

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, January 19, 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

Ms. Martinez called the meeting to order at 2:00 p.m. and asked Rose Jubert to conduct roll call.

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

Board Members Not Present: Phil Mancha

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
Regina Renee Ward, Manager of Reference and Readers Advisory
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.

There were no corrections or modifications to the agenda.

III. Discussion Items

1. Annual Meeting of PCCLD Board of Trustees

OVERVIEW: The Board of Trustees will hold its annual meeting on January 28, 2021, 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.

Doreen Martinez – Ms. Martinez stated that at the last Board meeting she had asked Trustees to email her if they would be interested in holding the office of either president or vice president and she did not receive any emails. She shared that she did not do any follow up emails and did not want to pressure anyone since this was a role someone should want to do.

Fredrick Quintana – Mr. Quintana said that he would be open to a nomination.

Doreen Martinez – Ms. Martinez asked if Ms. Garcia, since she currently sits as vice president, would be interested in stepping up to the president position?

Stephanie Garcia – Ms. Garcia stated that she would be fine with Mr. Quintana taking the president position. She shared that she thought that last year she would be ready to move up but as the Covid vaccines are beginning to be rolled out to HCBS receipts that was her world and with the coordination of that and how busy she would be she was happy to nominate Mr. Quintana.

Doreen Martinez - Ms. Martinez asked if Ms. Garcia would be interested in maintaining the vice president position or if anyone would be interested in stepping into that position. Ms. Martinez felt that the vice president position should be filled by someone who would be willing to step into the president position. She shared that did not mean the Ms. Garcia could not stay in the vice president position.

Lyndell Gairaud – Ms. Gairaud stated that she would like to see Ms. Garcia stay on as vice president, she loved her input and knew that she could step up if needed. She shared that she would be happy to nominate Mr. Quintana for president and Ms. Garcia for vice president unless Mr. Hodge would be interested in the vice president position.

Stephanie Garcia – Ms. Garcia stated that she was fine with staying on as vice president and she would be equally fine with supporting Mr. Hodge as vice president.

Dustin Hodge – Mr. Hodge stated that he would be open to stepping into the vice president role.

Doreen Martinez – Ms. Martinez stated that Mr. Quintana would be put onto the ballot for next week in the president's role and Mr. Hodge on the ballot for the role of vice president.

B. Selection of 2021 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 was included in the Board packet.

Doreen Martinez – Ms. Martinez asked if there were any additions or changes to the 2021 Board meeting dates, time and locations. Hearing none she set this for an action item for the next meeting.

C. Posting 2021 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 was to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo in 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.

Doreen Martinez – Ms. Martinez set this as an action item to continue as usual.

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.

Doreen Martinez – Ms. Martinez asked how Ms. Jubert would like to handle gathering these signatures.

Marlene Bregar – Ms. Bregar asked if it was ok to just copy and sign and then PDF the form to Ms. Jubert. This was determined to be an acceptable way to provide signed forms. Ms. Gairaud asked if it was ok to take a picture of the signed form and forward to Ms. Jubert, this was also determined to be acceptable.

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

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.

Doreen Martinez – Ms. Martinez asked if it was acceptable to everyone if they were to serve on the same committees as they had been and she would step into wherever she was needed. This was acceptable to the Board and was put as an action item for the next meeting.

2. **Strategic Plan**

OVERVIEW: A report and recommendation for the PCCLD 2021-2025 Strategic Plan was presented.

Jon Walker – Mr. Walker shared that there were two documents in the packet. The main document and an appendices packet which contained 190 pages of detailed reports. He shared that the main purpose of the presentation was to describe what was in the document and give a high level overview of select topics.

Strategic Plan

Mr. Walker shared that there was a table of contents and highlighted areas were listed. He made note of the blank page that was reserved for the letter from the Board of Trustees. Traditionally it had been a letter from the Board President.

PCCLD's Next Chapter – a brief note from Mr. Walker, Executive Director.

Mr. Walker explain that it was a high level over view as to why the Library did strategic planning, a review of the past and future and above all a thanks to everyone who participated in the process.

-Introduction

Mr. Walker shared that 2021 was a fresh look into the library's future and marked the end of the current strategic plan. He shared that this was his 4th strategic plan that he had participated in the for Library District. He was proud of what had been accomplished in the past years. The Library had a successful period of time that was topped off by the passing of ballot measure 6B in 2019. He reminded the Board that the theme of that election campaign centered around PCCLD's track record of success, which was indicative of the community support.

He reported that the strategic plan itself included employees, the Board of Trustees, and a retreat which all provided input for the plan. He said that the Library tried to be outwardly focused and surveyed the community in a few different ways and were able to gather critical data and information bench marking places for how our public library had performed and how it was performing right now. Stakeholder feedback was used, this included Trustees, employees, friends of the library, representatives from the foundation and other library users. Trends, organizational assets, and community needs were all addressed. Community needs were aligned with the Library Districts strategies moving forward to provide the best possible public library service to the community.

