

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, December 7, 2021**

***NOTICE REGARDING COVID-19: This meeting was conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An 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. Quintana called the meeting to order at 2:00 p.m. and conducted roll call.

Board Members Present: Fredrick Quintana, President  
Stephanie Garcia  
Lyndell Gairaud  
Doreen Martinez  
Marlene Bregar

Board Members Not Present: Phil Mancha  
Dustin Hodge, Vice President

Attorney Present: Bart Miller

Staff & Guests Present: Jon Walker, Executive Director  
Sherri Baca, Associate Executive Director  
Amy Nelson, Director of Rawlings Library  
Alexandria Romero, Director of Finance  
Terri Daly, Director of Human Resources  
Nick Potter, Director of Community Relations and Development  
Jennifer Tozer, Manager – Lamb Branch  
Regina Renee Ward, Manager - RRA  
Eric Tiffany, IT  
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 asked that the Board consider adding an item for discussion, a mayoral letter regarding masking in Pueblo County. He said that this would be for discussion only. Mr. Quintana stated that it would be added as item 12 to the agenda, Mayoral Letter in Regard to Masking in Pueblo County. All Trustees in attendance were in agreement.

**III. Discussion Items**

**1. Resolutions to Adopt the 2022 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2022 PCCLD Budget**

OVERVIEW: Alexandria Romero (Director of Finance) presented draft resolutions for discussion and an update to the 2022 budget. The Preliminary 2022 Budget was presented on October 15, 2021, and a public hearing on the Proposed 2022 Budget was held on November 18, 2021. The Board of Trustees were asked to take the following actions at the December 9, 2021 meeting:

1. Adopt the 2022 PCCLD Annual Budget
2. Set the Annual Mill Levy

### 3. Appropriate Funds for the 2022 Annual Budget

Ms. Alexandria Romero started the discussion with a review of the changes to the budget since the last meeting that was held in November. She stated that she would then review the resolutions in draft form.

Budget changes since November were reviewed by Ms. Romero, some had a negative effect (if there was an increase in spending) on the budget and others a positive effect (if there was a decrease in spending). The changes were as follows:

|   |            |
|---|------------|
| Larger safe in mailroom.                                  | (\$400)    |
| Remove Proposition 12, revenue reduction.                 | \$38,583   |
| GHV engagement – Beulah satellite.                        | (\$1,500)  |
| Update corporate insurance premium to invoice.            | \$807      |
| Update worker's comp insurance premium to invoice.        | \$100      |
| Increase - legal counsel.                                 | (\$4,200)  |
| Add ECF program revenue through E-rate. Reimburse         | \$50,000   |
| Adjust Mill Levy calculation to Final Assessed valuation. | (\$62,794) |
| Add SEL/GED program to RRA.                               | (\$2,000)  |
| Add UPS Power module/batteries to IT budget.              | (\$9,577)  |
| Adjust employer benefit portion amt. to actual.           | \$37,741   |
| Remove Benefit Brokers fee.                               | \$15,000   |
| Roll grants forward.                                      | (\$35,385) |
| Increase security subs hours – 4/week to 12/week.         | (\$5,121)  |
| Adjust contract - Security Services                       | \$4,000    |
| Increase to employer payroll expenses.                    | (\$791)    |
| Reduce Treasurer's fee relative to property taxes         | \$363      |
| Adjust grant roll forward for Community Relations         | \$15,000   |
| Add Northstar renewal                                     | (\$450.00) |

Total change was \$39,376, revenue increased over expenditures.

Ms. Romero reviewed a spread sheet of revenues and expenditures that showed what line items these numbers fell under.

Ms. Romero reviewed the Resolution to Adopt the Annual Budget she said that it was the same as every year, it would be adopted beginning January 1, 2022 and end December 31, 2022. She reviewed that the Board was provided a proposed budget on October 12<sup>th</sup> and there was a public hearing on November 18, 2021. If adopted, this would occur at the December 9<sup>th</sup> Board meeting.

