

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**WORK SESSION MINUTES**  
**2:30pm, Tuesday, March 15, 2022**

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

**I. CALL TO ORDER AND ROLL CALL**

Mr. Quintana called the meeting to order at 2:31p.m. Roll call had been conducted at the 2pm Special meeting, the same Trustees were still in attendance for the Work Session.

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

Board Members Not Present: Phil Mancha

Attorney Present: Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer

Staff & Guests Present: Jon Walker, Executive Director  
Sherri Baca, Associate Executive Director  
Alexandria Romero, Chief Financial Officer  
Terri Daly, Director of Human Resources  
Nick Potter, Director of Community Relations and Development  
Amy Nelson, Director of Rawlings Library  
Jill Kleven, Director of User Services  
Robert Childress, Director of IT  
Alicia Griebel, Branch Manager – Barkman Library  
Luke Gebbink, IT  
Mark Gonzales, IT  
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.

Mr. Walker asked that discussion item III. 5. Review of Open Meeting Laws be added to the agenda. This discussion item would be in regard to a current court case. There was no objection to adding the item.

**III. DISCUSSION ITEMS**

**1. Executive Director Job Search**

OVERVIEW: The Trustees reviewed the status of the Executive Director job search.

Mr. Walker reported that the Trustee approved RFP was posted for the public on the PCCLD website and on other hiring links March 3, 2022.

Mr. Miller reported that there had been interest in the posting and he had already received one proposal. April 1, 2022 was the due date for proposals to be turned in so the process was at its half way mark. He anticipated more proposals in the upcoming weeks.

Mr. Quintana asked if there had been any questions from the applicants since the due date for questions was today, March, 15<sup>th</sup>. Mr. Miller confirmed that there had been no questions.

Mr. Walker assured the Board that other proposals would be received since it wasn't uncommon for proposals to be received in the last few days leading up to the due date. He let the Board know that at their March regular meeting there would be another update.

## **2. Request for Reconsideration of Materials**

OVERVIEW: Jill Kleven (Director of User Services) presented a report on PCCLD's policy 03.03.05 Request for Reconsideration of Materials.

Ms. Kleven shared that this topic had come up at last month's Board work session, what was the process when a patron felt there was a certain item that should or shouldn't be in the library's collection.

PCCLD's policy stated that when a patron disagreed with materials that do not support their own views or values they may submit a formal written request for reconsideration of materials to the Executive Director. These materials are referred to as challenged material. The Executive Director would assign a committee of librarians or other staff to review the challenged material. These committee members have some tie to the challenged material. Ms. Kleven would be involved if the challenge material was in a larger scope, such as the Dr. Seuss books that were challenged last year. The committee member would personally review the challenged material, look up reviews by different vendors and would look at the number of circulations the item received. The committee would also look at peer libraries to see if they carry the material or not. The committee's recommendations would be to keep, remove or move the material to another department

Once a recommendation was made by the committee the Executive Director sends a letter to the patron in a timely manner, usually within 30-days. An item's evaluated for reconsideration only once in a 12-month period.

Ms. Kleven shared that the policy was derived from the Library Bill of Rights.

Ms. Gairaud asked if the statement about an item only being evaluated for reconsideration only once in a 12-month period was per customer complaint? Ms. Kleven confirmed that it was one complaint per person per year. She also asked how often did PCCLD have requests to remove an item from their collection? Ms. Kleven answered by saying there were approximately 1-2 challenges per year. Mr. Walker shared that PCCLD's required by the State of Colorado to report these challenges and they are made publicly available. He stated that it would be unusual to remove an item from the collection based on an objection, however, the item may be moved from one collection to another.

Ms. Martinez complimented PCCLD on their diverse collection and shared that was a reason why she wanted to serve on the Board. She complimented the staff on being great custodians of the right to have access to information. Ms. Kleven added they were working on a diversity initiative for the print collection.

Ms. Gairaud shared that in her 10 years on the board there had only been one time when someone asked why PCCLD did not have an item in their collection. She commended the staff on not having very many challenges. Mr. Walker said that when a patron requested that an item be added to the collection for the most part it's procured.

## **3. Ten Year Financial Plan**

OVERVIEW: Alexandria Romero (Chief Financial Officer) presented an update report on PCCLD's long-range financial plans.

Ms. Romero presented PCCLD's Master Facility Plan and the 10-year Financial Plan.

The Master Facility Plan was presented and covered the costs to renovate the library branches. The cash available and expenditures for each branch project per year was shown and cost estimates were provided in 2019. After the Rawling's renovation each branch would have a 5% increase per year to account for inflation. The increase would continue until that renovation for that branch started.

