

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, February 16, 2021**

**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**

Mr. Quintana called the meeting to order at 2:01 p.m. and asked Rose Jubert to conduct roll call.

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

Board Members Not Present: Doreen Martinez

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, Director of Finance  
Amy Nelson, Director of Rawlings & Customer Experience  
Jill Kleven, Director of User Services  
Nick Potter, Director of Community Relations  
Robert Childress, Director of Information Technology  
Maria Kramer, Youth Services Manager  
Sean Miller, Information Technology  
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.

Fredrick Quintana – Mr. Quintana requested to have item 6. Executive Session be rescheduled to a later date. He asked to instead discuss who the Board would like to nominate for the Library's Outstanding Women's Award.

**III. Discussion Items**

**1. PCCLD COVID-19 Service Response**

OVERVIEW: An update report on PCCLD's COVID-19 service response was presented.

Jon Walker – Mr. Walker shared that on January 19, 2021 the libraries re-opened to limited access for the public. The public had been limited to one hour per library visit, starting February 17<sup>th</sup> time would be extended to 2 hours since Pueblo had moved to blue/cautious status on the Covid dial. He shared that this did not change much on how the libraries run except for the added time to patrons in the buildings. Meeting rooms remain closed at this time but he hoped to open up limited meeting room use on March 1<sup>st</sup>, Covid protocol would remain in place. In regard to staff, office areas would move from 25% capacity to 50% capacity which would allow staff to return to their normal office settings. Curbside service and virtual programming would

continue. He stated that once the weather warmed up there would be an allowance for outdoor programming.

Mr. Walker commented on the vaccine situation. Library workers are being considered to be included in status 1B.3 the next level of access according to State protocols. He shared that the Health Department had stated that library workers would be included in this phase but nothing had been officially documented. Library advocates and others have asked for clarification from the Governor's office as to whether or not library workers would be included in phase 1B.3, this continued to be an ongoing topic.

Stephanie Garcia – Ms. Garcia commented that she had recently attended a multi chapter meeting for her place of business (ARC) and they discussed Covid updates. She shared that a lot of the pop up clinics aren't following State guidelines in terms of the phases. One of the clinics Ms. Garcia was associated with cannot ask for IDs to verify age or what the health factors are that qualified the person. She shared that it would be up to the clinic as to who they would vaccinate. She shared that if the Library wanted to fill out a form to be considered as a pop-up clinic it would make it easier and faster for staff to be vaccinated.

Jon Walker - Mr. Walker shared that he had received word today on a pop up clinic in Pueblo that was sponsored by NeighborWorks and the CDHE. He said that he sent the form Ms. Garcia had forwarded to him to some internal staff to look over. Mr. Walker shared his concern about the hodge podge of screening that had been going on depending on who was providing the vaccine. He shared there are a variety of avenues available for vaccines. The Library had also been in touch with their health provider, Benefits Brokers, and they had provided guidance on this issue. There was a staff meeting yesterday and Ms. Daly, HR Director, had provided vaccine information. He shared that he was aware of a handful of staff members who had received their vaccine not because they are library workers but they fit other criteria. He felt the issue was a supply issue, not enough vaccines were available. He circled back to the idea of the Library hosting a pop-up clinic and said he had been discussing this with upper management and felt it was something that needed to be looked at more closely.

Mr. Walker asked Ms. Garcia if ARC was looking into hosting a pop-up clinic.

Stephanie Garcia – Ms. Garcia shared that she had an ARC board meeting and that she was concerned about liability issues. She shared that slips and falls would be handled the same as any other visit to a host's facility. The Department of Health and Environment are the people handling the vaccine and any problems that may arise with it and they require the person receiving the vaccine to sign a waiver. She said that with those issues addressed ARC might host a clinic. Ms. Garcia shared that Denver vaccination sights are so backed up that her 86-year-old parents could not get a vaccination date before May.

Jon Walker – Mr. Walker said that the goal of Colorado libraries was to get library workers included in the 1B.3 phase. He said a local goal would be to host a pop-up clinic in order for library staff to be able to get vaccinated. He welcomed the Trustees to contact the Governor's office and request that library workers be included in phase 1B.3.

