

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 23, 2020 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia	Dustin Hodge
Phil Mancha	Doreen Martinez	Fredrick Quintana	

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 10, 2019 and Minutes of the Regular Library Board meeting held on December 12, 2019 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 10, 2019
- ☐ Minutes of the Regular Library Board meeting held on December 12, 2019

IV. REPORTS

A. Executive Director Report *(estimated 15 minutes)*

Nick Potter, Director of Community Relations and Development, will present a summary report on 2019 All Pueblo Reads.

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

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

D. Attorney Report *(estimated 5 minutes)*

E. Employment Changes *(estimated 5 minutes)*

OVERVIEW: The Board is asked to ratify the December 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the December 2019 Employment Changes as contained in the January 23, 2020 Board materials.

F. Financial Report *(estimated 15 minutes)*

OVERVIEW: The Board is asked to ratify the December 2019 bills and accept the December 2019 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 2019 bills and accept the December 2019 Fund Statement as contained in the January 23, 2020 Board materials.

V. BOARD COMMENT *(estimated 5 minutes)*

VI. PUBLIC COMMENT *(estimated 5 minutes)*

VII. OLD BUSINESS *(estimated 0 minutes)*

VIII. NEW BUSINESS

A. Announcements *(estimated 5 minutes)*

- ☐ The Library will be closed Monday, February 17, 2020, for the President's 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.

- ❑ The next regular Work Session is scheduled for Tuesday, February 18, 2020 at 2:00 p.m. at the Rawlings Library in the Ryals Room.
- ❑ The next regular Board meeting is scheduled for Thursday, February 27, 2020 at 5:30 p.m. at the Rawlings Library in the Ryals Room.

B. Action/Discussion Items

1. Election of Officers *(estimated 5 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 14, 2020 Work Session.

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

2. Appointment of Library Board Secretary *(estimated 5 minutes)*

OVERVIEW: The Trustees have discussed appointing the Executive Assistant to the Executive Director to also serve as the Secretary to the Library District Board of Trustees.

RECOMMENDED ACTION: That the Library Board ratify the appointment of the Executive Assistant to the Executive Director to also serve as the Secretary to the Library District Board of Trustees.

3. Selection of 2020 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 2020 regular meetings and work sessions, as presented and discussed at the January 14, 2020 Work Session.

4. Posting 2020 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 14, 2020 Work Session.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate the community bulletin board at the Rawlings Library, 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website (www.pueblolibrary.org) as the two public places for posting of notice of meetings for the PCCLD Board of Trustees for calendar year 2020 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. Outstanding Women Awards *(estimated 5 minutes)*

OVERVIEW: PCCLD's Outstanding Women Awards are scheduled to take place on March 13, 2020, and nominations from the Board of Trustees will be considered.

RECOMMENDED ACTION: That the PCCLD Board of Trustees provide a nomination(s) for the Outstanding Women Awards.

6. Salary Range Pay Modification *(estimated 5 minutes)*

OVERVIEW: Terri Daily, Director of Human Resources, presented at the PCCLD Work Session on January 14, 2020 recommendation for adjusting the Customer Service Representative (Associate B) pay range.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the recommendation for adjusting the Associate B pay range as presented on January 14, 2020, from \$12.75 to \$15.55 per hour effective retroactively from January 1, 2020, forward.

7. **Correction of Scrivener's Error** *(estimated 5 minutes)*

OVERVIEW: The Trustees reviewed a scrivener's error to be corrected in the 2020 Budget Resolution.

RECOMMENDED ACTION: That the PCCLD Board of Trustees instruct staff to correct the scrivener's error in the 2020 Budget Resolution to show the correct date of October 15, 2019, when the proposed budget was presented to the Trustees.

8. **Authorization for Online Banking Authority** *(estimated 5 minutes)*

OVERVIEW: The Trustees reviewed a recommendation for Alexandria Romero, PCCLD Controller, to be authorized to conduct online banking and fund transfers for PCCLD.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the recommendation for Alexandria Romero, PCCLD Controller, to be authorized to conduct online banking and fund transfers for PCCLD.

9. **Pueblo Library Foundation Board of Directors** *(estimated 5 minutes)*

OVERVIEW: A recommendation was presented for appointment by the Trustees to the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the appointment of Joe Arrigo to the Pueblo Library Foundation Board of Directors.

IX. ADJOURNMENT

Total estimated meeting time: 1 hour 55 minutes