

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

2:00pm, Tuesday, July 13, 2021

**The meeting took place at the Rawlings Library, 100 E. Abriendo, Pueblo CO. Option to watch via an
online video link was 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 asked Rose Jubert to conduct roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Marlene Bregar
Lyndell Gairaud

Board Members Not Present: Doreen Martinez
Phil Mancha
Stephanie Garcia

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
Regina Renee Ward, Manager - RRA
Missy Mantelli, Accountant
Sean Miller, Help Desk Specialist
Rose Jubert, Secretary to the Board
Brent Turner, Vice President of Investment Advisory Services - ColoTrust

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. Library Board of Trustee Terms

OVERVIEW: The terms of the Library Trustees were reviewed along with notice of upcoming term expirations.

Jon Walker – Mr. Walker reported that both Mr. Hodge and Mr. Quintana's terms on the Board would expire the end of this year. He noted that per the bylaws City Council and the County Commissioners, appointing authorities, would be notified of these expirations by letter from the Board president in July.

He reminded the Board that Library attorney, Bart Miller had been working on a process with the appointing authorities but the process had not been solidified. So, the process that had been in place was still in place until further notice.

A joint committee appointment process would occur prior to December 31st with appointments made for subsequent terms. He stated that if a trustee had an interest in reappointment their intent could be added to appointing authorities letter. This process was not in the bylaws but had been tradition and gave the appointing

authorities needed additional information.

The appointing authorities would advertise the availabilities and solicit any applicants in the community who qualify. The process could involve an interview and possibly include the Trustees.

Fredrick Quintana – Mr. Quintana thanked Mr. Walker for this report and shared that he was interested and would seek re-appointment. He asked to have this put into the letter to the appointing authorities.

Dustin Hodge – Mr. Hodge shared that he would also seek re-appointment and would like that added to the letter.

2. Cafe

OVERVIEW: An update report was provided on a proposed café agreement.

Sherri Baca – Ms. Baca shared that part of the Rawlings Renovation would include a barista-served café that would be housed on the first floor. She reported that Renee and Joe Prutch – PJ's Coffee had been selected as the vendor.

A letter agreement was presented for the Board's consideration. The letter had been approved by the Prutch's. Details of the document were reviewed and feedback was welcomed.

Ms. Baca commented that the Prutch's currently operate a PJ's Coffee Shop in Pueblo West and have experience in the operation of a barista-served café.

She reported that the agreement had gone through legal, Mr. Miller had reviewed the documents and offered up adjustments.

She said that the premises listed under this agreement spans 654 sq. ft. which included 3 separate spaces. These spaces included the retail café area, the contiguous back room, storage and prep room and a separate storage room.

The service plan stated that PJ's Coffee would provide staffing, equipment and signage designed to support beverage and food services. These items would be approved by the library district. The hours of operation would be determined but would be agreed upon by both parties. Ms. Baca shared that the library had pulled data so show when the highest traffic occurred. She explained that peak hours of traffic would dictate when the café would be open. She said that Rawlings was opened 72 hours per week so there would be a pretty big span and was thinking the café would operate in about half of those hours.

She shared that the café would commence operation on an exact date to be determined upon the completion of the Rawling's renovation on or about August 2022.

Ms. Baca shared that the term of the agreement was 12 months. The one-year term would allow both sides to get a sense of how things are working. She shared that there was a sixty-day written notice of cancellation and it would apply to both parties.

Ms. Baca reported that there was a commission or rent lease payment of 5% of gross sales up to \$375,000 year. Payment would be monthly from PJ's and would be due on the 15th of every month for previous month's receipts. This was typical to previous agreements the library had with the former café owners.

Maintenance and equipment, PJs Coffee would provide equipment not provided by the District. PJ's would be expected to keep the equipment in working order and the space cleaned and maintained. The District would provide routine maintenance.

Ms. Baca said that the permits and licenses would be maintained by PJ's for them to operate a barista-served café in the City and County of Pueblo. She gave examples to include; anything from the public health department and sales tax licenses.