The Lucero and Barkman branches were both budgeted at \$2 million in renovation costs. One of the two was scheduled to be renovated after the completion of the Rawling's renovation. The renovations on these two branches would start in 2022 and conclude in the first part of 2025, for a total of 6 quarters. She shared that in the years 2024 going forward the revenue and cash available would be due to the general fund transfers and 2024-2026 fundraising and would be 14% of the cost. The next libraries, in order, to be renovated would be Pueblo West, Lamb, Giodone and Greenhorn.

The 10-year Financial Plan which ranged from 2020-2030 was presented. PCCLD's approach for the coming years was to be conservative with their revenue. Property tax revenues were scheduled to increase by 2-3% each year after 2022. Expenditures were reviewed line by line and they varied due to inflation, the price of materials and other factors. Noted for 2023 were the line items, *Other* under revenues and *Programs* under expenditures were significantly less due to the Reading Pays program. Salaries were higher for 2022 and 2023 at 5% and then lowered to 3% in 2024. Employee benefits showed an increase due to annual health insurance increases. Utilities showed an 8% increase in 2023 and then decreased afterwards. Contract Services increased 10% in 2023 and decrease in the years after. Office supplies, postage, printing, misc. and IT would also see an increase in 2023 and then decrease. The unassigned fund balance as a percentage of operating expenditures, per policy, needed to be at a minimum of 20%. Due to the library renovations the percentage decreases but does not go below 21%.

#### **4. Trustee Meetings Online**

OVERVIEW: PCCLD has been using Google Meet during the pandemic to host Trustee meetings and a proposal was presented to continue an online version of the meeting using Zoom and YouTube Live.

Mr. Walker said that there was an indication from the Board to continue the use of online options for their Board meetings. He shared that PCCLD had used Google Meet when the pandemic started mainly because it was available and free. In the interim PCCLD had started to use ZOOM in other situations. ZOOM offered more group meeting capabilities and other features to manage and administer those meetings. He hoped that the Board would agree to change to ZOOM for these reasons. The option of broadcasting meetings as they occurred, similar to the City Council and County Commissioner meetings, was suggested. The recommendation would be to use YouTube since it did not require that a person have an account, it also offered better organizational control and better retention management.

Mr. Walker spoke to Mr. Miller about legal requirements for video recordings. Recordings need to be kept for 6 months and are replaced by the minutes of the meeting.

Mr. Quintana was not opposed to what platform to use but requested to talk with Mr. Miller about what live broadcasting would look like and require. Mr. Quintana requested an executive session at the next meeting to discuss this topic. This topic was added to the agenda for the next Board meeting.

Ms. Gairaud asked what if any fees were associated with the use of Google Meet, ZOOM and YouTube. Mr. Walker shared that PCCLD had an educational understanding with all three which meant they could be used at no cost or a modest cost. There's a small fee for the more robust version of ZOOM.

#### **5. Review - Open Meetings Law**

OVERVIEW: Mr. Miller reviewed the open meeting law as it pertained to a current court case.

Mr. Miller spoke about a case that had been on the news, Marshall vs. Douglas County Board of Education. The case resulted from the Douglas County Board of Education firing the Superintendent. He shared that four of the seven-member board met on their own and decided they wanted to fire the Superintendent. Two of the members went to the Superintendent and asked him to leave or be fired. At the next board meeting it was announced that the 4 members had met and had decided to fire the Superintendent. At that meeting the Superintendent was fired. A lawsuit was filed due to a violation of the Colorado open meeting laws.

Mr. Miller shared that caused a stir in the legal community for attorneys who represented school and library districts. He reviewed some scenarios with regard to meeting outside of a publicized board meeting and what

would be ok and what would not be ok. Open meeting laws are different for state level boards, if more than two board members were together outside of a publicized meeting then they could be in violation depending on the topic of discussion. Local government entities would be if three or more members met outside of a publicized meeting. Mr. Miller termed the meetings that were conducted by the Douglas County Board members outside of their regular meetings as a walking meeting. He shared that the judge on the case entered an injunction against the board of education in Douglas County not to talk to each other outside of a public meeting.

Mr. Miller said that he wanted to make the Board aware of this case and asked if there were any questions with regard to the Open Meetings Law.

Ms. Bregar asked if the issue was that the board members met via a walking meeting and made board decisions during the conversations? Mr. Miller was uncertain and shared that the judge's concern was that the board had already decided to fire the Superintendent when they walked into the board meeting. There was no conversation about terminating the Superintendent during the Douglas County Board meeting only a final decision.

#### **IV. ADJOURNMENT**

Mr. Quintana adjourned the meeting.

He announced that the next regular meeting of the Pueblo City-County Library District Board of Trustees was scheduled to take place beginning at 5:30pm, Thursday, March 24, 2022, in the Executive Conference Room at the Rawlings Library. An online session would be conducted. The online link for the meeting will be made available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto:rose.jubert@pueblolibrary.org)

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees.