

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 13, 2018 – 5:30 p.m. – Rawlings 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

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

III. APPROVAL OF MINUTES (estimated time: 5 minutes)

OVERVIEW: Minutes of the Library Board Work Session held on November 13, 2018, and Minutes of the Regular Library Board meeting held on November 29, 2018 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 13, 2018
- Minutes of the Regular Library Board meeting held on November 29, 2018

IV. REPORTS

A. Executive Director Report (estimated time: 20 minutes)

Review and highlight library activities and programs.

Jon Walker will provide a report on PCCLD capital planning and funding.

B. Friends of the Library Report (estimated time: 5 minutes)

C. Pueblo Library Foundation Report (estimated time: 5 minutes)

D. Attorney Report (estimated time: 5 minutes)

E. Employment Changes (estimated time: 5 minutes)

OVERVIEW: The Board is asked to ratify the November 2018 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board approve the November 2018 Employment Changes as contained in the December 13, 2018, Board materials.

F. Financial Report (estimated time: 15 minutes)

OVERVIEW: The Board is asked to ratify the November 2018 bills and accept the November 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 Board approve the November 2018 bills and accept the November 2018 Fund Statement as contained in the December 13, 2018, Board materials.

V. BOARD COMMENT (estimated time: 5 minutes)

VI. PUBLIC COMMENT (estimated time: 5 minutes)

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VII. OLD BUSINESS (estimated time: 0 minutes)

VIII. NEW BUSINESS

A. Announcements (estimated time: 5 minutes)

- ☐ All libraries will be closed on Sunday, December 23; Monday, December 24; and on Tuesday, December 25, for Christmas holidays.
- ☐ All libraries will be closed on Sunday, December 30, for New Year's holiday, and will close at 6:00 p.m. on Monday, December 31, for New Year's Eve holiday, and on Tuesday, January 1, 2019, for New Year's Day holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 15, 2019, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 24, 2019, at 5:30 p.m. at the Rawlings Library.
- ☐ All libraries will be closed on Monday, January 21, for the Martin Luther King, Jr., holiday.

B. Action/Discussion Items

1. Resolutions to Adopt the 2019 Annual Plan, the 2019 Annual Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2019 PCCLD Budget
(estimated time: 15 minutes)

OVERVIEW: The Board of Trustees discussed the 2019 Budget and Plan and reviewed each of the enabling resolutions at the December 11 Work Session.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt resolutions as presented in their packet to:

- a. Adopt the 2019 Annual Plan
- b. Adopt the 2019 Annual Budget
- c. Set the Mill Levy
- d. Appropriate Sums of Money

2. Library Ideas, Inc. (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees discussed at their December 11 Work Session a digital music service made available by Library Ideas, Inc.

RECOMMENDED ACTION: That the Board of Trustees approve the Library Ideas, Inc., digital music service to be provided to members of the local community by PCCLD at an annual cost not to exceed \$29,000.

3. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance Renewal (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees discussed the quoted rates for PCCLD workers' compensation, property/casualty, liability and cyber insurance at the December 11 Work Session.

RECOMMENDED ACTION: That the Board of Trustees approve the coverage of PCCLD's workers' compensation, property/casualty, liability, and cyber insurance with the Special Districts Association and Beazley Insurance at a total cost not to exceed \$104,523.89.

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4. Budget Amendment (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees discussed at their December 11 Work Session a Resolution for Supplemental Budget and Appropriation for fiscal year 2018 as all revenue received was not fully anticipated in the 2018 PCCLD Special Revenue Fund.

RECOMMENDED ACTION: That the Board of Trustees take action to adopt the Resolution for Supplemental Budget and Appropriation pursuant to C.R.S. 29-1-109 to increase the 2018 Special Revenue Fund appropriation from \$5,020 to \$9,000 for the purpose of increasing available funds for donation to the Pueblo Library Foundation.

5. Special Revenue Fund (estimated time: 5 minutes)

OVERVIEW: The Board of Trustees discussed at their December 11 Work Session taking action to authorize the contribution of \$9,000 in 2018 from the Special Revenue Fund to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the Board of Trustees authorize the contribution of \$9,000 in 2018 from the Special Revenue Fund to the Pueblo Library Foundation.

IX. ADJOURNMENT

Total estimated meeting time: 1 hour 50 minutes