Insurance, PJ's would include the premises on its insurance coverage for public liability, property damage and worker's compensation with the District named as an Additional Insured. She said that the District would make sure that their current insurance was in agreement with this part of the agreement. The District would request required Certificates of insurance as evidence of active coverage.

Ms. Baca reported that the utilities (water, electric, gas, and trash) and internet access would be provided by the District. PJ's would remain in compliance with all District policies regarding internet usage as well as the District's Customer Service Policy.

She said that regarding personnel, Independent Contractor status applies at all times to PJ's coffee so they would need to maintain worker's compensation insurance and management of their own staff. They would also be responsible for all compensation, payroll taxes, benefits and reporting obligations.

Ms. Baca shared that added to the agreement was the hiring of illegal aliens. The agreement reads that PJ's Coffee would certify that it would comply with the provisions of Section 8-17.5-101. et seq., C.R.S. This meant that PJ's would not knowingly employ or contract with an illegal alien to perform work or enter into an agreement with a subcontractor that knowingly employs or contracts with an illegal alien. PJ's would affirm under penalty of perjury that they were a citizen of the United States or legal permanent resident.

Annual Appropriation, Ms. Baca indicated that they language was standard. The District's obligations were subject to the annual appropriation of funds necessary for the performance thereof, which appropriations would be made in the sole discretion of the District's Board of Trustees.

Marlene Bregar – Ms. Bregar asked Ms. Baca for clarification on the process listed under the employment of illegal aliens.

Bart Miller – Mr. Miller explained that the verbiage was boiler plate wording and was taken from the Colorado Statutes. He explained that employers could dial into a state service for verification of eligibility of employment or the status of the applicant. He shared that the legislature this year, effective July 1, 2021, they repealed their requirement to have to put this into contracts.

Fredrick Quintana – Mr. Quintana had a question about the 5% commission and the max of \$375,000 and asked for clarification on the calculation.

Sherri Baca – Ms. Baca responded with the calculations. If PJ's would hit the max of \$375,000, they would be required to would take that number and divide it by 12 months and then take 5% of that number and that would be the max per month.

Jon Walker – Mr. Walker asked if the Board would consider placing this on the next agenda and take action to allow the executive director to enter into contract with PJ's Coffee.

Fredrick Quintana – Mr. Quintana was happy to see that a new café would be back at Rawlings and was in agreement to have the item put on the next agenda.

3. Reading Pays: The \$1 Million Pueblo Summer Reading Challenge

OVERVIEW: Nick Potter, Director of Community Relations and Development, reported on this summer's Pueblo \$1 Million Reading Challenge.

Jon Walker – Mr. Walker reported that the District had reached a water shed moment when June ended. He shared that a little over \$200,000 in payments were delivered for June.

PCCLD was still taking August registrations. He explained that staff had continued to go through the forms with great detail to determine eligibility and to avoid duplication. Jill Kleven had taken the lead on this process. Branch managers and staff had verified the June completions. He said the Alexandria Romero and the finance staff continued to go through a final check in order to authorize the payments.

He shared that he and staff continue to talk about working through the July and August months. He said that they had learned from June ways to streamline July and August cohorts.

He reported that the City wanted to do this again next year but that was to be determined.

He said that through the first month of a multi month project for the summer of 2021 PCCLD was in a good place. He shared that PCCLD and the program had received great feedback. He mentioned that on Facebook and YouTube there were videos of the check presentations that had been done at both the libraries and the participant's homes. He stated that both the Mayor and Commissioner Wiseman had participated in a few of the check presentations. He included that the children had been delightful.

Fredrick Quintana – Mr. Quintana said that it was fun to watch the presentations on Facebook and the excitement in the kids. He thanked the entire library team for their herculean efforts. He shared that he was encouraged to hear that the City would like to do the program again next year.

4. Rawlings Library Renovation

OVERVIEW: Jon Walker, Executive Director, reported on the Rawlings Library renovation project.

Jon Walker – Mr. Walker presented an update on the renovation.

He said that the District was at an important stage in the project, the construction phase. He reminded the Trustees' that the project started in 2018 with the help and vision of several community members and stakeholders throughout Pueblo. Staff were also a large part of the early design process, he shared that earlier in the day that there was an all staff presentation about the renovation.

