

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, February 15, 2022**

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

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 Dustin Hodge, Vice President Stephanie Garcia Lyndell Gairaud Marlene Bregar Phil Mancha
Board Members Not Present:	Doreen Martinez
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
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 Alan Rocco, Director of Facilities Aaron Ramirez, Manager – Special Collections Regina Renee Ward, Manager - RRA Nichole Lawless, Supervisor – Circulation Kayci Barnett, Manager – Giodone Library Alicia Griebel, Manager – Barkman Library Heather Wilder, Manager – Pueblo West Library Jennifer Tozer, Manager – Lamb Library Kristi Roque, Manager – Lucero Library Linda Lewis, Manager – Green Horn Valley Library Kirsten Dees, Early Literacy Librarian Missy Mantelli - Accountant Keith Hall, 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. IDEA Initiative

OVERVIEW: Terri Daly (Director of Human Resources) and representatives of the Webb Advisory Group reviewed work underway on PCCLD's Inclusion, Diversity, Equity, and Access (IDEA) initiative.

Ms. Daly reported that part of the PCCLD strategic plan was the implementation of an IDEA initiative. A committee of PCCLD staff members reviewed 10 proposals and selected Webb Advisory to assist with this process. Ms. Daly shared that she had been working with them since October 2021 and an organization assessment was done. She turned the meeting over to Yolanda Webb of Webb advisory to discuss her role and the findings of the assessment as well as recommendations.

Ms. Webb stated that the Trustees should be aware of their role in IDEA. Were their voices and perspectives being heard? Did management and the Trustees reflect the diversity of the organization and the community? Do PCCLD programs address all constituents equally? Does PCCLD's work create a more accessible world?

She shared that they conducted key informant interviews made up of PCCLD staff members and formulated a report that was designed to identify inclusion, diversity, and equity. Four key areas were the focus and they included; organization, policies & procedures, leadership and education. She emphasized that this work was the work of the entire organization not just Human Resources.

Results and findings of the Key informant interviews were reviewed. Key points included the fact that staff were committed to a collective vision and mission and there was great employee retention. Policies and procedures were unified but there was uncertainty with regard to equity, there was a need for consistent communication from leadership, and the need to define and clarify the role of the Social Justice committee was discussed. There were concerns surrounding diverse hiring practices, and barriers to addressing inclusion, diversity, equity and access. The need for training in behavioral health and how to work with patrons was addressed.

Organizational assessment recommendations included the creation of a functioning Social Justice Committee along with a shared team process. The role of a Chief Diversity Officer was suggested. This person would maintain the momentum of the Social Justice Committees commitment to identifying key local and regional IDEA issues that would tie directly to PCCLD's objectives. Another recommendation was to create an environment that encouraged employees to draw upon their cultural backgrounds and to create affinity groups to help lead IDEA conversations. Conflict resolution and understanding every employee's perspective was another recommendation, these could be difficult conversations but different perspectives could lead to common ground and a new openness. It was recommended that PCCLD build a communication system so information could flow easily and frequently between senior leadership and staff. At least one face-to-face IDEA meeting prior to the launch of IDEA initiatives was strongly suggested.

The final step that was discussed was the Equity Strategic Action Plan. Webb Advisory recommended that PCCLD examine their HR systems, practices, requirements and organization culture. They felt that the Trustees should develop an IDEA statement and should publicly communicate this statement. PCCLD should maintain ongoing and regular HR audits to ensure IDEA was present in all policies and procedures. Webb Advisory recommended that PCCLD hire both a full-time social worker to support both staff and patrons as well as hire or appoint a senior level IDEA leader. Also recommended was the development of a diverse talent pipeline and for PCCLD to present multi-language learning opportunities for both staff and patrons. Leadership should look like the people they employ and the community they serve. IDEA topics should be easily and quickly located on PCCLD's website for both staff and patrons.

