

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00 p.m., Tuesday, July 14, 2020**

I. CALL TO ORDER AND ROLL CALL

PCCLD facility closures, due to COVID-19, caused the Pueblo City-County Library District Board of Trustees work session meeting to be held via teleconference. Sean Miller, I.T. hosted a public session on-site in the Ryals Room at the Rawlings Library. Jon Walker, Executive Director; Sherri Baca, Associate Executive Director and Gloria Madrill, Board Secretary, attended via teleconference. Other directors and staff attended via teleconference. Stephanie Garcia called the meeting to order at 2:00 p.m. Trustees in attendance via teleconference include Marlene Bregar, Lyndell Gairaud, Stephanie Garcia, Phil Mancha and Fredrick Quintana. Doreen Martinez and Dustin Hodge were not able to attend.

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

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

There were no modifications to the agenda.

III. WORK SESSION DISCUSSION ITEMS

A. PCCLD Status

Jon Walker, Executive Director, will provide an update on PCCLD operations during the ongoing COVID-19 public health emergency.

Mr. Walker provided an update on Pueblo City-County Library District's response to the public health emergency. He reminded the board the library closed to the public on March 14 and we have focused on virtual, online, and telephone services. Staff returned to the libraries April 27 and curbside service began May 4. Later, on June 19 we reopened limited in-building computer use and on June 26 we reopened limited in-building collection browsing to patrons. The limited opening has gone well and we are looking towards the next phase. The next phase includes a return to regular hours of in building use. Currently the libraries are open with modified hours from 12-6 p.m. Mondays through Saturdays and 1-5 p.m. Sundays at Rawlings. The next phase would also include opening limited access to smaller study rooms and reading tables, then later down the road opening meeting rooms and reestablishing public programming. All of the plans will involve social distancing and be aligned with public health orders. We are currently in phase 3.2. The new phase would be phase 4. We hope phase 4 will happen in early August. We are in close contact with local and state health officials and will remain prepared to fall back if conditions warrant. Mr. Walker is also engaging with other public libraries (Colorado and nationally) on best practices for opening.

Mr. Walker provided an update on activity surrounding the Columbus statue on Abriendo. There have been organized events occurring Sundays. Mr. Walker and staff have been working closely with the police who are there to keep the peace. There were armed individuals in the crowd on Sunday and that has heightened concerns. Rawlings Library was closed early on Sunday. Staff was kept on premises and then released at 3 p.m. at an exit away from the activity. The situation is a concern and being monitored. One of the reasons for the early closure was the area usually used for curbside was being blocked for safety reasons by the police. Ms. Garcia commented she was appreciated the caution and shared that many of the people there are from out of town. Mr. Quintana echoed sentiments and agreed closing should happen if needed for safety. Mr. Walker also added the police

are monitoring activity from the top of the Rawlings Library. Ms. Bregar shared she had learned at a meeting some consideration is being given for an outside negotiator to assist. Mr. Walker said he will continue to keep the board posted and monitor the situation. He also encouraged trustees to share any information they may learn. Dr. Mancha joined the meeting during the Executive Director report.

B. Strategic Plan

Sherri Baca, Associate Executive Director, will report on PCCLD strategic planning activities.

Ms. Baca reported on the timeline and components to developing a new five-year strategic plan. We are in the final year of our current five-year plan and one of our annual plan goals for 2020 is to work on a new plan. There will be multiple components and stages for the process. First there is the planning stage, which we currently are in. We designated a strategic plan work group. The group includes Mr. Walker, Ms. Baca, Ms. Nelson, Mr. Potter and Ms. Kleven and trustees that would like to help with the process. Requests for proposals are being drafted and issued for external support and we hope to have contracts awarded by the end of July. The next phase we will be gathering information. We will have meetings to gather stakeholder input and hire a consultant to lead virtual focus groups, including one with staff on Staff Day this Fall. We hope to glean information relevant to our strategic planning. We are also contemplating a scientific poll that will help us determine the overall needs of the community. This could help us gather input from community members that currently do not use the library. We will also be gathering demographic information on our community (looking for future trends using GIS data) and looking at emerging technologies. We will then do a resource analysis harnessing the insight of our support teams internally. We will look at what we have and what we would need in the future. We will also be looking at current library data sources including circulation data through Koha, Community Relations data from the BI dashboard (and virtual outreach) and LRS data which is data from our industry. Also we may look at precinct returns and other data from the 6B election. We will be looking at library trends also in August and September.

In October, in place of the usual annual planning retreat, there will be a strategic planning retreat. We will use the information gathered and synthesize it into strategic objectives and as a group determine our strategic priorities. Most of the work for gathering data will occur in July, August, and September. After the retreat, in November, the information will be written into a narrative for the strategic plan. We hope to have the plan to Mr. Walker by Dec. 1 and then available for trustee review at the work session in December and (if you feel comfortable with it) having it approved Dec. 10. After it is approved we will announce the strategy on our channels in December and deliver details to staff at the February staff Day. Ms. Garcia added, new demographic information can be coming our way from census results in January if we have flexibility with demographics. Ms. Gairaud joined the meeting during this report.

C. Rawlings Library Renovation Project

Jon Walker, Executive Director, will provide status of the Rawlings Library Renovation Project.

Mr. Walker said it is moving forward. We have an internal steering committee (Mr. Walker, Ms. Baca, Ms. Nelson, Mr. Potter, Ms. Kleven) and availability for any trustees who want a higher level engagement with the project. We have met with design team Anderson Mason Dale Architects and HBM Architects. The architects and library team are reviewing the Master Facilities Plan adopted a year ago to get a more detailed look at the plan. We have begun the selection process for the construction manager or general contractor CMGC and hope to complete that in August and bring to the trustees for approval. There is an RFQ for CMGC firms to submit their qualifications. The financial plan is also coming together nicely. Ms. Baca and Ms. Romero have been playing key roles in this

piece along with Jim Manire at Hilltop Securities and Tom Peltz (an attorney from KutakRock). It is a \$10 million project, \$8 million will come from the PCCLD general fund and \$2 million will come from fundraising and grants (including the NEH grant). We have the first year matched (which ended in July). The renovations will involve significant interior refurbishing to approximately 80,000 to 90,000 square feet of the public facing part of the building. The plan is to start construction the end of the first quarter in 2021 with completion in 2023. Ms. Garcia commented the County Commissioners were very complimentary of the plan. Mr. Walker said there may be an opportunity for the county to support the project and he may be reaching out to trustees to help with some of these interactions.

D. Legal Counsel

Jon Walker, Executive Director, will update the Trustees on the legal services Request for Proposal currently posted for PCCLD.

In response the firm of Gradisar, Trechter, Ripperger and Roth firm dissolving the district issued an RFP for legal services to find the best fit for the district moving forward. There have been quite a bit of interest in the RFP. Ms. Romero reported as of this afternoon we have had six firms respond. The due date is today and the goal is to have an evaluation and recommendation done by the general board meeting. We would like trustees that are interested in participating to read and evaluate the proposals using a matrix. We will then invite those with the higher scores for more in-depth discussions. We have entered into a temporary contract with Gradisar Law, LLC. Mr. Walker invited any trustee interested in assisting with the process to reach out along to him. Mr. Quintana and Ms. Garcia expressed interest in helping with the project. Ms. Bregar also expressed interest if meetings can be done virtually. Ms. Garcia asked if the responses have been all from local firms. Ms. Romero answered we have two from Denver, one from Colorado Springs and three responses from firms in town. Mr. Walker concluded by saying he will keep everyone posted on the progress.

E. Flexible Spending Account

Terri Daly, Human Resources Director, will present a report and recommendation regarding PCCLD's Flexible Spending Account plan.

Ms. Daly reported on the Flexible Spending Account. The current account is through 24HourFlex and does not allow carry over from year to year. If contributions are not used in the calendar year the balance is forfeited. Due to COVID-19, the IRS has issued a notice which provides allowances from Section 125 plans to carry over plans to a subsequent year. They are allowing up to \$550 to be carried over since people were not freely able to use flex plans during stay-at-home orders. This change is considered a modification to our plan document and subsequently must be board approved. We are recommending that we allow change to our Flexible Spending Account per the IRS notice (up to \$550) to be carried over to subsequent year if someone has funds in their account. This would be employees own funds and is budget neutral to the district. It allows more flexibility for the employee.

Ms. Bregar asked if this has an end date or if it is a permanent change. Ms. Daly said there may be an end date to the IRS ruling but 24HourFlex said we can make it a permanent change if we would like. Dr. Mancha asked if they can carry it out over multiple years. Ms. Daly answered up to \$550 per year can be carried forward. Ms. Garcia wanted to know if we offer health savings plans. Ms. Daly said yes, but we can only offer HSA with high deductible plans. Ms. Gairaud asked if the board needs to approve the carryover this year but do we need to approve it for subsequent years. Ms. Daly said we would like to approve a modification to the plan document which would cover it year-over-year making in a permanent change. Mr. Walker added although you are making the exception for this year we put a benefit package for approval annually so in effect it is only for current year. Ms. Garcia had a follow up question about HSA and if a high deductible with it was needed. Mr. Walker added he thought we

can only offer a high deductible plan if we also offer an HSA, but it was not needed to offer a HSA. Ms. Daly said she can follow up with Benefits Broker regarding the HSA question.

F. Emergency Closings Temporary Policy Addendum

The 30-day review of the PCCLD Temporary Addendum to Emergency Closings will take place.

Mr. Walker presented the Temporary Addendum to the Emergency Closing Policy. It has been in effect since March and readopted multiple times. The addendum allows for the library to pay employees administrative leave if there is a closure due to COVID-19. Mr. Quintana said he is in favor of the policy, but asked if we can extend the approval date until the end of the year since COVID-19 will still be a concern. Ms. Gairaud was also in favor extending it a longer period of time. Ms. Bregar recommended removing the wording in the first line saying it was effective for 30 days. Mr. Walker said he would be happy to adjust the wording. Ms. Garcia recommended keeping wording that includes the original date the policy was adopted.

IV. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, July 23, 2020 at 5:30 p.m. via teleconference with an interactive public session abiding by social distancing guidelines hosted in the Ryals Room at the Rawlings Library.

Meeting was adjourned at 3:16 p.m. When asked if there were any board comments, Ms. Bregar shared news there will be a new urban renewal area on the eastside that we will have input into coming up.

Total meeting time: 1 hour, 16 minutes