

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING AGENDA

5:30pm, December 10, 2020

The meeting will take place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing and face mask protocols will be hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO

I. CALL TO ORDER AND ROLL CALL: REGULAR MEETING

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

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board or the 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 regular meeting held on November 19, 2020, and the Library Board work session held on November 10, 2020, were provided to Board members prior to the meeting.
RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 10, 2020, and November 19, 2020, respectively.

IV. REPORTS

A. Executive Director Report (estimated time: 5 minutes)

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 2020 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the November 2020 Employment Changes as contained in the Board materials.

F. Financial Report (estimated time: 15 minutes)

OVERVIEW: Sherri Baca, Associate Executive Director, will review a report on the November 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board ratify the November 2020 bills and accept the November 2020 fund statement as contained in the Board materials.

V. BOARD COMMENT (estimated time: 5 minutes)

VI. PUBLIC COMMENT (estimated time: 5 minutes)

VII. OLD BUSINESS (estimated time: 0 minutes)

VIII. NEW BUSINESS (estimated time: 5 minutes)

A. Announcements

1. All libraries will be closed all day on Sunday, December 20; Thursday, December 24; Friday,

December 25; Sunday, December, 27; and Friday, January 1. All libraries will close on New Years Eve at 6:00pm, December 31.

2. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 19, 2021, at the Rawlings Library. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 28, 2020, at the Rawlings Library. **NOTE:** Due to the COVID-19 public health emergency, in-person public attendance at these meetings requires face masks to be worn and maintaining social distancing at all times.

B. Action/Discussion Items

1. **PCCLD Workers' Compensation, Property/Casualty, and Liability Insurance** (estimated time: 15 minutes)
OVERVIEW: The PCCLD Board of Trustees reviewed the proposed 2021 workers' compensation, property/casualty and liability insurance coverage recommendations at their work session on December 8. An update report will be provided. The costs of coverages are included in the budget and require PCCLD Board of Trustees' approval since these exceed \$25,000.
RECOMMENDED ACTION: That the PCCLD Trustees take action to approve PCCLD administration to enter into contract for 2021 with the Colorado Special Districts Property and Liability Pool for workers' compensation, property/casualty and liability insurance as presented and at a specified "not-to-exceed" cost.
2. **Resolutions to Adopt the 2021 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2021 PCCLD Budget** (estimated time: 10 minutes)
OVERVIEW: The Preliminary PCCLD 2021 Budget was presented on October 13, 2020, and a public hearing on the proposed PCCLD 2021 Budget was held on November 19, 2020. An update report was presented on December 8, 2020, along with proposed authorizing resolutions for 2021.
RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions as presented:
 1. Adopt the 2021 PCCLD Annual Budget
 2. Set the Annual Mill Levy
 3. Appropriate Funds for the 2021 PCCLD Annual Budget.
3. **Disposal of Property** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed a recommendation for property disposal at their work session on December 8.
RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the property disposal as presented.
4. **Funds Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed a recommendation at their work session on December 8 to authorize the transfer of \$8,000 in 2020 from Chamberlain Fund proceeds to the Pueblo Library Foundation.
RECOMMENDED ACTION: That the PCCLD Trustees authorize library administration to transfer \$8,000 from Chamberlain Fund proceeds to the Pueblo Library Foundation.
5. **Koha ILS** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed at their work session on December 8 recommendations to pay ByWater Solutions \$43,060.00 for Integrated Library System (ILS) software and services. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.
RECOMMENDED ACTION: That the Trustees approve the payment of \$43,060 to

ByWater Solutions for specified ILS software and services.

6. **Bibliotheca** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed recommendations at their work session on December 8 to pay Bibliotheca \$52,954 for equipment and software support services. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.
RECOMMENDED ACTION: That the Trustees approve the payment of \$52,954 to Bibliotheca for specified software and services.
7. **RFID Library Solutions** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed recommendations at their work session on December 8 to pay RFID Library Solutions \$63,800 for software and support services. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.
RECOMMENDED ACTION: That the Trustees approve the payment of \$63,800 to RFID Library Solutions for specified software and services.
8. **Pueblo Library Foundation Board Appointments** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed recommended appointments to the Pueblo Library Foundation Board of Directors at their work session on December 8. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.
RECOMMENDED ACTION: That the Trustees take action to appoint Jesse Ones and Lyndell Gairaud, respectively, to full terms on the Pueblo Library Foundation Board of Directors to commence on January 1, 2021.
9. **Pueblo Library Foundation Corporation Bylaws Update** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed recommendations for revision to the Pueblo Library Foundation corporate bylaws at their work session on December 8. The Pueblo Library Foundation is registered as a nonprofit corporation in the State of Colorado and its bylaws require the approval of the PCCLD Board of Trustees.
RECOMMENDED ACTION: That the Trustees approve the recommended revisions to the Pueblo Library Foundation bylaws as presented.
10. **2021 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: The Board has reviewed proposed 2021 holiday closures.
RECOMMENDED ACTION: That the Trustees approve the 2021 scheduled holiday closures as presented.
11. **Temporary Library Policy Addendum Regarding Emergency Closings** (estimated time: 5 minutes)
OVERVIEW: The Trustees have approved a Temporary Addendum to the PCCLD Emergency Closings Policy, which currently is scheduled to expire on December 31, 2020. The temporary addendum was reviewed at the Trustee work session on December 8.
RECOMMENDED ACTION: That the Trustees extend the Temporary Addendum to Policy 02.09.09 Emergency Closings through March 31, 2021.
12. **Temporary Telework Policy** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed at their work session on December 8 a PCCLD Temporary Telework Policy, which is currently is set to expire on December 31, 2020.
RECOMMENDED ACTION: That the Trustees extend the PCCLD Temporary Telework Policy through March 31, 2021.

IX. ADJOURNMENT

Estimated total meeting time: 2 hours 5 minutes