

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

May 17, 2011

I. CALL TO ORDER AND ROLL CALL

Mr. Stuart called the meeting to order at 4:03 p.m.

Board Members Present: Jim Stuart, President; Marlene Bregar (*arrived at 4:11*); Katherine Frank; Philip Mancha; Roy Miltner

Board Members Absent: Sherri Baca, Vice President; Frances Terrazas-Alexander

Staff Present: Jon Walker, Executive Director; Sara Rose, Director of Human Resources; Chris Brogan, Chief Financial Officer; Richard Tucey, Special Projects Librarian; others not recorded

Attorney Present: Nicholas Gradisar

Others Present: Ralph Williams, HUB International

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA None.

III. DISCUSSION ITEMS

A. Library Employee Health Benefit Package

Mr. Stuart announced that the current employee health benefit package approved by the board will end on June 30, 2011. A recommended benefit package renewal commencing July 1, 2011 and ending June 30, 2012 will be presented for discussion. Since the cost of this contract exceeds \$25,000, the Trustees will be asked to take action to approve this expenditure.

Mr. Walker referred to the document comparing current health plan costs and renewal costs, and introduced Sara Rose, Director of Human Resources, and Ralph Williams, insurance consultant with HUB International, to discuss the changes.

Ms. Rose said the document provided shows the changes in rates with the same providers: Kaiser-Permanente for medical, VSP for vision, and MetLife for dental. There was a modest increase of 3.46% which is well beneath market, and it was also below the increase projected. Ms. Rose explained that employees pay 20% of the cost for benefit coverage for themselves, and 25% for their dependents. Ms. Rose explained that the cost per pay period for benefits range from \$49.53 for the employee to \$146.30 for an employee with a family. Vision and dental coverage costs remained the same. Ms. Rose referred to the table showing the monthly cost to the library, number of employees (effective in April) and the change percentage. The one-year plan cost will be \$371,268. Ms. Rose then referred to the amount budgeted which is six months on the current plan and six months on the new plan which will result in a savings of \$17,958. (*Ms. Bregar arrived at this point.*)

Mr. Williams said they might try in September or October to approach Kaiser again to get a quote for the beginning of January to keep the entire quote in the calendar year. Mr. Walker said it may have some advantages for the budgeting year, and Mr. Williams added that if Kaiser will extend it with no further increase, it could be a win for the library.

Dr. Mancha asked if there would be any advantage to increasing the number of people who are part of the group. Mr. Williams explained that the number required is 500, but it does not have a huge effect on rates. Dr. Mancha suggested the possibility of joining with other rural libraries and asked if that could expand the size of the group to impact those costs. Dr. Mancha added that at some point there should be no increase. Mr. Williams explained that the current trend for medical rates is an increase of 9.9% and some are as high as 13.2%. Mr. Williams went on to explain how technology, local contracts, and additional employers using Kaiser have helped reduce the rates in Pueblo. Mr. Williams also noted that the legislature tried to pass a statute to allow groups such as those suggested by Dr. Mancha, but the bill was defeated, so that cannot be done in Colorado at this time. Mr. Walker said he serves on another board that has been attempting to start a group for that purpose. Mr. Williams said

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the charter schools are trying to create a buying group, but another problem in doing that is Kaiser is not available in all places in Colorado. Kaiser in Denver/Boulder is under a different model, and Pueblo and Colorado Springs use a different model where Kaiser has to contract for services. Mr. Williams pointed out that the library was one of the first employers to adopt Kaiser in Pueblo County, but several other employers have joined since that time.

Mr. Walker added that the proposal has been reviewed by the Steering Committee with positive feedback, and at this point the library feels good about this renewal. Ms. Rose commented that they had looked at other plans, there is 84% participation among qualified staff, and she is pleased with the level of employee satisfaction with the current plan. Ms. Rose said the Kaiser format here is much better than the one up north, and they go above and beyond, especially with preventive medicine.

Ms. Bregar pointed out that District 70 did not use Kaiser and saw cost increases three times this amount. Ms. Rose said we have a lot of freedom to control costs further; however, the Steering Committee felt it was good without trying to reduce costs further with higher co-pays, etc.

Mr. Williams commented on other programs explored which were not as competitive, and there are so many factors to consider, e.g. the age of the workforce, which is why it is important to go to market.

Dr. Mancha challenged the assumption that the costs will always go up, and this constitutes a significant expense for the library. Somewhere along the way the library should be able to get the costs down. Every year he has seen increases over a ten-year period. Dr. Mancha said his concern is not with what the library has negotiated, it is just the assumption that there will be an increase despite the poor economic times.

Mr. Williams said we have the legislature trying to deal with the problem, and it is getting more convoluted, and he is not sure the federal program will improve it while the state is trying to do their own exchanges. Mr. Williams expects there will be big changes, and as 2014 gets closer the changes will become more apparent. Mr. Walker said he understands Dr. Mancha's concern.

Mr. Walker said the next step, because this exceeds \$25,000, is to ask the Board to approve this at the May Board Meeting. Mr. Stuart asked to add this to the May Board Agenda for action.

B. Procurement of Laptops for the New Information Technology Center

Mr. Stuart announced that the Library District is using grant funds to procure up to 44 laptops to check out for public use in the Public Centers for New Information Technology to be located at the Rawlings and Barkman Libraries. An RFP has been issued for the procurement of these laptops in accordance with PCCLD's Finance Purchasing Policy. Richard Tucey will discuss this project with the Trustees. Since the cost of this contract will exceed \$25,000, the Trustees will be asked to take action to approve this expenditure.

Mr. Walker introduced Mr. Tucey to go over purchasing the laptops for the BTOP grant project. Mr. Tucey pointed out that the bulk of the cost of the project is in the laptops. Mr. Tucey said the New Information Technology Committee consists of Bill Seidel (IT), Carol Rooney (Readers Advisory & Reference), and Steve Antonuccio (Barkman) and him. The committee has been looking at other libraries that circulate laptops, such as Pikes Peak Library District, in order to get some specifications. Members of the committee went to the Microsoft Store in Denver to have the opportunity to touch the laptops and get a sense of their durability. Mr. Tucey said they found a laptop that would be good for the project, and they came back to begin seeking bids, and they received three bids. Mr. Tucey provided the Bid Record Summary. Mr. Tucey then reviewed each of the bids received, noting that the laptops requested have eight hours of battery life. Mr. Tucey pointed out that one of the things the committee agreed would be important is to get a three-year warranty and accident protection on the laptops, and two of the bidders could not do that, but the only one that could was Insight, even though the bid was slightly more, it is a good bargain to get the accident protection.

Mr. Tucey pointed out that the project will include mobile charging carts, but those costs will be much less than the \$25,000 threshold required for Board approval.

Mr. Miltner asked if the laptops are the size of the laptops used by the Board, and Mr. Tucey responded they are similar with a numeric keypad, 2.66 Ghz processor, DVD burner, graphics,

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integrated webcam and microphone, Wi-Fi, and Windows 7 Home Operating System. Mr. Tucey provided additional information about the laptops by library location.

Mr. Tucey said the requested 30-day price guarantee is supposed to expire on May 22, prior to the Board Meeting; however, Insight has agreed to extend that to the end of May.

Dr. Mancha asked Mr. Tucey to talk about the purpose of this project and the idea behind the Public Centers for New Information Technology. Mr. Tucey explained that laptops are only part of the effort. Dr. Mancha questioned the need for a DVD burner in order to read books. Mr. Tucey said the library planned to purchase six tablets that will also serve as eReaders, and there will be a charging unit to recharge laptops and Apple tablets. Because the laptop bid came in less than projected, it will allow the purchase of approximately 15 more tablet PCs with the \$8,000 savings.

Dr. Mancha asked if the PCs will leave the building, and Mr. Tucey responded that the grant requires the laptops be provided to the public for training, and the library to also circulate them. Mr. Tucey said the library is planning to hold back about half of the laptops for in-house use. Dr. Mancha asked what other goals the laptops meet. There was also a question about Apple iPads not being able to “talk” to Microsoft laptops. Mr. Tucey said the iPads serve a different purpose than the laptops. The State Library has requested the purchase of six tablets and 44 laptops, but the library has permission to buy more. The laptops that circulate will do web browsing, Excel and word processing, but there will be two platforms. The eReader will be complemented by eBook content, and the digital content will make the library better.

