

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

**5:30pm, Thursday, October 24, 2024**

***This meeting will be conducted at the  
Barkman Library – 1300 Jerry Murphy Road – Pueblo, CO***

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

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

**Board Members Present**

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Doreen Martinez
- Jessi Ones
- Stephanie Garcia
- Iris Clark

**Attorney Present**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Alicia Griebel, Branch Manager – Barkman Library
- Eric Tiffany, 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 were no corrections or modifications to the agenda.

**III. CONSENT AGENDA**

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

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

**IV. REPORTS**

**A. Executive Director Report**

**1. Barkman Library Update**

OVERVIEW: Alicia Griebel, Branch Manager – Barkman Library will provided an

update on the Barkman Library.

Ms. Griebel provided an update on the renovation of the library. The library closed to the public on August 1, 2023 and staff was temporarily relocated to other branches. The library underwent multiple design changes to better serve staff and patrons, including a new bridge to the nearby park, children's area, and parking lot reconstruction.

Despite being out of the building, the staff continued their mission of serve the community through regular outreach and programming. The library partnered with other institutions for summer reading programs, hosting events at Belmont Park and other locations.

The Summer Reading Program was a success, with various engaging activities like story times, balloon art, and sensory programs.

The branch received a 24-hour ballot drop-off box in August, which was a long-term goal for the branch.

There was a soft opening to the public on September 3, 2024, with events taking place over several days, including a ribbon-cutting ceremony and a Bluey and Bingo cartoon character event that attracted over 1200 people.

## **B. Attorney Report**

There was no attorney report.

## **C. Employment Changes**

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

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

*Ms. Martinez made a Motion, seconded by Ms. Ones to ratify the September 2024 Employment Changes as contained in the Board materials. The Motion was approved.*

There were two new hires for the month both in the IT department. Four separations happened in September to include a security officer, facilities tech, the library district's events coordinator and the Chief Financial Officer. Recruiting has begun for these positions.

## **D. Financial Report**

OVERVIEW: Sherri Baca, Acting Chief Financial Officer reviewed a report on the September 2024 bills and fund statements.

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

Ms. Baca reviewed the September 2024 financial report, highlighting the combined balance sheet, general fund and capital fund details.

The combined balance sheet was standard for this time of the year. There were some timing related items of note that won't show up on the next report. Deferred revenue showed the amount received for the Mellon Foundation Grant which will be held in this account until it gets spent in 2025. The

library replacement plan was in good shape at \$2.4 million.

The General Fund schedule and key line items were reviewed. Total spent and collected should be at 75% for this time of the year. The property tax line item was a 97% collected. Specific ownership tax was budgeted at \$1.25 million in 2024 and was at 66% collected. In 2025 this budgeted amount will be decreased to \$1.1 million. Contracts and grants are spot on to the target interest income.

Regarding fines and fees, the district has started to do active collections which means that anybody who owes the library money because they lost or damaged books or materials they will be charged. Café sales are going strong and miscellaneous sales are climbing.

Expenditures were discussed. Personnel is on track at 70% spent. Also, on track are materials at 73% spent. Building maintenance was high at 110% spent due to insulating the boiler room at the Rawlings Library, roof repairs and new bathroom partitions at the Pueblo West Library, and roof repairs and new lighting at the Giodone Library. Total expenditures were on target at 67% spent.

The capital fund statement of revenues and expenditures was reviewed with the majority of the activity dedicated to renovations and 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. Baca. Total check and electronic payments totaled \$1,063,567.59 and P-Card transactions totaled \$26,303.60

#### Expenditures for September 2024

Total Payables	\$ 1,063,567.59
Total Payroll (2 pay periods)	\$ 520,607.83
Total outlay for September	\$ 1,584,175.42

*Ms. Macias made a Motion, seconded by Ms. Clark to ratify the September 2024 bills and accept the September 2024 fund statements as contained in the Board materials. The Motion was approved.*

### **V. BOARD COMMENT**

No board comments were made during the designated time for board comment.

### **VI. PUBLIC COMMENT**

No public comments were made during the designated time for public comment.

### **VII. OLD BUSINESS**

There was no old business to discuss.

### **VIII. NEW BUSINESS**

#### **A. Announcements**

1. A PCCLD Board of Trustees Special Meeting is scheduled for 3:00pm, Wednesday, October 30, 2024 at the Rawlings Library – Bret Kelly “A” Meeting Room.

The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, November 12, 2024 at the Rawlings Library – Ryals Grand Event Space.

The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, November 21, 2024 at the Rawlings Library – Ryals Grant Event Space.

## **B. Discussion Items**

### **1. Lucero Library Asset Disposal**

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

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

*Mr. DeHerrera made a Motion, seconded by Ms. Clark to accept the disposal of surplus property request as presented. The Motion was approved.*

### **2. Employee Health Benefits**

OVERVIEW: A proposed benefit package commencing January 1, 2025 and ending December 31, 2025, was reviewed at the work session on October 15, 2024. This requires Board action as the contract exceeds \$25,000

RECOMMENDED ACTION: That the Board of Trustees take action on the 2025 recommended employee health benefit package at a cost not to exceed \$848,000.

*Ms. Martinez made a Motion, seconded by Ms. Ones to accept the 2025 recommended employee health benefit package at a cost not to exceed \$848,000. The Motion was approved.*

### **3. Executive Session**

OVERVIEW: The Board of Trustees will conduct an executive session under section 24-6-402(4)(b), Colorado Revised Statutes, for a conference with PCCLD's attorney to receive legal advice on specific legal questions relating to drainage off the Rawlings Library parking lot.

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

*At 6:14pm Ms. Martinez made a Motion to enter into executive session.*

*At 6:53pm a Motion was made to exit executive session. No action was taken.*

## **IX. ADJOURNMENT**

*At 6:54 pm Ms. Martinez made a Motion to adjourn the meeting.*

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

**BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, October 24, 2024**

***This meeting was conducted at the  
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**1. Approval of Minutes**

OVERVIEW: Minutes of the Library Board of Trustee work session held on September 17, 2024, and the Library Board of Trustee meeting held on September 26, 2024, 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 September 17, 2024, and September 26, 2024, respectively.