

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, February 27, 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
- Rose Jubert, Secretary to the Board

**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. Clark to approve the consent agenda. The Motion was approved.*

**IV. REPORTS**

**A. Executive Director Report**

Ms. Baca reported that the updated Dillon urban renewal area contract was posted to the March board packet and will be presented at the March work session.

**B. Attorney Report**

Mr. Miller had no attorney report for the meeting.

**C. Employment Changes**

OVERVIEW: The Board of Trustees was asked to ratify the January 2025 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2025 Employment Changes as contained in the Board materials.

The report was reviewed and it was reported that there was one new hire, Victor Rosario in IT and that Abigail Johnson was promoted to a part-time Customer Service Representative in the User Services department. There are various positions that HR is recruiting for with the majority of them have scheduled interviews.

*Ms. Martinez made a Motion, seconded by Ms. Ones to ratify the January 2025 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 January 2025 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the January 2025 bills and accept the January 2025 fund statements as contained in the Board materials.

Ms. Reyes provided detailed financial figures for the general fund and capital fund, including total assets, liabilities, and fund balances.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 8% spent or collected. Total personnel was at 11% due to there being three pay periods in the month of January. Several categories showed prepaid expenses but overall total expenditures were on target at 9%,

The capital fund's statement of revenues and expenditures was reviewed with only one item to report. Interest income was at 2% collected and there were no expenditures to report.

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 \$830,646.60 and P-Card transactions totaled \$20,026.88.

Expenditures for January 2025

Total Payables	\$ 930,646.60
Total Payroll (3 pay periods)	\$ 802,243.03
Total outlay for January	\$ 1,732,889.63

**V. BOARD COMMENT**

Ms. Ones praised the staff for a successful staff development day that was held on Monday, February 17, 2025. She and Ms. Clark participated in the staff awards. Ms. Ones was complimentary of administration's response to staff concerns about safety.

**VI. PUBLIC COMMENT**

There was no public comment.

**VII. OLD BUSINESS**

There was no old business to discuss.

## VIII. 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, March 18, 2025 at the Lamb Library – 2525 South Pueblo Blvd. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, March 27, 2025 at the Rawlings Library 100 E. Abriendo Ave.

### B. Discussion/Action Items

#### 1. E-rate Program Procurement

OVERVIEW: A report was presented to the Trustees at their February work session regarding program procurements in alignment with federal E-Rate grant requirements. The procurements include the management of mobile hotspot services and the acquisition of internal network connections and cabling.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the Category 1 procurement of mobile hotspot services to AT&T at a cost not to exceed \$328,000 in 36 months. Also, to authorize the Category 2 acquisition of internal network connections to CDWG at a cost not to exceed \$46,491 and to award the cabling to Istonish computer support and services at a cost not to exceed \$6,665.00. Also, to authorize the Category 1 procurement of Wide Area Network Services and Internet Services at a cost not to exceed \$133,392 (these are under continuing contracts). Trustee approval is needed as the costs exceed \$25,000.

*Ms. Clark made a Motion, seconded by Mr. DeHerrera to authorize the Category 1 procurement of mobile hotspot services to AT&T at a cost not to exceed \$328,000 in 36 months. Also, to authorize the Category 2 acquisition of internal network connections to CDWG at a cost not to exceed \$46,491 and to award the cabling to Istonish computer support and services at a cost not to exceed \$6,665.00. Also, to authorize the Category 1 procurement of Wide Area Network Services and Internet Services at a cost not to exceed \$133,392. The Motion was approved*

#### 2. YMCA Agreement

OVERVIEW: A presentation was made at the trustee work session regarding an amendment to the YMCA Agreement to operate a satellite library branch within their facility. The amendment calls for an annual 2% cost increase per year to the library district beginning now until 2030.

RECOMMENDED ACTION: That the trustees approve the amendment to the agreement beginning in 2025.

*Ms. Clark made a Motion, seconded by Ms. Ones to approve the amendment to the YMCA agreement to operate a satellite library branch within their facility beginning in 2025. The Motion was approved.*

#### 3. 2024 Audit Engagement

OVERVIEW: The Board of Trustees were presented the 2024 Audit Engagement and Tax Preparation letter for the Library District and for the Library Foundation for review.

RECOMMENDED ACTION: It is recommended that the Trustees approve the 2024 Audit Engagement & Tax Preparation for PCCLD and the Pueblo Library Foundation.

*Mr. Quintana made a Motion, seconded by Mr. DeHerrera and Ms. Martinez to approve the 2024 Audit Engagement & Tax Preparation for PCCLD and the Pueblo Library Foundation. The Motion was approved.*

#### 4. Rawlings Elevator Modernization Contract (estimated time: 15 minutes)

OVERVIEW: The Trustees reviewed recommendations for PCCLD to enter into an agreement with Schindler Elevator for the modernization of three elevators located at the Rawlings Library – 100 E Abriendo Avenue, Pueblo, Colorado

RECOMMENDED ACTION: That the Trustees approve the Executive Director to execute an agreement with Schindler Elevator for the modernization of the Rawlings Library elevators at a

cost not to exceed \$791,755 (Base Bid \$579,038; Alternates #1-4 \$113,739; the addition of 3 sump pumps \$27,000; 10% contingency \$71,978).

Ms. Ones made a Motion, seconded by Ms. Martinez and Ms. Macias to approve the Executive Director to execute an agreement with Schindler Elevator for the modernization of the Rawlings Library elevators at a cost not to exceed \$791,755 (Base Bid \$579,038; Alternates #1-4 \$113,739; the addition of 3 sump pumps \$27,000; 10% contingency \$71,978). The Motion was approved.

## **IX. ADJOURNMENT**

*Ms. Clark made a Motion to adjourn the meeting at 5:58pm. The Motion was approved.*

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

**BOARD MEETING CONSENT MINUTES**

**5:30pm, Thursday, February 27, 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 January 14, 2025 and the Library Board of Trustee meeting held on January 23, 2025 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 January 14, 2025, and January 23, 2025, 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. 03.04.02 Local History and Genealogy**
- B. 02.09.10 Library Closures**
- C. 05.01.01 Acceptable Use of Information Technology**