

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 13, 2011 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Sherri Baca	Marlene Bregar	Philip Mancha
Rhonda Gonzales	Jim Stuart	Frances Terrazas-Alexander
Roy Miltner		

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 November 10, 2011 and Minutes of the Regular Library Board meeting held on November 17, 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 November 10, 2011
- Minutes of the Regular Library Board meeting held on November 17, 2011.

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Carol Rooney will report on New Information Technology Center.

Richard Tukey will report on the RFID Project.

B. Attorney's Report

C. Financial Report

OVERVIEW: The Board is asked to ratify the November 2011 bills and accept the November 2011 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer questions.

RECOMMENDED ACTION: That the Library Board approve the November 2011 bills and accept the November 2011 Fund Statement as contained in the December 13, 2011 Board materials.

V. SPECIAL PRESENTATION AND ACKNOWLEDGEMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, December 18. All libraries will be closed on Saturday and Sunday, December 24 and 25, for Christmas Eve and Christmas; and on Sunday, January 1, 2012, for New Years Day.
- ☐ All libraries will be closed on Monday, January 16, 2011 for the Martin Luther King, Jr. Holiday.

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- ❑ The next regular Work Session is scheduled for Tuesday, January 17 at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ❑ The next regular Board meeting is scheduled on Thursday, January 26 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m.

B. Action/Discussion Items

1. Resolutions to Adopt the 2012 Annual Plan, the 2012 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2012 Budget

OVERVIEW: The Preliminary 2012 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November.

RECOMMENDED ACTION: That the Library Board:

- a. Approve the 2012 Annual Plan
- b. Adopt the 2012 Budget
- c. Set the mill levy at 5.268
- d. Appropriate funds for the 2012 Budget.

2. Video Surveillance Equipment Procurement

OVERVIEW: At the December Work Session, the Library Trustees reviewed recommendations for procurement of video surveillance equipment for the Rawlings and Lamb Libraries.

RECOMMENDED ACTION: That the Trustees approve awarding a contract for video surveillance equipment to Colorado Security of Pueblo, Colorado, for an amount not to exceed \$36,540.

3. Pueblo Library Foundation Board Appointment

OVERVIEW: The Board of Trustees have received applications for the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the Trustees appoint Ms. Priscilla Lucero, Mr. Anthony Nunez, Dr. Gary Parks, Dr. R. J. Schultz, Mr. Jim Stuart, Ms. Joyce Vigil, and Mr. Michael Voute to membership on the Pueblo Library Foundation Board of Directors.

4. Procurement Cards

OVERVIEW: The Library Trustees have discussed recommendations that PCCLD use procurement cards to better manage purchasing and procurement by authorized agents of the institution. The change requires adoption of a Resolution by the Board of Trustees which was reviewed at the December Work Session.

RECOMMENDED ACTION: That the Library Trustees approve the Resolution and Agreement for Credit Card Program.

5. Disaster Recovery Policy

OVERVIEW: At their December Work Session, the Trustees reviewed and discussed a proposed Disaster Recovery Policy to protect "business critical" library functions.

RECOMMENDED ACTION: That the Trustees adopt the Disaster Recovery Policy.

6. Local Vendor Preference

OVERVIEW: The Trustees discussed the possibility of offering a preference for local vendors. The Board will consider a draft local vendor preference proposal.

RECOMMENDED ACTION: That the Trustees consider adopting a local vendor preference proposal.

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7. RFID Consultant

OVERVIEW: The Library District has contracted with RMG Consultants, Inc., to provide services related to the procurement and implementation of RFID technology at PCCLD. A contract addendum for additional services is proposed with RMG. In combination with services already contracted, the total cost for all services rendered by RMG will exceed \$25,000 and requires Trustee approval.

RECOMMENDED ACTION: That the Trustees authorize the PCCLD Executive Director to contract with RMG for services related to RFID procurement and implementation at a cost not to exceed \$42,800.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT