

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA
December 10, 2019, 2:00 p.m. – Rawlings Library (Ryals Room)**

I. CALL TO ORDER AND ROLL CALL

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

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

III. WORK SESSION DISCUSSION ITEMS

A. New Manager Introductions (estimated time: 15 minutes)

Overview: The following individuals will be introduced pertaining to their recent job changes: Nichole Lawless (Circulation Services Supervisor), Amy Nelson (Manager, Special Collections & Museum Services), and Regina Renee Ward (Manager, Reference & Readers Advisory).

B. Replacement Property Tax Increment Agreement (estimated time: 30 minutes)

Overview: Jeff Shaw, President/CEO of the Pueblo Economic Development Corporation, will provide a report and recommendations regarding a proposed replacement property tax increment revenue agreement.

C. Resolutions to Adopt the 2020 PCCLD Annual Plan, the 2020 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2020 PCCLD Budget (estimated time: 30 minutes)

Overview: Draft resolutions will be presented for discussion. The Preliminary 2020 Budget was initially presented on October 15, 2019, and a public hearing of the Proposed 2020 Annual Plan and Budget was held on November 21, 2019. The PCCLD Board of Trustees will be asked to take the following actions at the December 12, 2019, meeting:

1. Adopt the 2020 PCCLD Annual Plan
2. Adopt the 2020 PCCLD Annual Budget
3. Set the Annual Mill Levy
4. Appropriate funds for the 2020 PCCLD Annual Budget

D. Special Revenue Fund (estimated time: 10 minutes)

Overview: The PCCLD Board of Trustees will discuss action to authorize the transfer of \$5,000 in 2019 from the Special Revenue Fund to the the Pueblo Library Foundation.

E. **PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 10 minutes)

Overview: PCCLD workers' compensation, property/casualty and liability insurance coverage will expire at the end of 2019. PCCLD insurance consultants have solicited information for coverage renewal. The quoted rate for renewal of \$114,024 will be presented for discussion. By policy, this requires PCCLD Board of Trustees' approval since it exceeds \$25,000.

F. **Koha ILS** (estimated time: 10 minutes)

Overview: PCCLD is entering into its second year with ByWater Solutions Koha ILS. Jill Kleven (Director of User Services) will describe the recommendation to pay ByWater Solutions \$43,060.00. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

G. **Bibliotheca** (estimated time: 10 minutes)

Overview: PCCLD utilizes Bibliotheca equipment and support services for assistance in maintaining self-check, checkout, and material sorting equipment. Jill Kleven (Director of User Services) will describe the recommendation to pay Bibliotheca \$55,454.00. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

H. **RFID Library Solutions** (estimated time: 10 minutes)

Overview: PCCLD utilizes RFID Library Solutions material sorting equipment and support services. Jill Kleven (Director of User Services) will describe the recommendation to pay RFID Library Solutions \$63,800. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.

I. **2020 PCCLD Holiday Dates** (estimated 5 minutes)

Overview: The Board has reviewed the 2020 PCCLD calendar. It is recommended for the Trustees to take action to approve the 2020 PCCLD calendar of closings and pay periods.

J. **Pueblo Library Foundation Board of Directors Appointments** (estimated 10 minutes)

Overview: The Trustees will discuss upcoming appointments for Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

K. **PCCLD Board of Trustees Assessment** (estimated time: 5 minutes)

Overview: The PCCLD Board of Trustees are asked to complete the online self-assessment by the end of December. The assessment tool will be discussed.

L. **Executive Session** (estimated time: 25 minutes)

Overview: The PCCLD Board of Trustees will enter into Executive Session pursuant to C.R.S. 24-6-402(4)(f)(I) for the purpose of discussing a personnel matters related to the Executive Director. The involved employee has been notified of this Executive Session and given the opportunity to have the matter discussed in open session. The Board may return to open session for any action the Board desires to take as a result of the Executive Session discussion.

M. **Executive Session** (estimated time: 25 minutes)

Overview: The Trustees will enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

IV. **ADJOURNMENT**

Reminder: The Regular Board Meeting will be held on Thursday, December 12, 2019 at 5:30 p.m. in the InfoZone Theater at the Rawlings Library.

ESTIMATED TOTAL MEETING TIME: 3 hours, 15 minutes