

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
5:30pm, Tuesday, December 13, 2022

This meeting will be conducted inside Kelly Room B at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session will be conducted. The online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

I. CALL TO ORDER AND ROLL CALL:

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia
Dustin Hodge	Jacquelyn Keith	Doreen Martinez
Fredrick Quintana		

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

IV. APPROVAL OF MINUTES (estimated time: 5 minutes)

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on November 17, 2022, and the Library Board of Trustee work session held on November 8, 2022, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 8, 2022, and November 17, 2022, respectively.

V. REPORTS

A. Executive Director Report (estimated time: 10 minutes)

1. Barkman & Lucero Libraries Renovation Projects

OVERVIEW: Peter Bolek, Principal Architect, HBM Architects will present an update on the schematic designs for the Barkman & Lucero Libraries Renovation Projects.

B. Friends of the Library Report (estimated time: 5 minutes)

C. Pueblo Library Foundation Report (estimated time: 5 minutes)

D. Attorney Report (estimated time: 5 minutes)

E. Employment Changes (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees is asked to ratify the November 2022 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November 2022 Employment Changes as contained in the Board materials.

F. Financial Report (estimated time: 10 minutes)

OVERVIEW: Keith Beam (Chief Financial Officer) will review a report on the November 2022 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November 2022 bills and accept the November 2022 fund statement as contained in the Board materials.

VI. BOARD COMMENT (estimated time: 5 minutes)

VII. PUBLIC COMMENT (estimated time: 5 minutes)

VIII. OLD BUSINESS (estimated time: 0 minutes)

IX. NEW BUSINESS (estimated time: 5 minutes)

A. Announcements

1. All libraries will be closed all day on Sunday, December 18th; Saturday, December 24th; Sunday, December 25th; and Sunday, January 1, 2023.
2. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 17, 2023, at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 26, 2021, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

B. Action/Discussion Items

1. **Resolutions to Adopt the 2023 Budget, Approve the 2023 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2023 PCCLD Budget** (estimated time: 10 minutes)

OVERVIEW: The Preliminary 2023 PCCLD Budget was presented on October 18, 2022, and a public hearing on the Proposed 2022 Budget was held on November 17, 2022. An update report was presented on December 6, 2022, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2023 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2023 Annual Budget.
4. Adopt the 2023 Annual Plan

2. **Fund Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 7 to authorize the transfer of \$14,000 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$14,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

3. PCCLD 2023 Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance (estimated time: 10 minutes)

OVERVIEW: The PCCLD Board of Trustees reviewed the proposed 2023 workers' compensation, property/casualty and liability insurance coverage recommendations at their work session on November 8th. An update report was provided at the December work session. The costs of coverages are included in the budget and require PCCLD Board of Trustees' approval since these exceed \$25,000.

RECOMMENDED ACTION: That the Board of Trustees take action on the employee 2023 recommended workers' compensation and corporate insurance package as presented at a cost not to exceed \$115,812.

4. Disposal of Property (estimated time: 10 minutes)

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their December work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

5. Rawlings Library Naming (estimated time: 5 minutes)

OVERVIEW: An update report regarding naming sponsorships for areas of the Rawlings was provided to the Trustees at their December work session.

RECOMMENDED ACTION: That the Trustees take action to approve the naming sponsorships as presented.

6. Citrix/Alchemy Renewal (estimated time: 5 minutes)

OVERVIEW: A presentation and recommendation regarding the renewal of the licensing for PCCLD's virtual network for 3 years at a total cost of \$44,199 was reviewed by the Trustees at their December work session.

RECOMMENDED ACTION: That the Trustees ratify the contract as presented.

7. Rawlings Signage Procurement (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees on December 6th regarding procurement and installation of signage at the Rawlings Library at an amount not to exceed \$115,000.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the Executive Director to award a signage procurement and installation package to the selected vendor, as presented in the Board materials, at cost not to exceed \$115,000. This requires Trustee approval as it exceeds \$25,000.

8. Trustee 2023 Meeting Dates (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed the proposed 2023 meeting dates at the work sessions in November and December.

RECOMMENDED ACTION: That the Trustees take action to approve the 2023 meeting dates, as included in the Board packet.

9. 2022 Holiday Dates (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed the proposed 2023 PCCLD holiday closures at Trustee work sessions in November and December.

RECOMMENDED ACTION: That the Trustees take action to approve 2023 scheduled holiday closures, as included in the Board materials.

10. RFID Library Solutions (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$63,800 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract.

RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into an agreement and pay \$63,800 for support and maintenance in 2023 to RFID Library Solutions, as presented in the Trustee packet. This requires Trustee approval as it exceeds \$25,000.

11. Bibliotheca (estimated time: 5 minutes)

OVERVIEW: The Trustees heard a recommendation at their December 6th work session for PCCLD to agree to pay Bibliotheca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$49,859 to Bibliotheca for maintenance and support services in 2023, as presented in the Board materials. This requires Trustee approval as it exceeds \$25,000.

12. Koha Integrated Library System (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$58,060 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2023. This requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$58,090 for services in 2023, as presented in the Board packet.

13. Freegal Music Subscription (estimated time: 5 minutes)

OVERVIEW: The Trustees heard a recommendation at their December Work Session for PCCLD to extend their music streaming subscription with Freegal.

RECOMMENDATION: That the Trustees take action to authorize PCCLD to pay \$31,700 to Freegal Music to extend their subscription through 2023.

X. ADJOURNMENT

Estimated total meeting time: 1 hour 30 minutes