

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, January 19, 2021**

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. Annual Meeting of PCCLD Board of Trustees (estimated time: 30 minutes)

OVERVIEW: The Board Trustees will hold its annual meeting on January 28, 2021, with the following items for action:

A. Election of Officers

The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The officers to be elected are President and Vice President.

B. Selection of 2021 Board Meeting Dates, Times, and Locations

The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." A recommended calendar of meetings is included in the Board packet.

C. Posting 2021 Board Meetings Notices

The Trustees takes action at its annual meeting to designate location of the official posting of notice of PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo in Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

D. Affirmation of Ethics Statement

By policy, "individual members of the Board of Trustees shall annually sign the Ethics Statement adopted by the Board of Trustees." A copy of the statement will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

2. **Strategic Plan** (estimated time: 30 minutes)
OVERVIEW: A report and recommendation for the PCCLD 2021-2025 Strategic Plan will be presented.
3. **Public Health Emergency Leave** (estimated time: 15 minutes)
OVERVIEW: Terri Daly (Director of Human Resources) will present a recommended action to establish special public health emergency leave for employees.
4. **Wellness Day** (estimated time: 15 minutes)
OVERVIEW: Terri Daly (Director of Human Resources) will present a recommended action to establish a wellness day for employees who receive the COVID-19 vaccine.
5. **Pueblo Library Foundation Board of Directors Appointment** (estimated time: 10 minutes)
OVERVIEW: A recommendation will be presented for appointment to the Pueblo Library Foundation Board of Directors.
6. **Freegal** (estimated time: 10 minutes)
OVERVIEW: Jill Kleven (Director of User Services) will present a recommendation for payment to \$31,000 payment to Library Ideas for subscription to Freegal Music. This requires Trustee approval since it exceeds \$25,000.
7. **Audit Engagement Letter and Tax Form 990** (estimated time: 10 minutes)
OVERVIEW: The audit and 990 engagement letters will be presented.
8. **Board Assessment** (estimated time: 15 minutes)
OVERVIEW: Results of the Board of Trustees' self-assessment will be discussed.
9. **Executive Director Evaluation** (estimated time: 10 minutes)
OVERVIEW: The Trustees will discuss the Executive Director evaluation that is due to be completed in February.
10. **2021 Annual Plan** (estimated time: 15 minutes)
OVERVIEW: A report and recommendation for the PCCLD 2021 Annual Plan will be presented.

IX. ADJOURNMENT

Estimated total meeting time: 2 hours 40 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, January 28, via teleconference. An interactive public session will be hosted with social distancing protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.