

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

2:00pm, December 8, 2020

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

Doreen Martinez, President, called the meeting to order at 2:02 p.m. Ms. Martinez asked Rose Jubert to conduct roll call.

Board Members Present: Doreen Martinez, President
 Stephanie Garcia, Vice President
 Marlene Bregar
 Lyndell Gairaud
 Phil Mancha
 Fredrik Quintana
 Dustin Hodge

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, Controller
 Rose Jubert, Secretary to the Board
 Vicki Sullivan, Colorado Special Districts Property & Liability Pool

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board or the Executive Director may suggest corrections or modifications to the agenda at this time.

Doreen Martinez – Ms. Martinez asked to add an agenda item, the nomination of officers to the 2021 Board of Trustees. This item was added as; III. Discussion Item 16.

III. Discussion Items

1. New Managers in 2020

OVERVIEW: The following new managers will be introduced pertaining to 2020 job changes: Aaron Ramirez (Manager, Special Collections & Museum Services), Alexandria Romero (Controller, Finance), and Jennifer Tozer (Manager, Greenhorn Valley Library).

Jon Walker – Mr. Walker introduced each of the new managers and gave a brief background on each of them. All three managers were in attendance on the call.

-Aaron Ramirez, Manager Special Collections & Museum Services – Mr. Walker shared that Mr. Ramirez started with the Library in 2018 and was promoted to his current position in 2020. Mr. Ramirez stated that it was a privilege and honor to have been promoted and was very appreciative. Mr. Walker added that Mr. Ramirez relocated his family from Texas when he accepted his position.

-Alexandria Romero, Controller – Mr. Walker stated that Ms. Romero was no stranger to the Trustees since she had participated in several meeting. He shared that Ms. Romero started with the Library in 2019 as a Senior Accountant and was promoted to Controller, overseeing the Finance Department, in 2020. He welcomed Ms. Romero into her new role and added that she would have a prominent part in

the meeting. Mr. Walker emphasized that Alex did a great job and was pleased to have her.

- Jennifer Tozer, Branch Manager – Greenhorn Valley – Mr. Walker shared that Ms. Tozer started with the Library District in 2018. She was hired as the Lamb Branch Librarian and later served as the Librarian for technology training based out the Rawlings Library. She was promoted to manager at the Greenhorn Valley Branch in 2020.

Mr. Walker shared that this was an awkward way to introduce new managers via video conference but still wanted to do the introductions so that people could get to know one another and start to interact more. He stated that as the Board moves forward in the coming months they will be hearing more from Mr. Ramirez and Ms. Tozer in their respective roles.

2. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Sherri Baca (Associate Executive Director) will review PCCLD worker's compensation, property/casualty and liability insurance coverage recommendations for 2021. The costs of coverages are included in the budget and require PCCLD Board of Trustees' approval since it exceed \$25,000.

Sherri Baca – Ms. Baca stated that it was that time of the year to renew the Library's corporate insurance coverage. She added that this year was a bit different because the Library was going on their own and would not use an insurance broker to set up the insurance coverage. She and finance would work directly with the Colorado Special Districts Property and Liability Pool or the CSD Pool.

Ms. Baca introduced Vicki Sullivan, Client Relations Coordinator with the Colorado Special Districts Property and Liability Pool. She shared that Ms. Sullivan would be going over the Library's renewal and that Ms. Sullivan had been a broker in the past and was an expert in her field. Ms. Sullivan would walk the Board through the different coverages. After Ms. Sullivan was done Ms. Baca would present the Cyber Insurance.

Ms. Baca presented the 2020/2021 Renewal Contribution and Exposure Comparison on her screen.

