

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
October 27, 2016 – 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 September 13, 2016 and Minutes of the Regular Library Board meeting held on September 22, 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 September 13, 2016
- Minutes of the Regular Library Board meeting held on September 22, 2016

**IV. REPORTS**

**A. Executive Director Report**

Review and highlight library activities and programs.

Sara Rose, Chief Operating Officer, will provide a report on services aligned with the Americans with Disabilities Act.

**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 September 2016 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the September 2016 Employment Changes as contained in the October 27, 2016 Board materials.

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the September 2016 bills and accept the September 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 September 2016 bills and accept the September 2016 Fund Statement as contained in the October 27, 2016 Board materials.

**V. BOARD COMMENT**

**VI. PUBLIC COMMENT**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Announcements**

- ☐ All libraries will be closed on Friday, November 11 for Veterans Day.
- ☐ The next regular Work Session is scheduled for Tuesday, November 15, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, November 17, at 5:30 p.m. at the Patrick A. Lucero Library. This is a week early due to the Thanksgiving holiday.
- ☐ Trustees may attend the Pueblo Urban Renewal Authority meeting with taxing entities scheduled to take place 3:00-5:00 p.m., Thursday, December 1, at the Pueblo Convention Center.
- ☐ Board members will be invited to attend the J.T. Nesbitt Staff Association Christmas Party tentatively scheduled for Friday, December 9.

**B. Action/Discussion Items**

**1. Preliminary 2017 Annual Budget and Long-Range Financial Forecast**

OVERVIEW: The PCCLD Board of Trustees received the preliminary Pueblo City-County Library District 2017 Annual Budget on October 14, 2016. A presentation on this was made by Sherri Baca, Chief Financial Officer, at the October 18 Work Session together with a review of the PCCLD long-range financial forecast and the 2017 Budget Calendar. A public hearing on a plan and budget will be held at the November Trustee's meeting, and the Trustees will be asked to adopt the 2017 plan and budget, set the mill levy, and appropriate sums of money for the 2017 budget at the December Trustee's meeting.

RECOMMENDED ACTION: Staff will provide an update report on 2017 budget planning for discussion. No formal action is required at this time.

**2. Health Benefit Renewal**

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2016. A proposed benefit renewal commencing January 1, 2017 and ending December 31, 2017, was presented for discussion at the October 18 Work Session. Board approval is required since the cost exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees approve the proposal from Kaiser Permanente for 2017 employee health insurance at a cost not to exceed \$550,627.

**3. Audit Engagement Agreement**

OVERVIEW: In May 2013, the Board of Trustees accepted a proposal from Swanhorst & Company LLC to perform annual audits for PCCLD for up to five years. The third year of this five-year agreement completed in 2016 with an audit report by Swanhorst of PCCLD's 2015 financial statements. An engagement by Swanhorst now to audit PCCLD's 2016 financial statements to include the Pueblo Library Foundation is proposed for a fee not to exceed \$29,500. This amount is included in the proposed 2017 budget. The Board discussed this in detail at the October 18 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the engagement letter with Swanhorst & Company LLC to audit the financial statements of Pueblo City-County Library District and the Pueblo Library Foundation for the fiscal year ending December 31, 2016 for a fee not to exceed \$29,500.

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### **4. PCCLD Tax Filing**

OVERVIEW: At the October 18, 2016 Work Session, the Board of Trustees were advised that PCCLD's tax preparer is finalizing the 2015 IRS Form 990. The Board of Trustees will be provided with a copy of Form 990 in compliance with the requirements of a 501(c)(3) nonprofit organization.

RECOMMENDED ACTION: PCCLD Board of Trustees are asked to accept the IRS Form 990 report.

### **5. Board Development Committee Update**

OVERVIEW: The Board Development Committee met on October 18 to consider criteria for Board recognition of exemplary employee performance and finalize the Board Assessment tool.

RECOMMENDED ACTION: A report on committee recommendations will be presented.

### **6. Pueblo Urban Renewal Authority**

OVERVIEW: The Pueblo Urban Renewal Authority has requested a meeting with local taxing entities to discuss the effects of HB 15-1348 and SB 16-177 on Pueblo's existing urban renewal projects and, in specific, a formal request submitted by the Pueblo Board of Waterworks to amend an existing Cooperation Agreement with the Authority, which may be affected by the above legislation.

## **IX. ADJOURNMENT**