

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
July 24, 2014 – 5:30 p.m. – Ryals Room, 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 June 17, 2014 and Minutes of the Regular Library Board meeting held on June 26, 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 June 17, 2014
- Minutes of the Regular Library Board meeting held on June 26, 2014

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Michelle Vigil, Web Editor, will present information about the PCCLD Intranet, commonly called the Portal.

**B. Pueblo Library Foundation Report**

**C. Attorney Report**

**D. Employment Changes**

OVERVIEW: The Board is asked to ratify the June 2014 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the June 2014 Employment Changes as contained in the July 24, 2014 Board materials.

**E. Financial Report**

OVERVIEW: The Board is asked to ratify the June 2014 bills and accept the June 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 June 2014 bills and accept the June 2014 Fund Statement as contained in the July 24, 2014 Board materials.

**V. PUBLIC COMMENT**

**VI. OLD BUSINESS**

## VII. NEW BUSINESS

### A. Announcements

- The next regular Work Session is scheduled for Tuesday, August 19, at 3:00 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo.
- The Annual Planning Retreat will be held on Wednesday, August 20, from 8:30 a.m. to 4:30 p.m. at the Pueblo Convention Center. Please provide RSVP to the Board Secretary.
- The next regular Board meeting is scheduled on Thursday, August 24, at 5:30 p.m. at the Colorado City Metropolitan District at 4497 Bent Brothers Blvd.
- Mark your calendars for the CAL Conference to be held October 16-18 in Loveland, CO. Contact the Board Secretary to make arrangements to attend.

### B. Action/Discussion Items

#### 1. Audit Report

OVERVIEW: Wendy Swanhorst from the Library's auditing firm Swanhorst & Co., LLC, will present the 2013 Audit Report to the Trustees.

RECOMMENDED ACTION: That the Board of Trustees accept the 2013 Audit Report.

#### 2. Satellite Closures

OVERVIEW: The Pueblo City-County Library District will open three new full-service public libraries later in 2014. This transition includes PCCLD no longer sponsoring satellite public library services in several schools. This change is necessary due to financial limitations. It is recommended that the following satellites cease operations on July 31, 2014: Craver Middle School, Rye Elementary School, and Risley Middle School. The Trustees discussed the closures at the July 8 Work Session.

RECOMMENDED ACTION: That the Board approve the closure of the Craver Middle School, Risley Middle School, and Rye Elementary School satellite libraries on July 31, 2014.

#### 3. Bylaws Revision

OVERVIEW: It is recommended by PCCLD legal counsel that the Board Bylaws be revised to reflect its approval of district personnel changes. The recommendation was discussed in detail at the July 8, 2014 Work Session.

RECOMMENDED ACTION: That the Board adopt the revision to Article II, paragraph 7, of the Board of Trustees Bylaws to read: "The Board shall retain a qualified Executive Director, who has at least a Masters of Library Science or equivalent degree from an ALA-accredited institution, and who shall have the responsibility to employ, direct, and supervise staff members and present to the Board for approval all terminations, new hires, and changes in employment status in his/her monthly Director's Report; prepare required reports and budgets; recommend policies, develop procedures consistent with those policies, administer policies adopted by the Board; and promote effective library service. (Revised July 24, 2014)."

#### 4. Naming Library Facilities, Rooms or Grounds

OVERVIEW: The Board of Trustees are delegated responsibility for approving naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD. There have been a number of contributions to the current new libraries' capital

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campaign resulting in naming nominations for the Trustees' consideration. The Board reviewed the suggested namings requested by donors for each of the new libraries at the July 8, 2014 Work Session.

**RECOMMENDED ACTION:** That the Board approve the following naming:

- a. **Greenhorn Valley Library:** Temple Hoyne Buell Foundation Children's Area; Friends of the Library History Wall; Angelo Vitale, Jr. Fireplace; H.W. Houston Construction Co. Gallery; Peter J. Voûte Meeting Room; H.W. Houston Construction Co. Meeting Room; Stacy & Jon Walker Study Nook; Paul & Nancy Shaw Study Nook; Arnie & Jane Carlsen Study Nook.
- b. **St. Charles Mesa:** Jo Ann Carlo-Cummings, Jean Carlo-Erickson & Jan Carlo-Pullin Entryway; Temple Hoyne Buell Foundation Children's Area; Fred & Evelyn Fitzsimmons Fireplace; H.W. Houston Construction Co. Gallery; Frank & Mayme Carlo Meeting Room; Peter J. Voûte Meeting Room; H.W. Houston Construction Co. Meeting Room; Stacy & Jon Walker Study Nook; Greg & Cathy Hahn Study Nook.
- c. **Patrick Arnold Lucero Library:** Temple Hoyne Buell Foundation Children's Area; Jeff and Paula Chostner History Wall; H.W. Houston Construction Co. Fireplace; H.W. Houston Construction Co. Gallery; Neta & Eddie DeRose Meeting Room; Black Hills Energy Artwork; Junior League of Pueblo Meeting Room; Joseph M. & Aurora R. Autobee Study Nook; Stacy & Jon Walker Study Nook; Rebecca Lefebre Peralta Study Nook; William & Janie Lucero Study Nook.

**5. New Libraries Change Orders**

**OVERVIEW:** Agreed-upon changes to the new libraries construction projects were presented and discussed in detail at the July 8 Work Session.

**RECOMMENDED ACTION:** That the Board approve changes totaling \$216,896.51 for the new libraries construction projects.

**VIII. ADJOURNMENT**