

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, Tuesday, January 14, 2025
*This meeting will be conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space***

I. CALL TO ORDER AND ROLL CALL

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia	Jessi Ones
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. REPORTS

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

1. Library Leadership Academy Presentation

B. Friends of the Library Report (total estimated time: 10 minutes)

C. Quarterly Foundation Report

The next report will be provided at the February trustee work session.

IV. DISCUSSION ITEMS

1. Annual Meeting of PCCLD Board of Trustees (estimated time: 20 minutes)

OVERVIEW: The Board Trustees will hold its annual meeting on January 23, 2025, with the following items for action:

A. Election of Officers

The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The officers to be elected are President and Vice President.

B. Selection of the 2025 Board Meeting Dates, Times, and Locations

The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." A recommended calendar of meetings is included in the Board packet.

C. Posting 2025 Board Meetings Notices

The Board of Trustees will take action at its annual meeting to designate the location of the official posting of notice of the PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

D. Affirmation of Ethics Statement

By policy, "individual members of the Board of Trustees shall annually sign the Ethics Statement

adopted by the Board of Trustees.” A copy of the statement will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

2. **Board Assessment** (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees’ annual self-assessment will be discussed.

3. **2025 Property Disposal Request** (estimated time: 10 minutes)

OVERVIEW: The Board of Trustees annually make a broad determination to donate or discard weeded collection materials, which are considered to be fixed assets in aggregate, as well as dispose of miscellaneous surplus furniture and equipment. The Board of Trustees will discuss the recommended 2025 Disposal of Property Request. It is recommended that the Trustees approve the 2025 Disposal of Property Request presented for the disposal of discarded collection materials as designated.

4. **Library Policy Updates** (estimated time: 20 minutes)

OVERVIEW: A report from the Legislative & Governance Committee will be provided regarding the following items:

A. **Customer Service Policies & Procedures**

OVERVIEW: The listed document references updates to the language and provisions to the policy.

1. **Access to Library Services**

- a. 03.01.01 Hours of Operation (revised)

2. **Access and Use of Facilities**

- a. 03.05.05 Free Speech Activities (revised)
- b. 03.05.06.G1 Satellite Partnership Guidelines (revised)

3. **Customer Conduct**

- a. 03.06.01.P2 Parking Lot Use (new)
- b. 03.06.01.P3 Camping and Overnight Parking (new)

B. **Employee Guidelines**

OVERVIEW: The listed document references updates to the language and provisions to the policy.

1. **Employment Relationship**

- a. 02.03.04 Annual Performance Plan (revised)

5. **Lucero Library Security Camera RFP Presentation** (estimated time: 10 minutes)

OVERVIEW: Thomas Defrates, Director of IT, will present on new security camera system for the Lucero Library.

V. **ADJOURNMENT**

Estimated total meeting time: Estimated time: 1 hour and 35 min

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, January 23, 2025 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.