

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, January 23, 2025
This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space

I. CALL TO ORDER AND ROLL CALL:

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

Board Members Present

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

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Amy Nelson, Associate Director of Public Services
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Jose Beltran, IT
- Violet DeHerrera
- Rose Jubert, Secretary to the Board

II. Annual Meeting of PCCLD Board of Trustees

OVERVIEW: The Board Trustees held its annual meeting on January 23, 2025 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 14, 2025.

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

Ms. Clark made a Motion, seconded by Ms. Garcia to elect Mr. Quintana as President and Ms. Macias as Vice President of the PCCLD Board of Trustees. The Motion was approved.

2. 2025 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 approve the dates, times, and locations for the 2025 regular meetings and work sessions as contained in Board materials.

Mr. DeHerrera made a Motion, seconded by Ms. Ones to approve the dates, times and locations for the 2025 regular meeting and work sessions as presented. The Motion was approved.

3. Posting 2025 PCCLD Board of Trustee Meetings Notices

OVERVIEW: The PCCLD Board of Trustees reviewed 2025 proposed public meeting notice postings at their January 14, 2025 work session.

RECOMMENDED ACTION: That the Trustees designate the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at 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.

Ms. Macias 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 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.

The following trustees were assigned to the 2025 board committees.

Board Development

-Iris Clark
-Jeffrey DeHerrera
-Fredrick Quintana

Legislative and Government

-Stephanie Garcia
-Trisha Macias
-Doreen Martinez

Audit Committee

-Trisha Macias
-Doreen Martinez
-Jessi Ones

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. CONSENT AGENDA

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

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

V. REPORTS

A. Executive Director Report

1.Thirdway Space – Lamb Library Space Planning

OVERVIEW: David Vinjamuri, President, will present on space planning for the Lamb Library.

Mr. Vinjamuri introduced himself and provided his background in consumer marketing and library space planning. He explained the importance of reassessing the performance of library buildings every two to five years. He shared a case study of a library in Iowa which showed a significant increase in circulation with minimal investment. Emphasized was the need for libraries to continually refresh and adapt their spaces to meet community needs. His assessment report on the Lamb Library is forthcoming.

B. Attorney Report

There was nothing to report.

C. Employment Changes

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

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

PCCLD is currently recruiting for a Lead Security Officer and a Hispanic Resource Specialist. There was nothing else to report.

Ms. Macias made a Motion, seconded by Mr. Quintana to ratify the December Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer reviewed a report on the December 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2024 bills and accept the December 2023 fund statements as contained in the Board materials.

Ms. Reyes shared that the final financial report for 2024 will be completed when audit is completed. Details on the balances, expenditures, and revenues for December 2024 were provided.

It was noted that prepaid services showed a high balance but that was due to invoices for 2025 services. The statement of revenues and expenditures for the general fund was reviewed with nothing of note to report. Total revenues were at 106% received and total expenditures were at 94% spent.

The capital fund's statement of revenues and expenditures was reviewed. Year to date, revenues were at 73% received and total expenditures were at 56% spent.

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. Reyes. Checks and electronic payments totaled \$663,911.74 and P-Card transactions totaled \$21,224.63.

Expenditures for December 2024

Total Payables	\$ 663,911.74
Total Payroll (2 pay periods)	\$ 480,091.75
Total outlay for December	\$ 1,144,003.49

Mr. Quintana made a Motion, seconded by Ms. Ones to ratify the December 2024 bills and accept the December

2024 fund statements as contained in the Board materials. The Motion was approved.

VI. BOARD COMMENT

Ms. Ones shared that she was disappointed that she could not attend the board work session in person. She shared that she was very impressed with the staff and their participation in the PCCLD Leadership Academy.

VII. PUBLIC COMMENT

There was no public comment.

VIII. OLD BUSINESS

There was no old business

IX. NEW BUSINESS

A. Announcements

1. All libraries will be closed all day on Monday, February 17, 2025, 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 18, 2025. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 27, 2025.

B. Action/Discussion Items

1. 2025 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 act on the disposal of surplus property request as presented.

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

2. Lucero Library Security Camera RFP Presentation

OVERVIEW: A presentation was made at the trustee work session to purchase a new security camera system for the Lucero Library.

RECOMMENDED ACTION: That the trustees approve the purchase of the new Lucero Library security system at a cost not to exceed \$43,250.00

Ms. Clark made a Motion, seconded by Ms. Ones to approve the purchase of the new Lucero Library security systems at a cost not to exceed \$43,250.00. The Motion was approved.

IX. ADJOURNMENT

Ms. Ones made a Motion to adjourn the meeting at 6:14pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, January 23, 2025

This meeting was conducted at the

Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO

1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on December 5, 2024, and the Library Board of Trustee meeting held on December 12, 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 December 5, 2024, and December 12, 2024, respectively.

2. Library Policy Updates

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

RECOMMENDED ACTION: That the trustees approve the policies as presented.

A. 03.01.01 Hours of Operation

B. 03.05.05 Free Speech Activities

C. 02.03.04 Annual Performance Plan