## **2. 2021 Property Disposal Request**

OVERVIEW: The Board of Trustees annually make a broad determination to donate or discard weeded collection materials, which are considered to be fixed assets in aggregate, as well as dispose of miscellaneous surplus furniture and equipment. The Board of Trustees discussed the recommended 2021 Disposal of Property Request. It was recommended that the Trustees approve the 2021 Disposal of Property Request presented for the disposal of discarded collection materials as designated retroactive to January 1, 2021.

Jon Walker – Mr. Walker stated that this request was an annual process.

Alexandria Romero – Ms. Romero concurred with Mr. Walker and added that the process weeds out items that are no longer needed in the system. These items are either donated to the Friends of the Library book store, donated to charities or other non-profit organizations, or recycled with other methods of disposal are exhausted. She shared that this process was done throughout the year but the Library was requesting a blanket disposal

request for the entire year.

Sherri Baca – Ms. Baca shared that on the document was the Colorado Revised Statute number (CRS 24-90-109), this signified that the action was required by Colorado State Library Law.

Fredrick Quintana – Mr. Quintana reminded the Board that this was a standard request that reoccurred on the agenda annually.

He requested that this be set as an action item on the next agenda

### **3. Board Assessment**

OVERVIEW: Results of the Board of Trustees' self-assessment were discussed.

Fredrick Quintana – Mr. Quintana stated that he reviewed the overall scores and the majority of the questions fell in the 4 & 5 score range which was good. There was a common question that was brought up more than one time and it was question 17, "The Board pays more attention to the ends than the means and to what will be accomplished rather than how it will be done." He shared that people asked what the question meant and this wasn't the first time there had been confusion or lack of participation with this question. He felt that the Board Development Committee should discuss this question to see if could be omitted or re-structured.

Stephanie Garcia – Ms. Garcia shared that she was the person who wrote that she had no clue as to what this question meant.

Fredrick Quintana – Mr. Quintana added that in his opinion was the Board avoiding micro-management, are they truly focused on policy rather than getting involved in the weeds of procedure and how things get done? Was this a question that needed to be re-structured? Are we as the Board operating in our right lanes?

Stephanie Garcia – Ms. Garcia said that this was a very important question if it meant staying in our lane and not over stepping our responsibilities.

Lyndell Gairaud – Ms. Gairaud shared that Ms. Garcia was not alone, the Board stumbled over this question every year. She suggested that it be rewritten so it was clearer. Ms. Bregar agreed.

Fredrick Quintana – Mr. Quintana agreed and said that he would send that question to the Board Development Committee to re-write.

Marlene Bregar - Ms. Bregar shared that the CAL Trustee Division came up with video training sessions, many are free of charge, some deal with board responsibility and other topics. She felt that the Board Development Committee should keep in touch with that committee and get notification as things come up. Ms. Bregar shared that she was going to sit in on a training to see what it was like, this was a good and easy way to keep up on training.

Lyndell Gairaud – Ms. Gairaud thought this was a great way to gain training opportunities but wondered if CAL recorded these trainings so people could view them when they had the time. Ms. Bregar said that the intent was to have these trainings recorded so people could view them at a later date that her impression was once the training was over it would be accessible via a recording.

Marlene Bregar – Ms. Bregar asked Ms. Baca if the Library or the Board had a membership to CAL or if people had to join individually.

Jon Walker – Mr. Walker shared that the membership to CAL was dropped due to budget restrictions. He stated that the Library Should acquire the membership again and return it to the budget. This did come out of the director's office budget. Ms. Baca said the membership could be added back into the budget.

Sherri Baca – Ms. Baca commented that Kayci Barnett, Library trainer, books various trainings for Library staff. Ms. Baca stated that she would talk to Ms. Barnett and have her look into various trainings for the Board. Ms. Bregar offered to provide Ms. Barnett contact information for the CAL: person who offered the trainings she

took.

Lyndell Gairaud – Ms. Gairaud added that the Board needed to stay on top of this and look into video conferencing/training in order to meet the Board member standards.

Fredrick Quintana – Mr. Quintana shared that there were two other valid comments that needed to be addressed.

The first was whether or not there exists conflicts of interest in regard to the recruitment and recommendation of new Board members. Discussion needed to take place on how the board sees this process and how best to approach it.

