

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
December 13, 2016 – 5:30 p.m. – Rawlings Library**

**I. CALL TO ORDER AND ROLL CALL**

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Doreen Martinez	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 15, 2016, and Minutes of the Regular Library Board meeting held on November 17, 2016 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 15, 2016
- Minutes of the Regular Library Board meeting held on November 17, 2016

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Midori Clark, Director of Community Relations, Development & Strategic Initiatives, will provide a report on 2016 All Pueblo Reads.

**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 November 2016 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: There are no employment changes in November requiring Trustee action.

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the November 2016 bills and accept the November 2016 Fund Statements. A synopsis of the Financial Report will be provided by the Chief Financial Officer.

RECOMMENDED ACTION: That the Library Board approve the November 2016 bills and accept the November 2016 Fund Statement as contained in the December 13, 2016 Board materials.

**V. BOARD COMMENT**

**VI. PUBLIC COMMENT**

**VII. OLD BUSINESS**

## **VIII. NEW BUSINESS**

### **A. Announcements**

- ☐ The Rawlings Library will be closed on Sunday, December 18. All libraries will be closed on Saturday and Sunday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will be closed on Sunday, January 1, 2017, for New Year's Day.
- ☐ All libraries will be closed on Monday, January 16, 2017, for the Martin Luther King, Jr. Holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 17, 2017, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 26, 2017, at 5:30 p.m. at the Rawlings Library.

### **B. Action/Discussion Items**

#### **1. Resolutions to Adopt the 2017 Annual Plan, the 2017 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2017 Budget**

OVERVIEW: The 2017 Plan and Budget have been presented for public review including preliminary budget presentation beginning on October 14, 2016, and a public hearing on the 2017 Annual Plan and Budget held on November 17, 2016. The Board discussed the 2017 Annual Plan and Budget and the associated enabling resolutions as contained in the December 13, 2016 Board materials at their December 8 Work Session.

RECOMMENDED ACTION: That the Board of Trustees:

- a) Approve the 2017 Annual Plan
- b) Adopt the 2017 Budget
- c) Set the mill levy
- d) Appropriate sums of money for the 2017 Budget

#### **2. Security Services Agreement**

OVERVIEW: The Board of Trustees discussed at their December 8 Work Session a proposed updated contract to extend the agreement between PCCLD and TNT Security, Inc. to provide security services from February 1, 2017, to January 31, 2018. By policy, this requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees authorize the Executive Director to approve the agreement with TNT Security, Inc. for an annual cost not to exceed \$83,569.80.

#### **3. SirsiDynix Support Renewal**

OVERVIEW: The Board of Trustees discussed the renewal of a contract with SirsiDynix for integrated library system support and maintenance of related components such as security gates and self-check stations. By policy, this requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees authorize the Executive Director to enter into a one-year contract with SirsiDynix for support and maintenance of specified hardware and software at a cost not to exceed \$105,133.57.

#### **4. PCCLD Workers' Compensation, Property/Casualty and Liability Insurance Renewal**

OVERVIEW: At their December 8 Work Session, the Board of Trustees discussed coverage for PCCLD's workers' compensation, property/casualty and liability insurance. By policy, this requires Trustee approval since it exceeds \$25,000.

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RECOMMENDED ACTION: That the Board of Trustees approve the coverage of PCCLD's workers' compensation, property/casualty and liability insurance coverage with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$94,557.66 in 2017.

### 5. Special Revenue Fund

OVERVIEW: The Board of Trustees discussed at their December 8 Work Session the transfer of funds from the Special Revenue Fund to the General Fund for the purpose of making a contribution to the Pueblo Library Foundation .

RECOMMENDED ACTION: That the Trustees authorize the transfer of \$5,500 in 2016 from the Special Revenue Fund to the General Fund for the purpose of making a contribution in the same amount to the Pueblo Library Foundation.

### 6. Executive Director Evaluation

OVERVIEW: The Board of Trustees discussed at their December 8 Work Session plans for the Executive Director's annual evaluation which is due in February 2017 and requested that a copy of the evaluation form be provided at the December Board meeting.

RECOMMENDED ACTION: That the Trustees may further discuss plans for the Executive Director's annual evaluation.

### 7. PCCLD 2017 Scheduled Closures

OVERVIEW: The Library Board reviewed and discussed 2017 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 16 (Martin Luther King Jr. Day), May 29 (Memorial Day), July 4 (Independence Day), September 4 (Labor Day), November 11 (Veterans' Day), November 23 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board was asked to consider the following additional customary closures for 2017:

- o Presidents' Day, February 20 (All libraries closed for staff development day)
- o Easter Sunday, April 16 (no holiday pay)
- o Columbus Day, October 9 (All libraries closed for staff development day)
- o Thanksgiving Day Eve, November 22, 6:00 p.m. (early closing)

RECOMMENDED ACTION: That the Trustees approve the PCCLD closings scheduled in 2017 as presented.

### 8. Health Benefit

OVERVIEW: The Board of Trustees discussed at their December 8 Work Session a special election or opt out form requested by the health benefit provider.

RECOMMENDED ACTION: That the Trustees take action to elect coverage for all services listed or opt out.

## X. ADJOURNMENT