

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

**2:00pm, November 10, 2020**

**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 in the Infozone at the Rawlings Library, 100 E. Abriendo, Pueblo CO.**

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

Ms. Martinez and Ms. Garcia were not in attendance at the start of the meeting, both joined later/  
Fredrick Quintana called the meeting to order at 2:02 p.m. Mr. Quintana asked Rose Jubert to conduct roll call.

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

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, Controller  
Rose Jubert, Secretary to the Board  
Nora Welch, Director of Strategic Planning and Communications - Joining, Vision and Action - JVA

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

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

Jon Walker – Mr. Walker asked the Board for consideration in regard to Item III. PCCLD – Strategic Planning. He shared that the presenter, Sherri Baca, would be delayed and asked if that item could be held until 3:00pm.

Frederick Quintana – Mr. Quintana stated that they would keep the item traveling on the agenda until Ms. Baca was ready to present. There were no Board objections to this modification.

**III. Discussion Items**

**1. 2021 Preliminary Budget**

OVERVIEW: Alexandria Romero (Controller) provided an update report on the preliminary 2021 PCCLD Annual Budget. A public hearing on the proposed budget will follow at the November Regular Trustees' meeting and the Trustees will be asked to adopt a 2021 budget, set the mill levy, and appropriate sums of money for the 2021 budget in December.

Alexandria Romero – Ms. Romero presented the budget changes on the screen. She shared that what she would be presenting would be changes since the last Board Meeting. A full report would be made at the regular Board meeting, Thursday, November 19<sup>th</sup>. Ms. Romero's report consisted of the following items; the changes made, the amount of the change and the revenue over expenditure result. She explained that she added the revenue over expenditure result column so the Board could easily see the impact of the change whether it be increasing revenue or decreasing the amount that the revenue is over expenditure.

Preliminary assessed valuation for property tax increase.

Property tax increased by approximately \$14,000 which caused a positive effect. Revenue was increased.

Specific Ownership Tax

This was increased from 8% -8.75% of the total budgeted property tax. This amount was based on a 7-year trend. Ms. Baca and Ms. Romero did an analysis and found that the 8 % percentage the Library was actually collecting in specific ownership tax was too low. The Library was tracking more at 9%-10% but to stay conservative they increased to 8.75% and feel comfortable with this increase. This change increased revenue by approximately \$84,000.

State Funding Grant

Ms. Romero stated that this line item had been budgeted at \$40,000 but the actual amount came is slightly lower, \$2030 less. She adjusted the amount to the actual dollar amount that would be received in 2021 which had a negative effect on revenue.

Starlight Award

Ms. Romero shared that this award had been added to the budget and would be given to the different branches based on performance. \$3500 was added to the budget which increased expenditures.

Staff Supplies

Ms. Romero added a line item to the budget for staff meetings and events. She discovered that Branch Managers would have food and drinks at their staff meetings and would pay for these items either out of pocket or would code the expense to supplies or program expenses which did not make sense. Ms. Romero budgeted \$100 per department and shared that if this amount goes over the \$100 the manager would need to pay for it out of pocket. These increased expenditures by \$2000.

Health Insurance Increase

Ms. Romero stated that the increase to PCCLD's cost for employee health insurance was approved at a previous meeting. This had approximately a \$53,000 increase in expenditures.

Addition of Comprise Technology Wi-Fi (smartALEC) Printing

Ms. Romero shared this would be printing throughout the building so individuals/patrons could print from their phones. This had a \$6,200 increase in expenditures.

Rawlings Office Supply Increase

Ms. Romero stated that there would be a \$100 increase to the Rawlings' office supply line item to include the Associate Executive Director.

Decrease in Wages and Payroll Taxes

Ms. Romero shared that there would be a decrease in expenditures of approximately \$6,200 due to a security adjustment and open positions.

Increase in County Treasurer's Fee

Ms. Romero reported that the Library had an increase in assessed property valuation, this resulted in a \$200 increased expenditure.