Stephanie Garcia – Ms. Garcia shared that Mr. Miller and his firm represented other libraries around the state, are there examples of how other libraries handle recruitment? She stated that the Board struggles with this problem every time someone's term expires. The Board doesn't seem to have a process or policy in place.

Fredrick Quintana – Mr. Quintana stated that the Board doesn't really recruit as a Board and definitely does not have a policy in place. He said that over the last several appointments the City and County have often included the Board as part of the interview process, there have been occasions where they haven't included the Board in the process. In these instances, the Board had reached out on their own to get to know the candidates.

Bart Miller – Mr. Miller offered to look into this topic.

Fredrick Quintana – Mr. Quintana shared that the second topic of discussion involved moving Public Comment to the beginning of the agenda. Mr. Quintana shared that in the past Public Comment had been at the front of the meeting, this was approximately 10 years ago. It was moved to its current place on the agenda, after the Director's Report, in order for the public to hear the status of the organization. Mr. Quintana opened the floor to discussion.

Stephanie Garcia – Ms. Garcia stated when the Board had community members come in at a previous meeting some of them left because they couldn't stay so the Board lost the opportunity to hear her. Ms. Garcia shared that she understood the need to have Public Comment placed on the agenda at strategic times, she gave the example of another board meeting where she had to move public comment to after the financial report so attendees could hear valuable information before making a comment. She said that some attendees would leave after hearing the information and leave without making a comment. She felt that the need to move public comment could be based on the situation. She said that out of respect for the attendee's time the Board should consider moving it to the beginning of the meeting unless there is a need to move it to another place on the agenda for a particular reason.

Lyndell Gairaud – Ms. Gairaud said that she had never thought of moving it but was open to consider moving it, if it doesn't work well then move it back to its original place on the agenda.

Marlene Bregar – Ms. Bregar shared that she would like to have it at the beginning of the meeting. She did remember when this changed and part of the reason was to omit the angry people complaining without hearing the reason why things are done the way they are done. She felt the Library has moved past this point since there isn't anything controversial happening at this time so it would be a good time to make the change. She shared that the other Board she is a part of had their Public Comment at the beginning of the meeting with a 3-minute time limit and it worked well.

Fredrick Quintana – Mr. Quintana asked if anyone would like to keep it where it was at, no one commented. He said that with no strong ties either way and an interest in moving it, an action item would need to be brought to the Board to request to change the Bylaws to relocate the order of Public Comment.

Jon Walker – Mr. Walker shared in 2014 Public Comment was moved up to the post it is currently at, it had been buried further in the agenda prior to 2014.

Stephanie Garcia – Ms. Garcia suggested that instead of changing the Bylaws to change the agenda for the meeting. If the Board knows that they have a person at the meeting who would like to speak they can change the order of the agenda for that meeting.

Fredrick Quintana – Mr. Quintana favored this approach to not amend the bylaws but to amend future agendas to accommodate public comment.

Stephanie Garcia – Ms. Garcia said that this would help people who are transit dependent.

Fredrick Quintana – Mr. Quintana stated that was the end of the discussion items from the survey. He shared that overall everything else looked good.

Stephanie Garcia – Ms. Garcia asked if Mr. Miller was still on the call and stated how important it was to have a formalized process for recruitment and posting since the Board had been in trouble years back on this topic. A recruited Board member was given financial benefit from contracts from the Board. Ms. Garcia stated there are differing ways the Board had worked with the City and the County in the appointment of new members, there had been no process in place to fall back on or as a safeguard against any accusations of wrongdoing. Mr. Quintana suggested a conversation about this topic with the City and the County.

Marlene Bregar – Ms. Bregar asked if a MOU should be in place with the City and the County before official Board policy was created. She thought the appointment of Board members was dependent on the City and County by statute.

Fredrick Quintana – Mr. Quintana stated that this was an important topic and it needed to be addressed. He shared that he would work with Mr. Hodge, Mr. Miller and Mr. Walker on the creation of the policy. Discussion topic will be brought back to the Board.

#### **4. Master Facilities Plan Update**

OVERVIEW: Sherri Baca, Associate Executive Director, and Alexandria Romero, Director of Finance, provided an updated report on the PCCLD Master Facilities Plan.