Mr. Stuart asked if customers checking out a laptop will also be able to check out a charger. Mr. Tucey said the committee is still working on the procedures, but he expects the laptops to be checked out with a charger. Mr. Tucey said the library is under the obligation with this grant to expand access to broadband wireless technology, and the State Library has interpreted that as laptops. The goal is expanding public access to computers which will include the MS Office Suite of tools and will enable users to download information to the device of their choice. Public access and bridging the digital divide will be achieved by providing equal access for the underserved whether or not they have a computer or whether or not they have Internet access, and it goes back to the heart of what the library is about. That is why the laptops would be equipped with lots of capabilities.

Mr. Walker pointed out that the library currently offers customers access to computers in the library for one or two hours. With some of the laptops available in the library, the laptops will expand access for a customer to use the computer for a full day in the library. This will broaden access to allow more in-depth work, such as research, resumes, etc. There was a question about the length of time the laptops will check out. Although the question of the checkout time has not been decided, Mr. Walker expects it will be about a week; however, that length of time may be tweaked depending on the waiting list. If the waiting list is long, the checkout time may be shortened to allow access for more users. The library will want to keep the term short enough to keep the laptops moving. Mr. Tucey will be getting the policies and procedures worked out.

Mr. Stuart suggested a comprehensive report on how people will use the technology. Mr. Tucey said right now they are just seeking approval to purchase the laptop computers, but there is a lot of other work taking place such as the addition of an ADA workstation at Barkman to meet the requirements of the grant. Mr. Stuart asked if there will be broadband cards to allow users to access the Internet, and Mr. Tucey said this had not been included. There was a discussion about giving laptops to people who may not have access to the Internet, and Mr. Walker said the laptop can be used in libraries, and wherever there is WiFi access. The laptops may allow someone to write a paper, but perhaps they would have to do the research at the library. Mr. Tucey said we have the opportunity to do outreach, for example, taking the laptops to Books in the Park or showing people what an iPad has the capability of doing.

Mr. Miltner asked if everything the library is doing is within the grant. Mr. Tucey responded that the grant requires some in-kind support, and the Friends of the Library are providing some of that in-kind support for the project. It also requires another \$5,000 commitment, and the library will be purchasing new scanners and printers which are included in the budget to meet that requirement. Mr. Tucey also pointed out that the support can be provided this year or next to fulfill the requirements of the grant.

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Mr. Miltner asked if arrangements had been made to provide a mouse with the laptop, and Mr. Tucey said they had not planned for it, but those could be purchased at a later date if needed.

Mr. Walker said the question at this point is whether the Board would feel comfortable approving the purchase of 44 laptops from Insight for \$32,500.16. Mr. Walker said he will make arrangements for Mr. Tucey to come back to the Board with a complete report.

Ms. Bregar said she assumed the other items needed, such as software, would be bid by other groups and can be purchased separately without Board approval. Mr. Tucey said we know with this initial bid what the library will be able to afford, and he hopes to be able to lock the laptops down with DeepFreeze software to clear laptops before checking them out to the next person. Mr. Tucey said the bid for the laptops is the hardest part and represents one-third to half of the total project budget.

The Board agreed this should be added to the Agenda of the next Board Meeting.

C. Board of Trustees Development Program

Mr. Stuart said the Library Board adopted a Development Program and may discuss the manner in which they might schedule development activities. Mr. Stuart referred to the copy of the Board of Trustees Development Program and Calendar of Possible Events and suggested the Board talk about what it would like to definitely do. Mr. Stuart noted some of the items might be ongoing, but suggested the Board talk about where it would like to go from here.

Dr. Mancha suggested the Board start by discussing a case study at every other meeting, noting he was particularly interested in Board Roles and Responsibilities. It was suggested that the amount of time allocated be 10-15 minutes, and it would be a more appropriate topic for the Work Session where the meeting is more informal.

Dr. Mancha also suggested the library join a group providing resources such as Board Source. The reason for supporting that is when we do Work Sessions, we could make other references, or they could go to the Board Source to look up topics so Board members could become more informed.

Dr. Mancha agreed to facilitate the first case study discussion on Board Roles and Responsibilities at the June 14 Work Session.

Ms. Bregar expects the community will be asking about the variety of formats, and the Board will need to be up to speed on the New Information Technology Centers. Mr. Walker said that would be presented as a staff report, and he estimated the best time for that would be in August. Mr. Walker pointed out the centers will be opening softly, and the actual kickoff may be in late summer or early fall.