Updated COP Payment

Ms. Romero shared that she updated the COP payment to the actual amount, this resulted in a \$14,600 increased expenditure.

Ms. Romero reported that the net change totaled approximately \$22,200 positive impact to the bottom line.

## Revenue

Property Tax – Increase of \$14,000

Specific Ownership Tax – Increase of \$84,400

State Funded Grant and all other sources – Decrease of \$2000

Total variance approximately \$96,000

## Expenses

Personnel – Increase of \$49,500 this includes wages and health insurance.

Materials & Services – Increase of \$3,000

Facilities – Increase of \$14,600

Operations – Increase of \$310

Information Technology – Increase of \$6,200

Total variance approximately \$73,000

In summary there was an increase in both revenue and expenditures with an overall positive impact of approximately \$23,000.

Ms. Romero asked the Board if there were any questions and there were none.

Lyndell Gairaud – Ms. Gairaud thanked Ms. Romero for how easy it was to understand her report and was very appreciative. Mr. Quintana agreed and appreciated the incremental updates.

Alexandria Romero – Ms. Romero shared that she will continue to do the incremental updates even with the larger documents so that the Board can easily see the changes. She also noted that they are still looking at the grant roll forward because it is a bit different this year due to the larger amount of funds that will be rolled forward into 2021. This was due to the fact that many of the programs did not happen due to Covid-19. The Library is allowed to do those expenditures in 2021 and she would update the Board at the Regular Board meeting.

## **2. Lease-Purchase Financing**

OVERVIEW: The Trustees approved a resolution on October 13 authorizing lease-purchase financing to provide for certain improvements to the Rawlings Library. An update report was provided.

Jon Walker – Mr. Walker shared that he was very pleased with the outcome and pleased to present the report to the Trustees. He presented the summary of the final issuance of the Certificates of Participation (COPs). He reminded the Trustees that they approved a resolution earlier in the year to allow this transaction to happen. There are two components to the transaction; 1. Refund of the earlier COPs that were issued in 2012. 2. Creation of additional bond funds over and above what was being reissued. He shared that the end result was a total of approximately \$16 million.

Mr. Walker shared the Debt Payment Schedule through 2035. He referenced the 10-year financial plan and how the Library wanted to stay under the ceiling of 1.25 million dollars on annual payments. The report showed that this had been accomplished and noted that every year the amount was under this ceiling. He shared that these payments align well with the Library's long range financial projections. Mr. Walker emphasized the importance of the all-in total interest cost, the transaction was at approximately 2.35 percent.

Mr. Walker shared that most importantly this transaction generated 7.5 million dollars in immediate proceeds back to the Library District. This amount was deposited into the Library District's COLA Trust account on November 3<sup>rd</sup>. He reported that this was a successful transaction. He complimented the team who worked on this to include, Sherri Baca, Alexandria Romero, Hilltop Securities and Jim Manire, Kutak Rock and Tom Peltz, Bart Miller and the underwriting group Stifel. He shared that he was very happy with the outcome and that the Library now has the funds for the Rawlings construction project, \$7.5 million. He reported that the total project budget is \$10 million. Through other proceeds, fund raising etc., the Library will be supplementing the \$7.5 million.

Mr. Walker asked if there were any questions.

Fredrick Quintana – Mr. Quintana had an item that he needed clarified. He asked if the net premium amount was the amount the Library had to hold in contingency that was finally released?

Jon Walker – Mr. Walker responded by agreeing with Mr. Quintana but added that the Library did have a debt service reserve fund that the Library was holding for the last several years in the fund balance. He said the debt service reserve fund was put into the transaction and it helped to lower payments. He made note that the Library was able to forgo the last payment of approximately \$620,000 and this money would be put into the fund balance. He agreed that the debt service agreement was gone and the Library no longer had to hold this money in a reserve fund. In addition, the unrestricted fund balance gained \$620,000. He shared that this was definitely a financial win on the Library's side.

