. He's been with PCCLD for the past two weeks and has been doing a great job.

Mr. Beam shared his excitement in working for PCCLD and thanked everyone who has welcomed him.

## **2. Authorized Signer**

OVERVIEW: A report and recommendation was presented to authorize Mr. Keith Beam (PCCLD Chief Financial Officer) as an authorized signer for PCCLD bank and investment accounts.

Ms. Baca shared that the CFO was responsible for PCCLD's fiscal operations and as such was an authorized signatory on the various PCCLD bank/financial accounts.

It was asked that this item be placed on the next agenda for Trustee approval.

## **3. Colorado Family and Medical Leave Insurance (FAMLI)**

OVERVIEW: A report and recommendation was presented on this recent law in Colorado as it pertains to PCCLD.

Ms. Daly reported back on the next steps that needed to be completed in order to garner more information for the Trustees to make a decision. PCCLD employees were provided education sessions. A survey was provided to determine how many employees would like to participate. The following were the options that were provided to the staff. 61 employees participated in the survey.

Option 1. - Full participation. The employee would contribute .45% of their bi-weekly wages. The employer would contribute .45% of each employee's bi-weekly wage. All employees would be required to participate.

Option 2. - No participation in the plan. Neither the employee or the employer would participate in the plan.

Option 3. - The employer declines. Employees who wish to participate by contributing .45% of their wages can do so, but not all PCCLD employees are required to participate. The employer would not contribute to the plan but would facilitate participating employee contributions.

The following were the results of the 61 employees who participated in the survey.

Option 1. – 31 employees

Option 2. – 4 employees

Option 3. – 26 employees

The Board was asked if there were any comments for feedback.

Feedback was provided on the survey and it was one board members opinion that if 26 people voted for Option #3 that they were cognizant of offering everyone a choice. If they would not have wanted to personally participate they would have voted for Option #2. They felt that there may be more people who would be in favor of participating and did not feel that the survey conveyed correct information. There was a hesitancy on the part of the staff to commit other employees to having to contribute.

Other thoughts were, Option #3 not only takes out the staff who do not want to participate, it also takes out the employer's contribution. It was understood that a person should not have to pay for something they were not interested in.

There was a question about Option#3. Would funds be cut in half for the participating employee since the employer was not participating in the plan? No, the participating employee's funds

could not be cut in half. They would receive a set amount based on their bi-weekly wages.

It was shared that if the employer opted out they could opt in at any time and they required to revisit their decision in 8 years. If the employer opts-in, they are required to participate for 3 years.

It was announced that on September 8<sup>th</sup> there is going to be a presentation on FAMLI at the Pueblo Work Force Center. The presentation would go into more detail on the topic. It was noted that non-governmental agencies cannot opt out. Some employers may decide to opt into a private insurance, not the State account. The Employer's Council said that at this time there weren't any private insurance companies in Colorado that would meet or exceed the State's program. They anticipate that those companies would come available in 2024. So, businesses would be mandated to pay into the State's plan and then when/if you are wanting to switch to a private company, the State would possibly give you a refund.

The plan was viewed the same way that Workers Compensation would work and that the State would be more aggressive more than a private employer in going after people who do not comply. This could be another incentive for businesses to go with the State plan.

It was reminded that there is still time to make a decision and one did not have to be made by the next Board meeting. Businesses have until the last week of December to reply.

It was asked if there was an option where the employer paid 100% of the wages? Ms. Daly replied that there was not an option like this but it could be considered, it would be a great benefit to the employee.

It was asked what percentage of employees took the survey? Ms. Daly said that there were 61 responses and 145 employees, roughly 40%.

It was asked if HR could find out, of the 26 employees who voted for Option #3 how many want to participate in the program?

Ms. Daly was asked to provide more information if the Board decided to have PCCLD pay the full amount.

Mr. Walker shared that this could be put in the 2023 budget, and the budget wouldn't be decided on until the December Board meeting. He encouraged that it be handled in this fashion. As more information is provided it could be revisited until the deadline in December. Ms. Gairaud liked this approach.

It was recommended that the Trustee's, at this stage in the process, add the full amount to the 2023 budget. It was asked if there were problems with the budget as 2023 progressed, could PCCLD back out of the program? It was shared that a business was obligated for 3 years once they agree to participate. Ms. Martinez agreed that the topic should be tabled for a later date.

Ms. Martinez asked to have Item 2. Authorized Signer be added to the Trustees regular agenda.

#### **4. Senate Bill 22-238 2023 and 2024 Property Tax**

OVERVIEW: A report was provided.

Ms. Baca gave a property tax update; the entire PowerPoint presentation was in the Board

Packet. The presentation focused on recent legislative action and how it impacts property taxes.