Mr. Miltner noted that the Work Session on Foundations was very informative and served as a learning experience for him. There was a discussion that perhaps the food had attracted more attendance, and Mr. Walker pointed out that Board members give their time, and he offered to provide light refreshments if the Board is so inclined.

Mr. Stuart asked for a suggestion on the timing for planning a trip to PPLD to discuss RFID. Mr. Walker expects work on that to start in July, and toward the end of the year the plan is to put together an RFI and RFP and perhaps have responses to those ready for issue in early 2012. Mr. Walker suggested the Board plan a visit to PPLD in the third or fourth quarter. Mr. Stuart said he hopes seeing a system in operation will help Board members evaluate RFID. Dr. Mancha suggested having someone like Sue Epstein speak to the Board prior to the visit to better understand what they will be seeing at PPLD. Ms. Bregar suggested that this presentation could be done in conjunction with the October Staff Development Day when the consultant could also make a presentation for staff as well. There was additional discussion whether the appropriate presenter would be Sue Epstein or perhaps someone from the PPLD staff, and Mr. Walker said he would look into scheduling a presentation and agreed it would be good to combine the Board and staff development.

There was a discussion of PLA in March 2012 which will be held in Philadelphia. Mr. Walker agreed that PLA is an outstanding conference with lots of exhibits and programs focused on public libraries. Mr. Miltner asked about the length of the conference, and Mr. Walker explained that typically Board members attend from Friday through Sunday. Mr. Walker added that the library will compensate

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Board members who attend at the same rate as it reimburses staff for the cost of registration, travel, per diem for food and incidentals, and lodging.

Ms. Bregar suggested planning only one quarter at a time, and Mr. Stuart agreed but added that the Board should revisit this on a regular basis. Mr. Stuart suggested the Board revisit this after the CAL Conference in October at which time there will be one new Board member.

Mr. Stuart announced that Dr. Frank had submitted her resignation from the Board effective May 31, 2011 in order to take a position as dean at a university in Indiana.

D. Pueblo Library Foundation

Mr. Stuart said he had spoken with the Friends of the Library Board earlier and asked Doris Kester to be on a committee to develop recommendations on the structure and Bylaws for a Pueblo Library Foundation, and everyone agreed she was the best person to do that. Mr. Stuart said a member of the Board of Trustees participate with a committee that would include: Jon Walker, Nick Gradisar and Chris Brogan. Mr. Stuart asked if there were any further thoughts.

Dr. Mancha said he would like Mr. Stuart to talk about the overall design and integration of the Foundation with the Friends. Mr. Stuart asked if he is talking about the impact on those two organizations. Dr. Mancha said he heard concerns about the Friends and the Foundation not being seen as equals. Dr. Mancha said he seems to be hearing a greater sense of cooperation as equals, but he believes more discussion is required because it has to be structured in the Bylaws and the Articles of Incorporation. That concept should be reflected in the structures before starting the process of putting them together.

Mr. Stuart said the Friends of the Library is a strong organization that has their niche with no aspiration for going beyond that, and it is a very satisfied group doing very well. The Foundation is a totally different entity in how it will support the library, and the Friends understand they may need to give the Foundation more support initially, and everyone on the Friends is in tune with the idea. Mr. Stuart said it will be important not to overemphasize one group over another, but he doesn't see the Friends changing very much, and the Foundation would not infringe on the Friends because it operates totally differently.

Mr. Miltner said the two things that need to be worked through are the terms of office and rotating terms like the Friends of the Library. Mr. Miltner also commented that the membership criteria for the Friends' Board are different from those for the Foundation Board. Influence in the community is not one of the criteria used for the Friends Board.

Mr. Stuart said a variety of people are needed to take care of administrative things, and those people may not be go-getters, so the Foundation Board can have a mixture of people. Heidi Glance suggested the possibility of having an advisory group that may not be put on the Board to push for donors, but it could tolerate folks on the Board who may not be "movers and shakers." Ms. Bregar agreed it will be important to have a variety of people, and it will be important to have the Friends of the Library represented on the Foundation Board as well as some from the Board of Trustees.

Dr. Mancha cautioned that although there is a good culture now getting good results, it will be important over time that it cannot be dependent on the people in place today. Dr. Mancha suggested giving additional thought to the structure and elements to be included in the Bylaws to ensure continued cooperation and success.

