

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 21, 2013 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Fredrick Quintana	Jim Stuart	Roy Miltner
VACANT		

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on February 19, 2013 and Minutes of the Regular Library Board meeting held on February 28, 2013 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- Minutes of the Library Board Work Session held on February 19, 2013
- Minutes of the Regular Library Board meeting held on February 28, 2013

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Abby Koehler, ILS Administrator, will provide a report on PCCLD key measures.

B. Friends of the Library Report

C. Pueblo Library Foundation Report

D. Attorney Report

E. Financial Report

OVERVIEW: The Board is asked to ratify the February 2013 bills and accept the February 2013 Fund Statement. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

RECOMMENDED ACTION: That the Library Board approve the February 2013 bills and accept the February 2013 Fund Statement as contained in the March 21, 2013 Board materials.

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Announcements

- The Board Audit Committee (Philip Mancha, Marlene Bregar, and Roy Miltner) is scheduled to meet at 3:00 p.m. on Tuesday, March 26 at the Rawlings Library to discuss the annual financial audit with representatives of Swanhorst and Company, LLC.
- The next regular Trustee Work Session is scheduled for Tuesday, April 9 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Trustee meeting is scheduled on Thursday, April 18 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event immediately prior to the meeting at 5:00 p.m.
- The Rawlings Library will be closed on Sunday, March 31 for Easter Sunday.

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- ❑ Interviews with candidates to fill the Library Board vacancy will be conducted by a committee of City/County representatives at the Rawlings Library on Wednesday, April 3 from 2:00-4:00 p.m. in Bret Kelly Room B.
- ❑ The Pueblo Library Foundation will host four Libraries for Life events to introduce plans for three new libraries. Board members are encouraged to attend and invite others to attend the following events:
 - Tuesday, April 2 at 12:00 noon – Rawlings Library, Ryals Room (4th floor)
 - Saturday, April 13 at 9:00 a.m. – Craver Middle School, 4850 S. Crow Cutoff, Co. City
 - Tuesday, June 11 at 12:00 noon – Risley Middle School, 625 N. Monument Ave.
 - Tuesday, August 6 at 12:00 noon – El Pueblo Youth Center, One El Pueblo Ranch Way

B. Action/Discussion Items

1. Chamberlain Fund

OVERVIEW: PCCLD is the beneficiary of contributions from the Chamberlain Fund, and the library has benefited from these contributions since 1979. These funds have been used by PCCLD in the past for matters such as the Pueblo West capital project. At the March 12 Work Session, the Board discussed the recommendation to use the current fund balance held by the library to increase the budget of the current new libraries capital project, including naming opportunities for Lenore Thatcher and Allen G. Chamberlain. The current balance in the PCCLD Chamberlain Fund is approximately \$38,622.55.

RECOMMENDED ACTION: That the Board of Trustees allocate the current balance of the Chamberlain Fund to be used equally among the three new library projects, and to designate future contributions from the Chamberlain Fund until such time as the total amount provided for each new library reaches \$15,000.

2. Service Enhancement Incentive

OVERVIEW: The library district implemented its new service program in late February. This includes new methods for checking out materials as well as other changes to library materials processing. The Board of Trustees discussed a recommendation to reward the teams most successful in adopting the new model at the March 12 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the proposed incentive program to focus positive attention on the new service model with rewards of additional personal leave according to the success of each team.

3. Pueblo Library Foundation Appointment

OVERVIEW: The Board of Trustees received an application for the Pueblo Library Foundation Board and discussed the appointment at the March 12 Work Session.

RECOMMENDED ACTION: That the Trustees appoint Ms. Julie Rodriguez to membership on the Pueblo Library Foundation Board of Directors for the term that commenced January 1, 2013.

VIII. ADJOURNMENT