

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION Minutes
November 12, 2019**

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 2:05 p.m. in the Ryals room at Rawlings Library.

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Jon Walker

I would like to ask if we can add an item F to review the results of the election.

Lyndell Gairaud made a motion to add item F to the agenda. Phil Mancha seconded the motion.
All in favor 7-0

III. WORK SESSION DISCUSSION ITEMS

A. IT Computer Server Procurement

Overview: Robert Childress, Information Technology Director, will present a recommendation for procurement of IT computer server equipment budgeted in 2019. This will require Trustee approval as it exceeds \$25,000.

(Robert Childress presented from a slideshow.)

Robert Childress

Thank you all for having me. I am here this afternoon to ask for your approval on an I.T. hardware request. These are items that we had budgeted for the 2019 year. For the virtual server we budgeted \$30,000, the hypervisor server budget \$25,000, and the back-up server \$25,000. The total budgeted amount is \$80,000. What we are hoping to get out of this hardware is an increased compatibility with Citrix 8, increased storage capacity, increased staff computer performance, increased patron computer performance, Microsoft Datacenter 2019 licensing, and new backup appliance/server hardware. Here is our current infrastructure. (Referenced slideshow picture of current layout and explained current layout used.) This slide also lists the current specs on our currently used server. Here is the layout of the planned infrastructure. (Referenced slideshow picture of planned infrastructure.) This is what the upgrade system would look like. It would be one physical server with these virtual servers. (Referenced slide show.) The back-up server appliance would augment our back-up strategy. Currently we have a back-up server at Pueblo West and here at Rawlings. I want to go into a Q&A because I know that is a lot to try to process in a short time frame.

Jon Walker

What is the cost of the request?

Robert Childress

The cost would be \$80,000. I will go back to slide one so that you can see the budgeted amounts again.

Jon Walker

Do you have price quotes for those and what do they look like?

Robert Childress

I do. They are all coming in right about the budgeted prices listed. Some are a little less, but mostly all are right at the budgeted amounts. We feel we will come in at the budgeted \$80,000 or a little bit lower.

Jon Walker

Which are you recommending Dell or HP?

Robert Childress

I am leaning towards Dell. They are being really aggressive and are focusing on new hardware. They are also coming in and making sure it meets our budgetary needs. This is a bid price and meets our procurement process of getting three quotes.

Doreen Martinez

So do I understand that you will purchase one physical server and then have the ability to back-up to the new server? The new server will be the main back-up for district? How are we planning on using the small servers that are currently being used?

Robert Childress

That is correct. The smaller servers currently in use will be used to help give us more storage space. So that hardware will be repurposed. Even though it is older, we will reuse and repurpose.

Fredrick Quintana

So essentially, the new virtual physical server is what will meet the new Citrix 8 hardware requirement? So we are restructuring our I.T. map?

Robert Childress

Correct. This is restructuring one part of the I.T. map. Not all of it, just the layout of the infrastructure.

Dustin Hodge

What is your estimate for implementation of this?

Robert Childress

We would like to get it in this year and start working on it and having it running in parallel before December 31st. We also need to start thinking about moving from Windows 8 to Windows 10. Windows 7 will be retired in January of 2020 and Windows 8 will not be far behind. This will also give us the hardware to support that move as well.

Fredrick Quintana

I think it is important that we keep I.T. infrastructure within the district up. I do not see this request as being a problem as long as it fits within budget. When this comes back for final presentation at the board meeting, I personally would like to see what the RFP request looked like and what came back.

Robert Childress

Absolutely.

Fredrick Quintana

What are we looking at for a life span on this purchase?

Robert Childress

I see this hardware lasting for seven years and still be really efficient.

Doreen Martinez

Robert, I appreciate you presenting this to us. I know that it is not always easy to present on a topic that can be foreign and hard to understand outside the I.T. world. I do know how hard you work to make sure the equipment we currently have, gives us every last bit of performance.

Jon Walker

I would propose to the Trustees that Robert comes back next week to show the specs that were requested, final quotes and final pricing.

Stephanie Garcia

In one of your slides I saw that this was budgeted already for 2019.

Sherri Baca

Yes, the funds are already in the budget for I.T. items.

Doreen Martinez

We will set this for an action item for next Thursday's regular scheduled board meeting.

B. 2020 Preliminary Budget

OVERVIEW: Sherri Baca, Chief Financial Officer, will report on the preliminary 2020 PCCLD Annual Budget, which is officially presented for public inspection. A public hearing on the proposed budget will follow at the November Regular Trustees' meeting, and the Trustees will be asked to adopt a 2020 plan and budget, set the mill levy, and appropriate sums of money for the 2020 budget in December.

Sherri Baca

My report is very short. I do not have a full blown budget update for you. The last budget I reported to you is still available for public inspection. It is on our website and should be at the circulation desks at all our library branches. At your board meeting next week I will be preparing the budget hearing which we provide by law. I will have some tweaks to this budget, but nothing substantial and nothing hugely different. The good news is that the budget I poured a lot of time and effort into is the one we get to move forward with, which is a blessing. I want to give you an update regarding the audit and tax engagement. At last month's meeting we talked about the cost of the audit, I did a little bit of pushing back with our audit firm. If you remember, I was referencing the RFP proposal costs that they gave us. I was able to negotiate the 5% fee to not hit us in 2019's audit, so that is good news. However, I do not know if that won't be part of the fee in future years. The other thing I want to report, as a group we will have to certify the mill for 2019 which will be collected in 2020. One of the forms that happens as a result of your certification, is the form called Certification of Tax Levy's for Non-school Governments. I am delving into the details for this form with the help of our legal counsel just to make sure I accurately calculate the mill. So I will keep you posted and you will be hearing more about those calculations soon.

