

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING AGENDA**

5:30pm, Thursday, May 23, 2024

This meeting will be conducted at the

Patrick Lucero Library – 1315 E. 17th St. – Pueblo, CO 81001

I. CALL TO ORDER AND ROLL CALL:

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia
Dustin Hodge	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. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

IV. REPORTS

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

1. Lucero Branch Update

OVERVIEW: Jerry Vigil, Branch Manager, will provide an update on the Lucero Library.

B. Attorney Report (estimated time: 10 minutes)

C. Employment Changes (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees is asked to ratify the April 2024 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the April 2024 Employment Changes as contained in the Board materials.

D. Financial Report (estimated time: 10 minutes)

OVERVIEW: Ashley Huggins, Chief Financial Officer will review a report on the April 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the April 2024 bills and accept the April 2024 fund statements as contained in the Board materials.

VII. BOARD COMMENT (estimated time: 5 minutes)

VIII. PUBLIC COMMENT (estimated time: 5 minutes)

IX. OLD BUSINESS

X. 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, June 18, 2024 at the Rawlings Library – Ryals Grand Event Space

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 27, 2024 at the Rawlings Library.

B. Discussion Items

1. **Executive Session – Legal Advice Regarding Rawlings Library HVAC** (estimated time: 20 minutes)

OVERVIEW: The Trustees will conduct an executive session under section 24-6-402(4)(b), Colorado Revised Statutes, for a conference with PCCLD special counsel and general counsel to receive legal advice on specific legal questions related to completion of the Rawlings Library HVAC System changes.

RECOMMENDED ACTION: The Trustees will return to open session to take any action deemed appropriate and/or necessary with regard to this matter

2. **Equipment Procurement for Lucero Library** (estimated time: 5 minutes)

OVERVIEW: The Trustees heard a recommendation at their Work Session to pay \$25,620.17 for two self-check machines at the Lucero Library.

RECOMMENDED ACTION: That the Board of Trustees authorize the purchase of equipment for the Lucero Library at a cost not to exceed \$25,620.17. This requires Trustee approval as it exceed \$25,000.

3. **Contract Award Changes for Barkman Library Furniture Procurement** (estimated time: 5 minutes)

OVERVIEW: The Trustees approved the purchase of furniture for the Barkman Library at a cost not to exceed \$125,800 at their March board meeting. The low bidder for two chairs has changed which has altered the total cost for the furniture package. The new total contract amount is \$126,513.

RECOMMENDED ACTION: That the Board of Trustees authorize the additional purchase cost.

IX. ADJOURNMENT

Estimated total meeting time: 1 hour 25 minutes

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, May 23, 2024

***This meeting will be conducted at the
Lucero Library – 1315 E. 7th Street –Pueblo, CO 81001***

1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on April 16, 2024, and the Library Board of Trustee meeting held on April 25, 2024, were published and provided to Board members prior to the meeting.

2. Library Policy Updates

OVERVIEW: A report and recommendation from the Legislative & Governance Committee was provided regarding the following policy updates. The policies were published and provided to Board members prior to the meeting.

A. POLICIES AND GUIDELINES

1. Customer Service Policy
2. Employee Guidelines

B. COMMUNICATIONS

1. Communications – 03.07.03

C. PUBLIC SERVICES

1. Public Computers & Other Equipment Use – 03.01.03
2. Customer Comments – 03.01.04
3. Americans with Disabilities Act (ADA) – 03.01.05

D. EMPLOYEE GUIDELINES

1. Work Schedules – 02.05.01