-Five-Star Library status.

Mr. Walker had shared that the Library District had been a multiple year award winner with the star library award. In 2020 the Library District received the 5-star status the highest level possible. In the past years the Library had been 3 and 4-star recipients but in 2020 they were honored with the top star rating. This rating was based upon performance in 2019. Mr. Walker shared that it was a data driven award. He stated that 2019 was a "normal" year compared to 2020 due to the challenges of the Covid-19 pandemic.

-The 2021-2025 Strategic Planning Process

Mr. Walker shared that the planning process was managed by Sherri Baca, he assisted and advised along the way but she was who performed all of the steps that brought everyone to the final report and the appendices as well as all of the reports that flowed into these documents.

He said that focus groups were conducted and that the library employed a firm to do a scientific/statistically significant poll of Pueblo County adults about their perceptions of local libraries. Sub groups looked at library trends, emerging information technologies, local demographic and economic data, library standards and benchmarks, and organizational strengths and weaknesses. Mr. Walker reminded the Board that in November 2020 Ms. Baca lead a report at that time with this data.

Mr. Walker said that the plan was subject to the Board's approval and at the end of the presentation there would be a request for approval and adoption for the District. He felt that what followed in the report and the appendices the Board would see fit to adopt. In regard to the high level report, the Board would hear about the summation, findings and conclusion and the recommended strategic areas of purpose for the Library District for the upcoming five years.

-Community Poll

Mr. Walker shared that a scientifically standard poll was conducted. Good data was collected in regard to the perceptions of the library. He felt that the Library had good community support, people ranked the facilities highly at 94% and staff also ranked highly at 94%.

He stated that one of the most notable items of the poll for him was the high level support for a new library north of highway 50, 39% favored north Pueblo and 34% Pueblo West.

-Focus Groups

Mr. Walker shared that the library hired a firm, Joining Vision and Action, JVA, to conduct various focus groups. These groups represented external stakeholders, donors, community leaders, internal stakeholders Board and foundation members, and Friends of the Library.

Strengths – He stated that some of the strengths included the staff, the look and feel of the library locations, the meeting spaces, partnerships/outreach in the community, children's programming, special collections and archives, online resources, broad programming that provided cultural and educational programming.

Improvement – Opportunities for improvement were identified and included marketing/community awareness of Library services, hours and scheduling, and expanding the number of makerspaces. Mr. Walker added the stress Library staff feel between maintaining traditional libraries while striving to provide some of the modern library notions, ex. printed books vs e-books.

-Research and Data Gathering

Trends - Mr. Walker shared some of the trends listed were of no surprise and included the following; the Library's role in bridging the digital divide, information literacy needs, growing digital needs, and smart and wireless devices.

He shared that other trends included emergent literacy, young people and adult literacy. He said that important research was done by Library staff and others looked at the demographics of Pueblo County and they found that Pueblo was a high need community with a diverse population. A little less than 50% of the population self-identified as Hispanic/Latino and 50% identified as White. The population of Pueblo was at 170,000 with just under 90% high school graduates and 22% had a bachelor's degree. The level of education was a little lower than national averages. Pueblo's medium household income was \$49,000; this was significantly below the national level of \$62,000 per household. 17.2% of Pueblo residents live in poverty compared with the national rate of just under 12%. Mr. Walker stated that there weren't any surprises in regard to these findings.

-Colorado Public Library Standards

Mr. Walker said that when compared to both national and state peer libraries PCCLD compared well in all cases. The 5-star status the Library received was from a data driven document and PCCLD stacked up well

against their peer group.

Library Resources –

Mr. Walker reported that PCCLD was in a strong place both financially and with other assets. The library focused on planning and tried to document and work toward certain objectives and have had a good track record of overall success. He said that this circled back to where the Library was at with resources, particularly with the success of 6B ballot measure. The facility master plan that was put into place in 2019 was also very strong. He stated that PCCLD was not the richest library in the state or in the country but was in a good place due to strong community support. Pueblo was not the wealthiest community as was evident in the statistics that were presented but it gave what it had to give to PCCLD. He shared that the Library was good stewards and continued to give back to the community.

Areas of Strategic Focus

Sherri Baca – Ms. Baca reported on the remainder of the report which was the area where the Library wanted to perform at a high level. She shared that this was the part of the report that was like a big funnel, put into the top were all of the strategic activities, conversations, meetings and efforts and what came out at the bottom was more tactical in nature. The following items are key things that emerged from the process. She expressed her thanks to the team who helped to prepare the report in 6 months, due to Covid-19 the process was delayed until June/July.

Ms. Baca explained that there were 7 areas of focus, all of them were founded upon from the input that was received. These areas of focus would guide the Library's future success and alignment with the Library's mission, vision, and resource allocations to help provide the best possible library services to the community.