Vicki Sullivan – Ms. Sullivan stated that the renewal coverages and deductibles were going to be the same as 2020. She shared that there would be an increase in the premium mainly due to property coverage. Ms. Sullivan explained what an experience mod was. An experience mod calculates your loss ratios, the premium you paid and the claims that had been paid out since 2012. The driving factor was a large claim in 2017. She shared that they had capped exposure at 1.45 and had only a 17% difference in the mod rating, but there was a rate increase and a hail surcharge. The property rate increased by 3% and there was a 7% hail surcharge, that was where the 27% property contribution increase came from.

Ms. Sullivan explained that another factor affecting the premium is the General Liability. Included in this item is the capital expenditures.

Ms. Sullivan asked if there were any particular questions the Board had?

Sherri Baca – Ms. Baca assisted Ms. Sullivan and shared that the 2021 column was the premium renewal column and the 2020 column was the current premium payment and the difference column is the percentage change. The items in blue were Ms. Sullivan's details about what's anchoring that particular premium. She reported that under the General Liability item the difference is the additional property tax due to the mill levy, that needs to be backed down so the Library doesn't pay insurance coverage on the additional capital.

Ms. Baca reported that the Public Officials Liability Contribution/Directors and Officers. The driver on this item is the number of employees, Ms. Baca felt that might be a little high.

Property Contribution is the only line item that has changed dramatically which was largely due to the hail/wind claim in 2017.

Excess Liability, this is the Library's umbrella and is based on the general liability, auto and public official's liabilities. As adjustments are made in the general and public official liability you will see that number come down.

Phil Mancha – Dr. Mancha stated that the 19% increase in total contributions and the 12% increase in net costs was high. He asked how these percentages compared to last year's figures as well as 5 years. What was the increase last year? He also questioned if the Covid-19 pandemic had an effect on the numbers.

Sherri Baca - Ms. Baca informed Mr. Mancha that the increase last year was 10%.

Vicki Sullivan – Ms. Sullivan shared that her Board authorized a refund for Covid hardships. The Pueblo Library District will be receiving a refund of approximately \$15,000.

Jon Walker – Mr. Walker shared that this is an offset to the fees.

Sherri Baca – Ms. Baca stated that there was some good news in this renewal regarding worker's compensation.

Vicki Sullivan – Ms. Sullivan shared that the Library's worker's compensation mod compared the Pueblo Library's experience with a national experience. 1 was the baseline and anything above a 1 you would pay more anything below a 1 you would receive a credit. The Library is currently trending down from a 1.29 to a 1.22.

Sherri Baca – Ms. Baca stated that the experience mod is based on history and she hoped it would hold. She talked about the 19% total 2021 contribution increase and said that would slightly come down after readjustment of the other numbers. She noted the savings of not working with a broker and that was a cost savings of \$7,700. She shared that the Net 2021 Cost less the \$15,000 the Library is actually at a decrease status. The Pool did insure clients during the 6 - week shutdown, there was no risk to the Library when the buildings were empty.

Marlene Bregar – Ms. Bregar questioned the Public Officials Liability Contribution item, specifically the increase in staff members from 2020 to 2021. She felt it was high.

Sherri Baca – Ms. Baca answered that it might be a technicality because of the way the Pool looked at worker's compensation. The Pool had the Library list out all of the substitute pool individually by name. She shared that sometimes substitutes work and sometime they don't so when you add everyone who had worked at the Library to include substitutes that is how the number got so high. Ms. Sullivan offered to meet with Ms. Baca to review the figures so that the correct numbers are reported.

Doreen Martinez – Ms. Martinez asked, that when you look at the bottom line without any adjustments the increase for this year was 12% and the increase for last year was 10% making that a 2% increase, correct. Ms. Baca agreed.

Sherri Baca – Ms. Baca reminded the Board of the 2017 storm that caused damage to the roof at the Pueblo West Library and to the Rawlings Branch and the how large the claim was. The cost was \$149,000 and the Library is seeing the impact of that now.

