

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 28, 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 January 15, 2013 and Minutes of the Regular Library Board meeting held on January 24, 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 January 15, 2013
- Minutes of the Regular Library Board meeting held on January 24, 2013

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Teresa Valenti, Director of Technical Services and Collection Development, will provide a report on floating collections.

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 January 2013 bills and accept the January 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 January 2013 bills and accept the January 2013 Fund Statement as contained in the February 28, 2013 Board materials.

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Announcements

- Library Enhancement Project celebration events are planned at libraries, as follows:
 - Rawlings Library – Monday, March 4 at 11:00 a.m.
 - Pueblo West Library – Tuesday, March 5 at 11:00 a.m.
 - All libraries, all day on Saturday, March 9.
- The next regular Trustee Work Session is scheduled for Tuesday, March 12 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Trustee meeting is scheduled on Thursday, March 21 at 5:30 p.m. at the Lamb Library at 2525 South Pueblo Boulevard.

AGENDA

February 28, 2013 - 2

- ❑ Colorado State Library is offering a seminar for public library board members on March 22 from 1:00-5:00 p.m. at the Rawlings Library in Pueblo. Contact Carlson_m@cde.state.co.us to register.
- ❑ 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 Rawlings Library will be closed on Sunday, March 31 for Easter Sunday.
- ❑ 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.

B. Action/Discussion Items

1. Naming Opportunities

OVERVIEW: The Board of Trustees were presented with information regarding the Pueblo Library Foundation Capital Campaign, and a plan for potential naming opportunities was discussed by the Trustees at the February 19 Work Session. PCCLD policy requires that the Board of Trustees approve library naming.

RECOMMENDED ACTION: That the Board of Trustees approve naming opportunities presented for the Libraries for Life campaign.

2. Business Ethics and Ethical Conduct – Policy Revision

OVERVIEW: The Board of Trustees discussed recommended revisions to the Business Ethics and Conduct section of the Employee Guidelines portion of the Policy Manual at the February 19 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the recommended revisions to the Business Ethics and Conduct section of the Employee Guidelines portion of the Policy Manual.

3. Online Public Access Catalog (OPAC)

OVERVIEW: A 2013 objective for PCCLD is improving the customer experience for discovering what is in library collections. At the February 19 Work Session, Abby Koehler, ILS Administrator, provided background and a recommendation to proceed with a software solution. Board approval is required because the cost exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees approve the purchase of BiblioCommons software at a cost not to exceed \$28,000.

4. Executive Director Evaluation

OVERVIEW: The Trustees have met with the Executive Director to review his annual job performance.

RECOMMENDED ACTION: That the Board of Trustees consider action to move the Executive Director from Grade 16 Step J to Grade 16 Step K.

5. Incentive Compensation

OVERVIEW: The Trustees have discussed the Executive Director deferred compensation incentive agreement.

RECOMMENDED ACTION: That the Trustees consider annual action as stipulated in the Executive Director annual deferred compensation incentive agreement.

VIII. ADJOURNMENT