

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
February 22, 2018 – 5:30 p.m. – CSU-Pueblo Library, Room 108**

**I. CALL TO ORDER AND ROLL CALL**

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

**II. CORRECTIONS AND MODIFICATIONS TO AGENDA**

The Trustees or Executive Director may suggest corrections or modifications to the agenda at this time.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the PCCLD Board of Trustees Work Session held on January 16, 2018 and Minutes of the Regular PCCLD Board meeting held on January 25, 2018 were provided to the Trustees prior to the meeting.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve:

- o Minutes of the Library Board of Trustees Work Session held on January 16, 2018
- o Minutes of the Library Board of Trustees Regular Meeting held on January 25, 2018

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Maria Tucker, Manager of Special Collections & Museum Services, will report on Bridging Borders.

Jill Deulen, Director of Technical Services & Collection Development, will report on the Library @ the U.

Sherri Baca, Chief Finance Officer, will report on the PCCLD PERA Audit.

**B. Friends of the Library Report**

**C. Pueblo Library Foundation Report**

**D. Attorney Report**

**E. Employment Changes**

OVERVIEW: The PCCLD Board of Trustees is asked to ratify the January 2018 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the January 2018 Employment Changes as contained in the February 22, 2018 Board materials.

**F. Financial Report**

OVERVIEW: The PCCLD Board of Trustees is asked to ratify the January 2018 bills and accept the January 2018 Fund Statements. Sherri Baca, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

AGENDA  
February 22, 2018 - 2

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve the January 2018 bills and accept the January 2018 Fund Statement as contained in the February 22, 2018 Board materials.

**V. BOARD COMMENT**

**VI. PUBLIC COMMENT**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Announcements**

- The next regular Work Session is scheduled for 3:00 p.m., Tuesday, March 13, in the Ryals Room at the Rawlings Library.
- The Outstanding Women Awards Luncheon will be held on Friday, March 9 at 12:00 noon. The Board of Trustees nominated Lyndell Gairaud and Carol Rooney to receive awards. Reservations may be made by contacting Jane Carlsen.
- PCCLD Trustees Phil Mancha, Jim Stuart, and Fredrick Quintana will attend the Public Library Association Conference from March 21-24 in Philadelphia, Pennsylvania.
- The next regular Board meeting is scheduled for 5:30 p.m., Thursday, March 29, in the Ryals Room at the Rawlings Library.

**B. Action/Discussion Items**

**1. Lamb Library Air Conditioning Units**

**OVERVIEW:** PCCLD has budgeted to replace air conditioning equipment at the Lamb Library in 2018. The PCCLD Board of Trustees discussed a proposal for a recommended bid award at their February 13, 2018, Work Session. PCCLD Board of Trustees approval is required since the cost exceeds \$25,000.

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve a bid award to Floworx Mechanical for an amount not to exceed \$26,600 to replace HVAC units at the Lamb Library.

**2. Data Network**

**OVERVIEW:** The library district is preparing for data network upgrades that include the procurement of Wide Area Network services, an Internet Service Provider, and related networking equipment planned and budgeted for 2018,. This requires approval on or before March 22, 2018, in order to receive significant federal subsidy funding via the USAC E-Rate program. The PCCLD Board of Trustees reviewed the upgrade plan at their February 13, 2018, Work Session, and in materials provided to the Board of Trustees.

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve the recommended bid awards for Wide Area Network services, an Internet Service Provider and related networking equipment.

**3. All Pueblo Reads**

**OVERVIEW:** In preparation for the 2018 All Pueblo Reads project, the PCCLD Board of Trustees reviewed a proposal for the author and book selection at their February 13, 2018, Work Session.

AGENDA  
February 22, 2018 - 3

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve the Executive Director entering into an agreement for the 2018 All Pueblo Reads author at an amount not to exceed \$50,000.

**4. Asset Capitalization Threshold**

**OVERVIEW:** The PCCLD Board of Trustees discussed at their February 13, 2018, Work Session recommended modifications to Policy 04.01.05 *Management of Fixed Assets* and 04.01.06 *Disposal of Fixed Assets*, increasing the threshold for asset capitalization from \$1,000 to \$5,000.

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve revisions as contained in the Board Packet to Policy 04.01.05 *Management of Fixed Assets* and 04.01.06 *Disposal of Fixed Assets*. These changes increase the threshold for asset capitalization from \$1,000 to \$5,000 with an effective date of January 1, 2018.

**5. Security and Courier Services**

**OVERVIEW:** The PCCLD Board of Trustees reviewed details of proposed changes to PCCLD security and courier services at their February 13, 2018, Work Session.

**RECOMMENDED ACTION:** That the PCCLD Board of Trustees approve the proposal for security and courier services as contained in Board materials.

**6. Executive Session**

**OVERVIEW:** The PCCLD Board of Trustees will enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to Tax Increment Financing that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

**IX. ADJOURNMENT**