Mr. Miltner felt it is important to stagger terms so everyone does not go off the Board at the same time. Dr. Mancha said the structure needs to include how someone can be removed from the Board. Mr. Miltner said officers are needed. There was a question whether the Foundation would be large enough to have an Executive Committee.

Ms. Bregar said Books Again has a mission, and the Friends of the Library have a mission. Books Again is the fundraising tool of the Friends of the Library, and the Foundation is a mechanism for other ways of bringing in funds, e.g. looking for grants, building an endowment, finding people who may want to bequeath money, some by buying life insurance policies with the library as the beneficiary. These are opportunities to do something for the library in perpetuity. Ms. Bregar raised the concern about

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one of the organizations deciding to change the mission, noting that is the only way she sees the potential for conflict. Mr. Stuart said it could be set up to have the Board of Trustees control the Foundation Board if necessary; the Friends of the Library are already independent.

Mr. Gradisar said it seems the general consensus is that the Library Board should appoint the Board members of the Foundation, and the Library Board should have the right to remove someone from the Foundation Board if necessary.

Dr. Mancha suggested planning to accommodate a second nonprofit business at some point in the future, and he also suggested planning for specific tasks for Foundation Board members. Dr. Mancha said the Bylaws might also include a provision to expand the Board.

Ms. Bregar suggested a provision in the Bylaws to allow changes to the Bylaws. The Bylaws could be set up to include two members from the Board of Trustees, two members from the Friends of the Library, and that could be changed if necessary to allow representatives from another nonprofit business if necessary. Mr. Gradisar suggested that the Board of Trustees should be required to approve changes to the Bylaws to maintain control. Dr. Mancha asked if major changes made to the mission of the Foundation would require a change to the Articles of Incorporation, and Mr. Gradisar said the Articles of Incorporation can be changed if necessary. If, for example, the Foundation wanted run a Bingo parlor, there is nothing to prevent them from doing that. Dr. Mancha expressed concern about changing the present culture, but it was noted that the Library Board and the Friends Board were working cooperatively to establish the Foundation.

The make-up of the Foundation Board was discussed with plans for 7-15 but starting small, and the suggestion was made to start with two members from the Board of Trustees and two members from the Friends of the Library, and three from the general public. Mr. Gradisar cautioned against setting slots they may have difficulty filling, and Mr. Stuart suggested using wording such "at least one but not more than two." Mr. Gradisar said in the final analysis, it will be this Board who appoints that membership.

Dr. Mancha expressed concern about a term "sole member" he had heard in which a single member could override the wishes of the group, but Mr. Gradisar was not familiar with that term being used in that way. Dr. Mancha said if a Foundation Board changes the mission or allows a wider interpretation, the Library Board can remove the Board, but he cautioned that can be a mess and could affect the willingness of donors to contribute.

Mr. Miltner asked if the Foundation Board could change the Bylaws or if only the Board of Trustees could change the Bylaws. Mr. Gradisar said if the Foundation Board wanted to change the Bylaws, they would have to get the consent of the Board of Trustees. This would insure that the Foundation Board could not change the Bylaws to support an organization other than the library.

Mr. Walker suggested the Board of Trustees take action at the next Board meeting to appoint a committee to pursue the proposed Articles of Incorporation and Bylaws and determine the structure of the Foundation Board. Mr. Walker suggested the members include Doris Kester, Chris Brogan, Jon Walker, Nick Gradisar, and a member of the Board of Trustees. That committee will bring back a proposal to the Board of Trustees. Mr. Walker said the Board could then edit that proposal.

It was agreed this should be added as an action item for the next Board Meeting.

E. Report from Attorney

Mr. Gradisar said he wanted to bring the Board up to speed on several issues.

1. Chamberlain Foundation

Mr. Gradisar said the request from the Chamberlain Foundation to become part of the Southern Colorado Community Foundation (SCCF) had resulted in the Court determining that it is proper, although the judge was concerned whether the agreement between SCCF and the Chamberlain Foundation was strong enough to carry out the donor's intent. They are waiting on the court's approval, but in essence, the court found in favor of the Chamberlain Foundation.

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2. Colorado City Improvement Corporation

Mr. Gradisar said there has not been any progress at this point. Mr. Gradisar advised the attorney that the Board of Trustees would be in a position to advise how the money would be used, but he has not heard back from the attorney. Mr. Gradisar explained that Mr. Walker had discussed how to put that money to use for libraries in the Colorado City/Rye area, and hopefully that was what was communicated, but there has not been anything further.

