

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 23, 2014 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

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

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 December 10, 2013 and Minutes of the Regular Library Board meeting held on December 12, 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 December 10, 2013
- Minutes of the Regular Library Board meeting held on December 12, 2013

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Amy Martin (Outreach/Greenhorn Valley Managing Librarian) will present an update on the history walls project for the new libraries.

Carol Rooney (Reference & Readers Advisory Department Managing Librarian) will present an update on the Rawlings Library 2nd floor renovation project.

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 December 2013 bills and accept the December 2013 Fund Statements. 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 December 2013 bills and accept the December 2013 Fund Statement as contained in the January 23, 2014 Board materials.

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Announcements

- The Library will be closed on Monday, February 17, 2014, for the Presidents' Day holiday which will be used for staff development.
- The next regular Work Session is tentatively scheduled for Tuesday, February 18, at 3:00 p.m. in the Ryals Room at the Rawlings Library.

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- The next regular Board meeting is tentatively scheduled on Thursday, February 27, at 5:30 p.m. at the El Pueblo Adolescent Community Youth Services Center, 1 El Pueblo Ranch Way.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The Bylaws provide “The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.”

RECOMMENDED ACTION: That nominations for President and Vice President be made and an election held.

2. Selection of 2014 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that “The date, hour, and location of the meetings shall be set by the Board at its annual meeting.” Recommendations have been discussed at prior Trustee work sessions.

RECOMMENDED ACTION: That the Library Board approve the recommended dates, times and locations for the 2014 regular Board meetings and work sessions.

3. Affirmation of Ethics Statement

OVERVIEW: The Board approved an Ethics Statement last year and suggested all Board members formally agree to the statement annually.

RECOMMENDED ACTION: That individual Board members read and sign the Affirmation of Ethics Statement for Public Library Trustees.

4. Employee Policy Update

OVERVIEW: PCCLD adopted use of an outside payroll processing vendor in 2013, which has necessitated an update to library employee guidelines. The proposed update will be presented for review..

RECOMMENDED ACTION: That the Board of Trustees approve revisions to Employee Guidelines with respect to Pay Periods and Paydays with the addition of paragraph 02.05.01.02 Payroll Processing.

VIII. ADJOURNMENT