Access to Services – Inside and Outside of the Library

Ms. Baca shared that access to services and information was the heartbeat/life blood of public library service. The Library hoped to provide good access for all thing that people needed in order to be informed and educated.

A critical component to this was access in innovative ways and making sure that the District was meeting the needs of the community they served.

Listed are items of focus for access to services.

- Provide a high quality, current and diverse items to meet the needs of all local citizens.
- Evaluate library hours and locations to achieve an optimal mix of access to library materials, programs and facilities.
- Local transportation, partner with community entities to improve access to libraries.
- Mobile and online services, present current and responsive services to reach patrons outside of the facilities. He does the Library bring the library to the user's home?
- Partner with local human services agencies to support public access to critical services.
- Offer increased services to the aging population.
- Complete the Facility Master Plan, renovate libraries to maintain them as comfortable spaces for reading, studying and learning. Ms. Baca shared that plans are underway to renovate the Rawlings branch and are already underway to renovate the Lucero Library.
- Invest in necessary facilities, equipment, resources and staff to improve access to library services.

Stephanie Garcia – Ms. Garcia commented that school district owned property in west and north Pueblo. She said that when she served on their board they gave the City land by Roncalli Middle School to be used for a fire

station because it was tax payer owned land. She stated that when the time came the Library should have a conversation with the School District to discuss the possibilities of donated land to be used for a new library. The area she referenced had in past been discussed as a location for a new school but that did not come to fruition due to the downsizing of local high schools. Ms. Baca felt this was a great idea and shared that they would look into it since no time is too soon to look into this new project.

Culture and Diversity – Embracing Opportunities

Ms. Baca share that she could not reinforce enough how important this area was to the strategic plan. It was a touch point for the Library sector. She emphasized that Pueblo was a community with rich cultural heritage and diversity. She said that this was more than just ethnic diversity but also physical, mental and emotional abilities and capabilities diversity.

- Promote equity, diversity and inclusion in library collections, programs and workforce.
- Arts and cultural events, partner and collaborate with community organizations to bring these events to the community.
- Offer celebrations, programs and events with special emphasis on the community's varied cultural heritage.
- Enhance recruitment and retention efforts to employ a heterogeneous and inclusive workforce.
- Train staff on service models and practices in support of diversity, equity, and inclusion.
- Evaluate and improve library materials, equipment, and services for all ranges of physical and developmental abilities.

Education – Encouraging Lifelong Learning

Ms. Baca felt that the term "lifelong learning" was front and center for the last strategic plan and let the Board know that this would continue into the next strategic plan. The Library was a learning institute that wanted to encourage lifelong learning and literacy.

- Promote and support literacy and the joy of reading for all ages.
- Expand collaboration with services to childcare centers, networks and groups through onsite, mobile, and virtual programs and services.
- Partner with K-12 schools and home-schooled students to enhance their curriculum.
- Support families and provide safe spaces for youth to gather, learn, and receive tutoring.
- Enhance outreach to support and raise awareness of library services and programs.
- Focus on adult learning such as Colorado on-line high school.

Marlene Bregar – Ms. Bregar shared that a topic had come up at the Urban Renewal meeting and it was in reference to the itinerant laborers who would be moving to Pueblo as Evraz Steel got closer to breaking ground on their new facility. She asked if there was a way to reach out to these laborers and their families and let them know what the Library offered, and how to access the library materials. She also mentioned the possibilities of reaching out to the people who come to Pueblo who utilize the new Professional Bull Rider's Sport Performance Center. She asked if a library PR packet could be created that would go out to these types of people and businesses.

Sherri Baca – Ms. Baca thanked Ms. Bregar and commented that those were wonderful ideas that segued perfectly into the next strategic focus.

Employment – Fostering Economic and Workforce Development

Ms. Baca stated that one of the things that the Library realized as they were renewing the Library's Enterprise Zone status for both the Library and the Foundation was that the State wanted to hone into what the Enterprise Zone was doing in this area of focus.

-Offer workforce development opportunities with community organizations serving the local job market. Examples given were job fair and educational resources.

-Foster the tools necessary to develop a workforce pipeline. Helping people to gain the skills to acquire a job.

-Collaborate with the business community and chamber organizations to assist with growing and sustaining the local workforce talent pool.

-Serve as a hub for employment data and job postings.

-Provide workforce development via maker space learning and activities. She shared that the Rawlings renovation will offer a broad expansion of the makerspace area and program.

-Hire a business librarian to augment economic development and job-readiness activities.

-Evaluate and improve adult-learning opportunities.

-Measuring programs, services and training offered for economic development and job creation.

Ms. Baca shared that they didn't want to just measure but make data driven decisions and then share those outcomes with the Library's community groups and stakeholders. Ms. Baca emphasized that Pueblo County's economic arm definitely needed to know how much of a punch the Library District would place into the economic development into the community. Also the State should know what the Library was doing in this zone.

She asked Ms. Bregar if that resonated with what she suggested about the Library reaching out to new business in Pueblo and that the Library was an economic force?

Marlene Bregar – Ms. Bregar agreed and added that the Library was also available for personal use if in the event people new to the community were in need of internet service, hotspots etc. until they are settled. She shared that Pueblo does have its little booms of economic development that would be of benefit to the Library.

Internal Capacity – Growing from Within

Ms. Baca shared that the next strategic focus had the Library looking inward, specifically on internal capacity. She made note of the Facility Master Plan and reminded the Board of the \$18 million spanned over 10 years to refresh the library locations. This document could be found on the Library website and was used as a guide for these library location updates. She also referenced the other governing documents; The Library Asset Replacement Plan, 10-Year Financial Projection, Annual Plan, and Strategic Plan. She shared that internal capacity is PCCLD's greatest asset to leverage its ability to meet the community's library needs. The Library was carefully planning but also properly aligning its resources with the needs of the community.

-Create a training and development vision and strategy to improve staff skills and abilities. Emphasis will be on building capacity for future librarians and managers. Ms. Baca stated that the Library did appoint a lead trainer, Kayci Barnett who is also the Giodone Branch Manager.

-Evaluate and improve PCCLD University. Ms. Barnett and other staff had started a Google Classroom where new hires can be trained and other staff can complete refresher courses.

-Collaboration between library branches to strengthen district-wide efforts and maintain consistency. Amy Nelson took on the role of Rawlings Branch Director and a new role as Customer Experience district wide.

-Promote and improve cross training and knowledge sharing among departments and branches.

- Tailor services to communities served by library branches.

- Emphasize hybrid delivery of library sponsored cultural and educational programs by combining in-person events with virtual and on demand. Ms. Baca shared that due to the success of this hybrid plan it would continue.

- Survey stakeholders, library patrons, and community members regularly to solicit feedback.

- Update the Annual Plan and Budget, Facility Master Plan, and 10-year financial projection to reflect emphasis on key deliverables and outcomes.

Ms. Baca shared that operating better internally translated into better service delivered to the community.

Marketing and Outreach – Increase awareness of Library Services

- Focus on collections of print materials that would increase circulation by targeting resources and what resonates with community needs, providing high-quality materials, and leveraging staff expertise in promoting library collections with the public.

- Hire professional subject specialists at the Rawlings main library. This could include more librarians for specifically reader's writers and reference area.

- Promote library materials, events, and programs to improve community awareness of library offerings.

- Leverage library super-users as community advocates.

- Participate in state, regional, and community initiatives to highlight Pueblo and to promote library services.

- Seek stakeholder feedback regularly to guide resource allocation and annual plan goals.

- Strengthen internal cross-promotion to improve key results. If you come for an event or program, leave with a book. This mentality would boost circulation.

Stephanie Garcia – Ms. Garcia asked Ms. Baca if she had a chance to access and look at the polling/precincts from the last election. She stated the Board had talked about where that data/voting was in support of the ballot question and areas where there wasn't much support.

Jon Walker – Mr. Walker responded by saying that one of the things the Library lost with mail in balloting was they were not provided the precinct data. He did share that they were provided high level data but it was nowhere near the detail they had received 10 years ago when people would physically go to their precinct and vote.

Stephanie Garcia – Ms. Garcia thought that the Clerk and Recorder's office would tie back those mail in ballots to the precincts. Mr. Walker said he would share the emails he had about this topic with Ms. Garcia.

Technology – Increasing Digital Access

Ms. Baca stated that improving digital literacy and equity of information access are critical goals of the public library. She said that you shouldn't live in a certain area or be of a certain economic background to have digital access. Effective planning and community awareness can make this happen.

- Continue and expand partnerships with local organizations. She mentioned the Library's work with the Packard Foundation and Mr. Potter's work with the Housing Authority. The Library is becoming a conduit in this focus area so the Library does want to do more in this area and increase digital access.

- Support expand broadband access. Ms. Baca voiced how there are so many people who still do not have adequate access to broadband. The Library wants to be relevant in this area and help to support regional,

national and state efforts.

-Train staff on new and existing technology. The Library wants to have highly skilled staff in this area in order to be equipped to train community members.

-Equip meeting rooms with virtual capabilities. Ms. Baca shared that there was a component in the budget for the Rawlings Renovation that included audio visual and AV connections in the meeting rooms.

-Expand branch technology so they can offer improved technology to the patrons in their districts.

-Increase training to patrons in digital literacy.

-Support collecting, curating, and preserving local history.

NEXT STEPS

Ms. Baca stated that these focus areas would be used as a framework for the next 5 years. Over all the Library wants to ensure good fidelity to the vision, mission, and cultural beliefs of the institution. They are going to continue to integrate the plan into the Library's annual planning process and the strategies into the 10-year financial forecast and the Facility Master Plan.

Focus will continue on relationships with the community, the Library will both guide and be driven by these relationships. This plan will guide governance, policymaking, budgeting, annual goals, staff priorities, library design and renovation, library collection development, information access, and support for lifelong learning.

The library must be kept aware of mission creep which could stretch staff bandwidth and resources and dilute the central mission of the Library.

In conclusion, Ms. Baca thanked and acknowledged all of the people who contributed to the report.

Jon Walker – Mr. Walker thanked Ms. Baca. He asked the Trustees to consider adopting the Strategic Plan and make edits if they see fit. He reminded the Board that a letter from the Trustees was needed for them to please consider to provide one. He also asked the Board to please consider adopting the plan.

Doreen Martinez – Ms. Martinez thanked Ms. Baca, Mr. Walker and everyone who contributed to the report. She said that she and Mr. Quintana would get together and work on a letter from the Board.

This item was set for action for the next meeting.

3. Public Health Emergency Leave

OVERVIEW: Terri Daly (Director of Human Resources) presented a recommended action to establish a special public health emergency leave for employees.

Terri Daly – Ms. Daly gave a background on the reason to establish a special public health emergency leave for employees.

-March of 2020 Families First Coronavirus Response Act – FFCRA was passed it expired on 12/31/2020.

*Provided Employer paid leave in the form of FFCRA leave related to the Covid-19 pandemic.

This was 2 weeks of leave for a fulltime employee and pro-rated hours for a part-time employee.

-Healthy Families and Workplace Act – HFWA was a state law that was passed on July 15, 2020.

*3 paid leave components, COEPSLA, PSST and PHEL

1.COEPSLA – Covid-19 Emergency Paid Sick Leave

*FFCRA Applied to employers with 499 or less employees. On December 31, 2020 this was extended

to employers with 500 employees or more. Currently all employers have to provide leave to employees under both of these acts.

2.PSST – Paid Sick and Safe Time

- *Effective January 1, 2021

- *Provided 1 hour of sick leave for every 30 hours worked – up to 48 hours per year.

- *PCCLD was currently doing this for the majority of staff, full and part-time. Substitutes and employees with less than 20 hours per week were added January 1st.

3.PHEL – Public Health Emergency Paid Leave

- *In the event of a public health emergency employees must have 2 weeks of leave (80 hours for full-time employees) to use for COVID 19 related instances – prorated for part-time employees.

- *Eligible only once during the entire health emergency; but can be used up to 4 weeks after the termination of suspension of the Public Health Emergency.

PHEL can be used:

- *to self-isolate and care for oneself, or family member who is self-isolating.

- *to seek or obtain medical diagnosis, care or treatment if experiencing symptoms associated with a communicable illness.

- *to seek preventative care.

- *if the individual's presence on the job or in the community would jeopardize the health of others because of the individual's exposure to the communicable illness.

- *to care for a child or other family member when the child's care provider is unable due to a PHE, or their place of care is closed. Included if a school or place of care is physically closed but providing instruction remotely.

- *if an employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of communicable illness that is the cause of the PHE.

Ms. Daly stated that the recommended action was to adopt the PHEL for the coming year.

Jon Walker – Mr. Walker shared that it was the recommendation that the Trustees adopt the PHEL leave. 2 weeks was the amount of time that would be used, that time mirrors FFCRA that had served the Library well during the pandemic when an employee was in a self-isolation or quarantine. Since the FFCRA is no longer in existence the PHEL would take its place and would be applied in the same way. It has kept the workplace safe and healthy. He asked the Trustees to consider adopting the PHEL.

Marlene Bregar – Ms. Bregar asked if there was an expiration date and if PHEF was for any public health emergency? Ms. Daly said yes and it expires once the public health emergency goes away. Ms. Bregar shared that it helps to have this policy in place so if something happens no one has to scramble to figure out what to do.

Fredrick Quintana – Mr. Quintana shared that because this is going to be a regular policy has it been decided what constitutes a public emergency?

Terri Daly – Ms. Daly answered and said, for this pandemic Governor's orders determined that it was a public health emergency and local leaders for restrictions. She anticipated that in the future if we would have a similar situation it would follow the state leaders as well as public health officials.

Jon Walker – Mr. Walker stated the he would get clarification. He said that in his opinion it would be declared by the Governor or state of Colorado or the Colorado Dept. of Public Health.

Fredrick Quintana – Mr. Quintana shared that since it would become a permanent policy he would like have that component added so it would become less subjective.

Marlene Bregar – Ms. Bregar asked should there be a local health emergency, would the Library follow the PHEF or go back to the drawing board? Who is actually going to have the authority to declare a state and or local health emergency?

Doreen Martinez – Ms. Martinez thanked Ms. Daly for all of her efforts. She felt that not having this in place would force employees to use sick and or vacation time and they may come into work sick. This policy protects staff. This item was set for action for the next meeting.

4. Wellness Day

OVERVIEW: Terri Daly (Director of Human Resources) presented a recommended action to establish a wellness day for employees who receive the COVID-19 vaccine.

Terri Daly – Ms. Daly shared that the Library wanted to propose a day off for employees who received the Covid-19 vaccine.

Background – On December 11th, the FDA approved Pfizer's Covid-19 vaccine for use in the United States, with industry observers and Moderna and others would soon to follow.

Considerations – How does the vaccine play a part in PCCLD's overall Covid-19 strategy?

1. Prevention – Early detection and prevention play a significant role in keeping employees healthy and at work.
2. Precedence – Much of the written guidance regarding use of the Covid-19 vaccine in the workplace was based off guidance provided around flu vaccinations, which have been an integral part of employer prevention.
3. To require or not to require the vaccination – Under certain circumstances employers may require employees to receive the VCovid-19 vaccine. However, there are specific and certain limitations subject to federal laws.
4. Covid vaccine side effects – There have been some noted side effects of the vaccination, which are normal signs that the body is building protection. Side effects may affect an employee's ability to do daily activities but should dissipate.

Recommendation – To adopt a wellness day for employees who receive the Covid-19 vaccine. If they do experience any side effects they do have a day that they can use to recover. If they do not have the side effects they would just have a wellness day.

Marlene Bregar – Ms. Bregar asked if there would be a requirement that the wellness day be taken in conjunction with receiving the vaccination, ex. the day of the vaccination or if the employee had side effects? If the employee did not experience any side effects would this just be an extra day off for them? Ms. Daly shared that this question had not been discussed but she understood it to say that the day off would be in conjunction with taking the vaccine and or a day off if the employee experienced side effects.

Jon Walker – Mr. Walker took a different take and felt the Library should provide the wellness day as an incentive. If the employee used it to take the vaccine or to care for themselves due to side effects that would be fine but he would be happy to give an extra day off even if they did not need it for those days. In his opinion he thought there was skepticism about the vaccine and there were a lot of people on the fence about taking the vaccine. He felt that it was in the Library's best interest to offer the day off to incentivize employees to take the vaccine. He shared that there are institutions and hospitals who offered financial incentives if an employee took the vaccine.

Fredrick Quintana – Mr. Quintana stated that he leaned more towards Mr. Walker's thoughts. He shared that the employee would need to show their vaccination card/passport in order to get the day off.

Doreen Martinez – Ms. Martinez said that she would be in favor of anything that kept employees safe.

Jon Walker – Mr. Walker said that he did look into mandating the vaccine and shared Mr. Quintana's thoughts about the possibility of requiring people to carry a vaccine passport in order to participate in various activities. He noted that there were difficulties in mandating the vaccine and did not feel that was the proper direction for the Library. He shared that local hospitals did not mandate the vaccine for their employees and they offered no incentives.

Marlene Bregar – Ms. Bregar thought that a wellness day was a good idea and felt they needed to show their vaccination card in order to get the extra day. Ms. Garcia had questions in regard to this and Mr. Walker clarified that the day off would only be for staff who did get the vaccination.

Stephanie Garcia – Ms. Garcia asked about having a vaccination site at the Library.

Jon Walker – Mr. Walker said that he had been in contact with the Health Department about an onsite vaccination clinic. He added that Library employees are qualified for phase 1 C. and are deemed essential workers this group included educators, teachers, and grocery store workers. He also shared that the Library had offered to the Health Department the use of library sites as vaccine distribution sites, they have not responded. He also shared that he had been in touch with the Library's health care broker, Dave Vecchio, about the opportunity to vaccinate employees since the Library had offered annual flu vaccine clinics. Mr. Vecchio shared that there are some complications to a Covid-19 vaccine clinic but Mr. Walker would continue to stay in touch with him in regard to an employee only clinic and a public clinic.

Mr. Walker stated that in his view the Library had to marshal all the community resources in order to be successful in the fight against Covid-19. There are two easy things the Library could do and that was to be a vaccine distribution location to the public as well as offer a vaccination clinic for Library employees.

Stephanie Garcia – Ms. Garcia stated that this was a great incentive. She shared that the Department of Health and Environment had a presentation and had to de-myth some of the misinformation about the vaccine. One of the myths was that the government was inserting chips into people so they could follow them around.

Jon Walker – Mr. Walker said that he, Ms. Baca and Ms. Daly had talked about the need for them to keep the staff updated and de-myth the staff about the Covid vaccine. The February all staff training day will be used to educate staff on the myths and truths about the vaccine. Mr. Walker stated that this was a pathway out of the epidemic and on to a normal life.

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

5. Pueblo Library Foundation Board of Directors Appointment

OVERVIEW: A recommendation was presented for appointment to the Pueblo Library Foundation Board of Directors.

Jon Walker – Mr. Walker said that an email was sent out to the Trustees with information to appoint Andrea Aragon to the Foundation Board of Directors. He shared that Ms. Aragon was fairly well known in the community. She was currently the Executive Director for the Rawlings Foundation and was recommended by the Foundation Board of Directors. He shared that it is the recommendation that the Trustees take action to approve Ms. Aragon as a member of the Pueblo Library Foundation Board of Directors.

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

6. Freegal

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

Jill Kleven – Ms. Kleven shared that Freegal was a yearly subscription that's renewed every January. Freegal included live downloads per customer per month as well as 24 hours of streaming service. Ms. Kleven said that the Library saw 5000 streaming sessions per month and approximately 2000 downloads. She stated that Freegal was a popular service and asked the Trustees to consider it for approval at the next meeting.

Doreen Martinez – Ms. Martinez asked if the Library still had magazine subscriptions online?

Jill Kleven – Ms. Kleven said that the Library discontinued magazine subscriptions a few years ago because they were not seeing much usage. In the last few weeks Ms. Kleven had researched Epsco and Overdrive to

see what they offer in regard to magazine subscriptions. She anticipated that this may be something they would consider for this year.

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

7. Audit Engagement Letter and Tax Form 990

OVERVIEW: The audit and 990 engagement letters were presented.

Alexandria Romero – Ms. Romero said that the 990 engagement letter was typically seen in conjunction with the audit engagement letter but this year the Library had it removed. The current letter that was shown was the letter that the Trustees would be approving for the 990 tax return in preparation for the 2020 tax return. The fee was in conjunction with the contract the Library signed with CLA approximately 2 years ago.

Ms. Romero reported that the second letter was Governance Communication Letter. She said that typically the Governance Communication Letter comes out after the audit and explains what took place, the letter that was presented was actually the Governance Planning Letter. This letter was provided to the Trustees since most if not all audit work would be done remotely and is a standard letter that comes from the American Institute of Certified Accountants and it goes through what CLA was doing, their responsibilities and communicates any significant matters that are relevant to the financial statement. Other planning matters was a section of the letter Ms. Romero discussed, this section asked for concerns or questions, if any, from the Trustees. The letter was presented to the Trustees since the audit would be conducted remotely. The letter provided details that could curb any questions the Trustees might have and offered a channel for any concerns or questions.

Doreen Martinez – Ms. Martinez set the Tax form 990 approval as an action item for the next meeting.

8. Board Assessment

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

Fredrick Quintana – Mr. Quintana requested that this topic be moved to the February Work Session meeting so everyone had a chance to go over the results and comments.

Stephanie Garcia – Ms. Garcia shared that she had received the consolidated copy but did not see any comments. She stated that she did have a couple of suggestions and would like to schedule some time for professional development around those suggestions.

Ms. Jubert was asked to resend the document and comments to the Trustees.

9. Executive Director Evaluation

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

Doreen Martinez – Ms. Martinez reviewed what was discussed at a previous meeting in regard to the evaluation process. She recalled that the current director evaluation would be used but during 2021 the committee would meet to discuss any changes to the evaluation.

Fredrick Quintana – Mr. Quintana shared that is what he recalled. The biggest topic of discussion was that the process would then become centralized with the Board. He recommended that any action that is taken in regard to the executive direct evaluation be done with the payroll dates in mind so that the payroll process is not held up.

Terri Daly – Ms. Daly shared that in the past the date had always been February 15th.

Doreen Martinez – Ms. Martinez stated that if the evaluation got to everyone the Board could make the February 15th deadline.

Fredrick Quintana – Mr. Quintana agreed and added that everyone would need to have the evaluations sent out to the Trustees by the end of the week.

Jon Walker – Mr. Walker asked if the completed evaluations should be forwarded to one of the Trustees or to a staff member?

Stephanie Garcia – Ms. Garcia felt the forms should go to Mr. Quintana and emphasized that the document was owned by the Board, due to the confidentiality of the information.

Fredrick Quintana – Mr. Quintana asked the Trustees to email their completed evaluation to him and then the Board would reach out to Mr. Walker prior to providing the evaluation to Human Resources. He reiterated that he would like to get evaluations out by the end of the week and the latest January 25th. Completed evaluations needed to be received by him no later than February 5th.

Doreen Martinez – Ms. Martinez suggested that Mr. Quintana touch base with Michelle Vigil, last year one of her suggestions was that the Board have the evaluation send back to the President's PCCLD email, there may be a protocol in place that keeps things anonymous. It would look similar to the Board Assessment.

10. 2021 Annual Plan

OVERVIEW: A report and recommendation for the PCCLD 2021 Annual Plan was presented.

Jon Walker – Mr. Walker presented the draft of the 2021 Annual Plan. He shared that 2020 was an unusual year but it was also a good year. He felt the Library responded well overall to the pandemic. He noted the Five Star Library designation as well as the success of the 2019 ballot measure that helped substantiate the Library's financial footing for the foreseeable future.

He stated that the background for the planning of this 2021 document would normally include survey work in terms of working with community members and stakeholders as well as conduct a planning retreat. He shared that in some ways they substituted the strategic plan for the annual plan.

2020 was terrible due to the negative consequences from Covid-19 and it impacted the entire world. The Library did expend a lot of energy on the pandemic and had to adjust on the fly during the course of the year. He shared that all of the Library's planning and strength served the district well in 2020. As the Library moves into 2021 the objectives and actions steps outlined in this plan really emanated from the strategic planning efforts as well as custom planning due to Covid-19. The annual plan does align with the PCCLD budget and strategic plan.

Mr. Walker shared that there were 31 objectives in the annual plan. He shared that he was just going to highlight a few of them.

II. Adopt policy aligned with recent state legislation to better protect library user personal information.

Mr. Walker said that he was working with Mr. Miller and they will have recommendations for the Trustees in regard to policy changes to ensure the Library is aligned with legal requirements.

VI. Conclude implementation of the "fine free" program.

Mr. Walker reminded the Trustees that they had approved the move to a fine free program and it has been implemented. It was publicized last week and it was well received. This will help the Library better interact with the community.

IX. – Establish practices to trace data pertinent to PCCLD's community economic impact.

Mr. Walker said that Ms. Baca had focused on economic impact and making sure the Library dovetails well with the community's needs in terms of continuing to develop a prospering local economy. 2020 was a big challenge to that but the Library has identified its own internal needs to track data that shows PCCLD's economic impact.

There were 4 key results in the past; how many books and materials are checked out, how many people attend cultural and educational events and programs that the Library sponsors, the Library's digital use, and computer use. Added to this will be an economic impact data point.

XIII – Implement assistant manager role at each branch library to improve PCCLD operations. Mr. Walker shared that this role had already been put into place in order to have resiliency in the branches. This serves two roles, the practicality of the day to day operations of the library as well as building future leaders for the library.

XVIII Modernize the library district's Information Technology policies to assure adherence to industry best practices.

This objective was on the agenda for 2020 but was put off due to the remote work needed due to the pandemic.

XXII. Renovate the Rawlings Library to improve library physical facilities.

Mr. Walker stated that he would provide a more detailed report at the next meeting.

XXVIII. Streamline management of public-use circulating information devices such as hotspots, tablets, and laptops to help bridge the digital divide in Pueblo County.

Mr. Walker shared that there was a nice letter to the editor that was published in the Chieftain that referenced the public use of information devices. In 2020 the Library improved this area of the Library due to Covid-19 and people who had to isolate themselves in their homes.

XXXI. Work to enhance PCCLD work culture embracing diversity and inclusion.

Mr. Walker shared that the Library had started to implement this in the past year. There is an internal book club chaired by Regina Renee Ward that focus on racism. There are other ideas moving into 2021. The library wants to do their part as an institution so it can be strengthened.

Mr. Walker asked that the Trustees consider this for adoption at their next meeting.

Doreen Martinez – Ms. Martinez asked can Board members can take part in the internal reading group chaired by Ms. Ward? This would be a great way for the Trustees to get on board with the concepts the Library was working towards and have their finger on the pulse of what is happening at the Library. Ms. Martinez stated that she would be interested in doing this. Mr. Walker felt that this would be ok for them to participate and said that he would check with Ms. Ward. Ms. Martinez complimented Ms. Ward and felt that this was a progressive move.

Stephanie Garcia– Ms. Garcia reported that she had participated in the Pueblo Human Relations Commission law enforcement meeting. She shared that Laura Solano was one of the presenters for the Mayor's office and she spoke about the Cares Act money that the city had acquired to help with rent relief for individuals. Access to applying for these funds will be done via the internet and many of those in need to not have access to computers or the internet. Ms. Solano mentioned partnering with the Library, Ms. Garcia wondered if Ms. Solano had reached out to Mr. Walker.

Ms. Garcia shared that she had been around discussions about the subversion everyone saw at last Wednesdays insurrection and how civics was no longer taught in schools. She asked, how could the Library and conversations about cultural competency include civics since it plays a huge role?

Jon Walker - Mr. Walker said that he would reach out to Ms. Solano. He agreed with Ms. Garcia's observations and the weakness in our current culture and the way it was grotesquely displayed in Washington. He stated that Ms. Garcia's comments were right on point and felt that there was a role that libraries need to play to create a civil society. This role starts with civics. In the past the Library has participated in things like immigration work to assist new citizens but what hadn't been done was taking the current citizenry and helping them understand how the system works.

Doreen Martinez – Ms. Martinez thanked Ms. Garcia for her valid points. She set the approval of the Annual Plan as an action item for the next meeting

IX. ADJOURNMENT

The meeting was adjourned at 4:16pm.

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