

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA**

2:00pm, Tuesday, December 7, 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		

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. 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: 15 minutes)
OVERVIEW: Alexandria Romero (Director of Finance) will present draft resolutions for discussion and an update to the 2022 budget. The Preliminary 2022 Budget was presented on October 15, 2021, and a public hearing on the Proposed 2022 Budget was held on November 18, 2021. The Board of Trustees will be asked to take the following actions at the December 9, 2021m meeting:
 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: 10 minutes)
OVERVIEW: Alexendria Romero (Director of Finance) will present a recommended action to authorize the transfer of \$9,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.
- 3. 2021 Budget Amendment** (estimated time: 10 minutes)
Alexandria Romero (Director of Finance) will speak to recommendations for a budget amendment to PCCLD's 2021 General Fund.
- 4. Rawlings Library Furniture Procurement** (estimated time: 15 minutes)
OVERVIEW: A report and recommendation will be provided to the Trustees for discussion regarding procurement and installation of furnishings for the renovated Rawlings Library with the total project budget set at \$675,000. The project cost exceeds \$25,000 and requires Board of Trustee approval.
- 5. Legal Representation** (estimated time: 10 minutes)
OVERVIEW: A new letter agreement for PCCLD legal representation will be presented for discussion.
- 6. Pueblo Library Foundation Board of Directors** (estimated time: 10 minutes)
OVERVIEW: The Pueblo Library Foundation Board of Directors has submitted Michael Voute for the Trustees' consideration for reappointment as a member of the Pueblo Library Foundation

Board of Directors. Mr. Voute's current Foundation Board of Director term ends on December 31, 2021, and he is nominated for a new three-year term to commence on January 1, 2022.

7. 2022 Holiday Dates (estimated time: 10 minutes)

OVERVIEW: The Trustees reviewed the proposed 2021 holiday closures in November. The Trustees will be asked to approve 2022 scheduled closures at their December 9 meeting.

8. RFID Library Solutions (estimated time: 10 minutes)

OVERVIEW: Jill Kleven (Director of User Services) will report on a recommendation for 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. This will require Trustee approval because it will exceed \$25,000.

9. Bibliotheca (estimated time: 10 minutes)

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Jill Kleven (Director of User Services) will describe the recommendation to contract with Bibliotheca for 2022 for a cost of \$55,853. This will require Trustee approval as it exceeds \$25,000.

10. Laptop Procurement (estimated time: 10 minutes)

OVERVIEW: Jill Kleven (Director of User Services) will report on a recommendation to procure public-use laptops for the Rawlings Library at a not-to-exceed amount greater than \$25,000, which requires Trustee approval.

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

OVERVIEW: Jill Kleven (Director of User Services) will report on the recommendation 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.

IV. ADJOURNMENT

Estimated total meeting time: 2 hour

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, December 9, 2021. *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*