Jon Walker – Mr. Walker stated that Ms. Baca and Ms. Sullivan will refine figures hopefully that will emerge the next few days. He asked the Trustees at their Thursday regular meeting to consider approval of the \$132,356 total 2021 contribution amount. He does believe this amount would go down but that was yet to be seen. He asked Ms. Sullivan if it would be possible to get the refined figures by the Thursday regular Board meeting? Ms. Sullivan said that she would try. Mr. Walker stated that if these figures are presented he requested the Board approve but not exceed the \$132,356 amount.

Sherri Baca - Ms. Baca shared that the \$132,356 was in the budget and it has be accounted.

Doreen Martinez – Ms. Martinez stated that she would set this as an action item for Thursday's meeting to approve the worker's compensation property casualty liability and the Cyber insurance in an amount to not exceed \$132,356.

Sherri Baca – Ms. Baca stated that she had one more thing to share. The Library's Cyber insurance was renewing but not with the Pool. The Pool still provides \$200,000 in coverage and the Library carries an additional \$1 million. She shared that t HUB International had pre-brokered the Cyber Liability Policy and they went to market, Beazley currently holds the current coverage. The current costs are \$2,927.67. Beazly's renewal rate totaled \$6950 and another company, The Coalition, had a renewal rate of \$3,139.51. She recommended a change to the Coalition Board approval is not needed. She presented the figures for the Coalition.

Ms. Baca reiterated that the Cyber Policy Market was changing and mainly because there are a lot of ransom's being paid and a lot of claims being filed. She shared that The Coalition's renewal rate of \$3,139.51 was in the budget.

3. Resolutions to Adopt the 2021 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2021 PCCLD Budget

OVERVIEW: Draft resolutions will be presented for discussion. The Preliminary 2021 Budget was presented on October 13, 2020, and a public hearing of the Proposed 2021 Budget was held on November 19, 2020. The PCCLD Board of Trustees will be asked to take the following actions at the December 10, 2020, meeting:

Adopt the 2021 PCCLD Annual Budget

Set the Annual Mill Levy

Appropriate Funds for the 2021 PCCLD Annual Budget

Doreen Martinez – Ms. Martinez set the listed items as action items for the Thursday meeting since it is mandatory to have this items on the agenda.

Alexandria Romero - Ms. Romero went over the budget changes since the last meeting in November. She explained that she would be going over each line item and indicate if it made a positive or negative impact on the bottom line.

General Fund – Changes made

	Change
-Adjust Friends grant to the amount budgeted in the Friends of the Library 2021 Budget.	\$13,450
-Add Chamberlain annual contribution to the Pueblo Library Foundation.	(\$8,000)
-Add 2 Starlight Award catered lunches at \$500 each.	(\$1,000)
-Increase legal service estimate.	(\$11,800)
-Adjust Nesbitt 2021 activity.	\$1,965
-Reduce Bibliotheca annual contract amount to actual for 2021	\$12, 046
-Grant carry forward addition (hotspots)	(\$11,530)
-Adjust insurance to actual for 2021 (health, prop & liability)	\$15,961.76
-Increase in wages & payroll taxes – salary adjustments and additional accountant	(\$41, 696)
-Final accessed value update	(\$16,658)
-Specific Ownership tax decrease due to property tax decrease	(\$1,457)
Total General Fund Net Change	(\$52,648.24)

Capital Projects Fund – Changes made

	Change
-Trailer replacement	(\$5,000)
-Salary expense allocated to the Rawlings Renovation.	(\$10,00)
Total Capital Projects net change	(\$15,000)

10-Year Financial Projection

Ms. Romero stated that she had updated the 2020 and 2021 projected numbers. She discussed pertinent line items.

-Lease Purchases (COPS)

Ms. Romero reiterated the fact that the Library was able to skip the last payment for 2020. In moving forward monthly payments are budgeted and scheduled at set amounts.

-Transfer to the capital project fund was shown as was an ending balance in the general fund of approximately \$4.6 million. In 2021 this balance would be approximately \$4.4 million.

