

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, January 25, 2024**  
***This meeting will be conducted at the***  
***Rawlings Library – Bret Kelly “B”***  
***100 E. Abriendo Avenue – Pueblo, CO 81004***

- I. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2023**  
Ashley Huggins (Chief Financial Officer) provided a report on the proposed budget amendment for fiscal year 2023. This was an opportunity for citizen comment on the budget amendment, which has been made available for public inspection.

Mr. Quintana opened the public hearing at 5:31pm. It was reported that there were no changes to the resolution since the Board work session. Ms. Huggins sought approval from the Board to increase the General Fund appropriation by \$2.4 million and to increase the Capital Project Fund appropriation by \$2.8 million.

The 2023 Resolution to Appropriate Sums of Money approved in December 2022 showed a separate line for the Reserve/Fund balance. This amount is accounted for in the General Fund and the Capital Projects Fund. To streamline the report and to avoid confusion this line item was removed. Moving forward this line item will no longer appear in future resolutions.

There were no questions or comments from staff or the public.  
The public hearing was closed at 5:43pm

**II. CALL TO ORDER AND ROLL CALL:**

Mr. Quintana called the meeting to order at 5:43pm. Ms. Jubert conducted roll call.

Board Members Present: Fredrick Quintana, President  
Dustin Hodge, Vice President  
Stephanie Garcia  
Trisha Macias  
Iris Clark  
Jeffrey DeHerrera  
Doreen Martinez

Attorney Present: Bart Miller, Attorney - Collins Cole Flynn Winn & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director  
Amy Nelson, Associate Director of Public Services  
Nick Potter, Executive Director of Pueblo Library Foundation  
& Strategic Initiatives  
Ashley Huggins, Chief Financial Officer  
Terri Daly, Director of HR  
Jill Kleven, Director of Tech Services  
Thomas Defrates, Director of IT  
Sara Schwartz, Manager of Community Relations  
Josh Vicknair, IT Systems Engineer  
Rose Jubert, Secretary to the Board of Trustees

- III. 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 corrections or modifications to the agenda.

#### **IV. Annual Meeting of PCCLD Board of Trustees**

OVERVIEW: The Board Trustees held its annual meeting on January 25, 2024, with the following items for action:

##### **1. Election of Officers**

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Trustees reviewed this matter at their work session on January 23, 2024.

RECOMMENDED ACTION: That nominations be made for President and Vice President of the PCCLD Board of Trustees and an election held.

*Ms. Martinez made a Motion, seconded by Ms. Garcia to nominate and elect Dustin Hodge for the office of President. The Motion was approved.*

*Ms. Martinez made a Motion, seconded by Ms. Garcia to nominate and elect Trisha Macias for the office of Vice President. The Motion was approved.*

##### **2. Selection of 2024 Board Meeting Dates, Times, and Locations**

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations for these have been reviewed at prior work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the dates, times, and locations for the 2024 regular meetings and work sessions as contained in Board materials.

*Ms. Martinez made a Motion, seconded by Ms. Clark to approve the dates, times, and locations for the 2024 regular meetings and work sessions as contained in Board materials. The Motion was approved.*

##### **3. Posting 2024 PCCLD Board of Trustee Meetings Notices**

OVERVIEW: The PCCLD Board of Trustees reviewed 2024 proposed public meeting notice postings at their January 23, 2024 work session.

RECOMMENDED ACTION: That the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at [www.pueblolibrary.org](http://www.pueblolibrary.org) as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings.

The Board was informed that the meeting agendas were also posted at the other branches and provided to the elected officials.

*Mr. Quintana and Ms. Martinez made a Motion, seconded by Ms. Clark to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at [www.pueblolibrary.org](http://www.pueblolibrary.org) as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings. The Motion was approved.*

##### **4. Board Committees**

OVERVIEW: The Board annually reviews committee appointments at the annual

meeting. Recent committees include Legislative and Government, Audit, and Board Development.

RECOMMENDED ACTION: The Board may take any desired action.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to appoint the following Board members to their respective committees. The Motion was approved.

Board Development Committee

Iris Clark, Dustin Hodge, Fredrick Quintana, and Jeffrey DeHerrera

Legislative and Governance Committee

Doreen Martinez, Trisha Macias, and Stephanie Garcia

Audit Committee

Dustin Hodge, Trisha Macias, and Doreen Martinez

**V. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee work session held on December 7, 2023, and the Library Board of Trustee meeting held on December 14, 2023, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on December 7, 2023, and December 14, 2023.

