

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
5:30pm, Thursday, February 23, 2023**

This meeting will be conducted inside the Friends of the Library meeting room located at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

- I. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2023**
Keith Beam (Chief Financial Officer) will provide a report on the proposed budget amendment for fiscal year 2023. This was an opportunity for citizen comment on the budget amendment which had been made available for public inspection.

II. CALL TO ORDER AND ROLL CALL:

Iris Clark	Stephanie Garcia	Dustin Hodge
Jacquelyn Keith	Trisha Macias	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.

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

OVERVIEW: Minutes of the Library Board of Trustee work session held on January 17, 2023, and the Library Board of Trustee work session held on January 26, 2023, 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 January 17, 2023, and January 26, 2023.

IV. REPORTS

A. Executive Director Report (estimated time: 15 minutes)

1. Staff Report/Update

OVERVIEW: Nick Potter (Director of Community Relations & Development) will provide an updated report on the 2022 Reading Pays program, a report on All Pueblo Reads, and the Rawlings Grand Opening.

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 January 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2023 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 January 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2023 bills and accept the January 2023 fund statement as contained in the Board materials.

V. BOARD COMMENT (estimated time: 5 minutes)

VI. PUBLIC COMMENT (estimated time: 5 minutes)

VII. OLD BUSINESS (estimated time: 0 minutes)

VIII. NEW BUSINESS

A. Announcements (estimated time: 5 minutes)

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, March 14, 2023 in the Brett Kelly A meeting room at the Rawlings Library, 100 E. Abriendo.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 23, 2023.

B. Action/Discussion Items

1. **Executive Session** (estimated time: 20 minutes)

OVERVIEW: Pursuant to section 24-6-402(4)(b), Colorado Revised Statutes, the Trustees will conduct an executive session for the purpose of a conference with PCCLD's Attorney to receive legal advice on legal questions relating to the renovation project for Rawlings Library

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt a motion to conduct executive session by a 2/3 vote.

2. **Rawlings Renovation HVAC Project Costs** (estimated time: 15 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees on February 14, 2023 regarding project costs associated with the Rawlings HVAC unit. The proposed costs totaled \$218,387.

RECOMMENDED ACTION: That the PCCLD Trustees take action to approve the Rawlings renovation HVAC proposal at a cost not to exceed \$218,387. This requires Trustee approval as it exceeds \$25,000.

3. **Resolution for Supplemental Budget and Appropriation** (estimated time: 10 minutes)

OVERVIEW: A resolution for supplemental budget and appropriation was presented and a public hearing held on February 23, 2023.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the Resolution for Supplemental Budget and Appropriation, as presented.

4. **Capital Asset Procurement – Library Vehicles** (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees on

February 14, 2023 regarding procurement of two library vehicles at an amount not to exceed \$64,755.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of two library vehicles, at cost not to exceed \$64,755. This requires Trustee approval as it exceeds \$25,000.

5. Janitorial Services (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees on February 14, 2023 for PCCLD to contract with Colorado Building Maintenance for janitorial services at a cost of \$137,400 for a three-year contract.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize a three-year janitorial contract with Colorado Building Maintenance at a cost not to exceed \$137,400. This requires Trustee approval as it exceeds \$25,000.

6. E-rate Program Procurement (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees at the February 14, 2023 work session regarding program procurements in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Wide Area Network Services and Category 2 Internal Network Connections not to exceed, \$132,562. This requires Trustee approval as it exceeds \$25,000.

7. Pueblo Library Foundation Board of Directors (estimated time: 5 minutes)

OVERVIEW: The PCCLD Board of Trustees reviewed the current vacancies on the Pueblo Library Foundation Board of Directors at their February 14, 2023, work session.

RECOMMENDED ACTION: That the Trustees takes action to reappoint Joe Arrigo, Gala White, and Elizabeth Gallegos and appoint Alexandria Romero to a full three-year term as members of the Pueblo Library Foundation Board of Directors.

IX. ADJOURNMENT

Estimated total meeting time: 2 hours

NOTE: The next meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00pm, Tuesday, March 15, 2022 in the Brett Kelly A meeting room inside of the Rawlings Library 100 E. Abriendo Ave.