3. Barkman Library

Mr. Gradisar said there was a problem at the Barkman Library requiring the library to seek a civil protection order, and a hearing had been scheduled for a restraining order. Mr. Gradisar explained this is a patron who had caused problems in the past, and his library privileges were suspended for several months as a result. The patron requested his privileges be reinstated which was granted, and several weeks later another incident occurred where staff tried to intervene, and the patron had to be escorted out by security with the man making threatening comments. This same person was arrested the next day after stabbing someone in a coffee shop. A judgment for restraint was entered on an emergency basis, and he will be given an opportunity to agree or oppose the order later in court. Mr. Gradisar said it is unusual, and the library has not had to do this in the past, but the statute allows a business to protect its employees when there has been this type of problem.

Mr. Walker explained in the previous encounter that led to his suspension, the patron had been in a physical fight with another person. Mr. Gradisar said in the more recent incident his threats were against a staff member.

Mr. Walker explained that the library has a procedure in place to suspend a patron who misbehaves, and he estimates the library typically suspends a few dozen people in an average year. The suspensions have a legal standing as a no-trespass notice, and the police and sheriff have been good to help us enforce that, but most people respect the suspension. Mr. Walker said in this instance, this person has been suspended before, but after being reinstated he started threatening staff, and then at another establishment he stabbed someone. Mr. Walker said the court order was sought because we want to make it very clear that he is not to come back. Mr. Walker said this is the first time in seven years he has taken this type of action, but this is not a person who will respect the rules, and the restraining order was needed to protect staff and customers.

F. Financial Report

Mr. Stuart said the Board will be asked to ratify the April 2011 bills and accept the April 2011 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions. It was noted that Ms. Brogan will not be available at the Board Meeting next week when the Board will approve these.

Ms. Brogan said there is nothing out of the ordinary on the Combined Balance Sheet.

In the General Fund, the target percentage is 33%. Property tax is at 34%. Specific Ownership is about double because they paid both March and April, and it is right where it should be at this time. All other revenues look good.

Ms. Brogan said expenditures are 30% spent, and personnel is the same. Materials are 29%. Facilities expenditures are 24% spent. In April the photovoltaic panels produced 4.14% of the electricity required for Rawlings resulting in a \$530 savings in energy costs. Operating is 30% spent, and Information Technology is 42% spent.

In the Capital Project Fund, the library received \$20,000 from the Rawlings Foundation for the InfoZone upgrade. Expenditures were for InfoZone cabinetry and payments for the VOIP system.

Ms. Brogan called the Board's attention to several items in the Check Summary Report. On page 8 there is a \$2,498 payment to Joseph Kronwitter for InfoZone cabinetry; also on page 8 there is a \$4,344 payment to Integrity Furniture for stages funded by the Friends of the Library; on page 9 the \$6,340 payment to Provantage is for the upgrade of the UPS (Uninterrupted Power Supply) for IT; and page 9 shows a payment for prizes for the 3rd Congressional District Art show.

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Expenditures for the Board's approval include: ACH payments of \$99,998.16, Payables of \$268,817.66, and Payroll of \$179,600.92, for a total of \$548,416.74.

F. Other

Dr. Mancha asked about the mistake made by the Assessor's Office and whether or not the library would have to pay back this money, as the school district recently announced it was to do. Mr. Gradisar said, if action is required, this would occur at the end of the year when the mill levy is set. Dr. Mancha said because the library is an independent taxing district, he did not think the library should pay it back since the Board was not consulted.

Mr. Walker had a brief conversation with Dan Kogovsek with the County, and they were not concerned, and had not been approached on the matter. The library is under a different set of rules than the school district. Mr. Walker suggested that this might require the Board of Trustees to lower the mill levy to make up for the error next year. Mr. Walker explained that there is nothing to pay back because it is collected differently from the schools. Mr. Gradisar said he will be looking more closely at the law.

IV. ADJOURNMENT

The Regular Board Meeting will be held on Thursday, May 26 at the Barkman Library.

There being no further discussion, the Work Session adjourned at approximately 6:15 p.m.

Respectfully submitted,

Jane Carlsen
Secretary