

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
5:30pm, Thursday, June 22, 2023
This meeting will be conducted at the
Rawlings Library, 100 E. Abriendo Avenue – Friends of the Library Meeting Room

I. CALL TO ORDER AND ROLL CALL:

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|-------------------|------------------|-----------------|
| Iris Clark | Stephanie Garcia | Dustin Hodge |
| Jacquelyn Keith | Trisha Macias | Doreen Martinez |
| Fredrick Quintana | | |

II. 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 May 16, 2023, and the Library Board of Trustee meeting held on May 25, 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 May 16, 2023, and May 25, 2023.

IV. REPORTS

A. Executive Director Report (estimated time: 20 minutes)

1.Digital Material Use

Jill Kleven, Director of Technical Services will present an update on digital material use.

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

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

D. Attorney Report (estimated time: 5 minutes)

E. Employment Changes (estimated time: 10 minutes)

OVERVIEW: The Board of Trustees is asked to ratify the May 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2023 Employment Changes as contained in the Board materials.

F. Financial Report (estimated time: 15 minutes)

OVERVIEW: Sherri Baca, Executive Director and acting Chief Financial Officer will review a report on the May 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2023 bills and accept the May 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, July 18, 2023 in the Friends of the Library 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, July 27, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo.

B. **Action/Discussion Items**

1. **2022 Audit and Single Audit** (estimated time: 10 minutes)

OVERVIEW: The Trustees reviewed the PCCLD 2022 financial audit and single audit as presented by Clifton Larson Allen LLP at the work session on June 16, 2023.

RECOMMENDED ACTION: That the Trustees accept the audit and single audit reports for filing as presented.

2. **Coffee Shop Equipment** (estimated time: 10 minutes)

OVERVIEW: A report and recommendation was presented to the Trustees at the June 13, 2023 work session regarding procurement of coffee shop equipment.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of the coffee shop equipment at cost not to exceed \$43,610. This requires Trustee approval as it exceeds \$25,000.

3. **Pueblo Library Foundation Board of Directors** (estimated time: 10 minutes)

OVERVIEW: The PCCLD Board of Trustees were presented with the current vacancies on the Pueblo Library Foundation Board of Directors at their June 13, 2023 work session.

RECOMMENDED ACTION: That the Trustees take action to appoint Jessi Ones to the board as a non-cross over member and appoint Teresa Therriault and Antoinette Ramos each to three-year terms as cross over Friends of the Library members of the Pueblo Library Foundation Board of Directors.

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

OVERVIEW: A recommendation for property disposal was presented to the Trustees at the June 13, 2023 work session.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to dispose of surplus IT equipment as included in the Board materials.

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 and is scheduled to take place beginning at 2:00pm, Tuesday, July 18, 2023 in the Friends of the Library meeting room inside of the Rawlings Library 100 E. Abriendo Ave.