He continued by saying that the work that was started in 2018 resulted in a program presentation to the Trustees in February 2019 it was called the (re)Imagination Vision Plan. In 2021 final design concepts were shown by Anderson Mason Dale Architects. Construction drawings were presented to the construction manager, HW Houston.

HW Houston put the project out to bid to subcontractors and the bids were received in early July. The bids did appear to be in the budgetary allowances that were discussed. PCCLD was still working out final contractual details with HW Houston. He reported that this was not completed at this time but would be in 1 to 2 weeks. He explained that one of the complicating factors was that the Davis Bacon Act applies in this case, Federal construction projects have to comply with this act. Mr. Walker said that this project was the first since he had started work at PCCLD where the Davis Bacon Act applied. This was due to the national

Projection Plan and Timeline were reviewed.

Phase 1 – Summer/Fall 2021 – Site – Lower Level – First Floor

Mr. Walker explained that this phase involved the site, lower level and the first floor. He shared that this phase would be completed in the Summer/Fall of 2021. He shared that the contractor, HW Houston would be on site on August 16th. PCCLD was waiting on a final contract as of the date of this meeting. HW Houston would use the north parking lot for their temporary trailer where they would headquarter from and their superintendent and project manager would work from this site. The parking lot would not be available to the community for the duration of the project.

Site

- The site would be the first part of the plan and is projected to continue for 5 months.
- Bates Lane would continue to exist and become truncated. The closure of Bates Lane would be located under the sky wing where the new amphitheater is scheduled to be built. One end of Bates Lane would accommodate the new book drop and the other end would lead into the parking lot off of Abriendo Avenue.
- An upgrade to the HVAC system was scheduled that would move the current HVAC system from the rooftop to ground level. The new unit would be more energy efficient and would provide better controls to heat and cool the building. Interior duct work would also be completed.

Marlene Bregar – Ms. Bregar asked if the upgrade to the HVAC system included an air exchange and updated filters for viruses?

Jon Walker – Mr. Walker said yes, and an enhanced airflow would be in place. He shared that this system was state of the art. He stated that the entire project was budgeted at \$12 million with \$2 million being spent on the new HVAC system. \$1 million would come from the library replacement plan.

Lower Level

- In-building Book Drop – Mr. Walker shared that the book drop would have a new automated material handling (AMH) system.
- Located in this room would also be a new material handling area.
- This new book drop would eliminate the exterior book drop and would allow for more efficiency.
- Other changes to this level in order to accommodate the new AMH system would be:
 - The adjacent IT area would be renovated.
- There would be two AMH systems, one on the lower level and the other on the first floor for in-building drop off. The AMH on the first floor would be overhauled and not replaced. After the overhaul it should be good for 5-7 years beyond its current life.

Level I

- Mr. Walker shared that this area would be completed in two phases.
 - 1.A. The northern and western areas of the floor which was formerly the Youth Services area would be the first piece. Youth Services would then temporarily relocate to the 4th floor- Ryals room for about half the duration of the project. The staff would temporarily relocate to the InfoZone area.
 - 1.B. The next area to be completed would be the circulation area, this would be where most of the work for this floor would take place because of the AMH system. Additional staff space would be located adjacent to the AMH/material handling area.
 - A security area would be located in the back of the 1.B. area near the conference rooms.

Lyndell Gairaud – Ms. Gairaud asked if the coffee shop vendor had been finalized?

Jon Walker – Mr. Walker answered yes, and explained to Ms. Gairaud that she had entered the meeting right as Ms. Baca finished her presentation on the café. He shared that the request to enter into contract with PJ's Coffee would be added to the next agenda.

- Mr. Walker said that the Info Zone would be placed on this floor and would be completely funded by the Rawlings Foundation. Mr. Walker explained that when the InfoZone Museum was put into the library in 2002-2003, there was an agreement that the Rawlings Foundation would fund it over time and they want to continue.
 - Flint Hills Design would be the company who would design the museum.
 - The theme would not be about newspapers and journalism per se but more about the history of the human record and how humans had recorded information. This would involve items from pictograms, cave art, to cell phones and everything in between. It would be the history of information.
 - Nick Potter would lead this project.

