

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
September 17, 2019

I. CALL TO ORDER AND ROLL CALL

Doreen Martinez, President, called the meeting to order at 2:03 p.m. in the Ryals room at the Rawlings Library.

Board Members Present:	Doreen Martinez Stephanie Garcia Marlene Bregar Lyndell Gairaud
Board Members Absent:	Dustin Hodge Fredrick Quintana Phil Mancha
Attorney Present:	Doug Gradisar – Gradisar Trechter Ripperger & Roth
Staff Present:	Aaron Ramirez, Librarian, Archivist Lori Kozel – Manager of Lamb Library and Library @ the Y Jon Walker – Executive Director Sonya Fetty – Executive Assistant/Board Secretary Sherri Baca – Chief Financial Officer Sean Miller – I.T. Department Terri Daly – Human Resource Manager Sara Rose – Chief Operating Officer

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

None

III. WORK SESSION DISCUSSION ITEMS

A. Special Collections Archives Progress Report

Aaron Ramirez (Librarian, Archivist) will provide an overview progress report on archives work in the Rawlings Library Special Collections Department.

(Aaron Ramirez presented from a PowerPoint slide show.)

Aaron Ramirez

Thank you for allowing me to speak today. It is great to be here and I will be brief. I have come here today to inform you about what is going on in our department and the work we have been doing over the past several months. Again, my name is Aaron Ramirez and I am a graduate from the University of Wisconsin in Milwaukee and the University of Texas at Tyler and I have been in the role as librarian and archivists for about a year and three or four months. The things I will be talking about are the archival functions of the department. The first thing to get these collections in, so that we can make them accessible to our patrons, is through donations and accessioning, which means someone will donate these materials and we will accession the collection into our repository. *(Referenced his slideshow for an example from the Colorado Press Association.)* The Colorado Press Association just the other day, brought over quite a bit of material as you see here. It includes Colorado Editors from the 1930's to 1970's industry literature, cartoons, photographs and framed art. So we took these materials in because they fit within the scope of our collecting and they are relevant to the history of Colorado. We also thought they would be a good fit for the InfoZone Museum. You will see some of the framed art here. *(Referenced slide show.)* Another collection that we received is the Latka Studio Collection. Gene and Tom Latka, from just across the street on Midway, have their studios. I approached Tom, and he was looking for someone to take their collection. So you can see that we have his sketch books *(referenced slideshow)* from the 1970's which show his trips throughout Mexico and some examples of different art he has sketched out. In addition to his notebooks, there is a lot of material on public art and the process from getting the art from the idea of the project to the full installation. We brought these items into our repository and we are now responsible for their preservation and for their access. The next step is processing which includes description or cataloging and preservation. Another collection in process right now is the William "Bill" Buckles collections and papers. Georgine Booms, a longtime volunteer here is

spearheading this because she was very involved in archeology and Bill Buckles work. He excavated the El Pueblo site down the street from us. You can see on the left here (*referenced slide show*) we have boxes and boxes of his papers, notes, manuscripts, and publications. You can see two things happening here (*referenced slide show*). One is the preservation of the materials by re-housing them in folders and boxes, and another is by the arrangement intellectually and physically by putting them in categories. This makes increased access for our users. Once they are processed and we have described them, we then make catalog records and put them in folders to ensure a long life. (*Referenced slide show giving examples of the process and some of the records.*) Other collections that we are working with are the Colorado Rock Art Association collection, it is a collection of rock art recordings in Southern Colorado and beyond. We have a ton of published works on rock art as well as original photographs, sketches, molds that they created of the rock art which is forbidden now, so we are preserving those molds. The Sally Cole Collection, a noted archaeologist, is part of the Colorado Rock Art Association collection. On the bottom left here (*referenced slideshow*) you can see her manuscript on the Pinon Canyon Maneuver Site. This work was unpublished until we published them online for free and globally accessible for people interested in rock art and the correlation between cultures, time and types of motifs in rock art. We have challenges but we overcome them as they happen. You will see here (*referenced slideshow*) that this past month when we had the weeks of rain, the humidity rose greatly in the vault. We try to keep it between 30 and 50 percent relative humidity and under 70 degrees temperature. We rigged up an air conditioner unit, condensed the water, and we removed that water with a five gallon bucket. We are ordering a portable de-humidifier and we are planning on applying for a preservation grant to get that dedicated HVAC system. Now I will talk about access. (*He referenced the PCCLD website search bar to demonstrate at this point. He demonstrated how someone could search for different items and how they appear.*) The department's strategy going forward is to get all of those collections in the vault into this system which is connected to the card catalog system. So whenever anyone is searching a published book it could be relevant to collections that we have in our repository, and that would appear in their search through Discover, our new search system. I am very excited about what is going on in the department and welcome any questions you might have.

Marlene Bregar

I don't have any questions, but I am just amazed. I was a poor college student and worked in the archives in the University of Minnesota with the boxes of items. So it has always been kind of fascinating and I am very impressed with what you are doing. Good job.