Fredrick Quintana – Mr. Quintana agreed that it was great financial news.

### **3. PCCLD Strategic Planning**

PCCLD's current strategic plan expires this year and a new plan is under development. Sherri Baca, Associate Executive Director, provided an update report on the new plan.

Sherri Baca – Ms. Baca shared that they had been working on the Strategic Plan since July. Proposals went out and the Library chose JVA, Joining Vision and Action to assist with the project. She shared that since July it had been busy with the formation of focus groups to gather information from stakeholders in and out of the organization. Nora Welch of JVA was introduced. Ms. Baca shared that they are done with data gathering and are ready to write the Strategic Plan document.

Jon Walker – Mr. Walker complimented Ms. Baca for keeping the project on schedule.

Nora Welch – Ms. Welch is the Director of Strategic Planning and Communications for JVA.

Ms. Welch stated that she was going to provide a brief overview of the data that was compiled over the last few months. JVA engaged both internal and external stakeholders and gathered their feedback related to what the perspectives were related to strengths, opportunities for improvement or expansion and potential partnerships. She said they spoke to community members from a variety of different audiences from users to donors, business owners and community partners to get a well-rounded perspective.

She shared that they spoke to 42 people in 7 different focus groups and teens were also invited to participate to get the youth perspective. There was a virtual all Library staff meeting where 16 groups of employees provided invaluable information and feedback. She stated that there was a session that involved leadership and governance with 22 attendees.

Ms. Welch ask the community, what were some of the Library's strengths. They are listed.

- Staff was one of the strongest strengths of the Library. People noted the friendliness, flexibility and responsiveness of the staff.

- Look and feel of locations, people appreciated the look and the ambiance of the locations and felt safe at the Library.

- Meeting spaces particularly for community events. Noted were the spaces affordability and availability.

- Community partners and relationships was sighted as a strength.

- Children's programming.

- Online resources.

- Special collections and archive services.

- Core Users. The staff noted the frequent users of the Library and their championship of the Library within the community were a great strength.

- Resources Accessibility

- Programming options

- Innovation. The staff noted the innovation that happens within the Library, the ideas that happen internally and then present externally were unique strengths.

Ms. Welch said they also asked the groups for areas where the Library could improve. Listed are Library

improvement opportunities.

- Awareness of services. Both staff and community felt an increase in community awareness of the offered services was needed.
- Changes of hours or scheduling. Working parents who would like to engage in children's services, and ways to compliment public transportation schedules were mentioned as reasons to look at hours of operation.
- Makerspaces. An increase in the number of activities was mentioned as an opportunity.
- Traditional vs modern library, was listed more as a reminder to stay innovative.
- Teen and young adult services. An increase in the number of opportunities was mentioned.

Ms. Welch asked focus and community groups for greater community strengths, and they listed the following:

- Cultural Diversity. Pueblo offers many different cultures and is a strength that can be used to build upon.
- Collaborative efforts.
- Sense of community and the willingness to be together.
- Available services and amenities. This point included outdoor recreation, arts and culture and community and government resources.

Ms. Welch said that in terms of needs and opportunities within the community, the following items were listed.

- Employment and economic stability.
- Access to technology.
- Safe places for youth.
- Mental Health.
- Food Insecurity
- Education: early childhood and secondary
- Homelessness.
- Transportation and mobility.

Ms. Welch shared that after taking all of the information they heard common themes around where the Library could focus their efforts for the 10-year strategic plan.

Indicated areas for focus were:

- Employment. Workforce hubs or workforce development, activities or resources for being a site for job postings
- Education. Provide opportunities and resources for the learning development and growth of young children up to college aged students.
- Technology. The ability to have access to hardware and the internet.
- Access to services, to include digital readers and transportation.
- Marketing and outreach. The ability to make services known to the community.
- Diversity and Culture.
- Internal Capacity. Ensure the staff of the Library have what they need to fully serve patrons.

Ms. Welch said that after they heard from everyone they compiled a list of implications for strategic planning process.

- Areas of congruence between stakeholders can be used to leverage resources, exposure and impact.
- Ongoing stakeholder engagement would be essential for informing responsive services.
- Awareness and outreach, diversity, equity and inclusion and evaluation strategies would be important to consider across focus areas.
- PCCLD should be mindful of "mission creep" and alignment with core competencies. Keep core strengths.
- There is a lot of positive feedback, support and success to build upon!

Sherri Baca – Ms. Baca thanked Ms. Welch and her team for their hard work. Ms. Baca shared that there were many wonderful and positive comments about Ms. Welch and JVA.

Ms. Baca shared that her presentation would go over what the internal teams had done in regard to the strategic plan.

Ms. Baca went over the data that was gathered. The Library had conducted a quantitative poll and gathered

input from adult Pueblo residents. The poll included 300 phone surveys at a 95% confidence level, meaning the data that was provided could be at +5% or at -5%.

Ms. Baca presented the following slides.

#### Key Findings

-Overall importance for residents to have access to a comprehensive local public library.

On a scale from 1-5 with 1 being not very important to 5 being very important, the 4 and 5 answers made up 89% of the answers.

-The most important services and programs provided by the library, include:

- |                      |     |
|----------------------|-----|
| -Selection of Books  | 28% |
| -Children's Programs | 19% |
| -Internet access     | 18% |

-Do you value the Library offering places for computer and internet use?

- |      |     |
|------|-----|
| -Yes | 93% |
| -No  | 7%  |

-Library's used most often.

- |              |     |
|--------------|-----|
| -Rawlings    | 47% |
| -Pueblo West | 23% |
| -Lamb        | 21% |

-Overall satisfaction with the libraries' cleanliness and maintenance.

-Very satisfied – 71% Kudos to the maintenance team!

-Overall rating of the staff members.

- |                |                               |
|----------------|-------------------------------|
| -Friendliness  | Excellent (scale 4 & 5) – 94% |
| -Knowledgeable | Excellent (scale 4 & 5) – 94% |
| -Helpfulness   | Excellent (scale 4 & 5) – 94% |

-Overall usage and satisfaction of the collections provided by the Library.

-Use of collection – high vote getters were:

- Books
- Movies
- History and Archives
- Children's Collection and Services

-Ways the Library can be improved.

-No way in particular was the number one answer which speaks highly of the Library.

-Preferred location for a new library branch.

- |                                     |     |
|-------------------------------------|-----|
| -North of Hwy 50 near I-25          | 39% |
| -Pueblo West - North side of HWY 50 | 34% |

Ms. Baca shared the recommendations and next steps.

-Utilize these findings to shape future services and operational objectives.

-Assist in brainstorming about the Library's strengths, opportunities, goals and strategies.

Ms. Baca stated that they also looked at emerging technology in regard to the strategic plan. The following emerging technologies were provided by Robert Childress, IT Director.

-Hyperautomation

-This refers to automating business processes using artificial intelligence and machine learning.

- Multiexperience
  - This term has to do with multi-sensory and multi-touch technology.
- Autonomous Things
  - These are devices that use artificial intelligence to automate.

The “Internal and External Data” portion of the presentation was created by Nick Potter and Jill Kleven.

#### Purpose and Background

- Captured and analyzed external and internal data.
  - Current state and future of the Pueblo community.
  - Use and performance of PCCLD.
- Service Boundaries
  - Mapped out the geographical locations for each of the branches
  - Helps with budgeting and community programming.
- Internal Key Data
  - Visits to PCCLD are trending downward.

#### -SWAT analysis for Key Takeaways (External Data)

- Strengths
- Opportunities
- Weaknesses
- Threats

#### -Library Trends led by Jill Kleven.

#### Purpose and Background

- Identify industry trends
- What are the top trends?
- What trends are we currently doing and what should we focus on in the next 5 years?

