

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
 WORK SESSION AGENDA
 January 17, 2017, 3:00 p.m. – Rawlings Library (Ryals Room)**

I. CALL TO ORDER AND ROLL CALL

| | | |
|-----------------|-----------------|-------------------|
| Marlene Bregar | Lyndell Gairaud | Phil Mancha |
| Doreen Martinez | Donna Pickman | Fredrick Quintana |
| Jim Stuart | | |

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. DISCUSSION ITEMS

A. Routine Items for January 26, 2017, Regular Board of Trustees Meeting

1. Election of Officers

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.” The Board will nominate officers and hold an election

2. Selection of 2017 Board Meeting Dates, Times and Locations

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 be asked to establish the dates, times and locations for the 2017 regular Board meetings and work sessions.

3. Affirmation of Ethics Statement

The Trustees approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually. Individual Trustees are asked to read and sign the Affirmation of Ethics Statement for Public Library Trustees.

4. Committee Appointments

At the July 14, 2016 Work Session, the Board President recommended adding Committee Appointments as an annual meeting agenda item. Current committees include Audit, Board Development, and Legislative & Government.

B. AMH Maintenance and Support

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.

C. Board of Trustees Assessment

The Board of Trustees agreed to complete a self-assessment by January. The Board will discuss the results at the February Work Session.

D. 2017 Property Disposal Request

According to policy, “In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment.” The Board of Trustees will be asked to consider approval of a Disposal of Property Request for books and materials in 2017.

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E. Staff Recognition Event

A Board of Trustees recognition event is planned for Staff Development Day at 8:30 a.m. on Monday, February 20, at the Rawlings Library for the purpose of recognizing PCCLD employee achievement.

F. Pueblo Library Foundation Board of Directors

The Trustees will discuss a recommendation to appoint Gayla White and Lindsay Moore, respectively, to three-year terms as members of the Pueblo Library Foundation Board of Directors. Each is recommended for appointment by the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require the approval of the PCCLD Board of Trustees.

G. Executive Director Evaluation

The Board of Trustees agreed to complete the Executive Director evaluation, which is due by February 2017.

IV. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, January 26, 2017 at 5:30 p.m. in the Rawlings Library Ryals Room.