

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
 WORK SESSION AND SPECIAL MEETING AGENDA
 January 15, 2019, 3:00 p.m. – Rawlings Library (Executive Conference Room)**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia
Phil Mancha	Doreen Martinez	Fredrick Quintana
Jim Stuart		

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. WORK SESSION DISCUSSION ITEMS

A. EveryLibrary (estimated 30 minutes)

John Chrastka, Executive Director of EveryLibrary, will present an overview of library election campaigns.

B. PCCLD Replacement and Long Range Financial Plans (estimated 30 minutes)

Sherri Baca, PCCLD Chief Financial Officer, will present an overview of the PCCLD replacement and long range financial plans.

C. Branch Library Renovation (estimated 20 minutes)

A proposal will be presented for programming and conceptual design services for renovations and upkeep to the Lamb, Barkman, Pueblo West, Lucero, Giodone, and Greenhorn Valley Libraries.

D. Community Engagement Consultant (estimated 20 minutes)

A proposal will be presented for a consultant to work with PCCLD leadership to help secure local citizen understanding and support for library funding needs.

E. Property Disposal Request (estimated 5 minutes)

There will be a report and recommendations for disposal of surplus PCCLD assets.

F. Customer Service Policy Revision – Acceptable Library Use and Safety (estimated 15 minutes)

A proposed revision to 03.06.01 Acceptable Library Use and Safety in the Customer Conduct section of the Customer Service Policy was presented for discussion at the December Work Session, and the Board requested additional information and discussion.

G. Legal Services (estimated 20 minutes)

The Board of Trustees will review the current contract for legal services.

H. Assessment (estimated 20 minutes)

Results of the Board of Trustee self-assessment will be reviewed for discussion.

I. Routine Items for January 24, 2019, Regular Board of Trustees Meeting (estimated 30 minutes)

1. 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 Board will nominate officers and hold an election

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2. Selection of 2019 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.” The Library Board will be asked to establish the dates, times and locations for the 2019 regular Board meetings and work sessions.

3. Posting 2019 PCCLD Board of Trustees Meetings Notice

The Trustees adopted a resolution in 2013 establishing the Rawlings Library community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees. The Board annually designates the community bulletin board at the Rawlings Library as the official location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2019, 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.

4. Affirmation of Ethics Statement

The Trustees approved an Ethics Statement and suggested all Board members formally agree to the statement annually. Individual Trustees are asked to read and sign the Affirmation of Ethics Statement for Public Library Trustees.

5. Committee Appointments

The Board annually reviews Committee Appointments at the annual meeting. Committee appointments made in 2018 included the following:

- Legislative and Government: Ms. Martinez, Ms. Bregar and Ms. Garcia
- Audit Committee: Ms. Bregar, Dr. Mancha and Mr. Stuart
- Board Development Committee: Ms. Gairaud, Dr. Mancha, and Mr. Quintana

J. Staff Recognition Event (estimated 5 minutes)

The Board of Trustees will discuss attending PCCLD Staff Development Day scheduled on Monday, February 18, at the Rawlings Library for the purpose of recognizing staff anniversaries, promotions and new employees.

K. Executive Director Evaluation (estimated 10 minutes)

The Board of Trustees will discuss the Executive Director’s evaluation.

IV. SPECIAL MEETING

A. Executive Session (estimated 15 minutes)

The Trustees will enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

B. Executive Session (estimated 15 minutes)

The Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the Secretary to the Board of Trustees pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session.

V. ADJOURNMENT

Reminder: The Regular Board Meeting will be held on Thursday, January 24, 2019 at 5:30 p.m. in the Rawlings Library Ryals Room.

ESTIMATED MEETING TIME: 3 hours 55 minutes