Phase 2 – Winter 2021/Spring 2022 – 2nd Floor

Mr. Walker explained that this phase would start when the site and the first floor were completed.

The 2nd floor becomes the floor where most of the traditional circulating collections would be located. Mr. Walker emphasized that not all of the collections would be located on this floor, circulating materials not reference materials would be located on this floor. Most reference and archival materials would be located on the 3rd floor.

- Mr. Walker explained that the updates to the floor would happen in an A, B, C phase.

- Phase 2A – South Wing/Sky Wing
He shared that the Fiction section would be temporarily located in the newly renovated makerspace area on the first floor. The makerspace furniture will not be in place.
- Phase 2B – East Wing
This area would include the new staff area, Teen space and AV space.
- Phase 2C - Youth Services Wing
Mr. Walker reported that when the new Youth Services area is completed in the Spring of 2022, Youth Services can move out of the 4th floor and into their new area on the 2nd floor. He added that there would be interactive pieces throughout this area along with new furnishings.
- Unrivaed would create a central children's exhibit in the Youth Services area. This project would be headed by Amy Nelson.

Phase 3 - Spring 2022 – 3rd Floor

Mr. Walker shared that Special Collections would move to the 4th floor during this phase of the renovation.

- Hispanic Resource Center – The Hispanic Resource Center would be moved to this floor. Mr. Walker said that he was very proud of this area of the library and the work that had been done on it by the staff and the community.
 - Mr. Walker shared that the Hispanic Resource Center would be located in a prominent place in the library by picturesque windows that view out at the loveliest view from the building. He said that as a cultural resource for our community it would be located adjacent to the library's research collections. When the Hispanic Resource Center was initially brought to the library it straddled between the 2nd and 3rd floors with the mural being located on the 2nd floor. This move would centrally locate everything in one prominent place.
 - Mr. Walker noted that the Rawlings Library had a regional if not national notoriety for their Hispanic genealogy.

Phase 4 – Summer 2022 - 4th floor

Mr. Walker said that the 4th floor would be the final phase of the project with an anticipated completion date of August 2022.

- The InfoZone Museum would be moved to the first floor. Adjacent to the museum would be a small theater area.
- The main theater would be located in the newly renovated Ryals Room which would be able to accommodate 300 people in rounds and up to 500 people in lecture style. It would have a built in stage, black out automated curtains, and the drop ceiling would be removed. The raise ceiling would be like the current InfoZone Theater ceiling and would offer more volume both horizontally and vertically.
- This new space would offer a larger venue, something the library had missed out on in the past. Currently the room accommodates approximately 200 people lecture style, so larger meetings and events had to be held off site.

Next Steps

- Late July – Determine detail phasing. Currently focused on phase 1.
- Early August – Logistics for temporary department locations and operations have to be in place. Flexibility would be a must during the musical chair like moves that would take place during the duration of the project. Communication between the staff would be key to the success of each transition as well as external communication to the public about the different phases of the project. Every branch will be affected by this project, if you take the Rawlings library off line, even slightly, it will have an effect on the operations of the other branches. Everyone in the district would play a part. There's a line item in the budget, \$188,000, for the moves and the library would be handling the moves on their own. This money would be used in a variety of ways. Temporary employees would be hired to help with the moves, and offsite storage may be needed to store furnishings.
- Middle August – First temporary department quarters and construction commences.

Fredrick Quintana – Mr. Quintana shared that it was an exciting time with big things coming. He gave a huge thank you to everyone. He said that there would be a crunch on everyone but staff would pull together with smiles on their faces. He appreciated that.

Lyndell Gairaud – Ms. Gairaud said that she was really excited to go to the library to see the different phases. She said it was a lot of hard work but was looking forward to seeing the changes.

Jon Walker – Mr. Walker thanked both Trustees for acknowledging the staff and their efforts.

IV. ADJOURNMENT

The next regular meeting of the Pueblo City-County Library District Board of Trustees was scheduled to take place beginning at 5:30pm, Thursday, July 22, 2021, at the Rawlings Library. The meeting would be hybrid and would offer the Board and others the option to attend via Google Meets or in person.