-Capital projects funds

Ms. Romero highlighted the 2020 projected revenues and the projected expenditures. She clarified that the projected expenditures were items expended for the Rawlings renovation. The transfer in fund had an \$8.1 million amount, which included the transfer in amount of \$1.49 million and the COP issuance. She stated that this took place in November and the net effect in the capital projects fund is the difference between the \$8.1 million and the \$1.4 million. Total combine funds ending balance for 2020 is \$8.1 million and \$10.9 million for 2021.

-Unassigned Fund Balance % of operating expenditures, this is the Libraries policy to have 20%. There is more than that to cover any expenditures. This would be taking unrestricted fund balance and showed how much the Library has compared to the revenue in the general fund. Ms. Romero shared that the Library is doing very well even for the next couple of years.

-Debt services % of revenue

Ms. Romero stated the Library was at 9.98% in 2021.

She shared that if there were any questions prior to Thursday's meeting to please contact her.

-Resolutions

Ms. Romero reviewed each of the resolutions.

-Resolution to adopt the annual budget. She shared that this resolution was similar to the resolutions in years past. The only updates to the current resolutions was the year, and the dates the meetings took place. The request is to accept the budget on December 10th, the date of the regular meeting.

-Resolution to appropriate sums of money for each of the funds. She reported that the changes would include the dates, and the sums for each of the funds.

The funds include;

- General Fund - \$12,512,251. The amount of revenue budgeted for 2021.
- Capital Project Fund - \$531,654. The amount of revenue budgeted for the Capital Project Fund.
- Reserve/Fund Balance - \$4,241,046. The amount to be spent on the Rawlings renovation.

This includes the COP issuance funds and using them in the Capital Project Fund. This amount also includes the 3% the Library holds. She stated that although the Library doesn't have to abide by the Tabor it is budgeted into this amount.

The total appropriation would be approximately \$17 million.

-Resolution to set the Mill Levy. Ms. Romero reported that the Library received the final assessed value last week and the only changes from the previous year are the dates. She reported that the amount of money necessary to balance the budget for general operating purposes was \$11,136,028. This number is higher than what was budgeted because the Library conservatively budgets at 99.6% of the total amount to ensure they do not go over the assessed valuations.

The total assessed valuation for the Pueblo City-County Library District was certified by the County Assessor at \$1.9 billion.

The Library levied a tax of 5.872 mills and a small amount for abatements, .022 mills, for 2021. 5.85 was levied for general operating expenses. Total was \$11,136,028.

-2021 Updated Budget

Ms. Romero went over the key topics and summaries of the budget. She shared that the Board could review the updated documents prior to the Thursday meeting. She stated that 2020 was a bit unusual when it came to

expenditures due to the Covid-19 pandemic. She made note of Other Financing Sources and Uses and that it directly named the COP transactions. The report also listed the COP payment schedule.

Ms. Romero asked if there were any questions.

Marlene Bregar – Ms. Bregar asked about specific ownership tax. She asked if there was any mention of what the County had not collected due to COVID. She specified license plates and tags, she had noticed while driving the city that there were several expired temp and regular plates.

Alexandria Romero – Ms. Romero shared that this past summer the County was going to end where they had budgeted. She had not heard anything since that time.

Doreen Martinez – Ms. Martinez thanked Ms. Romero and complimented her on the work she had done. This was set as an action item for the Thursday regular Board meeting.

4. Disposal of Property

OVERVIEW: Alexandria Romero (Controller) will present a recommendation for property disposal.

Alexandria Romero – Ms. Romero shared the disposal of property request on the screen. She stated that one of the Library trailers had been stolen and this action would remove this item from the Library's fixed assets. The insurance claim has been submitted and she did budget for a replacement trailer for 2021. Mr. Mancha asked if the trailer had been found, Ms. Romero let him know that it had not been located.

Jon Walker – Mr. Walker stated that the Library had been working with the police and there was video of the perpetrators but unfortunately they could not make out licensing details. He shared that the good news was that the trailer was in the replacement plan for next year so it was set to be replaced and the money has been budgeted. He said that it was the recommendation that the Trustees take action to dispose of the property, the Library does not expect to reclaim the trailer.

Stephanie Garcia – Ms. Garcia suggested that a GPS device be put into Library vehicles.

Jon Walker – Mr. Walker stated that was a great idea and made note to research this item further.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting.

5. Funds Transfer to Pueblo Library Foundation

OVERVIEW: Alexandria Romero (Controller) presented a recommended action to authorize the transfer of \$8,000 in 2020 from Chamberlain fund proceeds to the Pueblo Library Foundation.

Alexandria Romero – Ms. Romero shared that this recommendation came from the 2020 budget Special Revenue Fund – Expenses. It stated that “the 2020 budget reflects a \$8,000 contribution to the Pueblo Library Foundation”. The recommendation would be to have this money transferred to the Foundation as restricted.

Doreen Martinez – Ms. Martinez stated that she would set this as an action item.

6. Koha ILS

OVERVIEW: PCCLD is entering into its third year with ByWater Solutions Koha ILS. Jill Kleven (Director of User Services) described the recommendation to pay ByWater Solutions \$43,060. This amount is included in the budget and required Trustee approval as it exceeds \$25,000.

Jill Kleven – Ms. Kleven shared the invoice for ByWater on the screen and stated that the amount was for the third year of support. She explained that ByWater supports Koha, the Library's ILS (Integrated Library System). Included in the support and hosting was \$8,960 for the installation of the initial migration which was broken down in a 5-year contract. Ms. Kleven gave a total of \$43,060 and asked the Board to approve this amount in order to cover the ILS system.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting.

7. Bibliotheca

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for assistance in maintaining self-check, checkout, and material sorting equipment. Jill Kleven (Director of User Services) described the recommendation to pay Bibliotheca \$55,454. This amount was included in the budget and required Trustee approval as it exceeds \$25,000.

Jill Kleven – Ms. Kleven pointed out that there was a reduction on the invoice for Bibliotheca, the new amount was \$52,954. She shared that the Library was able to remove a piece of the contract that was no longer needed, the events screens on the self-check because the Library is moving to Communico. The quote does include the maintenance for all 23 self-checks, 3 AMH sorters that are in the newer libraries, the credit card machines that are on the self-checks, the security gates at all branch locations and the RFID pads on staff computers. Ms. Kleven said that this was a yearly contract and last year they worked to reduce the costs quite a bit. She shared that this year's invoice mirrors last year's invoice, the Library did not see an increase as they have in previous years. She asked the Board to approve this amount for 2021.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting.

8. RFID Library Solutions

OVERVIEW: PCCLD utilizes RFID Library Solutions material sorting equipment and support services. Jill Kleven (Director of User Services) described the recommendation to pay RFID Library Solutions \$63,800. This amount was included in the budget and requires Trustee approval as it exceeds \$25,000.

Jill Kleven – Ms. Kleven stated that the invoice is for the remaining AMH sorters which are located at Rawlings, Lamb, Barkman and Pueblo West. The Library is in year 4 of a multi-year contract, the amount remains the same. The contract ensures that the vendor will provide all equipment service that is needed. Ms. Kleven asked that the Board approve this amount.

Marlene Bregar – Ms. Bregar asked if there had been any complaints about service?

Jill Kleven – Ms. Kleven replied by saying that she was the one to receive complaints. She shared that the Lamb Branch had a minor complaint a few weeks ago. Overall the equipment was doing really well.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting.

