

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING AGENDA
5:30pm, Thursday, December 14, 2023
This meeting will be conducted at the
Rawlings Library – Executive Conference Room
100 E. Abriendo Avenue – Pueblo, CO 81004**

I. CALL TO ORDER AND ROLL CALL:

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| Iris Clark | Jeffrey DeHerrera | Stephanie Garcia |
| Dustin Hodge | Trisha Macias | Doreen Martinez |
| Fredrick Quintana | | |

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

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

III. APPROVAL OF MINUTES (estimated time: 5 minutes)

OVERVIEW: Minutes of the Library Board of Trustee work session held on November 7, 2023, and the Library Board of Trustee Special meeting held on November 16, 2023, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 7, 2023, and November 16, 2023.

IV. REPORTS

A. Executive Director Report (estimated time: 15 minutes)

B. Friends of the Library Report (estimated time: 5 minutes)

C. Quarterly Pueblo Library Foundation Report (estimated time: 5 Minutes)

D. Attorney Report (estimated time: 10 minutes)

E. Employment Changes (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees is asked to ratify the November 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November 2023 Employment Changes as contained in the Board materials.

F. Financial Report (estimated time: 10 minutes)

OVERVIEW: Ashley Huggins, Chief Financial Officer will review a report on the November 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November 2023 bills and accept the November 2023 fund statements as contained in the Board materials.

V. **BOARD COMMENT** (estimated time: 5 minutes)

VI. **PUBLIC COMMENT** (estimated time: 5 minutes)

VII. **OLD BUSINESS** (estimated time: 0 minutes)

VIII. **NEW BUSINESS**

A. **Announcements** (estimated time: 5 minutes)

1. All libraries will be closed all day on Sunday, December 17th, Sunday, December 24th, Monday, December 25th, and Monday, January 1, 2024.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 16, 2024 and the regular meeting is scheduled for 5:30pm, Thursday, January 25, 2023 both will be at the Rawlings Library, 100 E. Abriendo.

B. **Action/Discussion Items**

1. **PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 5 minutes)

OVERVIEW: Ashley Huggins, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2024 corporate insurance renewal at the Board's work session.

RECOMMENDATION: That the Board of Trustees approve the 2024 corporate insurance renewal.

2. **Resolutions to Adopt the 2024 Budget, Approve the 2024 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2024 PCCLD Budget** (estimated time: 5 minutes)

OVERVIEW: The Preliminary 2024 PCCLD Budget was presented on October 17, 2023, and a public hearing on the Proposed 2024 Budget was held on November 16, 2023. An update report was presented on December 7, 2023, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2024 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2024 Annual Budget.
4. Adopt the 2024 Annual Plan

3. **Funds Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 7, 2023 to authorize the transfer of \$5,800 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$5,800 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

- 4. 2024 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed the proposed 2024 PCCLD holiday closures at Trustee work session.
RECOMMENDED ACTION: That the Trustees take action to approve 2024 scheduled holiday closures, as included in the Board materials.
- 5. Filming & Photography Policy Update** (estimated time: 5minutes)
OVERVIEW: The Filming & Photography Policy was presented to the Trustees and an update was provided at the December work session.
RECOMMENDED ACTION: That the Trustees approve the policy as presented.
- 6. RFID Library Solutions** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$53,400 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract.
RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into an agreement and pay \$53,400 for support and maintenance in 2024 to RFID Library Solutions, as presented in the Trustee packet. This requires Trustee approval as it exceeds \$25,000.
- 7. Bibliotheca** (estimated time: 5 minutes)
OVERVIEW: The Trustees heard a recommendation at their December work session for PCCLD to agree to pay Bibliotheca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.
RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$49,119 to Bibliotheca for maintenance and support services in 2024, as presented in the Board materials. This requires Trustee approval as it exceeds \$25,000.
- 8. Koha Integrated Library System** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$50,514 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2024. This requires Trustee approval since it exceeds \$25,000.
RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$50,514 for services in 2024, as presented in the Board packet.
- 9. Freegal Music Subscription Renewal** (estimated time: 5 minutes)
OVERVIEW: The Trustees heard a recommendation at their December Work Session for PCCLD to extend their music streaming subscription with Freegal.
RECOMMENDATION: That the Trustees take action to authorize PCCLD to pay \$63,400 to Freegal Music to extend their subscription through 2025.
- 10. Disposal of Property** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their December work session.
RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

11. Executive Session (estimate time: 20 minutes)

OVERVIEW: The Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I).

RECOMMENDED ACTION: The Trustees will return to open session to take any action deemed appropriate and/or necessary with regard to this matter

IX. ADJOURNMENT

Estimated total meeting time: 2 hours