

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, June 14, 2022

This meeting was conducted inside the Executive Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted and an online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 2:01p.m and roll call was conducted by Ms. Jubert.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Stephanie Garcia Lyndell Gairaud Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Doreen Martinez
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Terri Daly, Director of Human Resources Amy Nelson, Director of Rawlings Library Robert Childress, Director of IT Missy Mantelli, Accountant Luke Gebbink, IT John Paul LeChevallier, Clifton Larson Allen (CLA) Alexandria Romero Rose Jubert, Secretary to the Board of Trustees

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

It was requested that an item be added to the agenda. Item 6. Reading Pays Update was added to the agenda.

III. DISCUSSION ITEMS

1. Audit Report

OVERVIEW: There was a report on the 2020 PCCLD audit.

Prior to the Board Work Session, the Audit Committee met with the auditor John Paul LeChevallier, Mr. Walker and Ms. Baca, Missy Mantelli and Alexandria Romero to review the current draft audit. The Board Members of the Audit Committee consist of Fredrick Quintana, Jacquelyn Keith, and Marlene Bregar.

A recap of PCCLD's 2021 financial report was presented by John Paul LeChevallier of Clifton Larson Allen. He reminded the Board that the report was in the draft phase and the final checks were underway and would be completed within the next week.

The Independent Auditor's Report was presented in a new format due to a nationwide change in auditing standards. The overall information's consistent with previous years.

It's anticipated that CLA would issue with their final report an unmodified or clean audit opinion. This is the

highest level of audit report PCCLD could receive. He noted that PCCLD's financial department had kept an excellent job of keeping good records and preparing everything for the financial statements.

The results of the financial statements were reviewed. There are two different sets of financial statements, one that's on a long term view and one that closer resembles the budget. The financial statement on the budgetary basis showed that PCCLD's financial position decrease by approximately \$1 million. The capital projects fund also showed a decrease in the fund balance/equity for capital projects by \$1 million, the purpose for the financial position decrease was mainly due to spending on the Rawlings Library renovation. Expenditures for 2021 totaled approximately \$3 million and decrease in fund balance was only \$1 million. The long term view in the statement of activities showed a positive increase. The building expenditures aided in the strengthening of PCCLD's financial position.

He explained that the purpose of the audit was to make sure that the amounts presented were materially correct.

In addition to the financial statements there was a letter that communicated everything CLA was required to state about the results of the audit. There was nothing significant to note about the letter. The uncorrected and correct misstatements had nothing to report and was a significant thing to be able to say. This meant that the finance department was excellent in their financial reporting and book keeping.

It was noted that 2021 was a successful financial year for PCCLD. The financial reports showed that \$70,000 was added to the general fund balance, PCCLD stayed within budgeted expenditures for the general fund and \$2.7 million was expended on capital building projects.

Final acceptance of the report was anticipated for Thursday, July 23rd.

2. Executive Director Hiring

OVERVIEW: There was a report on the Executive Director hiring process.

A brief report was given on the Board's position and timeline regarding the hiring of the new Executive Director. There was a special meeting held earlier in the month in order to establish a search schedule and timeline. The timeline line was reviewed. It began on June 1st and is slated to run through September 1st to include preliminary interviews with hopes of having final interviews September 22nd and 23rd. The hiring firm was currently working on drafting an ad for the announcement. Approval of the ad was anticipated to be approved by the search committee around June 24th with active recruitment to begin June 27th and conclude August 7th. All candidate documents will be given to the search committee by Wednesday, August 10th. The timeline was posted to the board packet.

3. Employee Retention Bonus Payments

OVERVIEW: There was an update report and recommendation.

This item was reviewed briefly at a past Board meeting. The country has been going through economic troubles and inflation is on the rise. In order to assist staff and follow other institutions' examples the Board is being asked to take action to approve the following proposal.

The following proposal was included in the June Board Packet.

It is proposed to pay library employees two retention incentive bonuses in 2022. The first bonus would be paid to each worker employed with PCCLD effective June 30, 2022, and the second bonus will be paid to each worker employed with PCCLD effective September 30, 2022. For all regular employees, the individual bonus payments would equal two percent of the employee's annual salary. For library substitute employees, the individual bonus payments would equal \$200 for those who have worked more than 100 hours year-to-date and \$100 for those who have worked 20-100 hours year-to-date. All payments would be subject to applicable payroll tax withholdings. The cost of implementing this proposal in 2022 was expected to be approximately \$175,000 and can be afforded with estimated job vacancy savings. Furthermore, PCCLD would set aside another amount for employee retention payments in FY2023 equal to two percent of annual salary for regular

PCCLD employees effective January 1, 2023, and conduct an employee salary market study in the first quarter of 2023 with an additional allocation included in the FY2023 budget to begin implementing results of the salary market study.

Vacancy savings would be used to finance the proposed retention payments.

Q2 2022	Q3 2022	Total 2022
\$88,993.14*	\$88,993.14*	\$177,986.28

Q1 2023	Performance-based Increase (2.5% budgeted)	TOTAL 2022 & 2023
\$88,993.14*	\$112,637.91	\$379,617.33*

**Includes Substitutes (based on hours worked)*

Not included in the 2023 numbers would be a proposed budget request to include a market study with an additional allocation to implement any salary changes. The last market study was done in 2019 and was implemented in 2 stages one in 2020 and the other in 2021.

The Board was asked to take action to implement the 2% bonus payment, base salaries would not be changed. These payments would not be PERA includable, so staff would see more money in the payment. HR was waiting on a recommendation from PERA as to whether the checks would be issued with the payroll checks or in a separate check.

4. Barkman and Lucero Libraries Expansion and Renovation Project

OVERVIEW: An update report was presented.

HBM Architects were selected to do the design work for this project, the final contract was received and is being reviewed. An RFP was issued on June 3rd for construction manager/general contractor services and are due June 24th. HBM will work with the selected construction manager/general contractor on cost estimates for the project.

Which project moves forward first (Barkman or Lucero) would be decided during the design phase. Both have complicating factors, Lucero has a tight space to construct within and parking becomes an issue and Barkman's location is complicated by the storm water drainage that sits right next to the building. Both also have great opportunities and on the funding side there is great interest in support of Lucero.

5. Surplus Property

OVERVIEW: There was a report and recommendation regarding disposition of surplus photocopiers.

In the Board Packet there was a surplus property form that was vetted by the finance office. The board was asked to take action at their next meeting to securely and environmentally dispose of nine photocopiers.

6. Reading Pays Update

OVERVIEW: An update was provided.

City Council took action to approve the funding for the 2022 Reading Pays program, federal funding was received. Thanks were given to Ms. Bregar for her attendance and speaking on behalf of the program. Several other people were there and spoke on behalf of the program as well. Commentary from a the public swayed one "no" vote to become a "yes" vote.

Press releases and announcements are forthcoming. Staff us prepared internally. Local schools have already pre-registered students for the program. The program will officially launch on June 20th.

IV. ADJOURNMENT

The meeting adjourned at 3:07pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, June 23, 2022, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. An online session will be conducted. The 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
Board of Trustees Secretary