

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
June 26, 2014 – 5:30 p.m. – Pueblo West 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 May 13, 2014, and Minutes of the Regular Library Board meeting held on May 22, 2014 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 May 13, 2014
- Minutes of the Regular Library Board meeting held on May 22, 2014
- Minutes of the Special Library Board Work Session held on June 3, 2014

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Cindy Shimizu, Pueblo West Library Manager, will present an update on the Pueblo West Library.

Teresa Valenti, Director of Collection Development and Technical Services, will present on a recent Technical Services workflow study.

**B. Pueblo Library Foundation Report**

**C. Attorney Report**

**D. Financial Report**

OVERVIEW: The Board is asked to ratify the May 2014 bills and accept the May 2014 Fund Statements. Chris Brogan, 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 May 2014 bills and accept the May 2014 Fund Statement as contained in the June 26, 2014 Board materials.

**V. PUBLIC COMMENT**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Announcements**

- ☐ All Libraries will be closed on Friday, July 4, for the Independence Day holiday.

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- ☐ The next regular Work Session is scheduled for Tuesday, July 8, at 3:00 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo. This one week earlier than usual.
- ☐ The next regular Board meeting is scheduled on Thursday, July 24, at 5:30 p.m. in the Ryals Room of the Rawlings Library, 100 E. Abriendo.
- ☐ Dates for the Libraries for Life fundraising events that were scheduled on June 17, 18 and 19 have changed. The Pueblo Library Foundation will host *Libraries for Life* breakfasts at each of the new libraries, 8:00-9:00 a.m. on the following dates
  - o Tuesday, July 29 – Greenhorn Valley Library
  - o Wednesday, July 30 – Patrick Lucero Library
  - o Thursday, July 31 – St. Charles Mesa LibraryBoard members are encouraged to attend. RSVP to Amber Pepin at 562-5635.

**B. Action/Discussion Items**

**1. Auditor Report**

OVERVIEW: Swanhorst & Co., LLC, reports the 2013 audit report delayed, and the Board is asked to take action to accept this delay. The Board discussed the delay at the June 17 Work Session.

RECOMMENDED ACTION: That the Board approve the delay of the 2013 audit report until the July 24 Trustee meeting.

**2. Furniture Purchase**

OVERVIEW: PCCLD is preparing to procure furniture for three new libraries. Amy Martin, Managing Librarian, is overseeing the project and provided an overview of the process for selecting the furniture and costs which discussed in detail at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the bid provided by Contract Furnishings for furniture for three new libraries at an amount not to exceed \$150,357.

**3. Automated Materials Handling (AMH) Equipment Purchase**

OVERVIEW: PCCLD is preparing to procure AMH equipment for three new libraries. Jon Walker, Executive Director, provided an overview of the process for selecting the equipment and costs. The bids were discussed in detail at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the bid contract with 3M for Automated Materials Handling (AMH) equipment for three new libraries at an amount not to exceed \$90,204.

**4. Self-Check and Security Gate Equipment Purchase**

OVERVIEW: PCCLD is preparing to procure self-check and security gate equipment for three new libraries. Purchase is recommended from an existing bid contract with SirsiDynix/Bibliotheca not to exceed \$86,040. The reasoning for using the existing bid was discussed at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the existing bid contract with SirsiDynix/Bibliotheca for self-check and security gate equipment for three new libraries at an amount not to exceed \$86,040.

**5. Meeting Room Audio-Visual Equipment Procurement**

OVERVIEW: PCCLD is preparing to procure meeting room audio-visual equipment for three new libraries. Purchase is recommended from Maximus Control for a price not to exceed \$38,994. The bid was discussed at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the bid award to Maximus Control for meeting room audio-visual equipment for three new libraries at an amount not to exceed \$38,994.

**6. Citizen's Access to PCCLD Records**

OVERVIEW: Nick Gradisar, PCCLD attorney, recommends PCCLD modify its written guideline regarding open record access in light of a recent change to state law. The Board reviewed the recommended revisions to Citizen's Access to PCCLD Records at the June 17 Work Session.

RECOMMENDED ACTION: That the Board approve revisions to 03.04.01.P2 Citizen's Access to PCCLD Records.

**7. Alley Vacation**

OVERVIEW: PCCLD has been in negotiation with Safeway for a mutual agreement to vacate an alleyway adjoining north to the new Lucero Library site. The Board discussed this at the June 17 Work Session.

RECOMMENDED ACTION: That the Board approve the Agreement with Respect to the East Side Library and Vacation of Alleys Adjacent Thereto with Safeway.

**VIII. ADJOURNMENT**