

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 24, 2017 – 5:30 p.m. – Pueblo West Library**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Doreen Martinez	VACANT	Fredrick Quintana
Jim Stuart		

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on July 18, 2017, and Minutes of the Regular Library Board meeting held on July 27, 2017, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- Minutes of the Library Board Work Session held on July 18, 2017
- Minutes of the Regular Library Board meeting held on July 27, 2017

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Heather Wilder, Pueblo West Library Interim Manager, will provide an update report on activities at the Pueblo West Library.

Midori Clark, Director of Community Relations and Development, will provide an update report on PCCLD staff portal program.

B. Friends of the Library Report

C. Pueblo Library Foundation Report

D. Attorney Report

E. Employment Changes

OVERVIEW: The Board is asked to ratify the July 2017 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the July 2017 Employment Changes as contained in the August 24, 2017 Board materials.

F. Financial Report

OVERVIEW: The Board is asked to ratify the July 2017 bills and accept the July 2017 Fund Statements. Sherri Baca, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to respond to any questions.

RECOMMENDED ACTION: That the Library Board approve the July 2017 bills and accept the July 2017 Fund Statement as contained in the August 24, 2017 Board materials.

V. BOARD COMMENT

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- ☐ Pueblo Library Foundation *Heart Your Library* fundraiser scheduled on Thursday, August 31 at 12:00 noon in the Ryals Room of the Rawlings Library. Midori Clark will be sending email with details.
- ☐ All libraries will be closed on Monday, September 4 for the Labor Day holiday.
- ☐ The PCCLD Annual Planning Retreat will be held on Wednesday, September 6 at 8:30 a.m. at the Union Depot. Board members planning to attend should notify Jane Carlsen, 562-5633.
- ☐ The next regular Work Session is scheduled for Tuesday, September 19, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ September 22 is the deadline for Booklovers Black Tie Ball Advance Price reservations.
- ☐ The next regular Board meeting is scheduled on Thursday, September 28, at 5:30 p.m. at the Giodone Library, 24655 U.S. Highway 50 East.
- ☐ All libraries will be closed on Monday, October 9 for the Columbus Day holiday. Staff will be participating in staff development on that day. Board members are encouraged to arrive at 8:00 a.m. for Employee Recognition presentations.
- ☐ The *2017 All Pueblo Reads: Station Eleven* distinguished author dinner and fundraiser featuring Emily St. John Mandel is scheduled for the evening of October 20. Please contact Gloria Madrill at 553-0221 or Gloria.madrill@pueblolibrary.org for reservations.

B. Action/Discussion Items

1. Surplus Property

OVERVIEW: Disposal of Property Requests for surplus property no longer needed by the library was presented and discussed in detail at the August 15, 2017 Board of Trustees' Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve three Disposal of Property Requests as contained in the board packet.

2. 2017 Audit

OVERVIEW: The Board of Trustees discussed proposed engagement agreements with Swanhorst & Company, LLC for conducting the 2017 Audit of financial records for PCCLD and the Pueblo Library Foundation at the August 15, 2017 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the engagement agreements for the 2017 Audit of the Pueblo City-County Library District and the Pueblo Library Foundation as presented in the board packet.

3. 2016 IRS Form 990

OVERVIEW: At the August 15, 2017 Work Session, the Board of Trustees were provided and discussed the 2016 IRS Form 990.

RECOMMENDED ACTION: PCCLD Board of Trustees are asked to accept the 2016 IRS Form 990 report.

4. Q2 Annual Plan Update

OVERVIEW: An update report on the 2nd Quarter of the 2017 Annual Plan will be presented for review and discussion.

RECOMMENDED ACTION: No formal action is required.

IX. ADJOURNMENT