

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

5:30pm, Thursday, December 12, 2024

***This meeting will be conducted at the
Rawlings Library – Ryals Event Space
100 E. Abriendo Avenue – Pueblo, CO 81004***

I. CALL TO ORDER AND ROLL CALL:

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia	Trisha Macias
Doreen Martinez	Jessi Ones	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: 5 minutes)

B. Attorney Report (estimated time: 5 minutes)

C. Employment Changes (estimated time: 5 minutes)

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

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

D. Financial Report (estimated time: 10 minutes)

OVERVIEW: Bri Reyes, Chief Financial Officer will review a report on the November 2024 bills and fund statements.

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

V. BOARD COMMENT (estimated time: 5 minutes)

VI. PUBLIC COMMENT (estimated time: 5 minutes)

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements (estimated time: 5 minutes)

1. All libraries will be closed all day on Sunday, December 22nd, Tuesday, December 24th, Wednesday, December 25th, Sunday, December 29th, and Wednesday, January 1, 2025.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 14, 2025 and the regular meeting is scheduled for 5:30pm, Thursday, January 23, 2025 both will be at the Rawlings Library, Ryals Event Space.

B. Action/Discussion Items

1. **PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 5 minutes)
OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2025 corporate insurance renewal at the Board's work session.
RECOMMENDATION: That the Board of Trustees approve the 2025 corporate insurance renewal.
2. **Resolutions to Adopt the 2025 Budget, Approve the 2025 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2025 PCCLD Budget** (estimated time: 5 minutes)
OVERVIEW: The Preliminary 2024 PCCLD Budget was presented on October 15, 2024, and a public hearing on the Proposed 2025 Budget was held on November 21, 2024. An updated report was presented at the December 5, 2024 work session, 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 2025 PCCLD Annual Budget
 2. Set the Annual Mill Levy
 3. Appropriate Funds for the 2025 Annual Budget.
 4. Adopt the 2025 Annual Plan
3. **Funds Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed a recommendation at their work session on December 5, 2024 to authorize the transfer of \$12,000 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 \$12,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.
4. **2025 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed the proposed 2025 PCCLD holiday closures at the Trustee work session.
RECOMMENDED ACTION: That the Trustees approve the 2025 scheduled holiday closures, as included in the Board materials.
5. **RFID Library Solutions** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$160,200 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Lamb, and

Pueblo West Libraries along with an associated three-year contract (2025-2027).

RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into a three-year agreement (2025-2027) and pay \$160,200 for support and maintenance to RFID Library Solutions, as presented.

6. Bibliotheca (estimated time: 5 minutes)

OVERVIEW: The Trustees heard a recommendation at their December 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 \$59,402.77 to Bibliotheca for maintenance and support services in 2025, as presented in the Board materials.

7. 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 \$50,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2025.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$50,614 for services in 2025, as presented in the Board packet.

8. Freegal Music Subscription Renewal (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 Freegal Music to extend their subscription through 2025.

9. Resolution – State Property Backfill Funds (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed recommendations at their December work session to approve the State Property Backfill Funds Resolution.

RECOMMENDED ACTION: That the Board of Trustees take action and approve the resolution

10. Chief Financial Officer Authorization (estimated time: 5 minutes)

OVERVIEW: The Library Trustees reviewed recommendations to approve Bri Reyes, Chief Financial Officer as an authorized signer for PCCLD banking and investment accounts.

RECOMMENDED ACTION: That the Board of Trustees take action to approve Bri Reyes as an authorized PCCLD signer on bank and investment accounts.

11. Executive Session (estimate time: 20 minutes)

OVERVIEW: The Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I).

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

IX. ADJOURNMENT

Estimated total meeting time: 1 hour 50 minutes

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BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, December 12, 2024

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1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on November 12, 2024, and the Library Board of Trustee meeting held on November 21, 2024, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of the November meeting as posted.