

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 22, 2015 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

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

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on December 9, 2014 and Minutes of the Regular Library Board meeting held on December 11, 2014 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- Minutes of the Library Board Work Session held on December 9, 2014
- Minutes of the Regular Library Board meeting held on December 11, 2014

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Abby Koehler will provide a report on the strategic planning process.

B. Friends of the Library Report

C. Pueblo Library Foundation Report

D. Attorney Report

E. Employment Changes

F. Financial Report

OVERVIEW: The Board is asked to ratify the December 2014 bills and accept the December 2014 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

RECOMMENDED ACTION: That the Library Board approve the December 2014 bills and accept the December 2014 Fund Statement as contained in the January 22, 2015 Board materials.

V. BOARD COMMENT

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- Philip Mancha has been appointed to another five-year term as a member of the library district Board of Trustees effective January 2015 through December 2019.
- The Library will be closed on Monday, February 16, 2015 for the Presidents' Day holiday which will be used for staff development.
- The next regular Work Session is tentatively scheduled for Tuesday, February 17, at 3:00 p.m. in Bret Kelly A at the Rawlings Library.
- The next regular Board meeting is tentatively scheduled on Thursday, February 26 at 5:30 p.m. at the Library @ the Y, 3200 Spaulding Avenue.

B. Action/Discussion Items

1. Election of 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.”

RECOMMENDED ACTION: That nominations for President and Vice President of the PCCLD Board of Trustees be made and an election held.

2. Selection of 2015 Board 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.” Recommendations have been discussed at prior Trustee work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve their recommended dates, times and locations for the 2015 regular meetings and work sessions, as presented at the January 13 Work Session.

3. Posting 2015 PCCLD Board of Trustees Meetings Notice

OVERVIEW: The Trustees adopted a resolution in 2013 establishing the Rawlings Library’s community bulletin board as location for posting all public meeting notices of the PCCLD Board of Trustees. The Trustees discussed reaffirming this for 2015 by action at their regular meeting on January 22.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate the community bulletin board at the Rawlings Library as the location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2015, that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings, and designate the Executive Director as the Board’s representative to answer all questions about all postings.

4. 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 financial statements. An engagement by Swanhorst now to audit PCCLD’s 2014 financial statements is proposed for a fee not to exceed \$23,000. This amount is within budget. The engagement agreement was reviewed at the January 13 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the engagement letter with Swanhorst & Co., LLC to audit PCCLD’s financial statements for the fiscal year ending December 31, 2014.

5. New Libraries Change Orders

OVERVIEW: Changes to the construction contract with H.W. Houston for the new libraries construction project were reviewed and discussed at the January 13 Work Session.

RECOMMENDED ACTION: That the Board approve changes to the construction contract with H.W. Houston for the new libraries construction project totaling \$31,190.19.

6. AMH Maintenance and Support

OVERVIEW: The library district has budgeted maintenance costs for 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 cost exceeds \$25,000. The Board discussed the invoice and agreement at the January 13 Work Session.

RECOMMENDED ACTION: That the Board approve the payment of the RFID Library Solutions, Inc. invoice in the amount of \$58,770.00.

7. Executive Session

RECOMMENDED ACTION: That the Trustees enter into executive session for the purpose of determining positions and development strategy for negotiations and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e).

IX. ADJOURNMENT