Residential property tax can be calculated by multiplying the taxable value of a property times the current mill levy which is 5.85. One mill represents one dollar per \$1000 in assessed value.

Ms. Baca presented a timeline that included the Gallagher Amendment to the Colorado Constitution that was passed in 1982. This amendment required residential taxes to be held at 45% and non-residential taxes at 55%. The amendment was repealed on the November 2022 ballot and had good and bad ramifications.

Assessment rates for 2021 that affected the 2022 budget were 29% for non-residential properties and 7.15% for residential properties.

Senate Bill 21-293 was the legislator's way of short circuiting proposition 120. Proposition 120 would have annihilated property tax in Colorado. The Legislature, in the last month of the session, passed Senate Bill 21-293 which set up a couple of new classes of property and rendered Proposition 120 useless.

Senate Bill 22-238 was a continuing effort in 2022 for the Legislature to continue to deal with the high property tax values for residential properties.

Ms. Baca presented a Property Tax Assessment Rate Change document that was pursuant to Senate Bill 22-238. The document showed data for both residential and non-residential properties how the assessment rates for years 2022-2025 affect the different types of properties. 2022 was created under Senate Bill 21-293 and years 2023-2024 were created under Senate Bill 22-238. Legislative processes now control property taxes and can now vary year by year.

Under Senate Bill 22-238 the State would backfill the property taxes for some governments, PCCLD does fall under that category.

The 2019 Ballot Initiative included language that allowed PCCLD to adjust the mill to offset the reduction in assessment rates.

Ms. Baca presented a spreadsheet that showed the impact of the changing assessment rates on the 2023 Budget. It showed the impacts of both Senate Bill 21-293 Senate Bill 22-238. Under Senate Bill 21-293, PCCLD's property tax would reduce by \$176,904 if there was a 2% increase in assessed property values. The 2019 Ballot Initiative would allow for an adjustment in the mill, PCCLD would increase their mill levy by .08 in order to offset the decrease in property taxes. This is not a large amount. For comparison, in the 2021 budget the adjustment to the mill levy for adjustments and abatements was 0.02. The County Assessor would need to provide the preliminary evaluation by August 25<sup>th</sup>.

Ms. Bregar asked, with local governments in counties with a population under 300,000 and a valuation growth of under 10% receiving 100% backfill, which way is that backfilled applied if PCCLD has voted to be able to increase the mill levy for the amount they aren't receiving? Is PCCLD not eligible to receive backfill from the State? Ms. Baca said that the 2023 budget is subject to Senate Bill 21-293 and there is no backfill associated with this Bill. Senate Bill 22-238 does have a backfill in place.

Senate Bill 22-238 comes into play for the 2024 and 2025. Ms. Baca forecasted for 2024, a \$402,000 property tax decline. That would be a .18 mill adjustment however the Bill includes a backfill. Ms. Baca's forecast has a property tax increase of 2%, which would be likely true for the 2023 budget however 2024 is a revaluation year and the previous revaluation year had an 11% increase. The State would backfill 100% of lost revenue if Pueblo County's assessed valuation grows less than 10%. It would be a 90% backfill if it grows more than 10%. The County Assessor would calculate this amount, the backfill would be received the same time as regular property taxes. Ms. Baca believed that if PCCLD receives 90% backfill they couldn't double dip and adjust the mill to cover the entire loss. But she thought that they could adjust the mill levy to make up the remaining 10%.

In the 2024 assessed valuation estimates for the 2025 budget there is a caveat, the Residential All Other category is to be determined in order to hit total revenue reduction of \$700 million over 2023 & 2024.

Mr. Miller shared that PCCLD did have legal authority to double dip, but it would be a policy decision. Mr. Walker shared that PCCLD should do what is right not what is allowed.

## **5. Naming of Rawlings Library Rooms**

OVERVIEW: Prior presentations have been provided to the Trustees regarding naming sponsorships for areas of the Rawlings Library as part of the capital fundraising campaign to assist with the project, and an update report and recommendations will be provided. The Board of Trustees must approve naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD.

Mr. Potter presented the names of the organizations and people who donated to the capital fundraising campaign as a naming sponsor.

A capital campaign was needed to ensure funding for the Rawlings renovation. In place was \$500,000 in funding from the National Endowment for the Humanities (NEH). Prior to the launch of the capital campaign, key donors such as the Rawlings and Ryals families were contacted.

On April 7, 2021 a \$2.5 million capital campaign was launched to renovate the Rawlings Library. This was launched after 50% of the needed funds were collected. \$2 million in private funds were raised coupled with the funding from NEH helped PCCLD to achieve their \$2.5 million goal. It was reported that PCCLD had raised \$38,000 over their goal!

Mr. Potter shared that there were different ways that the \$2.0 million was raised and one way was through naming rights that he reviewed in this report. Other fundraising efforts included, direct mail and email pieces, grants and individual donor meetings and solicitations. The naming rights became the focus of the fundraising efforts due to its popularity.

Library policy 03-05-07 reads as follows, "The Board of Trustees must approve naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD."

Mr. Potter read off the list of donors and the rooms/locations they would like to sponsor for the Trustee's approval.

**Exterior**

• Michael Voute	Outdoor Amphitheater	\$250,000
• H.W. Houston Construction	Reflecting Pool	\$50,000

**First Floor**

• Friends of the Library	Meeting Room	\$25,000
• Parkview Health Systems	Community Gathering Space	\$50,000
• Robert Hoag Rawlings Foundation	InfoZone Museum	\$220,000

There were two other areas that were still in need of sponsorship the maker space area and the computer training room.

Ms. Bregar asked if the spaces would be given an actual name or if they would have a plaque stating they were the sponsors for the room/area. Mr. Potter said that they were working with the signage company on the exact naming, the sponsors name would be included in the title, ex. The Parkview Community Zone, The Friends of the Library Meeting Room, etc.

Mr. Potter said that he was asking the Trustees to approve the use of the donor's name in the sponsorship.

**Second Floor**

Robert Hoag Rawlings Foundation	Youth/Children's Services	\$287,500
Carl & Kay Bartecchi	Study Room (Youth)	\$5,000
Chris & Judy Stjernholm	Study Room (Youth)	\$5,000
Andrea Aragon & Darrin Smith	Study Room (Youth)	\$5,000
Pueblo Day Nursery	Low Sensory Room (Youth)	\$2,500
Ken & Gala White	Story Circle (Youth)	\$10,000
AllPhase Environmental (Brandice Eslinger)	Youth/Children's Entrance Doorway	\$10,000
Jeff & Paula Chostner	Study Room (Teen/A.V.)	\$5,000
Pueblo Chapter of the NAACP	Study Room (Teen/A.V.)	\$5,000
Arc of Pueblo	Study Room (Teen/A.V.)	\$5,000
Nick Potter & Simon Tearpak	Study Room (Quiet Reading Room)	\$5,000

The Youth Programming space is still available for sponsorship.

**Third Floor**

Michael Voute	Local History & Genealogy	\$250,000
El Pomar Foundation	Hispanic Resource Center	\$25,000

El Pomar provided a larger donation amount but wanted to have the naming rights for the Hispanic Resource Center. Their other funds went towards the Rawlings capital campaign.

**Fourth Floor**

Jarvis & Mary Jo Ryals	Ballroom Event Space	\$100,000
Jarvis & Mary Jo Ryals	Pre Event Space	\$50,000

Ms. Bregar thanked Nick and all who were involved in the capital campaign. Ms. Gairaud echoed those sentiments.

Ms. Garcia shared that Health Solutions may be interested in a naming sponsorship. Mr. Potter stated that he would contact them. Mr. Hodge asked for a list of available naming sponsorships.

Mr. Walker recommended that this topic be tabled until the specific names were available for approval. This would allow Mr. Potter time to work with the individual donors to finalize the specific names per the policy.

Mr. Potter announced that on September 30<sup>th</sup> there will be a grand opening for the InfoZone and a sneak peek for donors of the Rawlings Library 1<sup>st</sup> and 2<sup>nd</sup> floors. This event is to keep the donors engaged and excited about the renovation. The invitations will go out to all donors, approximately 200, to include the naming rights donors as well as donors who contributed \$2500 and less. The Trustees will be getting an invitation to attend this event.

#### **6. Executive Director Hiring**

OVERVIEW: An update report was provided.

Ms. Bregar provided a brief update on the hiring process. She shared that the position has closed and 16 applications were received. Two applicants were removed from the pool because they did not meet the minimum qualifications. A Zoom meeting was scheduled for August 22<sup>nd</sup> from 10am – 12pm to review the applications. The mix of applicants included current employees, former employees, Colorado librarians as well as librarian's from out of state.

All Trustees were invited to the August 22<sup>nd</sup> meeting, an executive session. It was recommended that this information remain confidential at this stage of the process, which was common practice in an application process. Once finalists are selected then the circumstances would change.

#### **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, August 25, 2022, at the Pueblo West Library, 298 S. Joe Martinez Blvd, Pueblo West, CO. 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](mailto:rose.jubert@pueblolibrary.org)

The meeting adjourned at 3:26pm

Respectfully Submitting by,

Rose Jubert  
Secretary to the Board of Trustees