

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
January 24, 2019 – 5:30 p.m. – Rawlings Library**

**I. CALL TO ORDER AND ROLL CALL**

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Doreen Martinez	Stephanie Garcia	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 5 minutes)

OVERVIEW: Minutes of the Library Board Work Session held on December 11, 2018 and Minutes of the Regular Library Board meeting held on December 13, 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 December 11, 2018
- Minutes of the Regular Library Board meeting held on December 13, 2018

**IV. RECOGNITION** (estimated 5 minutes)

**V. REPORTS**

**A. Executive Director Report** (estimated 30 minutes)

Review and highlight library activities and programs.

Dennis Humphries, Humphries-Poli Architects, will provide a report on the Rawlings Library updating plans.

**B. Friends of the Library Report** (estimated 0 minutes)

**C. Pueblo Library Foundation Report** (estimated 5 minutes)

**D. Attorney Report** (estimated 0 minutes)

**E. Employment Changes** (estimated 5 minutes)

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

RECOMMENDED ACTION: That the Library Board ratify the December 2018 Employment Changes as contained in the January 24, 2019 Board materials.

**F. Financial Report** (estimated 15 minutes)

OVERVIEW: The Board is asked to ratify the December 2018 bills and accept the December 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 ratify the December 2018 bills and accept the December 2018 Fund Statement as contained in the January 24, 2019 Board materials.

**VI. BOARD COMMENT** (estimated 5 minutes)

**VII. PUBLIC COMMENT** (estimated 5 minutes)

**VIII. OLD BUSINESS** (estimated 0 minutes)

## IX. NEW BUSINESS

### A. Announcements (estimated 5 minutes)

- ☐ There will be a 2019 Colorado Bond Election Workshop held at the Innovation Center of St. Vrain Valley Schools, 33 Quail Road, in Longmont, Colorado on Friday, February 1, 2019 from 9:00 a.m. to 12:00 p.m. Members of the Board of Trustees have been invited to register to attend by contacting the Board Secretary.
- ☐ The Library will be closed Monday, February 18, 2019, for the Presidents' Day holiday. Staff will be attending an all-day staff development program on this date. Trustees are invited to a special staff recognition event to be held at 8:00 a.m. at the Rawlings Library in the Ryals Room. Doreen Martinez, Lyndell Gairaud, Philip Mancha, and Jim Stuart have indicated plans to attend.
- ☐ The next regular Work Session is tentatively scheduled for 3:00 p.m., Tuesday, February 19, in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled for 5:30 p.m., Thursday, February 28, at the Library @ the Y, Community Room A.

### B. Action/Discussion Items

#### 1. Executive Session (estimated 15 minutes)

OVERVIEW: The Trustees will enter into Executive Session for the purpose of discussing a personnel matter with respect to the annual performance review of the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(I). The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

#### 2. Election of Officers (estimated 10 minutes)

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." The Board discussed this process at the January 15, 2019 Work Session.

RECOMMENDED ACTION: That nominations for President and Vice President of the PCCLD Board of Trustees be made and an election held.

#### 3. Selection of 2019 Board Meeting Dates, Times and Locations (estimated 5 minutes)

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 work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the dates, times and locations for the 2019 regular meetings and work sessions, as presented and discussed at the January 15, 2019 Work Session.

#### 4. Posting 2019 PCCLD Board of Trustees Meetings Notices (estimated 5 minutes)

OVERVIEW: The Trustees adopted a resolution in 2013 establishing the Rawlings Library's community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees which was discussed at the January 15, 2019 Work Session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate the community bulletin board at the Rawlings Library as the official location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2019 and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

#### 5. Branch Library Planning (estimated 5 minutes)

OVERVIEW: A proposal from Humphries Poli Architects for programming, conceptual design, and cost estimating services to renovate and upgrade the physical facilities of the Lamb, Barkman, Pueblo West, Lucero, Giodone, and Greenhorn Valley Libraries was discussed in

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detail at the January 15, 2019 Work Session. Board approval is required since the proposal exceeds \$25,000.

**RECOMMENDED ACTION:** That the Board approve the payment of fees to Humphries Poli Architects to prepare a comprehensive plan to include programming, conceptual design, and cost estimates for renovations and improvements to each of six branch libraries in an amount not to exceed \$67,000.

### **6. Community Engagement Consultant** (estimated 5 minutes)

**OVERVIEW:** A proposal was presented and discussed for a consultant to work with PCCLD leadership to help secure local citizen understanding and support for library funding needs at the January 15, 2019 Work Session. Board approval is required since the proposal exceeds \$25,000.

**RECOMMENDED ACTION:** That the Board approve the Executive Director entering into agreement for the services of Welchert & Company as a community engagement consultant in an amount not to exceed \$30,000.

### **7. 2019 Property Disposal Request** (estimated 5 minutes)

**OVERVIEW:** According to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment." The Board of Trustees discussed the recommended 2019 Disposal of Property Request at the January 15 Work Session.

**RECOMMENDED ACTION:** That the Trustees approve the 2019 Disposal of Property Request presented for the disposal of discarded collection materials as designated.

### **8. Customer Service Policy Revision – Acceptable Library Use and Safety** (estimated 10 minutes)

**OVERVIEW:** A proposed revision to 03.06.01 Acceptable Library Use and Safety in the Customer Conduct section of the Customer Service Policy was presented for discussion at the December Work Session with additional information and discussion at the January 15 Work Session with a recommendation to adjust the added language.

**RECOMMENDED ACTION:** That the Board of Trustees approve the revision to 03.06.01 Acceptable Library Use and Safety policy to include the additional statement, "PCCLD reserves the right to limit access to library spaces and programs that are designed to meet the unique needs of minors and/or adults."

### **9. Appointment of Library Board Secretary** (estimated 10 minutes)

**OVERVIEW:** The Library Board Secretary has announced retirement plans effective February 8, 2019. The Secretary to the Board of Trustees is approved by action of the Trustees.

**RECOMMENDED ACTION:** An update report will be provided.

### **10. Outstanding Women Awards** (estimated 10 minutes)

**OVERVIEW:** PCCLD's Outstanding Women Awards are scheduled to take place on March 8, 2019, and nominations from the Board of Trustees will be considered.

**RECOMMENDED ACTION:** An update report will be provided.

## **X. ADJOURNMENT**

Total estimated time: 2 hours 40 minutes