9. Pueblo Library Foundation Board Appointments

OVERVIEW: Nick Potter (Director of Community Relations and Development) presented a recommendation to re-appoint Jesse Ones and Lyndell Gairaud, respectively, to full terms on the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

Nick Potter – Mr. Potter announced that there were two reappointments Ms. Gairaud currently serves as the Foundation's Vice President. He shared that this would be a recommendation for Ms. Gairaud to serve a third term on the Foundation Board. Her experience and time on the Board is invaluable, as well as her personality and commitment make her the ideal person. Mr. Potter shared that Jessi Ones was the other recommendation, she would serve a second term and currently serves as president to the Foundation Board. Ms. Ones fulfills a cross over position between the Friends of the Library and the Foundation.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting.

10. Pueblo Library Foundation Corporation Bylaws Update

OVERVIEW: Nick Potter (Director of Community Relations and Development) presented a

recommended update to the Pueblo Library Foundation corporate bylaws for discussion. The Pueblo Library Foundation Board is registered as a nonprofit corporation in the State of Colorado and its bylaws require the approval of the PCCLD Board of Trustees.

Nick Potter – Mr. Potter posted on the screen a proposed bylaws change to – 01.01.03 Article III. Board of Directors, Section 3.4. The piece that was requested to be changed was a language change for the board of directors annual meeting. He shared that it would change from being held “in January”, to being held “in the first quarter of the year”. He stated that this would allow the meeting time would be more flexible and could be held in either January, February or March since January is a tight turnaround time for the board.

Lyndell Gairaud – Ms. Gairaud commented that the Foundation Board had previously changed the quarterly meeting schedule so the board could meet in November instead of October. The reason for this change was to allow Mr. Potter to update the board on the outcome of various Library events and fundraisers, Black Tie Ball, Pueblo Reads Program, etc. This change shifted the meetings by a month and that is why the board proposed the change because they are not planning on meeting in January but will meet in February.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting

11. 2021 Holiday Dates

OVERVIEW: The Board has reviewed proposed 2021 holiday closures. The Trustees were asked to review the 2021 scheduled holiday closures for approval at the December 10 regular meeting.

Doreen Martinez – Ms. Martinez asked for questions, hearing none she set this as an action item for the regular Board meeting.

12. Temporary Library Policy Addendum Regarding Emergency Closings

OVERVIEW: The Trustees adopted a temporary addendum to the Emergency Closings Policy on March 23, 2020. It was reviewed and reapproved again at subsequent Trustee meetings on a monthly basis until June 25, 2020, when the temporary policy was approved through December 31, 2020. It is recommended that the Trustees extend the Temporary Addendum to Policy 02.09.09 Emergency Closings through January 31, 2021.

Doreen Martinez – Ms. Martinez commented that in the current state of Pueblo County as well as the world this is a smart decision.

Marlene Bregar – Ms. Bregar asked if this time frame was long enough, could it be changed to March 31st instead?

Doreen Martinez – Ms. Martinez did not think that was necessary since reviewing the policy monthly was not difficult to do. Or she asked if the Board preferred to move it to March and re-word the policy now?

Marlene Bregar – Ms. Bregar felt the March 31st date would be better and Mr. Mancha agreed to post it as an action item with the March date at the next meeting. Mr. Quintana was ok with either quarterly or bi-annual review.

Doreen Martinez – Ms. Martinez set this as an action item to continue the temporary addendum to policy 02.09.09 through March 31, 2021.

13. Temporary Telework Policy

OVERVIEW: The Trustees adopted a PCCLD Temporary Telework Policy on June 25, 2020, approved through December 31, 2020. It was recommended that the Trustees extend the Temporary Telework Policy through January 31, 2021.

Doreen Martinez – Ms. Martinez recommended that this also gets approved through March 31, 2021. There was a unanimous decision to change this through March 31, 2021.

Stephanie Garcia – Ms. Garcia asked once a Covid vaccine was available would Library staff be required to take it? What was the policy? This was a question a lot of employers are asking. She shared that ARC is working on this and getting national guidelines. Ms. Garcia was putting this on the Board's radar. Board members were in agreement with Ms. Garcia. Ms. Garcia stated she was reaching out to other businesses so any information she gathers she will share with the Board.

Jon Walker – Mr. Walker was in agreement and shared that Terri Daly was monitoring the situation. Ms. Daly shared information with him that the Employers Council shared with her in recent days. He shared that there are a number of questions as Ms. Garcia pointed out and some segue into things like ADA and people's own health issues. He reminded the Board that for employment matters the Library typically turns to Employers Council, they have attorneys the Library works with on a regular basis. He welcomed any information from Board members or others with regard to the vaccine. He shared that they would also be watching what other public libraries are doing with regard to this issue. Mr. Walker stated that he did not have a proposal at this time.

Doreen Martinez – Ms. Martinez set this as an action item for the regular Board meeting with the changed date of March 31, 2021.

14. Board of Trustee Appointment

OVERVIEW: There is an upcoming term expiring on December 31, 2020 on the Library Board of Trustees. The appointment status will be reviewed.

Jon Walker – Mr. Walker stated that he was very pleased to talk about the appointment. He shared that Ms. Martinez had been reappointed to the Board of Trustees. The Library received word from the City of Pueblo via email, a signed document that Mr. Walker will forward to Ms. Martinez.

15. PCCLD Board of Trustees Assessment

OVERVIEW: The PCCLD Board of Trustees were asked to complete the online self-assessment prior by the end of December. The assessment tool was discussed.

Doreen Martinez - Ms. Martinez reminded the Board members that assessment is always an issue every year when it comes to completing it they drag their feet. She asked that everyone please complete this as soon as possible.

Board members asked where they could find the assessment.

Jon Walker - Mr. Walker stated the assessment could be found at, <https://www.pueblolibrary.org/boardassessment>. He asked that once the evaluation was finished to please send an email to Ms. Jubert. He shared that in January they would provide the tabulated results back to the Board at the work session.

Doreen Martinez – Ms. Martinez asked Ms. Jubert to send out the link to Board members to make it easier.

Lyndell Gairaud – Ms. Gairaud reminded the Trustees that they also need to do an assessment on Mr. Walker.

Doreen Martinez – Ms. Martinez shared that this process starts in January. She shared it was on her calendar for January.

16. Nomination of Board of Trustee Officers

Doreen Martinez – Ms. Martinez shared that in January the Board needs to take a look at this topic. She stated

that Ms. Martinez currently sits as the Vice President and Ms. Martinez voiced that she would like Ms. Garcia to step up into the president position but here was no pressure to do so, it was just a suggestion. She shared they need to have someone sit as vice president and president. The bylaw reads that Ms. Martinez would continue in her position as president until a replacement is found. She shared that she likes her position but felt a change was necessary in order for the Board not to become stagnant or the Board may like a new leader in the position. She stated that there was something to be said about sitting at the helm but there was also something to be said about sitting on the Board, you can focus your attention on the topics. She said that with Ms. Garcia in the Vice President seat she could let Ms. Martinez know if she would be interested in stepping up or is anyone were interested in stepping up to just let her know. She asked those interested to send her an email with their intent in the next couple of weeks so they aren't scrambling in January.

Stephanie Garcia – Ms. Garcia stated that in no way was she the heir apparent. She encouraged others to step if they wanted to be considered.

Jon Walker – Ms. Walker stated that it would be put on the agenda in January. He wished the Board Happy Holidays and that 2021 is a better year. Ms. Gairaud stated that she was happy to serve on the Board and thanked PCCLD for her gift, Ms. Bregar echoed that as did other Board members.

Doreen Martinez – Ms. Martinez wished everyone Happy Holidays and stated that this isn't an ideal situation due to Covid and asked that everyone take care and stay healthy.

IX. ADJOURNMENT

Estimated total meeting time: 1 hour 30 minutes