#### Key Findings

- Community Resiliency Centers
- Bridging Digital Divide
- Equity Diversity and Inclusion
- Entrepreneurial Hubs
- Lifelong Learning

#### Key Takeaway

- Looking outward
  - What programs and services will transform the lives of the people and groups we support?

#### Current Status with Strategic Plan

- Plan - completed
- Gather – completed
- Create – in progress
  - Compile info and draft plan
- Execute
  - December will have a document to approve by the Board.

Doreen Martinez – Ms. Martinez thanked everyone for all of the hard work and the teamwork. She shared that it was nice to see that how the Board sees the Library correlates with the positive way the community sees the Library.

## **4. Revision of Policy Relative to Colorado’s Equal Pay for Equal Work Act**

OVERVIEW: There have been changes to state law in Colorado necessitating revisions to PCCLD employment policies. Terri Daly, Human Resources Director, will provide a report and recommendations.

Fredrick Quintana – Mr. Quintana introduced Ms. Daly

Terri Daly – Ms. Daly stated that she would go over a few legal items and will then go over her recommendations for modifying two of the policies.

### Provisions of the Law

Ms. Daly shared that the Law goes into effect January 1<sup>st</sup> and it aims to increase pay equity and transparency, impose new notice and recording requirements and to encourage companies to regularly self-audit their compensation practices. She said that the intent of the Law was to help close the pay gap in Colorado and to ensure that employees with similar job duties are paid the same wage regardless of sex or on the basis of sex in combination with another protected status.

Ms. Daly reported that an employer can pay a different wage as long as it is substantiated by one of the following:

- A Seniority System
- A Merit System
- A system that measures earnings by quantity or quality of production
- The geographic location where the work is performed
- Education, training or experience to the extent that they are reasonably related to the work in question
- Travel, if the travel is regular and a necessary condition of the work performed

Ms. Daly spoke about some of the requirements of the Law.

The Law prohibits seeking wage rate history from candidates and relying on a prior wage to determine pay rate. Ms. Daly shared that this question has been removed from the Library's application. Previously the application asked for the person's work and wage history on the application.

Ms. Daly provided that the employer must include either the hourly/salary rate or range and a general description of the benefits and other compensation in each job posting. Currently the Library is updating the job postings to include the benefits as well as the compensation.

Another requirement of the Law was that employers must post all opportunities for promotion to all current employees prior to making the employment decision. The Library would implement this requirement.

She shared that the next requirement stated that employers must keep records of job descriptions and wage rate history for each employee for the duration of the employee's employment plus 2 years. The Library currently does comply with this requirement.

Ms. Daly said that the next requirement stated that employers should create written job descriptions for all positions and ensure that current job descriptions are up to date. Ms. Daly assured the Board that the Library does have job descriptions for each position and she was currently looking to see if they are all up to date.

The final requirement she review was that employers should not prohibit employees from discussing or disclosing their wages and or retaliate against an employee who ask about their wages or seek to compare their wages.

### Job Posting

Ms. Daly presented recommendations for changes to the current Library Job Posting requirement. She reviewed what was added and what was omitted. These changes were to stay in compliance with the new law. One addition to the policy was to explain what was meant by "good standing" to be considered for a position. Ms. Daly shared the additional verbiage which read, "meaning they do not have a performance counseling on



record for the prior one year.” She reviewed the omitted sentence that read that an internal candidate’s manager may be contacted to verify performance. It was suggested that this could be a practice but to have it in the policy was not necessary.

#### Transfers and Promotions

Ms. Daly stated that all the language under the transfer policy would remain the same. The promotions language was completely changed to reflect the new Law requirements.

Ms. Daly asked if there were any questions and there were none.

Fredrick Quintana – Mr. Quintana thanked Ms. Daly for her work and to hear that the Library was already ensuring they were compliant with the new laws was comforting. He asked if there would be any budgetary impact. He felt that there would be little to no impact on the budget that if there were a significant impact it would have been noted.

He recommended the topic for consideration and to add it as an action item on the next agenda.

