

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
December 14, 2017 – 5:30 p.m. – Rawlings 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 November 14, 2017, and Minutes of the Regular Library Board meeting held on November 16, 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 November 14, 2017
- Minutes of the Regular Library Board meeting held on November 16, 2017

**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 2017 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 2017 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the November 2017 Employment Changes as contained in the December 14, 2017 Board materials.

**F. Financial Report**

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

RECOMMENDED ACTION: That the Library Board approve the November 2017 bills and accept the November 2017 Fund Statement as contained in the December 14, 2017 Board materials.

**V. BOARD COMMENT**

**VI. PUBLIC COMMENT**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Announcements**

- ☐ All libraries will be closed on Sunday, December 24, for Christmas Eve and on Monday, December 25, for Christmas Day.
- ☐ All libraries will be closed on Sunday, December 31, for New Year's Eve and on Monday, January 1, 2018, for New Year's Day.
- ☐ The next regular Work Session is scheduled on Tuesday, January 16, 2018, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 25, 2018, at 5:30 p.m. at the Rawlings Library.

**B. Action/Discussion Items**

**1. Rawlings Library Lighting Upgrade**

OVERVIEW: The Board of Trustees discussed a recommendation for action to accept a change order to the current Rawlings Library lighting controls upgrade project at their December 12 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the change order increasing the amount approved for the Rawlings Library lighting controls upgrade project by \$2,304.

**2. Resolutions to Adopt the 2018 Annual Plan, the 2018 Annual Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2018 PCCLD Budget**

OVERVIEW: The Board of Trustees discussed the 2018 Budget and Plan, reviewed each of the enabling resolutions, and discussed impacts to 10-Year PCCLD financial projections at their December 12 Work Session.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt resolutions as presented in their packet to:

- a. Adopt the 2018 Annual Plan
- b. Adopt the 2018 Annual Budget
- c. Set the Mill Levy
- d. Appropriate Sums of Money

**3. Supplemental Budget and Appropriation to the 2017 Capital Project Fund Budget**

OVERVIEW: The Board of Trustees discussed at their December 12 Work Session a Resolution for Supplemental Budget and Appropriation for fiscal year 2017 that did not fully anticipate all revenue actually received.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt the Resolution for Supplemental Budget and Appropriation pursuant to C.R.S. 29-1-109 to increase the Capital Project Fund from \$39,500 to \$204,572 to allow for the expenditure of unanticipated revenues to help pay for capital costs for the Pueblo City-County Library District.

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

OVERVIEW: The Board of Trustees discussed at their December 12 Work Session the renewal 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 with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$95,995.24 for 2018.

**5. Special Revenue Fund**

OVERVIEW: The Board of Trustees discussed at their December 12 Work Session taking action to authorize the contribution of \$5,000 in 2017 from the Special Revenue Fund to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the Trustees authorize the contribution of \$5,000 in 2017 from the Special Revenue Fund to the Pueblo Library Foundation.

**6. Courier Services**

OVERVIEW: The Board of Trustees discussed at their December 12 Work Session the recommendation to continue delivery of intra-district books and other materials among eight library locations using the service provided by R&S Delivery. This requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees authorize the renewal of the agreement with R&S Delivery for 2018 at a rate of \$1,170 per week or \$60,840 per year.

**7. Safety Deposit Box**

OVERVIEW: The Board of Trustees discussed at their December 12 Work Session a resolution to authorize Jon Walker's authority over the safety deposit box that PCCLD leases from Wells Fargo.

RECOMMENDED ACTION: That the Trustees authorize the resolution removing Tracy S. Reeves, Ruth A. Mondragon and Christina G. Brogan from the Pueblo City-County Library District's Safety Deposit Box 702 and adding Jon K. Walker as the PCCLD authorized agent for Safety Deposit Box 702.

**8. EXECUTIVE SESSION**

OVERVIEW: The Board of Trustees will enter into Executive Session for the purpose of developing strategy for negotiations, instructing negotiators, and determining positions relative to Tax Increment Financing that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

**IX. ADJOURNMENT**