

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 15, 2012 – 5:30 p.m. – Barkman Library**

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2013

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

Sherri Baca	Marlene Bregar	Rhonda Gonzales
Philip Mancha	Roy Miltner	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

OVERVIEW: Minutes of the Library Board Work Session held on October 16, 2012 and Minutes of the Regular Library Board meeting held on October 25, 2012 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, 2012
- Minutes of the Regular Library Board meeting held on October 25, 2012

V. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Maria Tucker, Manager of Special Collections and Museum Services, will provide a report on the Digitization Project.

B. Pueblo Library Foundation

C. Attorney's Report

D. Financial Report

OVERVIEW: The Board is asked to ratify the October 2012 bills and accept the October 2012 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 October 2012 bills and accept the October 2012 Fund Statement as contained in the November 15, 2012 Board materials.

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Thursday, November 22 for Thanksgiving Day. All libraries will close at 6:00 p.m. on Wednesday, November 21.
- ☐ The Board of Trustees along with one guest are invited to join staff and volunteers at the 2012 Nesbitt Holiday Party on Saturday, December 8 in the Ryals Room at the Rawlings Library. RSVP to Jane Carlsen at 562-5633.
- ☐ The next regular Work Session is scheduled for Tuesday, December 11, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, December 13 at 5:30 p.m. at the Rawlings Library.

B. Action/Discussion Items

1. 2013 Library Closings

The Library Board has approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 21 (Martin Luther King Jr. Day), May 27 (Memorial Day), July 4 (Independence Day), September 2 (Labor Day), November 11 (Veterans' Day), November 28 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary Library closures for 2013:

- Presidents' Day, Monday, February 18, 2013 (All libraries closed for staff development day)
- Easter Sunday, March 31, 2013
- Columbus Day, Monday, October 14, 2013 (All libraries closed for staff development day)
- Thanksgiving Day Eve, 6:00 p.m. (early closing), Wednesday, November 27, 2013
- Sunday, December 22 and Sunday, December 29, 2013 (Sundays before Christmas and New Year holidays)
- New Years Eve, 6:00 p.m. (early closing), Tuesday, December 31, 2013.

The Trustees discussed the 2013 Library Closings at the November 8 Work Session.

RECOMMENDED ACTION: That the Trustees approve Library closings scheduled in 2013.

2. 2012 Employee Bonus Pay

2012 has been a year of achievement for the library district. PCCLD is on track to establish new records for most major measurements of service. Next year also will be ambitious with significant enhancements to the service model and work progressing toward three new branch libraries. In recognition of the achievement and the upcoming year of change and progress, a one-time bonus equal to 1% of salary is proposed for every employee in good standing with the library district. The total cost is estimated to be \$36,326, which will be afforded within budget due to vacancy savings from throughout the year. It is anticipated the average employee will see a bonus of about \$300, but each employee's bonus will vary depending upon the total annual salary received. If approved, the goal is to distribute the bonus payments to employees in early December. The Trustees discussed the bonus pay program at the November 8 Work Session.

RECOMMENDED ACTION: That Trustees approve a one-time bonus equal to 1% of salary for every employee in good standing with the library district.

3. Temporary Closing of the Lamb and Barkman Libraries

The project to renovate existing libraries to incorporate RFID/AMH technologies and services includes some significant renovation to the Barkman and Lamb Libraries, and it is

AGENDA

November 15, 2012 - 3

recommended that these libraries be closed for a period of approximately one month (estimated January 2013) in order to complete these renovations in a safe and productive environment. The Trustees discussed plans to close the Barkman and Lamb Libraries at the November 8 Work Session.

RECOMMENDED ACTION: That Trustees approve the closure of the Barkman and Lamb Libraries for approximately the month of January 2013 for the purpose of renovation and installation of RFID/AMH technologies.

4. Executive Session

The Trustees will enter into Executive Session for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(e).

IX. ADJOURNMENT