

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, January 18, 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 is 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

Board Members Not Present: Doreen Martinez
Phil Mancha

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
Jill Kleven, Director of User Services
Robert Childress, Director of IT
Jennifer Tozer, Manager – Lamb Branch
Regina Renee Ward, Manager - RRA
Keith Hall, IT

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 changes or modifications to the agenda.

III. Discussion Items

1. Annual Meeting of PCCLD Board of Trustees

OVERVIEW: The Board Trustees will hold its annual meeting on January 27, 2022, with the following items for action:

A. Election of Officers

The Bylaws provide “The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.” The officers to be elected are President and Vice President.

Mr. Quintana stated that he was in his second year and that the positions were typically for 2 years. The discussion to be had would be what we would like to see for Board leadership in the coming years. He shared that if there was an interest in having other Board members serve in the capacity of President and Vice President, nominations could be made. Mr. Quintana shared that he would be interested in serving again as

President. Ms. Garcia asked if Mr. Hodge would like to move to Board President. Mr. Hodge shared that he would be happy to serve in any capacity but felt that he was not ready to serve in the capacity of President. He did like that Mr. Quintana offered to serve another term. Ms. Garcia shared that she had too much on her plate to entertain serving in either position, president or vice president.

Mr. Quintana asked the Board to think about who they would like to serve in these positions and to be ready to vote at the annual meeting.

B. Selection of 2022 Board Meeting Dates, Times, and Locations

The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." A recommended calendar of meetings is included in the Board packet.

The Board calendar was presented to the Board and was included in the Board Packet. The dates, times and locations were reviewed. Ms. Garcia asked if the Board would continue to have the virtual option to attend the meetings? Mr. Quintana stated that due to the ongoing Covid-19 pandemic, the Board may meet at other locations. He shared that meeting virtually would be considered another location. He also shared, if the Board decided to change this that they would have it put onto the Board agenda and have a discussion. He liked having this ability to meet even after Covid. Mr. Walker offered to review the Board's by-laws with regard to meeting virtually. He said that currently the by-laws have a section on video/teleconference meetings that's been in place for a number of years. In short, meeting via video or teleconference could continue to be an option even after Covid. Ms. Bregar asked that when the by-laws are reviewed that both the video and audio options are included.

Mr. Walker added that PCCLD had improved their video/teleconferencing technology capabilities. Once the Board gets back to live meetings a new broadcast type technology would be put into place.

Ms. Gairaud stated that she agreed with Ms. Garcia and liked and appreciated the teleconferencing option. It allowed her the ability to not have to leave work early in order to make the Thursday meetings.

C. Posting 2022 Board Meetings Notices

The Trustees takes action at its annual meeting to designate location of the official posting of notice of PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

Mr. Quintana stated that there were no plans to change this process.

D. Affirmation of Ethics Statement

By policy, "individual members of the Board of Trustees shall annually sign the Ethics Statement adopted by the Board of Trustees." A copy of the statement will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

The ethics statement was presented. Mr. Quintana asked that the Trustees sign the form and preferably have it turned in by the next board meeting. He asked Mr. Walker if it was possible to have the form changed to accept an electronic signature. Mr. Walker said yes and that it would be out to the Trustee in a few days.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation

Mr. Quintana reminded the Trustees that in the past they had been asked to volunteer for Board committees. He said that he would volunteer for all three of the mentioned committees. He asked for comments and any questions. Ms. Bregar said that she would volunteer to stay on the Audit committee. He asked the Trustees to

volunteer for a committee and if there was little to no response he would assign people to committees and if needed Trustees could trade.

2. 2022 PCCLD Annual Plan

OVERVIEW: Jon Walker (Executive Director) presented a review and recommendation for PCCLD's 2022 Annual Plan.

The annual plan was provided to the Trustees in the Board Packet. Mr. Walker shared that he would touch on a few key items. He stated that the presented annual plan does align with the 2022 PCCLD Budget.

Mr. Walker shared that PCCLD received in December Star Library recognition for the sixth consecutive year. He reminded the Board that with the election results in 2019 continued to substantiate and continues to create strong financial footing for PCCLD.

He said that at the end of 2020 a new long range strategic plan was adopted for PCCLD and the 2022 plan supported the long range plan.