B. Library @ the Y

Lori Kozel (Manager of Lamb Library and Library @ the Y) will present recommendations regarding hours of service at the Library @ the Y.

(Lori Kozel presented from a PowerPoint slideshow. She also had two handouts during her presentation.)

Lori Kozel

Thank you for having me. Today we are going to talk about the proposed changes to the Amendment II (*handout provided*) between the Library @ the Y and YMCA, and also how we have come to a conclusion on the hours of operation that we think would work best for patrons and staff. First of all, why we would like to amend the contract. You will see that this is the amendment that we created with the YMCA which was dated September 30, 2009. (*Handout provided to Trustees.*) We had a revision on the last page on April 30, 2012. Covenant 4's first sentence is amended after "Library will be open to all the public, at no charge" to strike "a minimum of six (6) days per week, six (6) hours per day" and replace it with "a minimum of thirty-six (36) hours per week" with specific days and times to be determined by mutual agreement of the parties. Both parties will make efforts to communicate to the public when the Library will be open for business.

Jon Walker

Can you recite the full schedule of the Library @ the Y? Isn't there one day that you are not open six hours? So one of the reasons for the revision is that the current hours on Saturday are 9:00 a.m. to 1:00 p.m. which is only four hours, and the contract currently says "will be open six hours a day".

Lori Kozel

Yes. So right now we are open Monday through Friday from 9:00 a.m. to 1:00 p.m., then we close 1:00 p.m. to

4:00 p.m. Then we open again from 4:00 p.m. to 8:00 p.m. On Saturdays, which just don't have the afternoon shift, we are open from 9:00 a.m. to 1:00 p.m. We would propose these new hours (shown on slide show). We would be open from 9:30 a.m. to 6:00 p.m. We would close for a 30 minute lunch break from 1:30 p.m. to 2:00. Saturday would be from 9:30 a.m. to 1:30. p.m. *(She went over her slideshow that listed the proposed hours and also briefed the Trustees that the YMCA agreed to the hours. She also stated that the preschool program that utilizes story time at the Library @ the Y would not be impacted as they begin at 9:30.)* The hours would also be more consistent with the other PCCLD library hours. It would also be easier for staff and on scheduling.

Jon Walker

Just to remind the Trustees, there are a couple of issues here for your consideration. First of all, the regular hours of the library are set by the Trustees. So it is by your action and approval that the hours of the library be changed. Also as you will see in the agreement between the Library @ the Y and the YMCA that those amendments are approved by the Trustees as well. So that is the reason that these two requests are coming before you. Of course this was also presented at the work session last month as you remember. Lori Kozel went back and did some revisions based on the feedback from the prior work session. The recommendation from the staff would be to ask the Trustees to adopt the new hours of service and to approve the amendment to the contract under Covenant 4.

Doreen Martinez

We will set this as an action item at the next board meeting.

C. Staff Development Day

Monday, October 14, is an all-day staff development program at the Rawlings Library. Trustees have the opportunity beginning at 8am for scripted staff recognition presentations.

Terri Daly

I wanted to give a brief overview of staff development day. It is a great day for all the staff to come together when the library is closed and go through a series of trainings on all kinds of different subjects that effect the library. I wanted to invite all the Trustees to come, especially in the morning. We will start at 8:00 a.m. We will be having other presentations during that time, I believe Jon Walker has invited some community leaders to attend that first session as well. We will also have the Corporate Cup awards. We have a great day lined up, we are going to watch some library movies and have discussion and commentary on that the first part of the day. The second part of the day we have some break-out sessions where we are talking about our new catalog, Discover. Various other topics such as Google classroom, presentations on our archives, digital resources, and those kinds of topics. I just want to make sure you knew about it, and that if you would like to come and participate please come at 8:00 a.m.

Jon Walker

I would like to encourage that if you are available, please let me or Sonya Fetty know.

Marlene Bregar

I attended the ADA Symposium that was held here. I think that Amy Nelson and her staff deserve kudos. It was very well done. The lunch speaker was phenomenal, I just loved her. I hope we can continue to host this every year because it was much bigger and better than last year. I got to thinking that if we move ahead with a revamp of this building, I think we should think about putting an adult bathroom that would allow for an adult size changing table. I did go back and look at the plans and I am not sure where a good fit would be, but I think we should consider it.

Lyndell Gairaud

I was not able to attend the recent retreat on September 10th, so can I get a summary or report of how it went?

(Jon Walker gave a summary over what the focus and discussion was at the retreat. Lyndell Gairaud thanked him.)

Jon Walker

We will be presenting a recommended budget on October 15th to the Trustees. We will contemplate how to present

that next month. *(Discussion amongst Trustees about the idea of having two budgets. Doreen Martinez stated that that decision would ultimately be left up to Jon Walker to determine.)*

IV. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, September 26, 2019 at 5:30 p.m. at the Greenhorn Valley Library.

Meeting adjourned at 3:02 p.m.

Respectfully Submitted by,

Sonya Fetty

Board Secretary/Executive Assistant