The Equity Strategic Action Plan would consist of an equity goal, an initiative, an identified lead person, identified resources, a timeline would need to be implemented and then ask how would this become sustainable. This would be about how to get leadership, employees and the community to have these conversations that matter.

Webb Advisory suggested that PCCLD should review its existing communication process policies and procedures as well as focus on communications and education and review its public relations and marketing to communities of color. She shared that the demographics of Pueblo are changing and it was imperative to address the needs of those communities of color that were growing

Mr. Quintana thanked Ms. Webb for the information that she shared. He said that this was work the library was interested in taking on and was a great first step. He looked forward to what PCCLD could build.

Ms. Garcia felt it was a wonderful presentation and was interested in learning more about the Social Justice committee and their role in the community and the library. She thought it could have played a bigger part in the Columbus statue controversy that took place.

Ms. Regina Renee Ward explained that PCCLD's Social Justice Interest Group was not a committee it was a group who read books about social justice and how those books informed their practices in the library and the staff.

Ms. Gairaud asked if there was a follow-up timeframe on this process to see if PCCLD was moving forward or going backward. Ms. Webb stated that they do circle back and conduct another organizational assessment to ensure the process was sustainable.

Ms. Bregar asked if the Social Justice group desired to keep their group as a book study then would the assumption be to create a different team to handle this initiative of IDEA. She felt that Pueblo had a great deal of social justice issues and one that is prevalent was homelessness.

Mr. Walker there are plans to engage the Webb Advisory group at the All Staff Day and at a managerial meeting. The Social Justice Interest Group and the Social Justice Committee are different but related, the topics do overlap. The fact that the interest group came onto the library scene showed the need and the desire PCCLD had to continue this type of work. PCCLD's at a starting point with IDEA and sustainability's an important part.

Ms. Bregar asked what was the Board's and each Trustee's involvement as the process goes along? Ms. Webb said that the Trustees would need to oversee the process, is this work being done? PCCLD needs to establish some metrics and report out to the Trustees and be held accountable. A Board of Trustees statement needs to be made in writing and posted on the website, what does the Board believe with regard to IDEA.

2. Materials Use Policies

OVERVIEW: Amy Nelson (Director of Rawlings Library and Customer Experience) presented a review and recommendations regarding PCCLD's Use of Materials policies.

Ms. Nelson shared that the Use of Materials policies governed the circulation of materials, customer accounts, the responsibility of account users. She shared that some of the items that would be presented included library issues around how library accounts were handled, how customer information was managed, retained and disposed of, and how fees were assessed and collected. The intent of the presentation was to only review policy updates and to seek Trustee approval. Periodic update of policies was added to PCCLD's annual objectives in order to stay compliant with state and federal laws.

Nichole Lawless, Supervisor of Circulation Services was tasked with updating the policies.

Ms. Lawless provided recommended updates in the areas of library patron accounts, confidentiality of library customer records, personal identifying information, circulation of materials, library fees and collection agencies.

Ms. Bregar asked if the library bar code number that was referenced in the personal identifying information policy meant the barcode on the patron's card? Ms. Lawless said, yes.

Mr. Quintana asked that these changes be put onto then next agenda for action.

3. Fixed Asset Disposal Request

OVERVIEW: Alexandria Romero (Chief Financial Officer) presented recommendations for certain requests for Disposal of Property.

The disposal document was reviewed by Ms. Romero and included the annual discarded and weeded books

and collection materials. These items were donated or recycled. The other requests came from the Special Collections department and included various hardware that would either be e-recycled, sold or donated.

This item will be put on the next Board agenda for action and final approval.

Ms. Garcia asked if PCCLD had been asked to purge any books from their collection?

Mr. Walker said that a handful of requests to pull books from the collection/requests for consideration had been received. He said that an item could be pulled due to content or the condition of the item. If they are asked to be pulled due to content, there was a review process that required the Executive Director to put together a committee of librarians to review material in question. They look at how other libraries handled the review of this item as well as a variety of other considerations. Freedom of information stands pretty strongly against removal of items or censorship. Decisions are reported to the State.

