

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 26, 2017 – 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 December 8, 2016 and Minutes of the Regular Library Board meeting held on December 13, 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 December 8, 2016
- Minutes of the Regular Library Board meeting held on December 13, 2016

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Maria Sanchez-Tucker (Manager, Museum Services and Special Collections) and Charlene Garcia-Simms (Librarian, Genealogy and Special Collections) will provide a report on the new book entitled Pueblo: Images of America (Arcadia, 2017).

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 2016 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the December 2016 Employment Changes as contained in the January 26, 2017 Board materials.

F. Financial Report

OVERVIEW: The Board is asked to ratify the December 2016 bills and accept the December 2016 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 2016 bills and accept the December 2016 Fund Statement as contained in the January 26, 2017 Board materials.

V. BOARD COMMENT

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- The Library will be closed Monday, February 20, 2017, for the Presidents' Day holiday. Staff will be attending an all-day staff development program on this date. Trustees are invited to a special staff recognition event to be held at 8:30 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 14, in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is tentatively scheduled for 5:30 p.m., Thursday, February 23, at the Library @ the Y, 3200 Spaulding Avenue.

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 discussed this process at their January 17, 2017, 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 2017 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." Recommendations have been discussed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the dates, times and locations for the 2017 regular meetings and work sessions, as presented and discussed at the January 17, 2017, Work Session.

3. Posting 2017 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.

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 2017 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: Trustees have discussed in prior work sessions the addition of committee appointments as an annual meeting agenda item. Current trustee committees are Audit, Board Development, and Legislative & Government. Trustees reviewed current committee assignments and considered upcoming appointments at their January 17, 2017, Work Session.

RECOMMENDED ACTION: The Trustees will consider 2017 committee appointments.

5. AMH Maintenance and Support

OVERVIEW: The library district has budgeted maintenance costs for automated materials handling equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. Annual maintenance costs for this equipment is \$58,770, which is the contracted annual amount with the support company RFID Library Solutions. Board approval is required since the invoice exceeds \$25,000. The Board discussed this agreement at the January 17 Work Session.

RECOMMENDED ACTION: That the Board approve the payment of the RFID Library Solutions, Inc., invoice in the amount of \$58,770.00.

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6. 2017 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 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 the recommended 2017 Disposal of Property Request at the January 17 Work Session.

RECOMMENDED ACTION: That the Trustees approve the 2017 Disposal of Property Request of PCCLD discarded collection materials to the Friends of the Library, charitable organizations, or recycling.

7. Pueblo Library Foundation

OVERVIEW: Gala White and Lindsay Moore, respectively, have been recommended by the Pueblo Library Foundation to three-year terms as members of 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 recommendation at their January 17 Work Session

RECOMMENDED ACTION: That the Board of Trustees approve the appointment of Gala White and Lindsay Moore to three-year terms, respectively, as members of the Pueblo Library Foundation Board of Directors.

8. 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