The updated Master Facility Plan worksheet was presented to the Board on the screen. Ms. Romero spoke of the following changes to the plan that occurred since the last time it had been reviewed by the Board.

Based on the preliminary financial results from 2020, the amount of review over expenditures that would drop into the fund balance was \$1.7 million. In 2022 the Library would add \$1 million to its already projected budgeted transfer amount of \$950,000. In 2022 the general fund capital transfer would read \$1,950,000. The larger transfer amount would allow the Library to change the construction plan completion date to 2029 rather than 2031.

The Barkman Branch construction was moved to coincide with the Lucero Branch construction. Both branches are expanding so it made sense to do their construction at the same time, the planning and architect fees would be done in unison in 2022. The allocated amount in 2022 for Barkman and Lucero was \$1.325 million. The Lucero Branch construction would conclude in 2023 and the Barkman construction would conclude in 2024.

Pueblo West planning would begin at the end of 2024 and construction would conclude in 2026. The Lamb Branch renovation would begin in 2027 and construction would end in 2028. Giodone's renovation would primarily be in 2028 and finish in 2029. Greenhorn renovation would commence and end in 2029.

Ms. Romero explained that the transfer amounts in each year were changed so it would smooth the unassigned fund balance percentage of offering expenditures from 2023-2029.

NEH grant and matching funds. Ms. Romero reported that the Library did increase the total amount for NEH from \$1,050,000 to \$1,132,500 but kept the estimate conservative in 2021 and 2022.

Ms. Baca wanted to review a little more about the expenditure cycle before Ms. Romero moved on in her report.

She shared that all of the projects were originally contemplated in 2019 with Humphries Poll/Dennis Humphries and there was a scheduled declare at that time. The good news was that most all of the projects had been accelerated in time, the Rawlings Library would finish 2 years early, Pueblo West would start a year earlier, Lucero Library would move up 4 years, the Barkman Library moved up 6 years both the Giodone and Greenhorn branches move up 1 year. She shared that the reason Lucero and Barkman were accelerated and moved to the front of the line was because both branches included an addition to the building as part of the renovation plan. It made sense to move those libraries up in order to realize the potential of their increased size. Pueblo West would start in 2024 it was slated to start in 2025, it was felt that if there would be additional fund raising come through money would be diverted to the Pueblo West project.

10-year projection. Ms. Romero highlighted specific parts of this report.

Revenue. Ms. Romero said that typically the 2019 audit amount would not be listed on the report but since 2020 was such a different year she felt that 2019 offered a better base line comparison. One area that was looked at to be adjusted was property tax revenue. Since the property valuation did not see a decrease there was a 1%- conservative increase. The total projected revenue increase for 2022 was \$114,331 and in 2024 it was increased from a 0% to 2%.

Transfer amounts, amounts that were transferred over from the general fund to the capital projects fund each year. Those transfers include the piece from the Master Facility Plan as well as \$400,000 going to the Library Replacement Plan each year and \$10,000 for any contingency items in each year.

Unassigned FB % of operating expenditures. Ms. Romero reported that the Library's policy is to have a minimum 20% unassigned fund balance operating expenditures. With the preliminary 2020 results, the percentage jumps to 48% by transferring \$1 million in 2022 to the Master Facility Plan it brings the percentage to 34%. 2023-2029 the percentage is around 30%, that is 10% higher than the required policy amount.

Sherri Baca – Ms. Baca shared with the Trustees that 2020 had been a better financial year than what had been thought. Revenues over expenditures were \$1.7 million more than what was anticipated. The Library kept \$700,000 back in the general fund to bulk up that balance. Safety valves, there are a couple of options in the event things take a turn for the worse. A few of the exit strategies were the \$700,000 that would be left in the general fund, the ability to do architectural work for Barkman and Lucero in 2022 but postpone construction based on what was going on with the budget, and there was a 3% increase for the re-valuation put in as well.

## **5. Internet Service Provider**

OVERVIEW: PCCLD issued an RFP for Internet Service Provider services in alignment with federal eRate grant requirements. A procurement recommendation was presented to the Trustees for discussion. This procurement required Trustee approval as it exceeds \$25,000.

Jon Walker – Mr. Walker reminded the Trustees that the Library would benefit with regard to telecommunication costs that includes internet services from the Erate grants that the Library gets back through a federal program. Erate does hold the Library's feet to the fire in terms of some calendaring items. The Library had gone to the Trustee's after an RFP process. The Library's tied to the USAC Erate calendar. If the Library sticks to the calendar and the approval process the Library stands to gain quite a bit financially through the USAC Erate refunding.

Robert Childress – Mr. Childress presented a PowerPoint.

What is Erate Funding – Mr. Childress reported that the schools and libraries universal support program, Erate program, helps schools and libraries obtain affordable broadband and also infrastructure. Eligible schools, libraries and districts apply and the funding can be requested under two different categories. The two different categories are telecommunications services/internet access and switches, firewalls, and other pieces that help bolster the infrastructure.

Mr. Childress reported that the Library's current internet provider was Unite Private Networks (UPN). This provided a 1 gigabit per second circuit (GBPS) for the entire library district and included internet speed. The Internet service provider contract would expire 6/3/2021, this is aligned with the Erate timelines and

requirements. He reported that the Library issued an RFP through the USAC portal and received responses from ENA, SECOM, and UPN. Mr. Childress listed the breakdown of the responses in regard to term, company and bandwidth (1,2 and 5 GBPS). He noted that the Library currently paid \$1495 per month for 1 GBPS. The breakdown showed that ENA, under a three-year term offered 2 GBPS for \$1350/month and 5 GBPS for \$1450/month. The 5 GBPS circuit amount was cheaper than the current rate the Library paid for a 1 GBPS circuit. He reminded the Trustees that Erate would pay 80% of the cost per month, if PCCLD went with the 5 GBPS option it would be responsible for \$290 per month, currently they are responsible for \$299/month for 1 GBPS.

Mr. Childress stated that his tentative recommendation was to move forward with ENA as PCCLD's new IPS service provider beginning July 1, 2021. He shared that he planned to call references to include Pueblo District 60. He reported that he spoke with Jacob at the Indiana State Library, ENA supports the entire consortium. Jacob highly recommended ENA, 130 libraries in Indiana utilize ENA services. Mr. Childress had a technical interview with ENA and detailed their proposal. ENA does support various Colorado libraries and the southeastern BOCES.

Fredrick Quintana – Mr. Quintana asked if the libraries last contract was a multi-year contract? Mr. Childress confirmed that it was and felt that this choice combined well with PCCLD's infrastructure and the Rawlings renovation.

This was set as an action item for the next Regular Board meeting.

## **6. Executive Session**

OVERVIEW: The Board of Trustees would have entered into Executive Session for the purpose of discussing a personnel matter with regard to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee had been notified of this Executive Session and was given the opportunity to have the matter discussed in open session.

This item was postponed until a later date.

## **7. Outstanding Women's Board Nomination**

Mr. Quintana asked to have this item added to the agenda.

Frederick Quintana – Mr. Quintana proactively had a conversation with Nick Potter, Communications Director. Through the conversation they developed two strong recommendations for the Trustee's consideration. Jill Kleven, Director of User Services and Michelle Vigil, Website Manager. Both really stepped up during the 2020 pandemic with items that impacted the community. Ms. Kleven managed the acquisition and use of hotspots to ensure that the libraries digital collection was virtually accessible. Ms. Vigil managed the website during a time when everything was forced to be online.

Stephanie Garcia – Ms. Garcia agreed with the suggestion and noted that Ms. Kleven had assisted and helped get computer usage to a student to get them out of truancy court.

Marlene Bregar – Mrs. Bregar added that both women had been exceptionally helpful to her in answering questions. She whole heartedly agreed that they deserved recognition.

Fredrick Quintana – Mr. Quintana said that he would work with Nick to complete the nomination paperwork.

## **IX. ADJOURNMENT**

Prior to adjournment Mr. Quintana had an announcement.

-He asked that all Trustees complete the Executive Director's evaluation if they had not done so.

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, February 25, 2021, via teleconference. An

interactive public session will be hosted with social distancing protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

Mr. Quintana adjourned the meeting.