Ms. Martinez joined the meeting.

### **5. Audit Engagement**

OVERVIEW: The Clifton Larson Allen audit engagement letter for PCCLD’s 2020 financial records was presented for discussion.

Doreen Martinez – Ms. Martinez asked Ms. Romero to present on this topic.

Alexandria Romero – Ms. Romero shared that the letter that would be reviewed was lengthy and technical so she was only going to go over a few key points. She reminded the board that this was the 3<sup>rd</sup> year of a 5-year contract. The fee for this year was \$22,945 for the audit services and \$3,640 for tax return for a total of \$26,585.

She explained that the letter that was being presented was the engagement letter for the audit services only, an additional letter that would cover 990-tax return services would follow at a later date.

Ms. Romero explained that the engagement letter was standard and in accordance with auditing standards. It explained what the engagement was, who was responsible for what and the fees.

She explained that the audit services portion of the letter was what the firm would be doing for the Library District. They would also be handling the non-audit services which included the preparation of the financial statements as well as the work they did in regard to GASB Statements.

Ms. Romero reviewed what the audit objective was and noted that it was an opinion on the financial statements and that they were presented fairly. It also goes through the auditor’s responsibilities, procedures, and limitations.

The next point she talked about was the management responsibilities. She shared that management was responsible for the preparation and fair presentation of the financial statement, internal controls and while the auditors are on site they are required to give them access to all information.

Ms. Romero reviewed the responsibilities and limitations related to non-audit services and the steps Clifton Larson Allen would take. She noted the use of financial statements portion of the letter and said that once those statements are prepared management would be able to reproduce them in their entirety and no exclusions are to be made.

She reviewed, engagement administration and other matters, and said Clifton Larson and Allen are scheduled to start in December with the prep work. She said that the firm may be onsite in December doing field work and conclude the audit in March. She shared that she anticipated they would be working remotely both in

December and March.

Ms. Romero stated that the fees included their fee as well as other bookkeeping services. She said that if anyone had questions once they reviewed the document to please contact her.

Doreen Martinez – Ms. Martinez ask that this topic be set as an action item for the Regular Meeting.

**6. 2021 Holiday Dates**

OVERVIEW: The Board reviewed the proposed 2021 holiday closures. The Trustees will be asked to approve the 2021 scheduled holiday closures in December.

Doreen Martinez – Ms. Martinez stated that in order to save time that the Board review this document and then discuss it at the next meeting. If there are any changes, she asked the Board to mention them during the Board Comment.

**7. 2021 Trustee Meeting Dates**

OVERVIEW: The Board reviewed the proposed Trustee 2021 meeting dates and locations. The Trustees will be asked to approve their 2021 meeting dates and locations in January 2021.

Doreen Martinez – Ms. Martinez asked the Board to use the same protocol for this topic as the 2021 Holiday Dates. She reminded the Board what due to Covid restrictions locations could change so asked the Board to check the dates so they could be put on everyone's calendar. If there are any changes needed the Board still had December to make changes.

**8. Board of Trustee Appointment**

OVERVIEW: The current Library Trustee appointment process was reviewed for discussion.

Jon Walker – Mr. Walker explained that there are seven members of the Board of Trustees and annually a term comes to an end on December 31<sup>st</sup>. This year Doreen Martinez's term ends.

He shared that there was a process where the City and the County alternate taking applications one year to the next. This year the City accepted the applications. The City posted an ad in the newspaper and they solicited applications. That process closed in the later part of October. Mr. Walker asked the City to provide the applications to him after the closing date, there were two applications. One of the applicants was Ms. Martinez and the other was Dr. Bruce Johnson. Mr. Walker offered to provide the Board a copy of each application. He shared that Dr. Johnson was a retired Pueblo physician.