The Covid-19 crisis has impacted the library's annual plan for the past 2 years and has forced PCCLD to respond. Guidance was taken from the public health authorities, the Pueblo Department of Public Health and Environment, the Colorado Department of Public Health and Environment, and the Federal Centers for Disease Control and Prevention. He shared that using these entities provided guidance and consistency and PCCLD would continue to utilize them in 2022. The pandemic did provide some opportunities one being the Reading Pays Summer Reading Program. Another was the vaccination clinics that PCCLD hosted at the various library sites.

Moving into 2022 the annual plan included quite a few objectives, 33 total. The objectives represent new initiatives. Mr. Walker highlighted these objectives the first was the new employee training plan. Kayci Barnett and Terri Daly had taken key roles in this plan that started in 2021.

Cyber-crimes were another item that PCCLD continued to be concerned about. In order to make sure that on-line assets were secured, IT would implement additional security measures in 2022. Multi factor authentication was one of the measures that would be taken in 2022. An example would be password protection steps that were texted to an individual.

Friends of the Library and Books Again store management was in transition at this time. Past manager since 2005, Jim Stuart, has started to step away from the role. Steps had been taken to find a replacement person for Mr. Stuart.

PCCLD is scheduled to be rebranded in 2022, a third party vendor would be involved and a new logo would be created.

Completion of the Rawlings Renovation would take place in 2022. It is anticipated that the newly renovated facility would be completed by the third quarter of 2022.

Materials use policies were currently under review. It was noted that fundamental policy reviews were done approximately every five years.

The Master Facilities Plan, PCCLD had an in depth plan in terms of making sure that all of the library facilities were up to date and refreshed and ready to serve the public. The Barkman and Lucero libraries are the next two facilities to be updated after the Rawlings Renovation. The start of the design and renovation process for the two facilities would start in 2022 with construction to commence in 2023 possibly late 2022.

The next objective involved the internet service. Mr. Walker shared that PCCLD had redundant internet services, a primary service and a fail over service with a different provider. IT was currently working with some technical things behind the scenes with the fail over service to ensure if the fail over system is needed it would happen in a seamless fashion.

A Finance policy refresh is in the process and should be completed in 2022.

The Reading Pays Summer Reading program was the next objective. The Mayor shared at a City Council meeting that the City would be interested in doing this program again in 2022. PCCLD would work with stakeholders in the City and County again and would be ready to repeat the program again.

Fostering economic development was the next objective and it came from the Strategic Plan involved workforce development in the community. PCCLD would look to hire a business librarian to assist with this objective and ensure that individuals in the Pueblo community have a resource at the library for workforce needs.

Diversity, equity and inclusive was the topic for the next objective. PCCLD's currently using the acronym IDEA - Inclusion, Diversity, Equity and Accessibility as their mantra. The work started internally with a third party group who would make sure that PCCLD communicates with staff and are diligent about creating a DEI work culture.

Hotspots, tablets and laptops were the focus of the next objective. PCCLD continued to checkout more of these technologies then they ever had since the pandemic. The goal for 2022 would center around the maintenance and upkeep of these technologies.

As a reminder, new worker's compensation and corporate insurance had been incorporated into the policies for PCCLD. Implementation of those items was currently being done.

PCCLD's also working behind the scenes to make sure their capital assets for all of their information technology, both internal and external was up to date. PCCLD needed to ensure that their capital replacement plan was up to date.

High school equivalency diplomas, GED was the next objective. This is an online service that assists adults with obtaining their high school diploma. PCCLD partnered with other community organizations to make this an in person program as well.

Custodial services every 5-years these services are taken back out into the market place. The current out sourced company that PCCLD works with was CBM. The new RFP agreement was being worked on and would be presented to the Trustee's for approval.

Employee compensation was the next item that was discussed. PCCLD wanted to make sure that staff were compensated well for the marketplace so an additional 3.5 %in compensation was built into the 2022 budget. Typically, PCCLD was at 2.5% but inflationary pressures in the marketplace had forced an increase.

IT policies, it had been several years since the policies and procedures had been systematically reviewed and updated. This review would take place in 2022 under the direction of Robert Childress, IT Director.

A new employee health benefit program was put into place for 2022. There was a change from Cigna to United Health, Terri Daly, HR Director, was overseeing the transition.

The state of Colorado partnered with the Dolly Parton Imagination Library and that program would be implemented throughout the state in 2022. PCCLD would be the Pueblo County representative.

An update to the on-line accounting system was scheduled for 2022. Alexandria Romero, CEO, was overseeing this process which would be a more web enabled on-line accounting system.

Covid-19 would continue to be a topic for 2022 and PCCLD would continue to monitor and respond to public health authority guidance.

