

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, January 14, 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

Ms. Macias called the meeting to order at 2:00 p.m. and Rose Jubert conducted roll call.

Board Members Present:

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

Board Members Not Present:

- Doreen Martinez

Attorney Present:

- Bart Miller – Collins, Cole, Winn, & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Bri Reyes, Chief Financial Officer
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Thomas Defrates, Director of IT
- Kristi Roque, Manager of Rawlings Library
- Alan Rocco, Facilities Superintendent
- Kayci Barnett, Manager of Giodone Library
- Jose Beltran, IT Specialist
- Jessica Blaha, Program and Outreach Specialist – Lucero Library
- Brianne Hasui, Customer Services Representative – Pueblo West Library
- Stacy Righini, Customer Service Representative – Pueblo West Library
- Thad Stelter, Program and Outreach Specialist – Rawlings Library
- Ashley Swald, Program and Outreach Specialist – Greenhorn Valley Library
- 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. REPORTS

A. Executive Director Report

1. Library Leadership Academy Presentation

The PCCLD Leadership Academy, a mentorship program launched in 2017, which has trained 80 staff members, including 11 in 2024 was discussed. Participants shared their projects, such as database outreach, community mapping, and a human library project.

Brianne Hasui, Customer Service Representative at the Pueblo West Branch, conducted database outreach presentation to Pueblo and discussed reliable sources, library resources, and promoted PCCLD's Summer Reading Program. She gained experience in outreach, presentations, story times, and programming.

Jessica Blaha, Program and Outreach Specialist at the Lucero Library, developed an outreach strategy to promote the Google Career Certificates program. Over thirty community partners were informed about this opportunity and 295 unique learners. The project solidified her decision to work with public libraries long-term and boosted her confidence.

Ashley Swald, Program and Outreach Specialist for the Greenhorn Valley Library, partnered with UC Health Parkview Medical Center and delivered over 250 bags with books to new babies and their siblings starting the Books for Babies project. The bags also included bookmarks and instructions on how to obtain a library card. The project helped Ashley to raise her confidence.

Stacy Righini, Customer Service Representative for the Pueblo West Library, created a community mapping project for the Pueblo West Library. The project involved designing surveys and creating a Google map of vital community resources, highlighting gaps in services. Stacy's project served as a pilot for potential replication in other library branches and helped her strengthen project management and communication skills.

Thad Stelter, Program and Outreach Specialist for the Rawlings Library, created a Human Library project proposal. The Human Library concept involves people sharing their unique stories and experiences rather than reading about them in a book. The project helped Thad to grow personally and professionally, and he is now enrolled in State School of Library and Information Management (SLIM) classes at Emporia State University.

The trustees thanked and congratulated each of the speakers and emphasized the importance of the Library Leadership Academy and its role in building a pipeline of librarians and providing valuable professional development opportunities.

B. Friends of the Library Report

There was no report for this meeting

C. Quarterly Foundation Report

The next report will be provided at the February trustee work session.

IV. DISCUSSION ITEMS

1. Annual Meeting of PCCLD Board of Trustees

OVERVIEW: The Board Trustees will hold its annual meeting on January 23, 2025, with the following items for action:

A. Election of Officers

The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The officers to be elected are President and Vice President.

It was announced that the offices of president and vice president to the board will be named at the next board Meeting. Trustees were asked to consider their options and to be prepared to vote at the next meeting.

B. Selection of the 2025 Board Meeting Dates, Times, and Locations

The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board

at its annual meeting." A recommended calendar of meetings is included in the Board packet.

The board was presented with the 2025 dates, times and meeting locations for both their work sessions and regular meetings. It was noted that in the past regular board meetings were located at the various branch locations. The 2025 calendar moves the various branch meetings to the work session dates and times instead.

It was asked that the board review and approve the calendar at their next meeting.

C. Posting 2025 Board Meetings Notices

The Board of Trustees will take action at its annual meeting to designate the location of the official posting of notice of the PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

The current practice of posting board meeting notices was reviewed. It was noted that this practice has not changed from last year and was a standard annual meeting topic.

This item was move to the next board meeting for approval.

D. Affirmation of Ethics Statement

By policy, "individual members of the Board of Trustees shall annually sign the Ethics Statement adopted by the Board of Trustees." A copy of the statement will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

It was announced that the board secretary will email the ethics statement to the trustees for review and signature.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

The board committees and their members for 2024 were reviewed. Trustees were encouraged to let Mr. Quintana know if they were interested in serving on a committee or filling a vacancy in 2025.

It was asked that the board provide their answers at the next board meeting.

2. Board Assessment

OVERVIEW: The Board of Trustees' annual self-assessment was discussed.

The board assessment questions were provided. The trustees were asked to fill out the assessment and return it to the board secretary the end of February.

3. 2025 Property Disposal Request

OVERVIEW: The Board of Trustees annually make a broad determination to donate or discard weeded collection materials, which are considered to be fixed assets in aggregate, as well as dispose of miscellaneous surplus furniture and equipment. The Board of Trustees discussed the recommended 2025 Disposal of Property Request. It was recommended that the Trustees approve the 2025 Disposal of Property Request presented for the disposal of discarded collection materials as designated.

The materials for disposal were reviewed with explanations provided for each item.

This item will be put on then next agenda for approval.

4. Library Policy Updates

OVERVIEW: A report from the Legislative & Governance Committee was 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. Access to Library Services

a. 03.01.01 Hours of Operation

The posted location of emergency closings was changed to, “will be posted on the Library’s website and on social media”.

2. Access and Use of Facilities

a. 03.05.05 Free Speech Activities

This policy title was changed from Petitions and Surveys to Free Speech activities. The new verbiage topics include: Leaflets, Petitions and Surveys, Polling and Electioneering, and Right to Assemble.

b. 03.05.06.G1 Satellite Partnership Guidelines

The word “collections” in the guideline was changed to ‘libraries’. Satellite library locations were updated.

3. Customer Conduct

a. 03.06.01.P2 Parking Lot Use

Outdated verbiage in this procedure was updated and additional clarifying information was added. The use of bicycles can still be used on the property if the bicycle is for transportation purposes. The playing of any sports on library grounds is prohibited.

b. 03.06.01.P3 Camping and Overnight Parking

This policy prohibits all camping or overnight parking on library grounds.

B. Employee Guidelines

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

1. Employment Relationship

a. 02.03.04 Annual Performance Plan

b.

Verbiage changes were made to this policy regarding the determination of performance payments. The changes helped to clarify how performance payments are to be allocated.

5. Lucero Library Security Camera RFP Presentation

OVERVIEW: Thomas Defrates, Director of IT, presented on a new security camera system for the Lucero Library.

Details of the proposed new security system were presented. The proposal includes hardware, installation, and a five-year licensing agreement for cameras and sensors. There were two proposals that offered similar camera setups and licensing, but there were distinct differences in pricing, services, and included features. The board is asked to approved the lowest cost bidder who meets all of the proposed requirements.

This item will be put onto the boards next meeting agenda for approval

V. ADJOURNMENT

The meeting adjourned at 3:14pm