

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 20, 2014 – 5:30 p.m. – Rawlings Library**

**I. PUBLIC HEARING ON PROPOSED PLAN AND BUDGET FOR FISCAL YEAR 2015**

This is an opportunity for citizen comment on the Plan and 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 14, 2014 and Minutes of the Regular Library Board meeting held on October 23, 2014 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 14, 2014
- o Minutes of the Regular Library Board meeting held on October 23, 2014

**V. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

The Collection Development Team will provide a report on their current practices.

**B. Friends of the Library Report**

**C. Pueblo Library Foundation Report**

**D. Attorney's Report**

**E. Employment Changes**

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

RECOMMENDED ACTION: That the Library Board approve the October 2014 Employment Changes as contained in the November 23, 2014 Board materials.

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the October 2014 bills and accept the October 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 October 2014 bills and accept the October 2014 Fund Statement as contained in the November 20, 2014 Board materials.

**VI. BOARD COMMENT**

**VII. PUBLIC COMMENT**

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

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**A. Announcements**

- All libraries will be closed on Thursday, November 27 for Thanksgiving Day. All libraries will close at 6:00 p.m. on Wednesday, November 26.
- The Board of Trustees along with one guest are invited to join staff and volunteers at the 2014 Nesbitt Holiday Party on Saturday, December 13 at 6:30 p.m. in the Ryals Room which will include an Italian buffet dinner. RSVP to Jane Carlsen at 562-5633 by December 1.
- The next regular Work Session is scheduled for Tuesday, December 9, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, December 11, at 5:30 p.m. in the Ryals Room at the Rawlings Library.

**B. Action/Discussion Items**

**1. Board Assessment**

OVERVIEW: Board members have received access to an electronic form

RECOMMENDED ACTION: That the Trustees review the electronic form and discuss it at the December 9 Work Session.

**2. 2015 PCCLD Closings**

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 discussed the following additional customary Library closures for 2015 at the November 13, 2014 Work Session:

- Presidents' Day, Monday, February 16, 2015 (All libraries closed for staff development day)
- Easter Sunday, April 5, 2015 (no holiday pay)
- Columbus Day, Monday, October 12, 2015 (All libraries closed for staff development day)
- Thanksgiving Day Eve, 6:00 p.m. (early closing), Wednesday, November 25, 2015
- Sunday, December 20 and Sunday, December 27, 2015 (Sundays before Christmas and New Year holidays) (no holiday pay)
- New Year's Eve, 6:00 p.m. (early closing), Thursday, December 31, 2015.

RECOMMENDED ACTION: That the Trustees approve the Library closings scheduled in 2015.

**3. Employee Recognition for 2014 PCCLD Achievement**

OVERVIEW: The Trustees discussed an all-employee recognition for 2014 PCCLD achievement at the November 13 Work Session and made recommendations.

RECOMMENDED ACTION: That the Board of Trustees review the draft letter announcing a reward for employees in good standing recognizing their efforts in the PCCLD's 2014 accomplishments.

**4. Revision to Bylaws - Agenda**

OVERVIEW: The Trustees discussed a recommendation to include Board Comment as an item of business during its regular meetings. The order of business is included in the Board Bylaws in Article IV, paragraph 6.

RECOMMENDED ACTION: That the Board of Trustees approve the addition of *Board Comment* as part of its regular order of business contained in the Board of Trustees Bylaws.

**X. ADJOURNMENT**