

PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
5:30pm, December 9, 2021

NOTICE REGARDING COVID-19: This meeting will be conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

I. CALL TO ORDER AND ROLL CALL:

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

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

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

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on November 18, 2021, and the Library Board of Trustee work session held on November 9, 2021, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on November 9, 2021, and November 18, 2021, respectively.

V. REPORTS

A. Executive Director Report (estimated time: 10 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 of Trustees is asked to ratify the November 2021 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November 2021 Employment Changes as contained in the Board materials.

F. Financial Report (estimated time: 10 minutes)

OVERVIEW: Alexandria Romero, Director of Finance, will review a report on the October 2021 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the November

bills and accept the November 2021 fund statement as contained in the Board materials.

VI. BOARD COMMENT (estimated time: 5 minutes)

VII. PUBLIC COMMENT (estimated time: 5 minutes)

VIII. OLD BUSINESS (estimated time: 0 minutes)

IX. NEW BUSINESS (estimated time: 5 minutes)

A. Announcements

1. All libraries will be closed all day on Sunday, December 19; Friday, December 24; Saturday, December 25; Sunday, December 26; and Saturday, January 1, 2022.
2. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, January 18, 2022, at the Rawlings Library, 100 E. Abriendo, Pueblo CO. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 27, 2021, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

B. Action/Discussion Items

1. **Resolutions to Adopt the 2022 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2022 PCCLD Budget** (estimated time: 10 minutes)

OVERVIEW: The Preliminary 2022 PCCLD Budget was presented on October 15, 2021, and a public hearing on the Proposed 2022 Budget was held on November 18, 2021. An update report was presented on December 7, 2021, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2022 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2022 Annual Budget.

2. **Fund Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 7 to authorize the transfer of \$9,000 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$9,000 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

3. **Rawlings Library Furniture Procurement** (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was discussed by the Trustees on December 7 regarding procurement and installation of furnishings for the renovated Rawlings Library at an amount not to exceed \$640,771.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the Executive Director to award furniture procurement and installation packages to various vendors, as presented in the Board materials, at cost not to exceed

\$640,771. This requires Trustee approval as it exceeds \$25,000.

- 4. Legal Representation** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed a letter agreement for general legal counsel at their work session on December 7.
RECOMMENDED ACTION: That the Trustees take action to authorize the Executive Director to enter into the letter agreement for PCCLD legal representation, as presented in the Board materials.
- 5. Pueblo Library Foundation Board of Directors** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed a nomination to the Pueblo Library Foundation Board of Directors for Michael Voute, who is nominated to be reappointed for a three-year term to commence on January 1, 2022.
RECOMMENDED ACTION: That the Trustees take action to reappoint Michael Voute to a new full term as a member of Pueblo Library Foundation Board of Directors to commence on January 1, 2022.
- 6. 2022 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed the proposed 2021 PCCLD holiday closures at Trustee work sessions in November and December.
RECOMMENDED ACTION: That the Trustees take action to approve 2022 scheduled holiday closures, as included in the Board materials.
- 7. RFID Library Solutions** (estimated time: 5 minutes)
OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement to pay \$38,800 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries along with an associated three-year contract.
RECOMMENDED ACTION: That the Trustees approve PCCLD to enter into the three-year agreement and pay \$38,800 for support and maintenance in 2022 to RFID Library Solutions, as presented in the Trustee packet. This requires Trustee approval as it exceeds \$25,000.
- 8. Bibliotheca** (estimated time: 5 minutes)
OVERVIEW: The Trustees heard a recommendation at their December 7 work session for PCCLD to agree to pay Bibliotheca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.
RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$55,583 to Bibliotheca for maintenance and support services in 2022, as presented in the Board materials. This requires Trustee approval as it exceeds \$25,000.
- 9. Laptop Procurement** (estimated time: 5 minutes)
OVERVIEW: The Trustees discussed a report and recommendation to procure public-use laptops for the Rawlings Library from Dell Technologies. This requires Trustee approval as it exceeds \$25,000.
RECOMMENDED ACTION: That the Trustees take action to authorize PCCLD to procure 48 units of Dell Latitude 5400 I5 Processor laptops from Dell Technologies at a cost of \$38,611, as presented in the Board packet.

10. Koha Integrated Library System (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$43,060 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2022. This requires Trustee approval since it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$43,600 for services in 2022, as presented in the Board packet.

11. Letter (estimate time: 15 minutes)

OVERVIEW: The Trustees reviewed a draft letter at their December work session to the Pueblo Board of Health regarding COVID-19 and agreed that a revised letter be prepared for review.

RECOMMENDED ACTION: That the Trustees take any action desired with regard to the revised letter.

X. ADJOURNMENT

Estimated total meeting time: 2 hours 10 minutes