

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
BOARD MEETING MINUTES**

**5:30pm, Thursday, June 27, 2024**

***This meeting was conducted at the  
Rawlings Library – 100 E. Abriendo Avenue – Pueblo, 81004***

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

Ms. Macias called the meeting to order at 5:30pm. Ms. Jubert conducted roll call.

**Board Members Present**

- Trisha Macias, Vice President
- Iris Clark
- Jeffrey DeHerrera
- Fredrick Quintana
- Doreen Martinez

**Board Members Not Present**

- Stephanie Garcia

**Attorney Present**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Ashley Huggins, Chief Financial Officer
- Roger Gomez, City Councilman
- Nafis Cameron, IT
- 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 was a modification made to the consent agenda for item 2. Library Policy, B. Library Programs and Public Relations. Clarification needed to be made that three of the policies were updated and policy 03.07.01-2 Request for Reconsideration of Programs, which was not included on the agenda, would be deleted. It was requested that the agenda show that policy 03.07.01-2 would be deleted.

**III. CONSENT AGENDA**

**RECOMMENDED ACTION:** That the Library Board of Trustees approve the consent agenda.

*Mr. Quintana made a Motion, seconded by Ms. Clark to approve the consent agenda. The Motion was approved.*

## **IV. REPORTS**

### **A. Executive Director Report**

Ms. Baca reported that she did not have a formal presentation for the meeting. She did direct the attention of the trustees to the written executive director's report located in the board packet, and that her written detail was a restatement of the information she presented at the June 18, 2024 work session.

### **B. Attorney Report**

Mr. Miller reported that he had nothing to report.

### **C. Employment Changes**

OVERVIEW: The Board of Trustees was asked to ratify the May 2024 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2024 Employment Changes as contained in the Board materials.

It was reported that there were two new hires, Lev Frank in the User Services department and the other is a part-time position in the Facilities department that was filled by Allen Reaves.

Lorena Reagan was promoted to Program & Outreach Specialist at the Giodone library. There were four voluntary separations. There are nine open positions listed and six have been filled with start dates in June.

*Ms. Clark made a Motion, seconded by Mr. Quintana to ratify the May 2024 Employment Changes as contained in the Board Materials. The Motion was approved.*

### **D. Financial Report**

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the May 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2024 bills and accept the May 2024 fund statements as contained in the Board materials.

Ms. Huggins reported on the May Combined Balance Sheet. Interest rates are still looking good and interest income is trending up. The fixed assets and the long term debt balances were updated to reflect the audit balances.

The statement of revenues and expenditures for the general fund was reviewed, at this time of the year the percentage spent or collected should be at 42%.

The café line item showed a negative amount but was due to timing, a report will be provided at a future Board meeting to show how sales and expenses are tracked.

Expenses were reviewed. Total personnel was at 37% spent and total material costs were at 39% spent both were on track. Total facilities costs were at 32% spent and a line item that will be watched is the Building Maintenance line item at 73% spent. That percentage was high due to unexpected roof repairs. Total operating costs were at 52% spent due to bills that were paid earlier in the year. IT was at 51% spent due to the new phone system. Total expenditures were on target at 38% spent.

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for May 2024, there was little activity aside from expenses due to building construction.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. The trustees were invited to review the reports and if they had questions, they could contact Ms. Huggins. Total check and electronic payments totaled \$1,482,530.17 and P-Card transactions totaled \$19,911.76

#### Expenditures for May 2024

Total Payables	\$ 1,482,530.17
Total Payroll (2 pay periods)	\$ 508,117.09
Other Payables (UMB – COP)	\$ 163,456.25
Total outlay for May	\$ 2,154,103.51

*Mr. Quintana made a Motion, seconded by Ms. Martinez to ratify the May 2024 bills and accept the May 2024 fund statements as contained in the Board materials. The Motion was approved.*

### **VII. BOARD COMMENT**

There was no Board Comment.

### **VIII. PUBLIC COMMENT**

City Councilman Roger Gomez was present and commented on the need for a library in his district. He asked what the cost was to renovate the Barkman Library and the Lucero Library. He also asked what the process was to build a “brick and mortar” library in his district.

### **IX. OLD BUSINESS**

There was no old business to discuss.

### **X. NEW BUSINESS**

#### **A. Announcements**

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, July 16, 2024 at the Rawlings Library – Ryals Grand Event Space

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 25, 2024 at the Greenhorn Valley Library.

#### **B. Discussion Items**

1. **Colorado FAML I Program**

OVERVIEW: The Trustees heard a recommendation at their Work Session to utilize a private plan for FAML I program participation.

RECOMMENDED ACTION: That the Board of Trustees authorize the transition to a private plan.

Ms. Baca wanted to reiterate to the Board that the library district has determined that it is in its best interest to transition their participation in the Colorado FAMLl program to a state approved private insurance carrier plan. The private plan will maintain all of the same rights, protections, and benefits provided to employees under the state statute that established the Colorado FAMLl program. The library is not opting out of the Colorado FAMLl program; they are just transitioning in 2025 to a private insurance carrier plan. The Board's approval would allow PCCLD to move to that private plan, effective January 1, 2025. Those employees currently under the State funded plan would continue under that plan. Any new claims beginning January 1, 2025 would be on the new private insurance plan.

*Ms. Clark made a Motion, seconded by Mr. Quintana to authorize the Pueblo City County Library District to transition their participation in the Colorado FAMLl program to a private insurance carrier plan. The Motion was approved.*

## **IX. ADJOURNMENT**

The meeting was adjourned at 5:55pm

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**

**BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, June 27, 2024**

***This meeting will be conducted at the***

***Rawlings Library – 100 E. Abriendo Avenue –Pueblo, CO 81004***

**1. Approval of Minutes**

OVERVIEW: Minutes of the Library Board of Trustee work session held on May 14, 2024, and the Library Board of Trustee meeting held on May 23, 2024, were published and provided to Board members prior to the meeting.

**2. Library Policy Updates**

OVERVIEW: A report and recommendation from the Legislative & Governance Committee was provided regarding the following policy updates. The policies were published and provided to Board members prior to the meeting.

**A. COLLECTION DEVELOPMENT**

1. 03.03.05 – Request for Reconsideration of Library Resources

**B. LIBRARY PROGRAMS AND PUBLIC RELATIONS**

1. 03.07.01 – Library Programs and Events

**C. ACCESS AND USE OF FACILITIES**

1. 03.05.03 – Exhibits and Displays