Ms. Garcia asked to have the policy put onto the next Work Session agenda. Ms. Kleven offered to review the policy at the next Work Session.

4. Financial Report

OVERVIEW: Alexandria Romero (Chief Financial Officer) reviewed a report on the January 2022 bills and fund statements. The Trustees will be asked to ratify the January 2022 bills and accept the January 2022 fund statements at their regular meeting on February 24, 2022.

Ms. Romero shared that she would be absent from the next board meeting and asked to report to the Trustees at today's meeting.

She highlighted key items from the combined balance sheet. The accounts receivable amount of \$74,580 was the outstanding balance from Pueblo County for the Reading Pays program. Under liabilities there was more activity than normal. The accrued payroll/accounts payable of \$981,893 was the HW Houston bill for November and December 2021 services for the Rawlings Renovation. The capital project expense payable was at (\$179,033) and was not moved over to the capital project fund until February, that was why it was showing in the line item. Included in this amount were the laptops for the vending machines, the new InfoZone installment payment, furnishing expenses for the renovation and some AMD invoice payments.

She reviewed the general fund statement of revenue and expenditures and said that the percentages were expected to be at 8.3%. Under revenue the specific ownership tax and the property tax were showing 0% because the amount that was because these totals were reported in December. February will show January amounts collected.

Salaries were at 4% due to the pay periods, there were two of them in January. The first was all of December's payroll except for one day. The one day is listed under the 2022 expenses. The employee insurance was paid in advance due to the fact that PCCLD had a new vendor and finance wanted to see what would be the best way to conduct payments either through check or EFT. Total personnel expenses were at 5% for the month.

She highlighted and explained some of the higher expenditures. The majority of periodicals were prepaid so they were at 76% spent. The total materials expenses were at 6%. Utilities were showing 0% because they were for services in December and were paid in December. Insurance expenditures were at 96% because the annual premium was paid in January. Under operating both contract services and professional memberships were higher due to these items being prepaid. Technology contract services was at 69% spent due to payment of annual contracts.

In the Cap fund there was not a lot of activity. The only activity was (\$87,549) under building construction. This was due to the funds being located in the general fund. These were expenses that were incurred in January but were for December services.

The Payment History Month showed larger amounts due mainly to the Rawlings renovation. Total payments for January were \$539,725.32.

Total Payables	\$539,725.32
Total Payroll	\$400,906.32
Grand Total	\$940,631.64

The P-card transactions were low due to the spending cutoff, there was nothing of note to report. Total was \$5,690.57.

The report was added to the next agenda for ratification and acceptance.

5. Pueblo Library Foundation Board of Directors

OVERVIEW: Dustin Hodge has been a member of the Pueblo Library Foundation Board of Directors and this term expired on December 31, 2021, and the Trustees discussed filling this seat.

Mr. Walker explained that there were certain seats on the Foundation Board that are designated for two Trustees. Mr. Hodge and Ms. Gairaud had most recently occupied those seats.

Mr. Walker reported that City Council and the County Commissioners approved Mr. Quintana and Mr. Hodge to serve on the Board of Trustees for another term.

Mr. Hodge shared that he enjoyed working on the Foundation Board and representing the Trustees, he said that he was open to continuing unless someone else wanted to serve.

Ms. Gairaud thanked Mr. Hodge for his service and shared that she would like him to continue to represent the Trustees on the Foundation Board.

Ms. Bregar suggested that a motion be added to the next agenda to reappoint Mr. Hodge to the PCCLD Foundation Board. Mr. Quintana agreed and asked to have this added to the next agenda.

6. Temporary Masking Policy

OVERVIEW: The Trustees reviewed the PCCLD Temporary Masking policy.

Mr. Walker presented the current policy that was adopted and updated in September 2021 and gave the following update. The situation with Covid in Pueblo had gotten better. CDC cases in the last week had decreased by 35% and hospital stays had also decreased. Things were improving at a rapid pace. He shared that if this continued we need to be responsive in a safe and healthy way. The City had rescinded their masking requirements in City buildings and there had been changes with the Health Department with regard to schools. These were indicators that we were headed in the right direction. He shared that he would keep the Board informed of any updates.

