

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, April 24, 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 5:30pm and Rose Jubert conducted roll call.

Board Members Present

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

Board Members Not Present

- Fredrick Quintana, President

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Bri Reyes, Chief Financial Officer
- Terri Daly, Director of Human Resources
- Kristi Roque, Manager of Rawlings Library and Customer Experience
- 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 changes 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**

**1.2025 Annual Plan Update**

OVERVIEW: Sherri Baca, provided an update.

Ms. Baca presented the annual plan update and explained the matrix of goals and their status (completed, in progress, not started). Quarter 1 progress was highlighted, with several goals marked as completed or in progress under organizational culture, facilities and infrastructure, outreach and community engagement, financial capacity

and, best practices, strategic initiatives, operational strengths, and information technology and library systems.

Specific updates included the brand and culture initiative, the Rawlings storm water drainage issue and elevator modernization, the Pueblo West roof, as well as the Lucero Library grand opening plans and the property tax forecast for 2026.

The culture initiative and staff efforts were emphasized. Information is now available on the intranet for staff to see. A new brand is now in place so staff will be able to recognize if a flyer or email is associated with the culture initiative.

A new subcommittee of the Steering Committee under the leadership of Terri Daly has been formed and will focus on employee recognition.

Ms. Baca and Ms. Clark attended the PUC hearing and are staying on top of the Comanche three power plant closure in 2031.

The Lucero Library Grand Opening plans are being finalized with a targeted opening date expected the first week of October. Next step planning is being done on the Lamb Library space assessment project.

## **2. Pay for Performance**

OVERVIEW: Terri Daly, Director of Human Resources, provided a summary of the Pay for Performance process.

Ms. Daly presented the 2024 Pay for Performance outcomes, and explained the process and performance metrics. The goal is to reward employees for exceptional job performance within budgetary and board-approved guidelines. Performance metrics include customer service, comprehension and competency, teamwork and relationships, time management, personnel management, and planning and decision making. Library managers have additional competency categories. The pay increase chart was shared with scores ranging from a low of 2.00 to a high of 5.00. She shared that 9 employees scored at the top of the scale, and the district average was 4.0, with 55% of employees scoring 4.0 or above.

Market wage adjustments from 2019-2025 were discussed. A compensation study took place in 2019 with the first implementation in 2020 and 2021. This two-year plan cost \$170,783 to implement and salaries were increased. The next study took place in 2022 and 2023 at a total cost to implement of \$149,690. In 2024 market, minimum wage, and exempt salary adjustments were made at a cost of \$105,113. It is anticipated that a total of \$63,275 will be the cost to implement increases in 2025. The market wage adjustments made since 2019 total \$488,000. 2025 market wage increases represent the last and final phase for the 2022/2023 market wage study.

Both Ms. Baca and Ms. Daly were thanked for their commitment to staff and ensuring they were fairly compensated for the work they do.

## **B. Attorney Report**

Mr. Miller reported on Colorado House Bill 1158. The bill requires schools to terminate contracts with digital collection providers if the collection contains advertisements, promotions, or embedded links. It was meant to enhance the integrity of digital education materials in public schools. The bill did not pass.

## **C. Employment Changes**

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

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

The employment changes for March 2025 were reviewed. There were three new hires for the month, Katherine Loreda is the new Hispanic Resources Program and Outreach Specialist, Morgan Smith is the new Materials Handling person in the Experiential Learning Department, and Aspen Pounds is Greenhorn Valley library's new

Customer Service Representative. Matthew Mitchell was promoted to Customer Service Representative at Greenhorn Valley library. The library district is still recruiting for three positions to include the Branch Manager for the Greenhorn Valley library. The past manager, Linda Lewis, moved from the area.

*Ms. Ones made a Motion, seconded by Mr. DeHerrera to ratify the March 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 March 2025 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2025 bills and accept the March 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 25% spent or collected. Total revenues were at 20% collected and total expenditures were at 17% spent.

