

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 12, 2019 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL *(estimated time: 1 minute)*

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

II. CORRECTIONS AND MODIFICATIONS TO AGENDA *(estimated time: 1 minute)*

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

III. APPROVAL OF MINUTES *(estimated time: 3 minutes)*

OVERVIEW: Minutes of the Library Board Work Session held on November 12, 2019, and Minutes of the Regular Library Board meeting held on November 21, 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 November 12, 2019
- Minutes of the Regular Library Board meeting held on November 21, 2019.

IV. REPORTS

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

B. Friends of the Library Report *(estimated time: 2 minutes)*

C. Pueblo Library Foundation Report *(estimated time: 3 minutes)*

D. Attorney Report *(estimated time: 2 minutes)*

E. Employment Changes *(estimated: 3 minutes)*

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

RECOMMENDED ACTION: That the Library Board ratify the November 2019 Employment Changes as contained in the December 12, 2019, Board materials.

F. Financial Report *(estimated time: 10 minutes)*

OVERVIEW: The Board is asked to ratify the November 2019 bills and accept the November 2019 Fund Statements.

RECOMMENDED ACTION: That the Library Board ratify the November 2019 bills and accept the November 2019 Fund Statement as contained in the December 12, 2019 Board materials.

V. BOARD COMMENT *(estimated time: 3 minutes)*

VI. PUBLIC COMMENT *(estimated time: 2 minutes)*

VII. OLD BUSINESS *(estimated time: 0 minutes)*

VIII. NEW BUSINESS *(estimated time: 3 minutes)*

A. Announcements

- ☐ The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 14, in the Ryals Room at the Rawlings Library.
- ☐ The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 23, in the Ryals Room at the Rawlings Library.
- ☐ All libraries will be closed on Sunday, December 22, Tuesday, December 24, and Wednesday, December 25, for Christmas holidays.
- ☐ All libraries will be closed on Sunday, December 29 for New Year's holiday, and will close at 6:00 p.m. on Tuesday, December 31, for New Year's Eve holiday. Libraries will also be closed on Wednesday, January 1, for New Year's Day holiday.

B. Action/Discussion

1. Resolutions to Adopt the 2020 Annual Plan, the 2020 Annual Budget, Set the Mill Levy and Appropriate Sums of Money for the 2020 PCCLD Budget *(estimated time: 10 minutes)*

OVERVIEW: The Board of Trustees discussed the 2020 Budget and Plan and reviewed each of the enabling resolutions at the December 10th work session.

RECOMMENDED ACTION: The Board of Trustees adopt resolutions as presented to:

- a. Adopt the 2020 Annual Plan
- b. Adopt the 2020 Annual Budget
- c. Set the Mill Levy
- d. Appropriate Sums of Money.

2. Replacement Property Tax Increment Agreement *(estimated time: 15 minutes)*

OVERVIEW: The Trustees have reviewed a proposed Replacement Property Tax Increment Agreement and discussed a related Memorandum of Understanding regarding a proposed change to the EVRAZ Urban Renewal Area.

RECOMMENDED ACTION: The Board approve the Replacement Agreement and Memorandum of Understanding as presented.

3. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance Renewal *(estimated time: 2 minutes)*

OVERVIEW: The Board of Trustees discussed the quoted rates for PCCLD Workers' Compensation, Property/Casualty, Liability and Cyber insurance at the December 10th work session.

RECOMMENDED ACTION: 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 \$114,403.

4. Special Revenue Fund *(estimated time: 2 minutes)*

OVERVIEW: The Board of Trustees discussed at their December 10th work session taking action to authorize the contribution of \$5,000 in 2019 from the Special Revenue Fund to the Pueblo Library Foundation.

RECOMMENDED ACTION: The Board of Trustees authorize the contribution of \$5,000 in 2019 from the Special Revenue Fund to the Pueblo Library Foundation.

5. 2020 PCCLD Holiday Dates & Pay Periods *(estimated time: 3 minutes)*

OVERVIEW: The Board reviewed the 2020 holiday closures.

RECOMMENDED ACTION: The Board approve the 2020 PCCLD holiday & pay periods as presented.

6. Koha ILS *(estimated time: 2 minutes)*

OVERVIEW: PCCLD is entering into its second year with contracted services with ByWater Solutions for its Koha ILS. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, and described the recommendation to pay ByWater Solutions \$43,060.00 for contract year 2020. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$43,060.00 to ByWater Solutions for specified services.

7. Bibliotheca *(estimated time: 3 minutes)*

OVERVIEW: PCCLD utilizes Bibliotheca services for maintaining and supporting self-check, checkout, and material sorting equipment. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, with the recommendation to pay Bibliotheca \$55,454.00 for contract year 2020. The amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$55,454.00 to Bibliotheca for specified services.

8. RFID Library Solutions *(estimated time: 3 minutes)*

OVERVIEW: PCCLD utilizes RFID Library Solutions for maintenance and support services for specified material sorting equipment. Jill Kleven (Director of User Services) presented at the work session on December 10, 2019, and recommended to pay RFID Library Solutions \$63,800 for contract year 2020. The amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: The Board approve the payment of \$63,800 to RFID Library Solutions for specified services.

9. Pueblo Library Foundation Board of Directors Appointments *(estimated time: 2 minutes)*

OVERVIEW: The Trustees discussed the appointments of two applicants to the Pueblo Library Foundation Board of Directors at the work session on December 10, 2019.

RECOMMENDED ACTION: The Board appoint Gala White and Elizabeth Gallegos to full terms as members of the Pueblo Library Foundation Board of Directors.

IX. ADJOURNMENT

ESTIMATED TOTAL MEETING TIME: 90 minutes