Ms. Romero shared that the Mill Levy Resolution showed how much PCCLD would have in the mill levy, it equated to \$12,362,265. She shared that this was not the budgeted revenue for property tax, it was 99.6% of this amount to be conservative. She also said that the total assessed value of PCCLD was \$2.1 billion. The resolution also reported that PCCLD's mill levy was 5.889 mills, the calculation was the mill levy plus the amounts receive for refunds and abatements. If adopted, this would occur at the December 9<sup>th</sup> Board meeting.

She reported that the appropriation of sums of money showed the amount of revenue that would be received into the general fund and the capital project fund. The reserve fund balance would be the amount used from the fund balance to cover the expenditures in the general and capital project funds. The general fund would have more in it than expenditures, the entire amount would be applied to the capital project expenditures. The rest of the expenditures would be covered under the fund balance. The reserve/fund balance amount was close to the COP amount, which was scheduled to be used for the Rawlings renovation. Total expenditures would be budgeted at \$23.248,210.

There were no questions from the Board with regard to the changes to the budget or the resolutions.

These items would be placed on the agenda as an action item for the next Board meeting. Mr. Quintana

reminded the Board that historically the board does not read the resolutions into the record so he asked that they review them prior to the next meeting.

## **2. Fund Transfer to Pueblo Library Foundation**

OVERVIEW: Alexandria Romero (Director of Finance) presented a recommended action to authorize the transfer of \$9,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

Mr. Walker reminded the Board that there was an agreement in place between PCCLD and the Library Foundation. Should the funds be transferred to the Foundation, they would be held and invested by the Foundation and not expended without a consultation with the Board of Trustees.

He shared that PCCLD received a quarterly contribution from Southern Colorado Community Foundation, a bequest from the Chamberlain family for specific purposes with regard to the public library. He stated that PCCLD had a legal opinion several years ago that these funds be transferred into the Pueblo Library Foundation to hold. The Foundation has invested these funds and had seen approximately a 10% return compared to the PCCLD investments which had seen a 1% return. The transfer amount for this year was typical to what was seen in other years.

Ms. Romero shared that currently in the ColoTrust account there was \$9685.23 so by transferring the requested \$9000 it would leave \$685.23 to be forwarded into 2022.

This item was set for action for the next meeting.

## **3. 2021 Budget Amendment**

Alexandria Romero (Director of Finance) spoke to recommendations for a budget amendment to PCCLD's 2021 General Fund.

Ms. Romero shared that finance had to look at the budget to see if it was over in expenditures from where it was budgeted at the beginning of 2021. She reported that there was an overage in expenditures in the general fund so a resolution would need to be passed, a supplemental of the budget for 2021. A public notice would be posted in the newspaper and then there would be a public hearing before the board meeting in January.

Ms. Romero shared the draft resolution that showed what PCCLD would present the amended budget and the reasons for the amendments. The Reading Pays summer reading program caused expenditures to go over the budgeted amount so an amendment was created. The amount was \$720,000, funds received from the American Rescue Plan Act (ARPA). This amount was not known when the 2021 budget was created so a resolution was needed. The figure may change prior to the January public hearing. She concluded by saying that the 2021 appropriation for the General Fund would be increased to \$13,232,251 to increase expenditures for the Reading Pays program.

Marlene Bregar asked if PCCLD had to document that the funds came through the City and the County and/or through ARPA funds? Ms. Romero shared that she was running this question by the auditors to see if it needed to be documented.

This item was to be placed on the next agenda for action.

## **4. Rawlings Library Furniture Procurement**

OVERVIEW: A report and recommendation was provided to the Trustees for discussion regarding procurement and installation of furnishings for the renovated Rawlings Library with the total project budget set at \$675,000. The project cost exceeded \$25,000 and required Board of Trustee approval.

