

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, July 25, 2024**  
***This meeting was conducted at the***  
***Greenhorn Valley Library – 4801 Cibola Drive – Colorado City, 81019***

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

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

**Board Members Present:**

- Trisha Macias, Vice President
- Iris Clark
- Jeffrey DeHerrera
- Fredrick Quintana
- Stephanie Garcia

**Board Members Not Present:**

- Doreen Martinez

**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
- Eric Tiffany, Systems Administrator I
- Rose Jubert, Secretary to the Board of Trustees
- Terri Daly, Director of Human Resources

**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.

The date for the August board meeting was incorrect. The correction was made.

**III. REPORTS**

**A. Executive Director Report**

**1. Greenhorn Valley Report**

OVERVIEW: Linda Lewis, Branch Manager provided an update on the Greenhorn Valley Library.

Ms. Lewis provided a few highlights of things the Greenhorn Valley Library has been doing

since the beginning of the year. Staff member Katherine MacLeod was accepted to the Colorado Association of Libraries Leadership Institute and currently serves as the President of the Chamber of Commerce in Colorado City. Program and Outreach Coordinator, Ashley Swald, is active in the community. Positive remarks from Ms. Swald's co-workers were read with comments that included her passion for connecting with youth in the community. A new customer service representative, Keela Fleming, recently started. She replaced Demii Trujillo who accepted a job at the Giodone Library. Two other staff members, Jessica Driscoll and Shalene Siudyla were given kudos for the great job they do for the library.

The branch and staff were on call center duty during the new phone system transfer, answered a record number of calls, and assisted many callers. During the solar eclipse, they answered 175 calls in a two-hour period!

DVD checkouts are at an all-time high. This was due to the lack of ability to stream movies in the area because of discontinued cable service. Internet/Wi-Fi are still available.

## **2. Sherri Baca, Executive Director**

Ms. Baca invited the trustees to view the online board packet located on the library website to review her completed report.

She added that Facility Use Agreement for the use of the El Centro del Quinto Sol facility while the Lucero Library is being renovated would go before City Council in August. This process has put plans to move into the El Centro facility back a little. There will be a gap in library service on Pueblo's east side of town for about 30 days.

### **B. Attorney Report**

It was reported that the Colorado open records act request case that was before the Colorado Supreme Court was resolved. The Supreme Court declined to actually rule in the case because the legislature recently changed the law to make it so that reconsideration requests are now public record.

### **C. Employment Changes**

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

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

There were two part-time positions filled in June in the Experiential Learning and the other at the Pueblo West Library. Penny Jerman was promoted to the Program & Outreach Specialist for the Lucero Library and Tina Martins-Gonzalez was promoted to Library Assistant Branch Manager at Lucero Library.

There were two separations. Human Resources is currently recruiting for two positions one for the Greenhorn Valley Library and a part time position for the Lamb Library. Eight positions have been filled since last month's report.

*Mr. Quintana made a Motion, seconded by Ms. Clark to ratify the June 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 June 2024 bills and fund statements.

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

Ms. Huggins reported on the June Combined Balance Sheet. Cash looks good and the operating balance was a bit high due to timing. Construction bills are being paid promptly.

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 50%. Revenues look good and there will be one more significant property tax collection happening. There is a new line item called Property Tax Backfill, that is the amount PCCLD received from the State, PCCLD is waiting on confirmation that we are able to keep it. Café sales were reviewed and it was noted that the dollar amounts on the reports can be a little strange due to timing. Ms. Huggins offered to provide more information to the Trustees if requested.

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 43% spent and total material costs were at 48% spent both were on track. Total facilities costs were at 34% spent with the insurance line item looking a bit high because PCCLD pays this bill upfront at the beginning of the year. Total operating costs were at 60% spent due to bills that were paid earlier in the year. IT was at 55% spent. Total expenditures were on target at 44% spent. Maintenance on the drainage under the sky bridge was reviewed and a quote is forthcoming.

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 \$759,413.67 and P-Card transactions totaled \$22,195.71

**Expenditures for June 2024**

Total Payables	\$ 759,413.67
Total Payroll (2 pay periods)	\$ 503,752.98
Total outlay for June 2024	\$ 1,263,166.65

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

**VII. BOARD COMMENT**

Ms. Clark requested a new board roster.

**VIII. PUBLIC COMMENT**

There was no public comment.

## **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, August 13, 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, August 22, 2024 at the Pueblo West Library.

### **B. Action/Discussion Items**

1. **2023 Audit & Annual Comprehensive Financial Report (ACFR)**

OVERVIEW: The Trustees reviewed the PCCLD 2023 financial audit as presented by DMC Auditing at the work session on June 18, 2024.

RECOMMENDED ACTION: That the Trustees accept the audit report and ACFR for filing as presented.

It was noted that there were only cosmetic changes to the documents since the June 18, 2024 Trustee work session.

*Mr. Quintana made a Motion, seconded by Ms. Garcia to accept the audit report and ACFR for filing as presented. The Motion was approved.*

2. **Special Election of Officers**

OVERVIEW: At the work session, the Trustees were asked to nominate a board member for the office of president at their next meeting.

RECOMMENDED ACTION: That the trustees elect a new board president.

*Ms. Clark made a Motion to nominated Fredrick Quintana for the office of president to fulfill Dustin Hodges term which will end December 31, 2026 or until the next regular election of officers, there were no other nominations. Mr. Quintana accepted the nomination. The Motion was approved.*

## **IX. ADJOURNMENT**

The meeting adjourned at 6:19pm

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees

