

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION AGENDA  
2:00pm, Tuesday, February 18, 2025  
*This meeting will be conducted at the  
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space***

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

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia	Jessi Ones
Trisha Macias	Doreen Martinez	Fredrick Quintana	

**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.

**III. REPORTS**

**A. Executive Director Report** (total estimated total time: 20 minutes)

**1. Lucero Library – Update**

UPDATE: HBM Architects will provide a report about the Lucero Library renovation project.

**B. Friends of the Library Report** (total estimated time: 5 minutes)

**C. Quarterly Foundation Report** (total estimated time: 10 minutes)

**IV. DISCUSSION ITEMS**

**1. Pueblo Urban Renewal Authority Update** (estimated time: 15 minutes)

OVERVIEW: PURA representatives will present on the Dillon Urban Renewal Area project.

**2. Board Assessment results** (estimated time: 10 minutes)

OVERVIEW: The Board of Trustees' annual self-assessment results will be discussed.

**3. E-rate Program Procurement Update** (estimated time: 10 minutes)

OVERVIEW: Thomas Defrates, Director of IT, will review this procurement process.

**4. Amendment of YMCA Agreement** (estimated time: 10 minutes)

OVERVIEW: Sherri Baca, Executive Director, will review this amendment to the agreement to operate a satellite library branch within the YMCA.

**5. 2024 Audit Engagement** (estimated time: 5 minutes)

OVERVIEW: Sherri Baca, Executive Director will provide a brief report.

**6. Library Policy Updates** (estimated time: 35 minutes)

OVERVIEW: A report from the Legislative & Governance Committee will be provided regarding the following items:

**A. Customer Service Policies & Procedures**

OVERVIEW: The listed documents reference updates to the language and provisions to the policy.

**1. Customer Conduct**

a. 03.06.05 Law Enforcement Requests for Information (new)

b. 03.06.05.P1 Law Enforcement Requests for Information Procedures (new)

- c. 03.06.04.P1 Live Video Surveillance & Archived Footage Access Procedure (new)

**2. Reference & Information Services**

- a. 03.04.02 Local History and Genealogy (revised)
- b. 03.04.02.F1 Local History and Genealogy Gift of Material and Release Form (revised)
- c. 03.04.02.F2 Local History and Genealogy Purchase Form (revised)
- d. 03.04.02.P1 Use of Local History and Genealogy Resources (revised)
- e. 03.04.02.P2 Restricted Access to Materials Pertaining to Historical Archaeological Sites in Colorado (revised)

**B. Employee Guidelines**

OVERVIEW: The listed document references updates to the language and provisions to the policy.

**1. Work Environment**

- a. 02.09.10 Library Closures & Delays (revised)
- b. 02.09.10.P1 Library Closures & Delays Procedures (new)

**C. Information Technology Policies & Procedures**

OVERVIEW: The listed document references updates to the language and provisions to the policy.

**1. Information Technology**

- a. 05.01.01 Acceptable Use of Information Technology (new)
- b. 05.01.01.G1 Acceptable Use of Information Technology Guidelines (new)

**D. Miscellaneous**

**V. ADJOURNMENT**

Estimated total meeting time: Estimated time: 2 hours

**NOTE:** The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, February 27, 2025 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.