Mr. Walker said the renovation was moving forward in a good overall manner and was in the construction phase. This phase was scheduled to be ongoing into the 3<sup>rd</sup> quarter of 2022. It included replacements and upgrades to significant portions of the internal furnishings of the building.

His report was to include the outward or public facing portion of the furniture and his ask for the Trustees' support for a procurement recommendation. The total approved budget for the Rawlings renovation was \$12,535,000 and PCCLD was in a strong place from the revenue side. Most expenditures were accounted for in this amount with approximately \$400,000 to \$500,000 in contingency funds. Total furniture budget was \$970,000. Most of this amount, \$700,000, was budgeted for new furniture and shelving in the public areas of the building.

HBM Architects & Interior Designers were the designers for the furniture layout and had been involved with various PCCLD projects since 2018. They have been greatly involved with staff for the renovation. They had worked on other library projects throughout the nation, specifically with furnishings.

Mr. Walker shared the 125 page RFP with the Trustees and noted various addendums. Proposals were due November 29, 2021. PCCLD received six proposals and HBM did a lot of the detailed analysis on each of the proposals. The pricing on the entire Rawlings furniture package was below the allocated budgeted amount. The total amount was \$625,771 to be awarded to five of the six proposers, it included procurement, delivery and installation. It was recommended to add a \$15,000 contingency to allow for flexibility for changes that may occur.

The award itself would go to a variety of dealers based upon low cost proposals. Mr. Walker perused through the document that showed the various low cost dealers and their proposals for specific pieces of furniture.

He asked the Board to take action at their next meeting to award to the low cost bidders at the total amount of \$625,770.57 with a contingency added in of \$15,000 bringing the total allocated amount to not exceed \$640,770.57.

Mr. Quintana asked if the procurement of products was discussed among the design team and staff during this process? There are current supply chain issues occurring throughout the country. Mr. Walker said, the concern was discussed that was why PCCLD and the design team wanted to get the order solidified. Furnishings would not be accepted or needed until the end of the 2<sup>nd</sup> quarter of 2022, there was a high level of confidence that these items would be delivered on time. If there was a longer time frame in the receipt of the furnishings, then temporary alternatives would be provided. It is not the matter of if it's available but when it's available.

Mr. Quintana asked that this item be placed on the next agenda for action.

## **5. Legal Representation**

OVERVIEW: A new letter agreement for PCCLD legal representation was presented for discussion.

Mr. Walker shared that Collins, Cole, Flynn, Winn & Ulmer was the title of the new firm PCCLD would use for legal representation. He noted that the letter provided to PCCLD by the firm and the scope of services looked like it was in good order. There was an increase in hourly rates in 2022. Mr. Miller's specific hourly rate went from \$265 to \$300. Ms. Romero included the rate increase in the 2022 budget, it totaled \$4200.

Mr. Quintana had looked over both letters and he commented that everything seemed to be in line with what was agreed upon. He stated that the increases were moderate and reasonable and fell within the range that had been provided. He stated that he had no issue with moving forward with the new letter in 2022.

Ms. Garcia shared that she would love to see this as an action item on the next agenda.

There were no further questions or comments and it was asked that the item be put on the Thursday agenda for action.

## **6. Pueblo Library Foundation Board of Directors**

OVERVIEW: The Pueblo Library Foundation Board of Directors submitted Michael Voute for the Trustees' consideration for reappointment as a member of the Pueblo Library Foundation Board of Directors. Mr. Voute's current Foundation Board of Director term ends on December 31,

2021, and he was nominated for a new three-year term to commence on January 1, 2022.

Mr. Quintana said that overall Mr. Voute had been a tremendous asset to the Foundation, PCCLD and the community. He had no reservation in reappointing Mr. Voute to the Pueblo Library Foundation Board of Directors.

Ms. Gairaud reiterated what Mr. Quintana said and asked that this be put on Thursday's agenda as an action item. She shared that Mr. Voute had been terrific to work with on the Foundation Board and he was a library lover. She said that as long as he was willing to serve she hoped he stayed on the Board.

