

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
 WORK SESSION AGENDA
 January 13, 2015, 3:00 p.m. – Rawlings Library (Ryals Room)**

I. CALL TO ORDER AND ROLL CALL

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

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. DISCUSSION ITEMS

A. Audit Engagement Agreement

OVERVIEW: In May 2013, the Board of Trustees accepted a proposal from Swanhorst & Company LLC to perform annual audits for PCCLD for up to five years. The first year of this five year agreement completed earlier in 2014 with an audit report by Swanhorst of PCCLD’s 2013 financials. An engagement by Swanhorst now to audit PCCLD’s 2014 financial statements and related activities is proposed for a fee not to exceed \$23,000. This amount is within budget. The engagement agreement will be presented for discussion.

B. New Libraries Construction Changes

OVERVIEW: Changes to the new libraries construction project will be presented for discussion.

C. AMH Maintenance and Support

OVERVIEW: The library district has budgeted maintenance costs for the AMH (Automated Materials Handling) equipment operating at the Rawlings, Pueblo West, Lamb, and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the invoice exceeds \$25,000.

D. Employee Policies

OVERVIEW: A 2015 PCCLD objective is to review and update PCCLD employee policies. Sara Rose, PCCLD Director of Human Resources, will provide an overview of the process.

E. Key Results

OVERVIEW: Abby Koehler will review 2014 PCCLD key results outcomes and 2015 key results goals.

F. Election of Board of Trustees 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.” Nominations for President and Vice President should be made and an election held at the January 22 meeting.

G. Selection of 2015 Board of Trustees 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.” The Library Board will establish the dates,

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times and locations for the 2015 regular Board meetings and work sessions at the January 22 meeting.

H. Affirmation of Ethics Statement

OVERVIEW: The Trustees approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually. The individual Trustees should read and sign the Affirmation of Ethics Statement for Public Library Trustees and deliver to the Board secretary.

I. Board of Trustees Assessment

OVERVIEW: The Board of Trustees completed a self-assessment, and the Board Secretary has compiled the results. The Board will review the results of the assessment and consider any resulting goals.

IV. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, January 22, 2015 at 5:30 p.m. in the Rawlings Library Ryals Room. There will be an Employee Recognition event at 5:00 p.m.