

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

I. CALL TO ORDER AND ROLL CALL

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

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

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

III. APPROVAL OF MINUTES (estimated 5 minutes)

OVERVIEW: Minutes of the Library Board of Trustees' Work Session held on September 18, 2018, and Minutes of the Regular Meeting of the Library Board of Trustees' held on September 27, 2018, were provided to Trustees prior to the meeting.

RECOMMENDED ACTION: That the Library Trustees approve:

- Minutes of the Library Trustee Work Session held on September 18, 2018
- Minutes of the Regular Meeting of the Library Trustees held on September 27, 2018

IV. REPORTS

A. Executive Director Report (estimated 15 minutes)

There will be a report by Kayci Barnett, Giodone Library Manager, highlighting activities at the Giodone Library.

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 Trustees are asked to ratify the September 2018 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Trustees approve the September 2018 Employment Changes as contained in the October 25, 2018, Trustee materials.

F. Financial Report (estimated 15 minutes)

OVERVIEW: The Trustees are asked to ratify the September 2018 bills and accept the September 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 Trustees approve the September 2018 bills and accept the September 2018 Fund Statements as contained in the October 25, 2018, Trustee materials.

V. TRUSTEE COMMENT (estimated 5 minutes)

VI. PUBLIC COMMENT (estimated 5 minutes)

VII. OLD BUSINESS (estimated 0 minutes)

VIII. NEW BUSINESS

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

- ☐ The Rawlings Library will be closed on Sunday, November 11, for the Veterans Day holiday. Library staff will take off an alternate day since the holiday falls on Sunday.
- ☐ The next regular Board of Trustees Work Session is scheduled for Tuesday, November 13, at 3:00 p.m. at the Rawlings Library, 100 E. Abriendo Avenue, Pueblo, CO.
- ☐ All libraries will close at 6:00 p.m. on Wednesday, November 21, and on Thursday, November 22, for Thanksgiving.
- ☐ The next Regular Meeting of the Board of Trustees is scheduled for Thursday, November 29, at 5:30 p.m. at the Rawlings Library.

B. **Action/Discussion Items**

1. **Revision to Employee Guidelines** (estimated 5 minutes)

OVERVIEW: A recommended revision to PCCLD Employee Guidelines was discussed at the October 16, 2018, Work Session.

RECOMMENDED ACTION: The Trustees are asked to approve 02.03.03 Annual Performance Plan for inclusion in the PCCLD Employee Guidelines.

2. **Employee Health Benefit** (estimated 5 minutes)

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2018. The Trustees reviewed and discussed a proposed benefit package commencing January 1, 2019, and ending December 31, 2019, at the October 16, 2018, Work Session.

RECOMMENDED ACTION: The Trustees are asked to approve a health benefit package as presented at a cost not to exceed \$623,928 in 2019.

3. **Tax Form 990** (estimated 5 minutes)

OVERVIEW: The Library District is required to file IRS Form 990 for 2017 by November 15, 2018.

RECOMMENDED ACTION: The Trustees are asked to accept the IRS Form 990 for filing.

4. **Scheduled Holiday Dates 2019** (estimated 5 minutes)

OVERVIEW: The Trustees will discuss 2019 holiday closures.

RECOMMENDED ACTION: The Trustees are asked to approve the 2019 PCCLD Closings & Pay Periods.

5. **Scheduled 2019 Meeting Dates** (estimated 5 minutes)

OVERVIEW: The Trustees will discuss their 2019 meeting dates and locations. The Board of Trustees will approve their 2019 scheduled meeting dates and locations at the annual meeting in January 2019.

RECOMMENDED ACTION: No action is required at this time.

6. **Executive Session** (estimated 30 minutes)

OVERVIEW: The Trustees will enter into Executive Session to discuss negotiations 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).

IX. ADJOURNMENT

Total meeting time is estimated at 2 hours.