

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, February 13, 2024**  
*This meeting was conducted inside Bret Kelly Room “B” located at the  
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.*

**I. CALL TO ORDER AND ROLL CALL**

Mr. Hodge called the meeting to order at 2:00 p.m. Ms. Jubert conducted roll call.

Board Members Present:	Dustin Hodge, President Trisha Macias, Vice President Iris Clark Jeffrey DeHerrera Doreen Martinez Trisha Macias Jeffrey DeHerrera Fredrick Quintana
Board Members Not Present:	Stephanie Garcia
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Amy Nelson, Associate Director of Public Services Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives Ashley Huggins, Chief Financial Officer Jill Kleven, Director of Technical Services Thomas Defrates, Director of IT Terri Daly, Director of Human Resources Alan Rocco, Facilities Superintendent Eric Tiffany, Systems Administrator Javier Razo, IT Help Desk Rose Jubert, Secretary to the Board of Trustees

**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.

There were no correction or modifications to the agenda.

**III. DISCUSSION ITEMS**

**1. Cultural Enhancement Project Update**

OVERVIEW: Representatives with Moss Adams provided an update on the project plan.

Tammy Lohr and Jessie Lenhardt provided an update on the PCCLD Cultural Enhancement Project. Ms. Lohr is a senior manager with Moss Adams and will be serving in a quality assurance role for the project, and will help to facilitate some of the work sessions for the culture audit. Ms. Lenhardt will serve as the project manager for the project. Both will work with PCCLD to conduct a culture audit that evaluates the district’s current state and will then develop a multi-year implementation plan to support enhancements in PCCLD’s organizational culture.

Organizational culture was defined as a shared set of beliefs, values and norms that help to create a sense of purpose, institutional identity and meaning. Key items they will look at are communication, employee morale,

service delivery, customer service, norms and standards. These internal factors help to show how PCCLD's culture is being shaped

The project plan was reviewed. The kickoff to the project started in January 2024 and will conclude the end of May 2024. The timeline was presented. Open and transparent communication will be encouraged to avoid surprises. Focus and listening groups will be scheduled as well as an all staff survey to allow everyone the opportunity to provide input. Once this information is gathered themes will arise and be discussed in a work session, which will be held on site. Once this stage of the process is completed, a draft report will be created from the culmination of the fieldwork and the work session. The draft report will be circulated to leadership and management in a second work session to ensure all topics are actionable. Once the report is finalized an implementation plan will be presented.

## **2. Pueblo Library Foundation Board of Directors**

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives presented on the following topic that involves filling vacant seats on the Pueblo Library Foundation Board of Directors.

-Jessi Ones and Andrea Aragon have been members of the Pueblo Library Foundation Board of Directors. Ms. Ones' term expired on December 31, 2023 and Ms. Aragon's term expired on January 31, 2024. Both have asked to be reappointed for a new three-year term. The Trustees are asked to consider their requests.

Two applications, Jessi Ones and Andrea Aragon, were presented to the trustees for reappointment to the Library Foundation Board. The Foundation does have one opening that will remain open until an ideal candidate comes forward for the trustees to consider.

It was asked that this item be included in the next board agenda for action.

## **3. Policy Update**

OVERVIEW An update was provided on the following:

-Internet Access and Wireless Use – 03.01.02

-Board of Trustee Bylaws – 01.02.01 - Article IV – Meetings 6. Meeting Agenda

Updates to policy 03.01.02 Internet Access and Wireless Use – Internet Filtering were reviewed. The timeline for implementation is as follows:

-February The policy revisions will be completed and presented to the Board of Trustees and to Public Service Managers.

-March Staff training and a public message campaign will take place.

-April There will be a pilot launch and filtering will be activated at the Giodone and Rawlings branches.

-May There will be a district wide implementation and filtering will be activated at all district locations.

The context for policy and procedure revisions was summarized.

It stated that internet protection measures must block or filter internet access to pictures that are obscene, child pornography, or harmful to minors. PCCLD will have one filter for all public computers/laptops. An override for adults 17 years of age and older will be permitted on public computers. Parents or guardians of minors may sign a form granting unfiltered internet access to their child. The Wi-Fi network will be filtered. Staff will be able to provide access to an unfiltered Wi-Fi network upon verification of age.

The policy revision Internet Access and Wireless use was provided with very little changes. The Internet Access Agreement procedure list was provided and the changes that tied to the policy were reviewed.

Board of Trustee Bylaws – 01.02.01 – Article IV – Meetings 6. Meeting Agenda

There will be an addition to the order of business for regular meetings to include a Consent Agenda. The Consent Agenda will be used for policy updates.

It was asked that both policy updates be placed on the next board agenda for approval.

#### **4. E-Rate Program Procurements Update**

OVERVIEW: An update on this procurement was provided.

The E-Rate categories 1 & 2 request for proposals was presented. A brief overview of the FCC's E-Rate program was provided. The program provides eligible schools and libraries discounts for telecommunications, internet access, and internal connections.

Two request for proposals (RFP) were issued on January 12, 2024 and proposals were due on February 9, 2024. Category 1 covers wide area network services at two Index locations for library branches. Two bids were received. Category 2 covers wiring, hardware and licensing and is for internal network connections and installation, warranty, and services. Four bids were received.

Scoring is due by February 16, 2024 and the Board will receive the recommendation from the scoring committee. The recommendation would be that the contract be awarded by lowest price per vendor that adhered to the RFP requested equipment.

It was asked that this item be added to the next Board agenda for action.

#### **5. Barkman Library Security System RFP #12-2023**

OVERVIEW: An update on this procurement was provided.

This RFP is to replace both internal and external security cameras for the Barkman library. The RFP was issued on December 29, 2023 and proposals were due by February 8, 2024. The anticipated installation date is to be determined by the construction site availability.

Four proposals were received and scoring is still taking place. The criteria that the bidders were scored on included cost, coverage of the most area with the least amount of cameras, service and support, and implementation. Committee scoring will conclude Friday, February 16, 2024 and results will be provided to the trustees at their regular meeting.

It was requested that this item be added to the next Board agenda for approval.

#### **6. IT Asset Disposal**

OVERVIEW: A report and recommendation regarding disposition of IT assets was provided.

Updated materials replaced the outdated items that were listed on the report. The outdated materials were given to a recycle company for disposal.

It was requested that this item be added to the Board's regular meeting agenda for approval.

### **IV. ADJOURNMENT**

Prior to adjournment thanks was given to Mr. Quintana for his years of service to the Board of Trustees as President.

The meeting adjourned at 3:05pm.

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees