

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, December 8, 2020

The meeting will take place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing protocols in place will be hosted at the Rawlings Library, 100 E. Abriendo, Pueblo CO

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. New Managers in 2020** (estimated time: 5 minutes)
OVERVIEW: The following new PCCLD managers will be introduced: Aaron Ramirez (Manager, Special Collections & Museum Services, Rawlings Library), Alexandria Romero (Controller, Finance), and Jennifer Tozer (Manager, Greenhorn Valley Library).
- 2. PCCLD Workers' Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 10 minutes)
OVERVIEW: Sherri Baca (Associate Executive Director) will review PCCLD workers' compensation, property/casualty and liability insurance coverage recommendations for 2021. The costs of coverages are included in the budget and require PCCLD Board of Trustees' approval since it exceeds \$25,000.
- 3. Resolutions to Adopt the 2021 PCCLD Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2021 PCCLD Budget** (estimated time: 20 minutes)
OVERVIEW: Alexandria Romero (Controller) will present draft resolutions for discussion and an update to the 2021 budget. The Preliminary 2021 Budget was presented on October 13, 2020, and a public hearing of the Proposed 2021 Budget was held on November 19, 2020. The PCCLD Board of Trustees will be asked to take the following actions at the December 10, 2020, meeting:
 1. Adopt the 2021 PCCLD Annual Budget
 2. Set the Annual Mill Levy
 3. Appropriate Funds for the 2021 PCCLD Annual Budget.
- 4. Disposal of Property** (estimated time: 5 minutes)
OVERVIEW: Alexandria Romero (Controller) will present a recommendation for property disposal.
- 5. Funds Transfer to Pueblo Library Foundation** (estimated time: 10 minutes)
OVERVIEW: Alexandria Romero (Controller) will present a recommended action to authorize the transfer of \$8,000 in 2020 from Chamberlain fund proceeds to the Pueblo Library Foundation.
- 6. Koha ILS** (estimated time: 10 minutes)
OVERVIEW: PCCLD is entering into its third year with ByWater Solutions for use of the Koha

Integrated Library System. 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.

7. **Bibliotheca** (estimated time: 10 minutes)
OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for maintaining and supporting self-check, materials processing, and materials 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.
8. **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 \$63,800.00. This amount is included in the budget and requires Trustee approval as it exceeds \$25,000.
9. **Pueblo Library Foundation Board Appointments** (estimated time: 10 minutes)
OVERVIEW: Nick Potter (Director of Community Relations and Development) will present a recommendation to re-appoint Jesse Ones and Lyndell Gairaud, respectively, to full terms on the Pueblo Library Foundation Board of Directors. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.
10. **Pueblo Library Foundation Corporation Bylaws Update** (estimated time: 10 minutes)
OVERVIEW: Nick Potter (Director of Community Relations and Development) will present a recommended update to the Pueblo Library Foundation corporate bylaws for discussion. The Pueblo Library Foundation is registered as a nonprofit corporation in the State of Colorado and its bylaws require the approval of the PCCLD Board of Trustees.
11. **2021 Holiday Dates** (estimated time: 10 minutes)
OVERVIEW: The Board has reviewed proposed 2021 holiday closures. The Trustees are asked to review the 2021 scheduled holiday closures for approval at the December 10 regular meeting.
12. **Temporary Library Policy Addendum Regarding Emergency Closings** (estimated time: 10 minutes)
OVERVIEW: The Trustees adopted a temporary addendum to the Emergency Closings Policy on March 23, 2020. It was reviewed and reapproved again at subsequent Trustee meetings on a monthly basis until June 25, 2020, when the temporary policy was approved through December 31, 2020. It is recommended that the Trustees extend the Temporary Addendum to Policy 02.09.09 Emergency Closings through January 31, 2021.
13. **Temporary Telework Policy** (estimated time: 10 minutes)
OVERVIEW: The Trustees adopted a PCCLD Temporary Telework Policy on June 25, 2020, approved through December 31, 2020. It is recommended that the Trustees extend the Temporary Telework Policy through January 31, 2021.
14. **Board of Trustee Appointment** (estimated time: 10 minutes)
OVERVIEW: There is an upcoming term expiring on December 31, 2020, on the Library Board of Trustees. The appointment status will be reviewed.
15. **PCCLD Board of Trustees Assessment** (estimated time: 5 minutes)
OVERVIEW: The PCCLD Board of Trustees are asked to complete the online self-assessment prior by the end of December. The assessment tool will be discussed.

IX. ADJOURNMENT

Estimated total meeting time: 2 hours 25 minutes

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 10, via teleconference. An interactive public session will be hosted with social distancing protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.