Key results had been focused on for a number of years. They were data driven measures that showed great engagement with the community to include the number of books and other library materials that were checked out, how many people visited the library, the use of digital resources and how many people were attending

programs and events. The last few years these items were not the focus due to the pandemic and the goal for 2022 was to get re-centered on these key results.

The PCCLD website that's overseen by Nick Potter and Michelle Vigil would go through migrations and updates to the website, in particular the web content management system Drupal.

The unfurling of the pandemic caused PCCLD to shift to on-line/virtual programming. There had been redundancy in this type of programming so the plan for 2022 was to get more organized and streamline this mode of programming.

The PCCLD meeting room policies and procedures would be reviewed in 2022. Amy Nelson, Rawlings Library Director and her team would take a look at this item as the Rawlings' renovation comes to completion.

PCCLD employed a collection agency for unpaid bills. These bills were mainly from users who had checked out books that were never returned. PCCLD would contract with a new vendor for 2022. Jill Kleven, Director of User Services would lead this process.

The next objective dealt with community outreach. Sherri Baca and Alicia Griebel had already started with project with local schools. The re-focus would be on Librarians and ways they could engage with the community and bring people back into the library.

PCCLD wanted to ensure that the aging population felt well supported, engaged and serviced by the public libraries. This would be a focus in 2022.

PCCLD IT policies would be reviewed for accuracy in 2022. IT budgeted assets for 2022 would be reviewed and various items would be undated throughout the year. These requests would be brought to the Trustees for approval. The telephone system would also be updated in 2022.

Mr. Walker completed the review and hoped that the Trustees would adopt the 2022 Annual Plan which works in line with the adopted 2022 Budget.

Mr. Quintana commended the forward thinking PCCLD staff had with regard to their annual plan. He was excited about the rebranding. He asked the Trustees take a look at the plan prior to the next meeting and asked that this item be put on the next meeting agenda for approval.

3. 2021 Budget Amendment Hearing

OVERVIEW: Alexandria Romero (Chief Financial Officer) presented recommendations for a budget amendment hearing regarding PCCLD's 2021 General Fund.

Ms. Romero reported that yesterday there was a notice in the Pueblo Chieftain announcing the Board's public meeting that would take place at next week's Trustee meeting.

She presented the resolution that would also be in the Chieftain announcement. There was a change in the resolution since the time the Trustees reviewed the document in December. She noted that the funds from the American Rescue Plan Act money for the Reading Pays Summer Reading Program was \$710,000 which allowed a cushion just in case there were any last minute items that needed to be covered. She explained that the budget wasn't over by this amount, but it was customary to show what caused the amount to go over the expenditure. Ms. Romero stated that she did reach out to DORA to make sure she was reporting this in the proper way and she did have written confirmation that this was handled correctly.

Ms. Gairaud had a question about the publication in the Chieftain. She was aware that Colorado law required this type of publication. She asked if the law allowed PCCLD to publicize these types of documents in a supplementary fashion, such as the PCCLD website and if that would fulfill the legal obligation. Ms. Romero said that she did make sure that the announcements/documents were publicized in the Chieftain and would also check to see if a supplementary fashion was acceptable.

Ms. Bregar reported that the Star Journal newspaper may be revived, sometime in the first quarter of 2022. That may be something PCCLD keeps in mind.

Mr. Walker thought that the law required that this type of announcement be placed in a newspaper of public record and that the Chieftain was designated as such. He thought that this could be outdated and referred to Bart Miller, attorney for PCCLD, and his thoughts. Mr. Miller stated that the state laws for budgets has not changed, you still need to publish it in a public publication. He shared that what was shared in the meeting today was a problem with the law, due to Covid, newspapers were not as reliable. He thought that the state legislature may need to take a look at this. Mr. Quintana felt that this was a valid concern and felt that the Trustees were not prohibited from posting to the PCCLD website. He thought that at least if it was posted for the public on the PCCLD website we made to effort to make the document publicly known. PCCLD had no control over the Chieftain and their ability to deliver their newspapers. He thought that doing both could not hurt unless it was prohibited. Mr. Miller concurred with Mr. Quintana and shared that he thought that this resolution was already on the PCCLD website. He said that this was not prohibited. Mr. Quintana suggested having a public notice banner on the front page of the website, making it easier to access these types of documents. Mr. Walker said that he would work on getting this on the PCCLD website banner.

There being no further comments or question, this item was set for action and discussion at the next meeting.

4. Freegal

OVERVIEW: Jill Kleven (Director of User Services) presented a recommendation for payment of \$31,700 payment to Library Ideas for subscription to Freegal Music. This required Trustee approval since it exceeded \$25,000.

Ms. Kleven reported that the 2022 subscription to Freegal was due. This was a very popular e-resource at PCCLD, streaming music and downloads were part of this subscription. In 2021 there were 58,000 hours of streaming music that customers enjoyed as well as 22,000 songs that were downloaded. Since this was such a popular resource Ms. Kleven asked the Trustees to approve this subscription renewal. She added that there was no cost increase from last year.

There were no questions or comments so Mr. Quintana set this item for action and discussion at the next meeting.

5. Self-Checkout Equipment

OVERVIEW: Jill Kleven (Director of User Services) presented a recommendation for procurement of self-checkout kiosk equipment for the Rawlings Library. This required Trustee approval since it exceeded \$25,000.

Ms. Kleven reported that this requested would be for six self-checks that would be located on the first and second floors of the newly renovated Rawlings Library. Proposals were solicited from different vendors. In addition to the self-checks, a five-year service agreement to include annual licensing, support, and maintenance was requested. The project was coupled with a future self-check replacement plan for Barkman and Lucero branches. Vendors were asked to guarantee the same price for six additional self-checks in 2023.

A timeline on how the RFP was issued was presented on the screen. The RFP was issued on 12/17/2021 with proposals due on 1/13/2022 and recommendation to the Board at today's meeting. If approved at the following Board meeting the contract would be awarded on 1/28/2022 with an anticipated installation date of 6/1/2022.

Ms. Kleven listed her scoring rubric. Cost was 35% of the project, the ability to meet basic functionality requirements was 30%, the ease of use was at 20%, Service and support 10%, and vendor references and capabilities as at 5%.

Five proposals were received, vendor names were listed as well as the cost of the self-checks and the 2 to 5-year maintenance costs. Bibliotheca, a familiar vendor to PCCLD, quoted the highest price at \$75,492 and D-Tech quoted the lowest price at \$58,362.

Ms. Kleven highlighted some of the notes from the committee about the vendors. FE Technologies had a lot of features that included e-content integration, gold level of service, an alert to allow staff to know when a machine wasn't working, and a 95% success rate. Another plus was they were one of the lower priced options. Out of a possible 20 cumulative score from the committee, FE Tech scored the highest with 15.2 points.

The recommendation was to award the proposal to FE Technologies pending an upcoming demonstration. If PCCLD was satisfied with the machines and the services, they would also provide self-checks for Barkman and Lucero.

Mr. Quintana wanted to confirm that PCCLD would no longer work with Bibliotheca with regard to self-checks, the contract would move to FE Technologies. Ms. Kleven confirmed that was the case, but PCCLD would continue to work with Bibliotheca. Both vendors' machinery would be compatible.

This item was set for action and discussion at the next meeting.

6. Board Assessment

OVERVIEW: The Board of Trustees' annual self-assessment was discussed.

Rose Jubert, Secretary to the Board, sent out the link on January 7th to complete the Board Assessment. Mr. Quintana asked the Board to have the assessment completed by mid-February so the results could be discussed.

7. Executive Director Evaluation

OVERVIEW: The Trustees discussed the Executive Director evaluation that is due to be completed in February.

Ms. Jubert sent out the link on January 10th to complete the Executive Director Evaluation. Mr. Quintana asked to have those turned in by early February. He also asked Mr. Walker to complete a self-assessment with the request to have it turned in by February 1st.

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 discussing legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding a request from the PCCLD Trustee Joint Appointment Committee of the Pueblo Board of County Commissioners and Pueblo City Council for the shortening of PCCLD Trustee terms.

9. 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 discussing legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding a request from Pueblo Urban Renewal Authority to enter into a Property Tax Increment Revenue Agreement regarding the proposed Mitchell Park South Urban Renewal Plan.

Ms. Gairaud made a motion, seconded by Ms. Garcia to enter into Executive Session for both items 8 and 9.

The Board entered into Executive Session at 3:29pm. Bart Miller, attorney for the Board, and Sherri Baca, Associate Executive Director, were asked to join the Executive Session.

At 4:31pm, Marlene Bregar made a motion, seconded by Stephanie Garcia to exit Executive Session.

IV. ADJOURNMENT

The meeting was adjourned at 4:32pm.

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, January 27, 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