

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 29, 2018 – 5:30 p.m. – Rawlings Library**

**I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2019** (estimated 15 minutes)

This is an opportunity for citizen comment on the Budget proposal which has been made available for public inspection.

**II. CALL TO ORDER AND ROLL CALL**

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia
Philip Mancha	Doreen Martinez	Fredrick Quintana
Jim Stuart		

**III. CORRECTIONS AND MODIFICATIONS TO AGENDA**

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

**IV. APPROVAL OF MINUTES** (estimated 5 minutes)

OVERVIEW: Minutes of the Library Board Work Session held on October 16, 2018, and Minutes of the Regular Library Board meeting held on October 25, 2018, 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 October 16, 2018
- Minutes of the Regular Library Board meeting held on October 25, 2018

**V. EXECUTIVE SESSION** (estimated 20 minutes)

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

RECOMMENDED ACTION: The Board will reconvene in public session for any action.

**VI. REPORTS**

**A. Executive Director Report** (estimated 15 minutes)

There will be a report provided by Midori Clark, Director of Community Relations and Development, on Colorado Gives.

**B. Friends of the Library Report** (estimated 5 minutes)

**C. Pueblo Library Foundation Report** (estimated 5 minutes)

**D. Attorney Report** (estimated 5 minutes)

**E. Employment Changes** (estimated 5 minutes)

OVERVIEW: The Board is asked to ratify the October 2018 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the October 2018 Employment Changes as contained in the November 29, 2018 Board materials.

**F. Financial Report** (estimated 15 minutes)

OVERVIEW: The Board is asked to ratify the October 2018 bills and accept the October 2018 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 October 2018 bills and accept the October 2018 Fund Statements as contained in the November 29, 2018, Board materials.

**VII. BOARD COMMENT** (estimated 5 minutes)

**VIII. PUBLIC COMMENT** (estimated 5 minutes)

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**A. Announcements** (estimated 5 minutes)

- ☐ The next regular Board of Trustees Work Session is scheduled for Tuesday, December 11, at 3:00 p.m. at the Rawlings Library 100 E. Abriendo, Pueblo CO.
- ☐ The next Regular Meeting of the Board of Trustees is scheduled on Thursday, December 13, at 5:30 p.m. at the Rawlings Library.
- ☐ Board members are invited to attend the J.T. Nesbitt Staff Association Christmas Party on December 8 at 6:30 p.m. at the Rawlings Ryals Room. RSVPs are due by November 30. Trustees may coordinate reservations via Jane Carlsen at 562-5633.

**B. Action/Discussion Items**

**1. 2019 PCCLD Holiday Dates** (estimated 5 minutes)

OVERVIEW: The Board reviewed the 2019 holiday closures and made recommended corrections.

RECOMMENDED ACTION: The Board is asked to approve the 2019 PCCLD Closings & Pay Periods.

**2. Pueblo Library Foundation Board of Directors Appointments** (estimated 5 minutes)

OVERVIEW: The Board of Trustees discussed upcoming appointments for Pueblo Library Foundation Board of Directors at the November 13 Work Session. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the Board approve the reappointment of Dustin Hodge, representing the Friends of the Library, and Michael Voute, at-large, for three-year terms, respectively, on the Board of Directors for the Pueblo Library Foundation.

**3. Bibliotheca** (estimated 5 minutes)

OVERVIEW: The Board discussed a recommendation for payment for services with Bibliotheca for hardware and software services for 2019 at the November 13, 2018 Work Session. This requires Board approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment to Bibliotheca in an amount not to exceed \$55,934 for hardware and software services for 2019.

**4. RFID Library Solutions** (estimated 5 minutes)

OVERVIEW: The Board discussed an updated contract with RFID Library Solutions at the November 13, 2018 Work Session. This requires Board approval as it exceeds \$25,000.

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RECOMMENDED ACTION: That the Board approve the payment to RFID Library Solutions of an amount not to exceed \$63,800 for AMH service and maintenance in 2019.

### **5. Microform Reader/Printers** (estimated 5 minutes)

OVERVIEW: The Board discussed a recommendation regarding the procurement of microform reader/printers at the November 13, 2018 Work Session. This requires Board approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Board approve the payment to Docutek, Inc. of an amount not to exceed \$34,384 for the procurement of four Konica Minolta microform reader printers.

## **XI. ADJOURNMENT**

Total meeting time is estimated at 2 hours 10 minutes.