The capital fund's statement of revenues and expenditures was reviewed with total revenues at 4% collected and total expenditures at 11% spent. Collected for the month was \$12,784 in interest income. Expenses for the month were at \$321,731 spent due to building construction for the Lucero Library and Erate purchases.

The payment history report and the P-Card transaction reports were presented. A large expense was noted on the payment history report. \$188,238.67 was paid to Houston Construction for the Lucero Library renovation. The trustees were invited to review the reports and if they had questions, they could contact Ms. Reyes. Checks and electronic payments totaled \$627,700.91 and P-Card transactions totaled \$16,974.25.

#### **Expenditures for March 2025**

Total Payables	\$ 753,528.93
Total Payroll (2 pay periods)	\$ 541,943.36
Total outlay for March	\$ 1,295,472.29

*Ms. Ones made a Motion, seconded by Mr. DeHerrera to ratify the March 2025 bills and accept the March 2025 fund statements as contained in the Board materials. The Motion was approved.*

#### **V. BOARD COMMENT**

There was no board comment.

#### **VI. PUBLIC COMMENT**

There was no public comment.

#### **VII. OLD BUSINESS**

There was no old business.

#### **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, May 13, 2025 at the Giodone Library – 24655 US HWY 50 E. The time and date for

the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, May 22, 2025 at the Rawlings Library 100 E. Abriendo Ave.

## **B. Discussion/Action Items**

### **1. Pueblo West Library Roof Replacement Procurement**

OVERVIEW: A presentation was made to the Trustees regarding the contract award to a vendor, Tiley Roofing, for a full replacement of the Pueblo West Library roof at a cost not to exceed \$374,328.

RECOMMENDED ACTION: That the Trustees approve the full roof replacement at a cost not to exceed \$374,328.

*Mr. DeHerrera made a Motion, seconded by Ms. Ones to approve the full roof replacement at a cost not to exceed \$374,328. The Motion was approved.*

### **2. Facilities Use Agreement – Pueblo Housing Authority**

OVERVIEW: A presentation was made to the Trustees regarding a facility use agreement between Pueblo City County Library District and Pueblo Housing Authority.

RECOMMENDED ACTION: That the Trustees approve the agreement.

*Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the facility use agreement as presented. The Motion was approved.*

### **3. Contract Award Changes for Lucero Library Furniture Procurement**

OVERVIEW: The Trustees approved the purchase of furniture for the Lucero Library at a cost not to exceed \$167,537.65 at their March board meeting. Due to additional tariff charges and price adjustments the following vendors have increased their costs:

Contract Furnishings \$1,320.16, Indoff \$484.48, RMRM \$363.89.

The total increase amount = \$2,168.53.

RECOMMENDED ACTION: That the Board of Trustees authorize the additional purchase cost.

*Ms. Clark made a Motion, seconded by Ms. Ones to authorize the additional purchase cost as presented. The Motion was approved.*

### **4. Pueblo Library Foundation Board of Directors – Board Appointment**

OVERVIEW: The board heard a recommendation at their April work session to appoint Michelle Chostner to the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the Trustees appoint Michelle Chostner to the Library Foundation Board for a three-year term.

*Ms. Clark made a Motion, seconded by Mr. DeHerrera to appoint Michelle Chostner to the Library Foundation Board for a three-year term. The Motion was approved.*

### **5. Executive Session**

OVERVIEW: Under section 24-6-402(4)(e), Colorado Revised Statutes, the Board of Trustees will conduct an executive session for purposes of determining positions relative to matters subject to negotiation, developing strategy for negotiations, and instructing negotiators on the draft TIF Agreement with PURA for the Dillon Drive Urban Renewal Plan.

*Ms. Ones made a Motion, seconded by Ms. Clark to move into executive session at 6:28pm. The board exited executive session at 6:48pm.*

## **IX. ADJOURNMENT**

The meeting was adjourned at 6:48pm.

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

**BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, April 24, 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 March 18, 2025 and the Library Board of Trustee meeting held on March 27, 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 March 18, 2025, and March 27, 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. 03.02.07 Interlibrary Loans**

**B. 03.02.08 Copyright and Licensing Agreements**