

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 26, 2012 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Sherri Baca	Marlene Bregar	Philip Mancha
Fredrick Quintana	Jim Stuart	Roy Miltner
Rhonda Gonzales		

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 December 6, 2011 and Minutes of the Regular Library Board meeting held on December 13, 2011 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 December 6, 2011
- Minutes of the Regular Library Board meeting held on December 13, 2011

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Abby Koehler will provide a report on library data analysis.

Midori Clark will provide a report on the 2011 All Pueblo Reads

B. Friends of the Library Report

C. Pueblo Library Foundation Report

D. Attorney Report

E. Financial Report

OVERVIEW: The Board is asked to ratify the December 2011 bills and accept the December 2011 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 December 2011 bills and accept the December 2011 Fund Statement as contained in the January 26, 2012 Board materials.

V. OLD BUSINESS

VI. NEW BUSINESS

A. Announcements

- ☐ Fredrick Quintana has been appointed to a five-year term as a member of the library district Board of Trustees effective January 2012 through December 2016. Jim Stuart has been reappointed to a five-year term effective January 2012 through December 2016.

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- ☐ The Library will be closed on Monday, February 20, 2011 for the Presidents' Day holiday which will be used for staff development.
- ☐ The next regular Work Session is tentatively scheduled for Tuesday, February 14, at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled on Thursday, February 23 at 5:30 p.m. at the Pueblo West Library.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

RECOMMENDED ACTION: That nominations for President and Vice President be made and an election held.

2. Selection of 2012 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations have been discussed at prior Trustee work sessions.

RECOMMENDED ACTION: That the Library Board approve the recommended dates, times and locations for the 2012 regular Board meetings and work sessions.

3. Affirmation of Ethics Statement

OVERVIEW: The Board approved an Ethics Statement last year and suggested all Board members formally agree to the statement annually.

RECOMMENDED ACTION: That individual Board members read and sign the Affirmation of Ethics Statement for Public Library Trustees.

4. Video Surveillance Policy

OVERVIEW: Video surveillance equipment has been installed at certain PCCLD locations and a policy regarding use of this equipment has been reviewed by the Trustees at the work session on January 17, 2012.

RECOMMENDED ACTION: That the Board of Trustees adopt the Video Surveillance policy.

5. Procurement Cards

OVERVIEW: The Trustees approved the Resolution and Agreement for Credit Card Program required by the bank in order for PCCLD to use procurement cards. The library's Credit Card policy needs to be revised to reflect the change to procurement cards. A draft of the revised policy has been reviewed by the Trustees at the work session on January 17, 2012.

RECOMMENDED ACTION: That the Board of Trustees adopt the revised policy.

6. Property and Liability Insurance Coverage Renewal

OVERVIEW: The Trustees approved the library district joining the Special District Association's property and liability insurance pool. The renewal of this insurance is scheduled to cost \$50,714.33, which requires board approval. This renewal was discussed at the Trustees' work session on January 17, 2012.

RECOMMENDED ACTION: That the Board of Trustees approve the renewal of the Special District Association's property and insurance renewal for PCCLD at a cost of \$50,714.33.

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7. Change Order to InfoZone Museum Exhibit Fabrication Contract

OVERVIEW: A change order to the Heartland Scenic Studios contract for \$27,011,41 with PCCLD for fabrication and installation of InfoZone museum exhibits was discussed at the Trustees' work session on January 17, 2012. The recommended change is in the amount of \$2,278.72 in additional funds to be paid to Heartland by the library district in order to relocate existing casework and build and install pieces to match existing casework and exhibits.

RECOMMENDED ACTION: That the change order in the amount of \$2,278.72 be approved by the Board of Trustees.

8. Board Development Committee

OVERVIEW: The Trustees have discussed the appointment of an ad hoc Board Development Committee with the purpose of reviewing Board bylaws to recommend a standing committee, which reviews existing policies and practices with regard to ongoing Board operations with an eye toward necessary changes.

RECOMMENDED ACTION: The Board President will appoint a committee and set a time for the committee to report back on any recommendations for changes to the Board bylaws.

9. Executive Session

OVERVIEW: The Trustees will enter into Executive Session for the purpose of negotiations and possible acquisition of property pursuant to C.R.S. 24-6-402(4)(e).

VII. PUBLIC COMMENT

VIII. ADJOURNMENT