

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 10, 2015 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Roy Miltner	Donna Pickman	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 November 10, 2015, and Minutes of the Regular Library Board meeting held on November 19, 2015 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 November 10, 2015
- Minutes of the Regular Library Board meeting held on November 19, 2015

IV. REPORTS

A. Special Presentation and Recognition

B. Friends of the Library Report

Midori Clark, Director of Community Relations, Development & Strategic Initiatives, will provide an update report on the Friends of the Library.

C. Pueblo Library Foundation Report

D. Attorney Report

E. Employment Changes

OVERVIEW: The Board is asked to ratify the November 2015 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the November 2015 Employment Changes as contained in the December 10, 2015 Board materials.

F. Financial Report

OVERVIEW: The Board is asked to ratify the November 2015 bills and accept the November 2015 Fund Statements. A synopsis of the Financial Report will be provided by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the November 2015 bills and accept the November 2015 Fund Statement as contained in the December 10, 2015 Board materials.

V. BOARD COMMENT

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will close on Sundays, December 20 and December 27. All libraries will be closed on Thursday and Friday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will close at 6:00 p.m. on Thursday, December 31 for New Years Eve and will be closed on Friday, January 1, 2016, for New Year's Day.
- ☐ All libraries will be closed on Monday, January 18, 2016, for the Martin Luther King, Jr. Holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 19, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 28, at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition at 5:00 p.m.

B. Action/Discussion Items

1. SirsiDynix Support Renewal

OVERVIEW: The Trustees discussed the renewal of a contract with Sirsi Dynix at a cost not to exceed \$101,846.17 for maintenance and support for integrated library system software, hardware and related components at the December 8, 2015 Work Session. By policy, this renewal requires Trustee approval since it will exceed \$25,000.

RECOMMENDED ACTION: That the Board of Trustees approve the annual support contract with Sirsi/Dynix at a cost of \$101,846.17.

2. Transfer of funds from the Special Revenue Fund to the Pueblo Library Foundation

OVERVIEW: The Trustees approved a budget resolution and appropriation on July 23, 2015, authorizing transfer of funds from the Special Revenue Fund to the Pueblo Library Foundation. The Trustees took action on August 27, 2015 to execute a contract with the Pueblo Library Foundation to establish a donor-advised restricted fund with the Pueblo Library Foundation for these funds. The Trustees discussed taking action to authorize the transfer of up to \$13,000 in 2015 from the Special Revenue Fund to the donor-advised restricted fund of the Pueblo Library Foundation at the December 8, 2015 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the Resolution for Supplemental Budget and Appropriation for the Special Revenue Fund to transfer funds to the Pueblo Library Foundation in an amount not to exceed \$13,000.

3. Amended 2015 Capital Project Fund Budget

OVERVIEW: The Capital Project Fund Budget adopted by the PCCLD Board of Trustees in December 2014 for fiscal year 2015 did not fully anticipate all revenue actually received. The Board reviewed a supplemental 2015 Capital Project Fund Budget and Appropriation at the December 8 Work Session

RECOMMENDED ACTION: That the Board approve the Resolution for Supplemental Budget and Appropriation to increase the 2015 appropriation for the Capital Project Fund from \$65,000 to \$170,386 to increase funds to help pay costs for newly constructed libraries and other capital expenses for the Pueblo City-County Library District.

4. Resolutions to Adopt the 2016 Annual Plan, the 2016 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2016 Budget

OVERVIEW: The Preliminary 2016 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November. The Board discussed the plan and budget at the December 8 Work Session:

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RECOMMENDED ACTION: That the Board of Trustees:

- a. Approve the 2016 Annual Plan
- b. Adopt the 2016 Budget
- c. Set the mill levy at 5.255 mills
- d. Appropriate sums of money for the 2016 Budget.

5. PCCLD Workers' Compensation, Property/Casualty and Liability Insurance Renewal

OVERVIEW: PCCLD's workers' compensation, property/casualty and liability Insurance coverage will expire at the end of 2015. PCCLD insurance consultants have solicited information for coverage renewal. The quoted rate for renewal with the Special Districts Association is at a cost of \$86,919 which was reviewed and discussed at the December 8 Work Session. By policy, this requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees approve PCCLD's Workers' Compensation, Property/Casualty and Liability Insurance renewal for 2016 at the rate of \$86,919 from the Special Districts Association.

6. PCCLD 2016 Scheduled Closures

OVERVIEW: The Library Board reviewed and discussed 2016 Scheduled Closures at the December 8 Work Session. The Library Board has approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 18 (Martin Luther King Jr. Day), May 30 (Memorial Day), July 4 (Independence Day), September 5 (Labor Day), November 11 (Veterans' Day), November 24 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary closures for 2016:

- o Presidents' Day, February 15 (All libraries closed for staff development day)
- o Easter Sunday, March 27 (no holiday pay)
- o Columbus Day, October 10 (All libraries closed for staff development day)
- o Thanksgiving Day Eve, November 23, 6:00 p.m. (early closing)
- o Sunday, December 18 (Sunday before Christmas).

RECOMMENDED ACTION: That the Trustees approve the Library closings scheduled in 2016.

X. ADJOURNMENT