

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, February 18, 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 2:00 p.m. and Rose Jubert conducted roll call.

Board Members Present:

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

Board Members Not Present:

- Trisha Macias, Vice President
- Doreen Martinez

Attorney Present:

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

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Thomas Defrates, Director of IT
- Maria Kropf, Senior Accountant
- Victor Rosario, IT Specialist
- Rose Jubert, Secretary to the Board of Trustees
- Jerry Pacheco, Executive Director, Pueblo Urban Renewal Authority
- Randy Booher, Consultant, Lerch Bates

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.

Discussion Item 7. Rawlings Elevator Modernization Update was added to the agenda's discussion items. Item 2. Board Assessment Results was moved to the March board agenda.

III. REPORTS

A. Executive Director Report

1. Lucero Library – Update

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

Two representatives from HBM Architects provided an update on the Lucero Library renovation. The library is expanding to accommodate increased community demand, including a new community meeting room, improved entry into the building, and enhanced teen and children's spaces. The project is on track with construction

progressing well.

B. Friends of the Library Report

It was reported that the Friends of the Library Board is currently working on updating their bylaws to reflect current operations. They are also working on changing their fiscal year to align with the IRS and state requirements.

A new ergonomically correct cashier stand was installed in the bookstore to accompany the Square machine that was purchased a few months ago. An analysis was done to find out what days were the busiest in order to ensure adequate staff coverage. It was found that Saturday's brought in the greatest number of people but Friday afternoon was the highest sales time.

C. Quarterly Foundation Report

The Foundation's investment account for the last five years was reviewed. The account balance in 2017 was \$68,952.82 and the ending balance for 2024 was \$671,818.00.

Quarter 4 and Enterprise Zone transfers were reviewed. The money market balance totaled \$45,408.84 and the Foundation checking balance totaled \$346,889.17 for an available balance of \$392,298.01. The balance was transferred to cover Enterprise Zone gifts, quarter 4 gifts, and foundation investments.

2024 individual gifts were reviewed. There were 479 cash gifts received for a total of \$1,200,731.42. A detailed report was given for the 4th quarter, total raised in this quarter was \$484,126.21 from 225 gifts. The main source of the contribution came for grants at \$214,639.97.

There was an annual appeal sent out to donors and 87 total gifts were received for a total of \$15,944.06.

Total raised for the Capital Campaign/Building Community Together – Barkman & Lucero was \$813,418.81. There are \$1,110,00.00 in pending requests.

IV. DISCUSSION ITEMS

1. Pueblo Urban Renewal Authority Update

OVERVIEW: Jerry Pacheco, Pueblo Urban Renewal Executive Director presented on the Dillon Urban Renewal Area project.

The project is a 46-acre commercial and medical building development immediately north of state highway 47. Mr. Pacheco provided current details of the project and let the trustees know that the updated documents would be provided to the board. Further discussion will take place at the March board meeting regarding the project and its impact on the library district and the possibility of future collaboration.

2. Board Assessment results

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

This item was move to the March board agenda.

3. E-rate Program Procurement Update

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

The RFP was issued on January 17, 2025 and proposals were due on February 13, 2025. Proposals were rated and scored on six criteria by the evaluation team. Four vendors provided proposals. It was recommended that AT&T be the awarded the contract at a cost not to exceed \$328,000 in 36 months.

An RFP for proposals from experienced firms for internal network connections was issued on January 10, 2025 and proposals were due on February 4, 2025. The vendor CDGW provided the best overall pricing but did not provide a quote for cabling. Istonish provide a competitive bid for the cabling. It was recommended that both be awarded the contract for internal network connections.

4. Amendment of YMCA Agreement

OVERVIEW: Sherri Baca, Executive Director, reviewed an amendment to the agreement to operate a satellite library branch within the YMCA.

The initial contract with PCCLD and the YMCA was created in 2009. PCCLD does not pay rent for the space but does pay for utilities and labor costs associated with cleaning and maintenance of the space.

A 2% increase per year starting this year and concluding in 2030 was proposed. It was recommended that the trustees approved this increase at their next meeting.

5. 2024 Audit Engagement

OVERVIEW: Sherri Baca, Executive Director provided a report on the need for approval of both the PCCLD and the PCCLD Foundation audit engagement letters.

Ms. Baca reminded the trustees that details of both the PCCLD and PCCLD Foundation audits were provided by the audit firm of DNC at a previous board meeting. She asked that approval of a total cost of \$27,930 to conduct both audits be moved to the next meeting agenda for approval.

6. Library Policy Updates

OVERVIEW: Amy Nelson, Associate Director of Public Services, provided a report from the Legislative & Governance Committee 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)

Ms. Nelson shared that the policy aligns with the Colorado Library Records Privacy Law and the American Library Association's policy on confidentiality.

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)

Ms. Nelson presented the changes made to the policy on local history and genealogy collections, including procedures for accessing confidential information.

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)

A report was presented regarding updates to the emergency closure policy, including procedures for notifying

patrons and employees.

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)

A new Information Technology Policies and Procedures manual was created. The new IT policies and guidelines were introduced aligning with best practices and ensuring proper use of technology.

7. Rawlings Elevator Modernization Update

OVERVIEW: Randy Booher of Lerch Bates presented an update on the Rawlings Elevator Modernization.

Mr. Booher reviewed the bid report for the Rawlings Elevator Modernization project. Four bids were received and Schindler Elevator was recommended for the project, with Mr. Booher citing their overall value and a reasonable schedule.

Concern was voiced over potential issues with the jack assembly, which could incur additional costs. Mr. Booher discussed the possibility of change orders if unforeseen conditions arise during the project.

Timing of the project was discussed with Schindler proposing a start date in August and a completion date in December. Ms. Baca inquired about the flexibility of negotiating the start date, expressing a desire to start the project sooner. Mr. Booher explained that there was little to no wiggle room on the start date if the desire was to complete the project in 2025 due to the lead time for fabrication of special parts for the project.

Mr. Booher recommended going with all the alternates as they fall within the budgetary parameters. He also added that the surface-mounted sump pumps could incur additional costs as noted and that there is a need for a 10% contingency plan.

This item was moved to the next meeting agenda for approval.

V. ADJOURNMENT

The meeting was adjourned at 4:11pm