*Mr. Quintana made a Motion, seconded by Ms. Martinez to approve the minutes of meetings held on December 7, 2023, and December 14, 2023. The Motion was approved.*

**VI. REPORTS**

**A. Executive Director Report**

1. OVERVIEW: Sara Schwartz, Manager of Community Relations and Nick Potter, Director of Pueblo Library Foundation & Strategic Initiatives. Provided a report on the 2023 All Pueblo Reads project.

An update was provided on the 2023 All Pueblo Reads project. The annual project features books to read in the community and is designed to get everyone in Pueblo County reading and discussing one or more books at the same time. This was the first time since the Covid pandemic that the annual Booklovers Ball was held in person.

The books this year all had a sea theme. The adult book was Remarkably Bright Creatures whose main character was an octopus. The book for grades 5-8 was Songs for a Whale and was about a deaf girls connection to a whale and the book for grade K-4 was Over and Under the Pond about what makes up the ecosystem of a mountain pond. Staff focused on getting the books into local school districts. They provided a lottery of sorts that provided free books to the students. There were 405 copies of Remarkably Bright Creatures that were distributed, 1431 copies of Songs for a Whale, and 138 copies of Over and Under the Pond were distributed.

The community partners for the project were listed. Programming and community announcements were started in August so that people could start reading the book to build up the hype for the programs that would begin later in the summer. Six programs were listed along with the number of attendees. The author of Amazing Bright Creatures presented a free author talk in person and the youth companion book authors presented to classrooms virtually.

The Booklover's Ball numbers were as follows:

Sponsorships: \$21,061.67

Ticket Sales:	\$19,286.04
Silent Auction:	\$ 3,065.00
Gross Revenue	\$43,412.74
-Total Expenses	\$20,436.73
Net Revenue	\$22,976.01

This was one of the highest revenue generating Booklover's Ball on record.

Other successes were the kick off event and book clubs who participated in the author meets. Both will be included in the 2024 All Pueblo Reads project.

## 2. OVERVIEW: Sherri Baca, Executive Director provided a report and update on Library District projects and events.

### -Barkman Library Update

It was reported that the framing was completed for the new meeting room. Work is being done to acquire a security camera vendor for new network cameras for the parking lot. Concrete is being poured for the ramp leading up to the pedestrian bridge. The construction schedule is on track.

### -Library Association Fly-in

Ms. Baca received an invitation to join the Colorado delegation for this year's library association fly in that will take place in Washington, D.C. She will be joining state librarian Nicole Davies on the trip and will spent time with Colorado Congressional representatives. All fifty states will be participating in this event.

### -Nesbitt Staff Association Changes

It was announced that a work team of three staff members along with Gloria Madrill, Community Relations and Development Specialist who will lead the team, will work to implement the year-long staff events. Volunteers will be called on to help as needed to plan and assist. Nesbitt funds are intact and will be managed by the Finance office. This process was put into place to lighten the burden on the committee and allow people to have fun.

### -Library Leadership Academy

Three library staff leaders put together a cohort comprised of 11 employee who applied for the academy. These applicants are interested in furthering their library careers and will participate in monthly meetings, shadow in different departments and attend trainings. The goal is to assist them in achieving their library career goals. This is a 2024 annual plan goal.

### -All Staff Training Day

All Staff Training Day will take place on Monday, February 19, 2024. Trustees were encouraged to attend and were asked to assist with handing out staff awards.

### -Senate Bill 24-049

This bill was introduced in January and is a very active bill. The bill establishes a process by which a person may object to a library resource in a school or public library. This process would be put into law along with language from the ALA code of ethics and the freedom to read language. It would also make discriminatory the practice of removing materials in certain instances. A library resource may not be removed while a request for reconsideration is pending.

The bill was meant to be a ban on book bans but it evolved into something different. The Colorado Library Executive Director's Team did submit amendments to the bill for consideration.

The Education Committee will be hearing the bill on February 12, 2023. Anyone can sign up to provide testimony to the committee.

