

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 25, 2018 – 5:30 p.m. – Rawlings Library**

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

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Doreen Martinez	Stephanie Garcia	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 December 12, 2017 and Minutes of the Regular Library Board meeting held on December 14, 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 December 12, 2017
- Minutes of the Regular Library Board meeting held on December 14, 2017

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Maria Kramer, Youth Services Manager, will report on the Books in the Park program.

Midori Clark, Director of Community Relations and Development, will report on the Outstanding Women Awards.

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

RECOMMENDED ACTION: That the Library Board approve the December 2017 Employment Changes as contained in the January 25, 2018 Board materials.

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the December 2017 bills and accept the December 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 December 2017 bills and accept the December 2017 Fund Statement as contained in the January 25, 2018 Board materials.

**V. BOARD COMMENT**

**VI. PUBLIC COMMENT**

## VII. OLD BUSINESS

## VIII. NEW BUSINESS

### A. Announcements

- ☐ The Library will be closed Monday, February 19, 2018, for the Presidents' Day holiday. Staff will be attending an all-day staff development program on this date. Trustees are invited to a staff recognition event at 8:00 a.m. at the Rawlings Library in the Ryals Room.
- ☐ The next regular Work Session is tentatively scheduled for 3:00 p.m., Tuesday, February 13, in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled for 5:30 p.m., Thursday, February 22, at the CSU-Pueblo Library @ the U. The meeting will be in LARC (Library) Room 108. Those attending should park in Lot E-5. That is the east parking lot a little to the south in front of the fountain. Complete map of the campus is available at <https://www.csupueblo.edu/about/campus/interactive-map.html>.

### B. Action/Discussion Items

#### 1. Election of Officers

OVERVIEW: 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 reviewed this process at their January 16, 2018, work session.

RECOMMENDED ACTION: That nominations for President and Vice President of the PCCLD Board of Trustees be made and an election held.

#### 2. Selection of 2018 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." A recommended calendar of meetings has been discussed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the dates, times, and locations for the 2018 regular meetings and work sessions, as presented and reviewed at their January 16, 2018, work session.

#### 3. Posting 2018 PCCLD Board of Trustees Meetings Notice

OVERVIEW: The Trustees adopted a resolution in 2013 establishing the Rawlings Library's community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees, which was discussed at their January 16, 2018, work session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate 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 2018 and 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. Committee Appointments

OVERVIEW: Current Trustee Committees are Audit, Board Development, and Legislative & Government. Trustees reviewed current committee assignments and considered upcoming appointments at their January 16, 2018, work session.

RECOMMENDED ACTION: The Trustees will consider 2018 committee appointments.

**5. QuickView Books**

OVERVIEW: The library district has proposed leasing from Baker & Taylor additional copies of new release best-selling books. The Board of Trustees discussed the proposal at their January 16, 2018, work session. Trustee approval is required since the cost exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment of the Baker & Taylor Book Leasing System invoice in the amount of \$30,582.

**6. Freegal Music**

OVERVIEW: The library district offers Freegal Music to library customers. The Trustees discussed the service at their January 16, 2018, work session. Trustee approval is required since the cost exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment of the Library Ideas invoice in the amount of \$29,000 for the 2018 Freegal Music subscription for 2018.

**7. Rawlings Library Siding Repair**

OVERVIEW: The Rawlings Library sustained significant roofing and siding damage during a severe storm on March 23-24. The roofing repair was completed some time ago. The bidding process for siding repair was reviewed at the January 16, 2018, Trustee work session. Board approval is required since the invoice exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment of \$27,895 to Colorado Front Range Roofing to repair the siding damage sustained at the Rawlings Library.

**8. Rawlings Library Painting**

OVERVIEW: Exterior metal on the Rawlings Library was painted in late 2017 for an approved amount which was \$24,480. Due to weather-related delays during the painting job, the amount increased by \$1,427 bringing the total to \$25,907. The Trustees reviewed this additional cost at their January 16, 2018, work session.

RECOMMENDED ACTION: That the Board approve the additional payment of \$1,427 to Five Star Painting bringing their total compensation from PCCLD to \$25,907 for exterior painting of the Rawlings Library.

**9. AMH Maintenance and Support**

OVERVIEW: The library district has budgeted maintenance costs for AMH (Automated Materials Handling) equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. The Trustees discussed the invoice received for \$58,770, which is the contracted annual amount, at their January 16, 2018, work session. Board approval is required since the invoice exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment of the RFID Library Solutions, Inc., invoice in the amount of \$58,770.

**10. Banking Services**

OVERVIEW: The Trustees reviewed library district banking services recommendations at their January 16, 2018, work session.

RECOMMENDED ACTION: That the Board approve the required Corporate Authorization Resolutions needed for PCCLD to bank with the Bank of the San Juans.

**11. 2018 Property Disposal Request**

OVERVIEW: According to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination

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can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment.” The Board of Trustees discussed at their January 16, 2018, work session the recommended 2018 Disposal of Property Request which also includes a surplus vehicle and four surplus microfilm reader/printers.

RECOMMENDED ACTION: That the Trustees approve the 2018 Disposal of Property Request presented for the disposal of discarded collection materials, the Mazda van, and four microfilm reader/printers, as designated.

### **12. Pueblo Library Foundation Board of Directors**

OVERVIEW: The Friends of the Library and the Pueblo Library Foundation have recommended Jessi Ones to serve a three-year term on the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees. The Trustees reviewed this recommended appointment at their January 16, 2018, work session.

RECOMMENDED ACTION: That the Board of Trustees approve the appointment of Jessi Ones to a three-year term as a member of the Pueblo Library Foundation Board of Directors.

### **13. Executive Session**

OVERVIEW: The Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the Executive Director 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. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

## **IX. ADJOURNMENT**