

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

December 11, 2018, 3:00 p.m. – Rawlings Library (Ryals Room)

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia
Phil Mancha	Doreen Martinez	Fredrick Quintana
Jim Stuart		

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. DISCUSSION ITEMS

A. Auditor (estimated 20 minutes)

The PCCLD Board of Trustees have contracted with Clifton Larson Allen (CLA) to perform auditing services. Allison Slife (CPA), principal representing CLA, will introduce initial information to the Trustees on the project.

B. Resolutions to Adopt the 2019 PCCLD Annual Plan, the 2019 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2019 PCCLD Budget (estimated 30 minutes)

Draft resolutions will be presented for discussion. The Preliminary 2019 Budget was initially presented by October 15, 2018, and a public hearing of the Proposed 2019 Annual Plan and Budget was held on November 29, 2018. The PCCLD Board of Trustees will be asked to take the following actions at the December 13, 2018 meeting:

- a. Adopt the 2019 PCCLD Annual Plan
- b. Adopt the 2019 PCCLD Annual Budget
- c. Set the Annual Mill Levy
- d. Appropriate funds for the 2019 PCCLD Annual Budget.

C. Library Ideas, Inc. (estimated 10 minutes)

PCCLD provides an online music download service made available by Library Ideas, Inc., at an annual cost of \$29,000. It is recommended that this service continue to be provided to the local public by PCCLD. By policy, this requires Board of Trustees approval since it exceeds \$25,000.

D. Customer Service Policy Revision – Acceptable Library Use and Safety (estimated 15 minutes)

A proposed revision to 03.06.01 Acceptable Library Use and Safety in the Customer Conduct section of the Customer Service Policy will be presented for discussion.

E. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance Renewal (estimated 10 minutes)

PCCLD workers' compensation, property/casualty and liability insurance coverage will expire at the end of 2018. PCCLD insurance consultants have solicited information for coverage renewal. The quoted rate for renewal with the Special Districts Association will be presented for discussion. By policy, this requires PCCLD Board of Trustees' approval since it exceeds \$25,000.

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F. Budget Amendment (estimated 10 minutes)

It is recommended to amend the 2018 Special Revenue Fund Budget. PCCLD's Special Revenue Fund adopted by the Board of Trustees in December 2017 for fiscal year 2018 did not fully anticipate all revenue actually received. The Trustees will review a supplemental 2018 PCCLD Special Revenue Project Fund Budget and Appropriation.

G. Special Revenue Fund (estimated 5 minutes)

The PCCLD Board of Trustees will discuss taking action to authorize the transfer of \$9,000 in 2018 from the Special Revenue Fund to the General Revenue Fund for the purpose of making a contribution to the Pueblo Library Foundation.

H. PCCLD Board of Trustee Appointments (estimated 5 minutes)

There will be an update report on current proceedings for 2018 PCCLD Board of Trustee appointment.

I. PCCLD Board of Trustees Assessment (estimated 5 minutes)

The PCCLD Board of Trustees are asked to complete the online self-assessment by the end of December. The results of the assessment will be reviewed.

J. Executive Director Evaluation (estimated 10 minutes)

The PCCLD Board of Trustees will discuss plans for the Executive Director's annual evaluation which is due to be completed in February 2019.

K. Executive Session (estimated 25 minutes)

The Trustees will enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

IV. ADJOURNMENT

Reminder: The next Regular Meeting of the PCCLD Board of Trustees will be held on Thursday, December 13, 2018 at 5:30 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo, Pueblo, CO.

Total meeting time estimate: 2 hours 25 minutes