#### -Library Culture Committee

The committee convened their first meeting on Wednesday, January 24, 2023. The consulting firm, Moss Adams, is very organized and staff is excited and ready to work with them. Next stages of the planning will be conducted in the near future and the launch will be happening soon. The Trustees will be kept apprised.

### **3. Friends of the Library Report**

It was reported that Books Again bookstore will be closed for the next three weeks so that new carpeting can be installed as well as other repairs done. The carpeting used was surplus carpet from the Rawlings renovation.

The group is doing a Valentine's Day membership promotion to entice those who have not recently shopped with them. The promotion would provide them a \$10 gift card as incentive to shop.

### **4. Quarterly Pueblo Library Foundation Report**

There was nothing to report for this month.

### **5. Attorney Report**

Mr. Miller shared that there was nothing to report and that library legal affairs were in good standing.

### **6. Employment Changes**

OVERVIEW: The Board of Trustees was asked to ratify the December 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2023 Employment Changes as contained in the Board materials.

There were no new hires, promotions, or separations to report for last month. Recruiting continues for the position of branch manager at the Lucero Library, the Adult Literacy Manager at Rawlings, and for Customer Service Representative.

*Mr. DeHerrera made a Motion, seconded by Ms. Martinez to ratify the December 2023 Employment Changes as contained in the Board materials. The Motion was approved.*

### **7. Financial Report**

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the December 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2023 bills and accept the December 2023 fund statements as contained in the Board materials.

*Mr. Quintana made a Motion, seconded by Mr. DeHerrera to ratify the December 2023 bills and accept the December 2023 fund statements as contained in the Board materials. The Motion was approved.*

The current report is preliminary, as year-end work is still being done. There were no big changes to the combined balance sheet since the last meeting. Line items are still changing as year-end work is completed. Final numbers will be presented after the audit is completed.

The revenue and expenses for the general fund were presented. The allocation of property taxes and the specific ownership taxes for December were received from the County and will be included in the next report. Most billing has been received. Expenditures and revenues should be at 97% spend and collected.

The Payment History Report showed all actual payments in December, this will not change because it is actual cash in and out.

**EXPENDITURES FOR DECEMBER**

TOTAL PAYABLES	\$784,769.82
TOTAL PAYROLL	\$480,091.75
TOTAL OUTLAY	\$1,264,861.57

**VII. BOARD COMMENT**

There was no board comment.

**VIII. PUBLIC COMMENT**

There was no public comment.

**IX. OLD BUSINESS**

There was no old business.

**X. NEW BUSINESS**

**A. Announcements**

1. All libraries will be closed all day on Monday, February 19, 2024, for the President's Day holiday. Library employees will participate in staff development on this date.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, February 13, 2023. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 22, 2024.

**B. Action/Discussion Items**

**1. 2024 Disposal of Property Request**

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their January work session.

RECOMMENDED ACTION: That the Board of Trustees take action on the disposal of surplus property request as presented.

*Mr. Quintana made a Motion, seconded by Ms. Martinez to take action on the disposal of surplus property request as presented. The Motion was approved.*

**2. Resolution to Amend the 2023 Budget**

OVERVIEW: A resolution to amend the 2023 Budget was presented on January 23, 2024, and a public hearing held on January 25, 2024.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the Resolution to amend the 2023 Budget, as presented in the Board Materials.

*Ms. Clark made a Motion, seconded by Mr. DeHerrera to adopt the resolution to amend the 2023 budget as presented in the board materials. The Motion was approved.*

**3. Executive Session**

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to

C.R.S. 24-6-402(4)(f)(I).

RECOMMENDED ACTION: The Trustees returned to open session to take any action deemed appropriate and/or necessary with regard to this matter.

*Mr. Quintana made a Motion, seconded by Ms. Clark to enter into Executive Session at 6:48pm. The Motion was approved.*

The Trustees entered back into Regular session at 7:06pm

*Mr. Quintana made a Motion to have the trustees proceed to amend Ms. Baca's employment agreement to increase her compensation by 4%, which falls in line with the scores she received on her evaluation, the Motion as seconded by Ms. Clark. Mr. DeHerrera added the amendment to reflect this increase in compensation is effective January 1, 2024. The Motion was approved as amended.*

## **X. ADJOURNMENT**

*Mr. Quintana made a Motion to adjourn the meeting at 7:09pm.*

Respectfully Submitted by

Rose Jubert, Secretary to the Board