

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA
January 17, 2012, 4:00 p.m. – Rawlings Library (Ryals Room)**

I. CALL TO ORDER AND ROLL CALL

Sherri Baca	Marlene Bregar	Philip Mancha
Roy Miltner	Jim Stuart	Fredrick Quintana
Rhonda Gonzales		

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. DISCUSSION ITEMS

A. Discussion of Agenda Items for January 26, 2012 Regular Board of Trustees Meeting to be held at the Rawlings Library

1. Election of Officers

OVERVIEW: 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."

RECOMMENDED ACTION: That nominations for President and Vice President be made and an election held.

2. Selection of 2012 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting."

RECOMMENDED ACTION: That the Library Board establish the dates, times and locations for the 2012 regular Board meetings and work sessions.

3. Affirmation of Ethics Statement

OVERVIEW: The Trustees approved a revised Ethics Statement and suggested all Board members formally agree to the statement annually.

RECOMMENDED ACTION: That individual Trustees read and sign the Affirmation of Ethics Statement for Public Library Trustees.

B. Property and Liability Insurance Coverage Renewal

OVERVIEW: The Trustees approved the library district joining the Special District Association's property and liability insurance pool. The renewal of this insurance is scheduled to cost \$50,714.33. This requires board approval.

C. Library Finance Workshop

OVERVIEW: The Board has indicated interest in holding a Library Finance workshop in 2012. Possible dates and times for this workshop will be discussed.

D. Procurement Cards

OVERVIEW: The Trustees approved the Resolution and Agreement for Credit Card Program required by the bank to use procurement cards. The library's Credit Card policy needs to be revised to reflect the change to procurement cards.

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E. Video Surveillance Policy

OVERVIEW: Video surveillance equipment has been installed at certain PCCLD locations and a policy regarding use of this equipment has been drafted for discussion.

F. Executive Session

OVERVIEW: The Trustees will enter into Executive Session for the purpose of negotiations and possible acquisition of property pursuant to C.R.S. 24-6-402(4)(e).

G. Architectural Services Selection

OVERVIEW: The library district has issued a Request for Qualifications for Architectural Services for construction of three new public libraries. The selection process will be discussed.

H. Board Development Committee

OVERVIEW: The Trustees have discussed the need to review the orientation process for new Board members and Library Board Bylaws. The Trustees will discuss assigning a Board Development Committee to review these.

I. Advocacy Committee – Newsletter Articles

OVERVIEW: On the recommendation of the Advocacy Committee, Trustees have been regularly submitting articles for the Library newsletter. An updated schedule will be provided for discussion.

IV. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, January 26 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m., immediately prior to the Board Meeting to recognize employees for their efforts and to introduce new employees.