C. 2020 Preliminary Annual Plan

OVERVIEW: Jon Walker, Executive Director, will review the 2020 Preliminary Annual Plan.

Jon Walker

Thank you very much, I appreciate the opportunity to give this review. What is coming around now is the draft of the 2020 Preliminary Annual Plan. You will see on the front page that it is dated 11-7, so prepared within the last few days. I will read through each item with you, but I certainly do not expect you to read through this 9 page document at this time. As we prepare for the meeting next week, we will start to work towards incorporating the annual plan in with the budget. As you know, in the end, they get adopted together later in December. Please turn to page two of the document. Ultimately we are talking about 2020's list of objectives that are high profile objectives. The background information which starts early on page two provides information regarding where we have been recently, meaning in 2018. As you recall, in 2019 when we started out this year, we started some particularly special community engagement efforts. Those included lots of different meetings. I will remind the board that we had focus groups throughout the county and lots of one on one meetings. We met with almost every local elected official. You will remember there was the poll that was conducted that provided good feedback as well. I actually itemized that feedback because I think it is important information that we garnered from the poll that was conducted in February of this year. I think it can be guidance as we move forward as well. On page three you will see that we also continue to work within a context of a long range strategic plan. I also remind the board that you will see in the bottom third of page three, that we did a lot of work to create a comprehensive facility master plan. You have seen reports on that, and we will come back to that as we get into some of the objectives a little later. On page four, at the top of the page, Sherri spent a lot of time and worked diligently to get our Capital Replacement Plan in a much better place. Finally on page five on top, the recent voter approval of ballot issue 6B. Also on page five we start to introduce the objectives. At this point there are 26 objectives. (At this point Jon Walker read through each of the 26 objectives from the handout.) I look forward to any feedback you have. (Audio went bad at this point as Dr. Mancha was taking off his microphone.)

D. Library Trustee Appointment

OVERVIEW: The current Library Trustee appointment process will be discussed.

Jon Walker

In July, by policy, the president of the board notified the appointing authorities that there is a term ending for one of the Trustees. The county advertised the vacancy and there are three applicants. (Jon Walker passed out copies of the resume from each applicant to Trustees.) In the past the Trustees have talked to the applicants. (Jon Walker passed around a list of questions that Trustees have asked applicants in the past.) I do know that the city and county have conferred and they intend to have this vote at the end of the PACOG agenda on December 5th. It will be a separate item but during that meeting since the city council and county commissioners will be in attendance. So that will be when they vote on the appointment for the open Trustee position. Of course only City Council and County Commissioners would participate in that vote. At the time that the vacancy was advertised, and in the letter that was sent, we made it very clear that Dr. Mancha was not certain that he would apply or not. You will see in your packet that he did indeed apply.

Lyndell Gairaud

Originally we did not have any say in this decision. This was a decision that was made by the County Commissioners and City Council. One year the commissioners would take lead and one year the city would take lead. There have been times when those members have invited us to listen to the interviews of the applicants and asked if we had an opinion. I am not exactly sure of the terminology, but I think it was the county who basically said "you guys tell us who you want". So we would come up with questions and interviews and it went on and on forever. I felt like it deviated from the path that had originally been followed. I have said this before and I am going to say it again. I just want to make sure that we are following the path that we are supposed to follow according to library law in the State of Colorado. I don't want the board picking the members to be on the board if that is not our job. I do not think that is the right thing to happen, so I think we need to be very careful about this.

Doreen Martinez

I would like to comment on that a bit. I believe that we follow the proper procedures because the vacancy is listed for the public. Since I have been serving on the board, I have found that we typically have one or more community member who takes advantage of that public notice and that is how they learn about it. I also appreciate the two authorities that make the decision asking for our input. I believe that we follow proper prodigal by allowing them to make a public vacancy announcement. I don't feel that we are outside the rules and regulations. We were asked our opinions and I believe we came up with a list of questions to help us come up with the best recommendation.

Marlene Bregar

Are we asked for our opinion or are we asked to rank the applicants?

Tony Perko

With the understanding that it is going to be a decision of the governmental bodies and ultimately their decision, they could delegate that authority for the choosing process to us if they so desire. That haven't done that, but I think that if they asked for a recommendation that is fine.

Jon Walker

I do not believe that they will be doing their own interviews. I believe that they are going to have the applications at the PACOG meeting, if there is any supporting information such as a letter of recommendation from the Trustees, then that will be there also. It will be up to the County Commissioner and City Council members who are at that meeting to review that or not. Then they will make their decision. (Discussion amongst Trustees regarding process.)

Doreen Martinez

I would like to form a committee to meet with each of the applicants and then we can send our recommendation prior to the appointment on December 5th. I will work on getting the committee formed and interviews set up.

E. Review of results from election results.

Jon Walker

Hooray!!! I have put some yard signs at the back of the room with white markers. Please sign each yard sign and we will have them framed and placed in each library branch. We will be going to the county election office to certify the election. I have a handout to give you to show all the results of the election. The library 6B vote

is listed on page two. (Discussion among Trustees on each of the results.) The library received more yes votes than any other single entity in the county.

F. **Executive Session**

The Board of Trustees will enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24- 6-402(4)(e).

Moved to executive session at 3:45 p.m.

Fredrick Quintana made motion to move into executive session. Marlene Bregar seconded the motion.

Returned from executive session at 4:17 p.m.

IV. **ADJOURNMENT**

Reminder: The Regular Board Meeting will be held on Thursday, November 21, 2019 at 5:30 p.m. at the Rawlings Library.

Respectfully Submitted by:

Sonya Fetty

Board Secretary