

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 19, 2015 – 5:30 p.m. – Patrick A. Lucero Library**

**I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2016**

This is an opportunity for citizen comment on the Budget proposal which has been made available for public inspection.

**II. CALL TO ORDER AND ROLL CALL**

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

**III. CORRECTIONS AND MODIFICATIONS TO AGENDA**

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

**IV. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board Work Session held on October 13, 2015, and Minutes of the Regular Library Board meeting held on October 20, 2015 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- o Minutes of the Library Board Work Session held on October 13, 2015
- o Minutes of the Regular Library Board meeting held on October 20, 2015

**V. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Diann Logie, Lucero Library Manager, will provide a report on Patrick A. Lucero Library.

David Hayden, Data Analyst, will provide a report on 2016 Key Results.

**B. Friends of the Library Report**

Midori Clark, Director of Community Relations, Development & Strategic Initiatives, will provide an update report on the Friends of the Library.

**C. Pueblo Library Foundation Report**

**D. Attorney Report**

**E. Employment Changes**

OVERVIEW: The Board is asked to ratify the October 2015 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the October 2015 Employment Changes as contained in the November 19, 2015 Board materials.

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the October 2015 bills and accept the October 2015 Fund Statements. A synopsis of the Financial Report will be provided by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the October 2015 bills and accept the October 2015 Fund Statement as contained in the November 19, 2015 Board materials.

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## VI. BOARD COMMENT

## VII. PUBLIC COMMENT

## VIII. OLD BUSINESS

## IX. NEW BUSINESS

### A. Announcements

- All libraries will be closed on Thursday, November 26 for Thanksgiving. Libraries will close at 6:00 p.m. on Wednesday, November 25.
- Board members are invited to attend the J.T. Nesbitt Staff Association Christmas Party to be held on Friday, December 4 at 6:30 p.m. at the Pueblo West Library. RSVPs due to Courtney Woodka at 562-5606 by November 24.
- The next regular Work Session is scheduled on Tuesday, December 8, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, December 10, at 5:30 p.m. at the Rawlings Library.
- Upcoming Advocacy Opportunities (contact Board Secretary for reservations):
  - o Latino Chamber—Membership Luncheon, November 20, 11:30 a.m., Union Depot, \$15. Games, live entertainment, prizes, and great food to show appreciation to members for their support.
  - o Latino Supremo Coffee Break, December 2, 8:15 a.m., Pueblo Child Advocacy Center, 301 W. 13th Street. Meet courageous workers making a difference in the lives of young children.
  - o Latino Chamber—Happy Hour, December 10, 5:00 p.m., Union Depot. Festival of Trees.
  - o Latino Chamber—Brown Bag Seminar, December 16, 12:00 noon. (Details to be announced.)
  - o Greater Pueblo Chamber—Business After Hours, December 17, 5:00 p.m., US Bank, 503 N. Main.
  - o Latino Chamber—Membership Luncheon, December 18, 11:30 a.m., Haaff Elementary School, 15 Chinook Lane, \$15. Learn how CASA impacts the lives of young children positively.

### B. Action/Discussion Items

#### 1. Staff Desktop Procurement Recommendation

OVERVIEW: PCCLD's 2015 annual plan and budget allow for replacement of staff desktop workstations. A replacement recommendation was presented and discussed at the November 10 Work Session. Since the cost of this project exceeds \$25,000, the Trustees are asked to consider action to approve this expenditure.

RECOMMENDED ACTION: That the Board of Trustees authorize PCCLD to enter into agreement with Sanity Solutions for the procurement of 85 Dell Wyse 3020 systems including 23-inch monitors and sound bars for a cost not to exceed \$33,054.80.

#### 2. Pueblo Library Foundation Board of Directors Appointments

OVERVIEW: The Board of Trustees discussed recommendations from the Pueblo Library Foundation Board of Directors to reappoint Julie Rodriguez and Michael Voute each to three-year terms as at-large representatives on the Pueblo Library Foundation Board of Directors at the November 10 Work Session. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

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RECOMMENDED ACTION: That the Board of Trustees approve the reappointment of Julie Rodriguez and Michael Voute to three-year terms as at-large representatives on the Pueblo Library Foundation Board of Directors.

### 3. PCCLD 2016 Scheduled Closures

OVERVIEW: The Library Board has approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 19 (Martin Luther King Jr. Day), May 25 (Memorial Day), July 4 (Independence Day), September 7 (Labor Day), November 11 (Veterans' Day), November 26 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary closures for 2016:

- o Presidents' Day, February 15 (All libraries closed for staff development day)
- o Easter Sunday, March 27 (no holiday pay)
- o Columbus Day, October 10 (All libraries closed for staff development day)
- o Thanksgiving Day Eve, November 23, 6:00 p.m. (early closing)
- o Sunday, December 18 (Sunday before Christmas).

RECOMMENDED ACTION: That the Trustees approve the Library closings scheduled in 2016.

### 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 second year of this five-year agreement completed earlier in 2015 with an audit report by Swanhorst of PCCLD's 2014 financial statements. An engagement by Swanhorst now to audit PCCLD's 2015 financial statements to include the Pueblo Library Foundation is proposed for a fee not to exceed \$28,500. This amount is included in the proposed 2016 budget. The Board discussed this in detail at the November 10 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the engagement letter with Swanhorst & Company LLC to audit the financial statements of Pueblo City-County Library District and the Pueblo Library Foundation for the fiscal year ending December 31, 2015 for a fee not to exceed \$28,500.

### 5. 3<sup>rd</sup> Quarter Update to 2015 Annual Plan

OVERVIEW: A year-to-date review of the annual plan progress will be provided.

RECOMMENDED ACTION: No action is required.

## X. ADJOURNMENT