

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
5:30pm, October 28, 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 at this time. An online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto:rose.jubert@pueblolibrary.org)***

**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 September 23, 2021, and the Library Board of Trustee work session held on September 14, 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 September 14, 2021, and September 23, 2021, respectively.

**IV. REPORTS**

**A. Executive Director Report** (estimated time: 20 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 September 2021 Employment Changes as presented by the Executive Director and published.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the September 2021 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 September 2021 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the September 2021 bills and accept the September 2021 fund statement as contained in the Board materials and published.

**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. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, November 9, 2021, in the Executive Conference Room 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, November 18, 2021, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

**B. Action/Discussion Items**

1. **Employee Health Benefits** (estimated time: 20 minutes)

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2021. A proposed benefit package commencing January 1, 2022 and ending December 31, 2022, was reviewed at the work session on October 19. This requires Board action as contracts exceeds \$25,000.

RECOMMENDED ACTION: That the Board of Trustees take action on the employee 2021 recommended employee health benefit package at a cost not to exceed \$800,348.

2. **Tax Form 990** (estimated time: 10 minutes)

OVERVIEW: The Library District is required to file IRS Form 990 for 2020 by November 15, 2021. The document was reviewed by the Trustees at the October work session.

RECOMMENDED ACTION: That the Trustees accept the IRS Form 990 as presented for filing.

3. **Finance Policies** (estimated time: 10 minutes)

OVERVIEW: The Trustees reviewed recommendations regarding updates to PCCLD's Finance Policies at their work session on October 19.

RECOMMENDED ACTION: That the Trustees take action to adopt the updated Finance Policies as presented.

4. **Disposal of Property** (estimated time: 10 minutes)

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their October work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

5. **Laptop Vending** (estimated time: 10 minutes)

OVERVIEW: A presentation and recommendation regarding procurement of a laptop vending system was reviewed by the Trustees at their October work session.

RECOMMENDED ACTION: That the Trustees approve the Executive Director to execute a contract to procure a laptop vending solution from Java Connections LLC dba LaptopsAnytime for a cost not to exceed \$119,567.

**IX. ADJOURNMENT**

Estimated total meeting time: 2 hours 15 minutes