

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
5:30pm, January 28, 2021**

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 of Trustees 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 of Trustee regular meeting held on December 10, 2020, and the Library Board of Trustee work session held on December 8, 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 December 10, 2020, and December 8, 2020, respectively.

IV. REPORTS

A. Executive Director Report (estimated time: 15 minutes)

B. Friends of the Library Report (estimated time: 10 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 December 2020 Employment Changes as presented by the Executive Director.

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

F. Financial Report (estimated time: 15 minutes)

OVERVIEW: Alexandria Romero, Director of Finance, will review a report on the December 2020 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2020 bills and accept the December 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 Monday, February 15, for the President's Day holiday. Library employees will participate in staff development on this date.
2. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, February 16, 2021. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 25, 2021. **NOTE:** Due to the public health emergency related to COVID-19, these meetings of the Pueblo City-County Library District Board of Trustees will take place via teleconference with an interactive public session hosted with social distancing and related protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

B. Action/Discussion Items

1. **Election of Officers** (estimated time: 10 minutes)
OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Trustees reviewed this matter at their work session on January 19.
RECOMMENDED ACTION: That nominations be made for President and Vice President of the PCCLD Board of Trustees and an election held.
2. **Selection of 2021 Board Meeting Dates, Times, and Locations** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations for these have been reviewed at prior work sessions.
RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the dates, times, and locations for the 2021 regular meetings and work sessions as contained in Board materials.
3. **Posting 2021 PCCLD Board of Trustee Meetings Notices** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Board of Trustees reviewed 2021 proposed public meeting notice postings at their January 19 work session.
RECOMMENDED ACTION: That the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings.
4. **Strategic Plan** (estimated time: 10 minutes)
OVERVIEW: A report and recommendation for the PCCLD 2021-2025 Strategic Plan was reviewed at the PCCLD Trustees' January 19 work session.
RECOMMENDED ACTION: That the Trustees take action to adopt the PCCLD 2021-2025 Strategic Plan as contained in the Board packet.
5. **2021 Annual Plan** (estimated time: 10 minutes)
OVERVIEW: A report and recommendation for the PCCLD 2021 Annual Plan was reviewed at the PCCLD Trustees' January 19 work session.
RECOMMENDED ACTION: That the Trustees adopt the PCCLD 2021 Annual Plan as contained in the Board packet.
6. **Pueblo Library Foundation Board Appointment** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Trustees reviewed a recommended appointment to the Pueblo Library Foundation Board of Directors at their work session on January 19. 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 Andrea Aragon to a full term on the Pueblo Library Foundation Board of Directors.

7. Public Health Emergency Leave (estimated time: 10 minutes)

OVERVIEW: The PCCLD Trustees reviewed recommendations for Public Health Emergency Leave at their work session on January 19.

RECOMMENDED ACTION: That the Trustees take action establishing policy to provide up to two weeks of paid leave to regular PCCLD employees in the event of a public health emergency as described in the Colorado Healthy Families and Workplaces Act.

8. Wellness Day (estimated time: 10 minutes)

OVERVIEW: The PCCLD Trustees reviewed recommendations for a Wellness Day.

RECOMMENDED ACTION: That the Trustees take action to provide a paid day off ("Wellness Day") in calendar year 2021 for any regular PCCLD employee who shows proof of having received a COVID-19 vaccine approved by the United States Food and Drug Administration.

9. Freegal (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed a recommendation to approve payment of \$31,000 to Library Ideas for PCCLD subscription to Freegal Music. This requires Trustee approval since it exceeds \$31,000.

RECOMMENDED ACTION: That the Trustees take action to approve payment of \$31,000 to Library Ideas, as recommended.

10. Tax Form 990 (estimated time: 5 minutes)

OVERVIEW: The Trustees reviewed a letter to engage the firm CLA to complete PCCLD's 2020 Tax Form 990.

RECOMMENDED ACTION: That the Trustees take action to accept the CLA engagement letter, as presented.

IX. ADJOURNMENT

Estimated total meeting time: 2 hours 30 minutes