There were no reservations to this item being added to the agenda for approval.

## **7. 2022 Holiday Dates**

OVERVIEW: The Trustees reviewed the proposed 2022 holiday closures in November. The Trustees were asked to approve the 2022 scheduled closures at their December 9 meeting.

Mr. Walker shared that Juneteenth was listed as a Sunday closure on the 2022 calendar and that it was the only change from the 2021 calendar.

No further discussion ensued and it was added to the regular meeting agenda for approval.

## **8. RFID Library Solutions**

OVERVIEW: Jill Kleven (Director of User Services) reported on a recommendation for an agreement to pay \$38,800 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries. This required Trustee approval because it exceeded \$25,000.

Jill Kleven shared that this was the automated materials handling (AMH) systems agreement with RFID Library Solutions. The agreement was for \$38,800 for the upcoming year. Typically, the agreement was for \$63,000 but due to the renovation of the first floor AMH the warranty was included. She shared that 2021 was the last year of the maintenance agreement with this vendor. The new agreement was for 3 years and would be in effect until 2024, the total three-year amount was \$166,400. This would be for service and maintenance on PCCLD's four AMH's. Broken down it would be \$63,800/year with the exception of 2022.

Mr. Quintana asked why there was a shift to the 3-year agreement from the 5-year agreement? Ms. Kleven explained that this was discussed earlier with the Board and it was due to the fact that the machines were aging and PCCLD was scheduled to renovate other their other branches so the 3-year term made more sense.

Ms. Gairaud asked if staff was still holding checked in items for a period of time due to Covid? Ms. Kleven said that this was stopped after 6 months, there was evidence that Covid was not as transmissible through items like books as it was initially thought.

Mr. Quintana requested this be put on the next agenda for approval.

## **9. Bibliotheca**

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Jill Kleven (Director of User Services) described the recommendation to contract with Bibliotheca for 2022 for a cost of \$55,853. This required Trustee approval as it exceeded \$25,000.

Ms. Kleven shared that the year to year agreement included all the support and maintenance on PCCLD's self-checks, three Bibliotheca sorters, all PCCLD credit card machines and security gates, and all RFID scanners. It also included all the software that IT would use to troubleshoot any issues. She explained that the new contract was slightly different. Due to the renovation, the Rawling's quad gate and three of the self-checks would be removed.

She asked if there were any questions and there were none.

Mr. Quintana requested that this item be placed on the regular agenda for action.

#### **10. Laptop Procurement**

OVERVIEW: Jill Kleven (Director of User Services) reported on a recommendation to procure public-use laptops for the Rawlings Library at a not-to-exceed amount greater than \$25,000, which required Trustee approval.

Ms. Kleven shared that Laptops Anytime had been approved as the laptop vendor for PCCLD. She worked with this vendor and Mr. Childress, Director of IT, to select a laptop for use in the PCCLD vending machines. A higher end Chromebook was selected, the Dell Latitude 5400 I5 processor with a battery warranty. The battery warranty was included per Laptops Anytime's suggestion.

Dell came in with a quote of \$38,611 for 48 devices, CDW Government at \$49,056, and the lowest bid was from Insight Public Sector at \$32,761 but I5 processors were not available so they quoted I3 processors. Taking that into consideration, PCCLD would be better served to go with Dell.

Mr. Quintana saw the added value to spend the higher amount on the I-5 processor to avoid replacement costs.

This item was placed on the regular agenda for action.

#### **11. Koha Integrated Library System**

OVERVIEW: Jill Kleven (Director of User Services) reported on the recommendation to pay ByWater Solutions \$43,060 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2022. This required Trustee approval since it exceeded \$25,000.

Ms. Kleven reminded the Board that the switch to Koha was made in 2018 so PCCLD was at the end of their 5-year agreement. The \$43,060 had not increased over the years. \$34,100 was for the Koha support and hosting and the \$8,960 was for the 4010 installation and migration. These amounts were broken down over 5 years and this would be payment four of five payments.

Ms. Kleven requested approval of this amount because ILS was what helped make the library run.

There were no discussions or question so this was added to the regular agenda for action.

#### **12. Mayoral Letter in Regard to Masking in Pueblo County**

OVERVIEW: Mr. Walker emailed out to the Board a letter from the Mayor that requested the Board of Health to enter an order that would require masks be worn indoors in all public places unless the indoor activity was limited to persons who had been vaccinated against Covid-19. He welcomed the library district to endorse the letter.

Jon Walker shared highlights of the letter that stated that there was an increase in Covid-19 cases and a crisis in both Pueblo hospitals. The infection rate, according to CDC guidelines, was very high in Pueblo County, the highest infection and death rate in Colorado. As a result of these numbers the Mayor asked the Pueblo Board of Health to enter an order that required masking in all public buildings unless the person was vaccinated. He reminded the Board that PCCLD has had a masking policy in place for the last few months.

The Mayor requested that PCCLD endorse the letter. Mr. Walker shared that some businesses have endorsed the letter and others have not. He stated that he did stand behind PCCLD's policy on masking. He said that he would follow the guidance from the Board of Trustees with regard to the letter.

Mr. Quintana asked the Board if there was any discussion about PCCLD's stance with regard to the letter and the Mayor's request for PCCLD to endorse it for the entire City.

Ms. Garcia said that she was who brought the letter to Mr. Walker's attention because it was brought to the

Latino Chamber Board and it was endorsed by them. The common areas in the Latino Chamber building would now require that staff and visitors be masked for the safety of both the staff and the visitor. They received some pushback from some elected officials. She felt that the order made sense and said that other communities had more stringent restrictions. She said that it made sense and the library was already doing it.

Mr. Quintana shared that it was what PCCLD had already decided to do within their facilities. The bigger question was if the Board wanted to require that for other businesses?

Ms. Garcia suggested that the Board stay neutral from the letter and say that PCCLD already follows the requested order.

Ms. Bregar thought that this could be the answer and that she wholly supported PCCLD's masking requirements. She shared that she attended an event in a public building and she was the only person who was masked. She was told that masks were not required if she had been vaccinated. She agreed that Trustee's response to the Major's request be that PCCLD had already followed the requested order. She was a bit hesitant to extend that request to the community.

Mr. Quintana was in line with Ms. Bregar's thinking. He stated that the Board's consensus was that the Library was doing their part. He felt that if it was a joint request from the City and the County, the Board's appointing bodies, he might be more willing to suggest endorsement of the letter. He thought that PCCLD's response should be that they supported the intent of the letter, but he would go with what the majority of the Board wanted to do.

Mr. Walker said that he would be happy to draft a letter and stated the current library practices without a specific endorsement. He reiterated that the reason PCCLD does have a masking requirement was to protect the staff and to protect the public health for the community. He would present the drafted letter back to the Board at Thursday's meeting for their consideration.

Ms. Garcia shared that she understood that PCCLD was part of the City and the County but PCCLD had a lot more autonomy than the Latino Chamber because they are funded by the City and the County. Their position was to step up the advocacy in terms of making sure that business patrons are safe and so are their staff, not just their customers.

Mr. Quintana felt that Ms. Garcia made a valid point and asked if there was any further discussion about this topic. He felt Mr. Walker brought up a great next step in the discussion and requested the discussion to continue after more members have had time to solidify their thoughts.

#### **IV. ADJOURNMENT**

The meeting was adjourned at 3:21pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees was scheduled to take place beginning at 5:30pm, Thursday, December 9, 2021. This meeting would be conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An 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)

Respectfully Submitted by

Rose Jubert  
Secretary to the Board of Trustees.