Mr. Walker explained that in terms of the process for reappointment he was told by his contact at the City Clerks off that the process had commenced but he was not sure of the current status. He was given that update about a week ago. Mr. Walker explained that that there was a joint committee made up of two members from the Board of County Commissioners and two members from City Council, they are who review the applications and deem whatever is appropriate. He reminded the Board that sometimes the joint committee interviews applicants and sometimes they do not and there have been times where the Trustees have interviewed the candidates themselves and made their own recommendations.

Mr. Walker asked Bart Miller, legal counsel to the Library, to review the process and to reach out to the City and the County. Mr. Walker had also reviewed the process with Mr. Miller. Mr. Walker thought it might be informative for the Trustees to hear from Mr. Miller in terms of how the process stands with regard to any agreement or law in the State of Colorado.

Bart Miller – Mr. Miller shared that the current process for filling Trustee positions on the Board was governed by two different sections of Colorado statues. One of the sections provided that the Library District, the City of

Pueblo and Pueblo County would have entered into an agreement as to how the Trustees would be selected. Mr. Miller spoke with Dan Kogovsek, City Attorney and they are currently looking for that agreement. Mr. Walker had looked in the Library's files for the agreement and it was not found. Mr. Miller contacted Cynthia Mitchell, County Attorney and asked if the County might have a copy and he had not heard back from her. Mr. Miller stated that if there is no agreement in place, they would need to rely on another section of the statutes that provides the process that the City and the County are currently using.

Mr. Walker had located an opinion letter from an attorney for the Library District back in 1990's the attorney felt the current process did not comply with the two statutes, Mr. Miller disagreed with that indication. Mr. Miller shared that unfortunately the entire process was not in writing. He was hopeful that the County would have the intergovernmental agreement (IGA) that would indicate how vacant Trustee positions are filled. Mr. Miller stated this was not a new issue and assured the Board that they would work through it and figure it out. Mr. Miller joked with the City Attorney and suggested to write a new agreement if the IGA could not be located.

Jon Walker – Mr. Walker asked if in the absence of a written agreement would State law, that would entail a joint committee, prevail? Mr. Miller stated that it would and that is currently what the City and County are doing. Mr. Walker clarified that there was no violation of state law in terms of the current appointment process because it was currently aligned with State law but it allows for a separate agreement between the three institutions. Mr. Walker assured the Trustees that the process that they had been appointed by did abide by state laws. He shared that he was not privy to the status of the current appointment but as of today it was moving forward.

Doreen Martinez – Ms. Martinez stated that she assumed the Board would be hearing something soon. She asked Mr. Walker if he had been in contact with anyone to see if the process would be handled by the January Board Meeting.

Jon Walker - Mr. Walker shared that the City Clerk's Office stated that the applications had been submitted to the Joint City-County Committee Review Panel and that the Clerk's office would notify him of their selection. He received this information on November 4, 2020.

## **9. Pueblo Library Trustee Election of Officers**

OVERVIEW: The PCCLD Trustee officer election process was reviewed. Officer elections will take place at the annual meeting in January.

Jon Walker – Mr. Walker shared the process of the election of officers on the screen. He referenced the Board's by-laws, article III. The article referenced that the officers of the Board shall be President and Vice President and the Board may name other officers if necessary. He stated that the tradition had been that there be a President and Vice President. He noted that the officers would remain in office until a successor had been selected. Article IV Paragraph 2 stated that officers would be elected at the January Board meeting. Ms. Martinez is the current President and Ms. Garcia is the current Vice President. He asked that the Trustees keep this in mind.

Doreen Martinez – Ms. Martinez said that the Board would make nominations at the January Work Session but asked Mr. Quintana for clarification. Mr. Quintana corrected Ms. Martinez and said that the nominations happen at the January Regular Meeting and that reminders would be given at the January Work Session. Ms. Martinez asked that the Board give the nominations some thought. She shared that she had been Board President for 3 years and felt that for the Board's viability a change of leadership should be considered otherwise the Board would become stagnant. She asked the Board members to contact her if they are interested in an officer position.

## **IX. ADJOURNMENT**

The meeting adjourned at 3:45pm.