Mr. Mancha asked how masking compliance with 2-year-old patrons was going? Mr. Walker mentioned it had been a challenge. He said that PCCLD would be looking to lower the masking policy for all users of the library in the near future.

Ms. Garcia said that she had watched the board of health meeting. She shared that schools would be mandated to have a mitigation plan to include taking temps at the doors asking questions about symptoms and reporting outbreaks. She asked what additional obligations would library staff have to undertake if a mitigation plan was needed to be put into place if mask requirements were lowered? She shared that 5 year olds and under still have access to the library but still do not have access to the vaccine.

Mr. Walker explained that the library was not bound by health orders as they pertain to schools. The PDPHE health order regarding schools was not binding to the library. He said that he had made no decision with regard to masking. He said that he would continue to look to the public health recommendations for guidance. If the decline continued at the rate it had been PCCLD would look at lowering the masking requirements.

7. Board Assessment

OVERVIEW: Results of the Board self-assessment was discussed.

Mr. Quintana shared that there was not full participation from the Board with regard to completion of the assessment, 5 out of 7 were received. The lowest score fell within the having a method in place for orientation and onboarding. Similarly, the method for recruitment and replacement was low scoring. Everything else scored ok, with no deficiencies.

Ms. Garcia said that she had recently attended a training outside of the Board of Trustees that covered items such as open meeting laws, CORA requests, and dialog amongst board members without a posted meeting, general board member things. There was a conflict of interest form that was needed to be signed by those in attendance. She felt that this was very beneficial and asked if Mr. Miller could put together something like this for the Trustees to complete annually. Mr. Quintana felt that it should be part of the January annual meeting. Discussion ensued over what was a quorum, Mr. Miller said that he felt it was 3 or more but would confirm that at the next Board meeting.

Ms. Bregar asked Ms. Baca if there was training similar to this through SDA. Ms. Baca replied that there was a refresher training course and offered to find out when the next training was and share that with the Trustees.

Ms. Gairaud asked if social mixers needed to be posted since work topics were mentioned at these types of events. Mr. Miller shared that this would fall under what was called a "social engagement" and if more than a quorum would be in attendance then a notice should be posted that the Board would be in attendance at this function but that no official business would be conducted. Posting like this had been published when Board members attended library conferences.

Mr. Quintana felt that the Trustees Board Development committee should take on this task of an annual refresher training for all Trustees.

Mr. Walker reminded the Trustees to not hit "reply all" when replying to emails send from him to the entire Board. This could constitute a violation of the open meetings act. Mr. Miller said that the Trustees could respond yes or no to an email that was asking all of them if they were going to be in attendance at a meeting. They could not go into an email conversation about what was going to be discussed at that meeting.

8. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(b) and (4)(e), Colorado Revised Statutes, the Trustees conducted an executive session for the purpose of a conference with PCCLD's attorney for purposes of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the draft Tax Increment Financing Agreement for the Mitchell Park South Urban Renewal Plan.

9. Executive Session

OVERVIEW: Pursuant to section 24-6-402(4)(f)(I), Colorado Revised Statutes, the Trustees conducted an executive session for the purpose of discussing a personnel matter with regard to the Executive Director. The involved employee has been notified of the executive session and given the opportunity to have the matter discussed in open session.

Ms. Gairaud made a Motion, seconded by Mr. Mancha to enter into executive session at 4:08pm.

Ms. Gairaud made a Motion, seconded by Ms. Garcia to exit executive session at 5:04pm.

IV. ADJOURNMENT

Mr. Quintana made a motion to adjourn the meeting.

The next regular meeting of the Pueblo City-County Library District Board of Trustees was scheduled to take place beginning at 5:30pm, Thursday, February 24, 2022. This meeting will 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 is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees