

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, April 15, 2025  
*This meeting was conducted at the  
Library at the Y – 3200 Spaulding Avenue – Pueblo, CO***

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

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

**Board Members Present:**

- Jeffrey DeHerrera
- Iris Clark
- Jessi Ones
- Stephanie Garcia

**Board Members Not Present:**

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Doreen Martinez

**Attorney Present:**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Crystal Talley, Manager – Library at the YMCA
- Jose Beltran, IT Specialist
- Rose Jubert, Secretary to the Board of Trustees
- Dan Cupit, Profession Construction Services
- Curtis Claar, EV Trail
- Violet DeHerrera

**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 at the Y – Update**

OVERVIEW: Crystal Talley, Lamb Branch Manager, will provide an update.

Due to limited space the Library at the Y has focused its programming on children's story time programs and continue to have excellent attendance. They have since recognized a need for additional programming.

New programming has been introduced and welcomed by all genres. The YMCA Book Club started in March 2025

with the first program boasting an attendance of sixteen attendees. Beginning in May, the Lamb Library programming staff will provide a monthly adult/senior crafting session titled Creative Workshops at the YMCA. Currently, Lamb Library's Outreach Librarian is working closely with YMCA staff to collaborate on outreach events at the Y to promote the library.

Current and upcoming partnership events include:

- Healthy Kids Day – April 26, 2025
- Corporate Cup – September 6, 2025
- Halloween Extravaganza – October 31, 2025

## **2. 2026-2030 Strategic Plan Overview**

OVERVIEW: Amy Nelson, Associate Director of Public Services and Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives, provided an overview.

The new strategic planning process was explained, emphasizing the use of data and community feedback over traditional consultants. The methodology includes gathering internal and external data, with over 750 surveys completed and focus groups scheduled. The successes of the current strategic plan and the importance of adapting to community needs and trends was highlighted. The new process involves assessing past strategic plans, gathering data, and conducting focus groups to inform the new plan.

The use of Esri software to create a geographical information system for data analysis as described. An outside person will be the focus group facilitator and Otter AI will provide a raw transcript of the focus group discussions.

### **B. Friends of the Library Report**

The Friends of the Library board was praised for their governance and financial management, to include approving bylaws and budgets.

### **C. Quarterly Foundation Report**

The next report will be presented in June.

## **IV. DISCUSSION ITEMS**

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

OVERVIEW: Dan Cupit, Professional Construction Services reviewed a roof repair procurement.

Mr. Cupit presented the roofing project bid results and reviewed two options for the board to consider. The low slope, single ply, membrane roof could be recovered or completely replaced. He shared the cost for both options and recommends a full replacement with a multi-year warranty. The base bid for the complete replacement includes tearing down to the roof deck, replacing insulation, and installing a half-inch cover board. Taking into consideration the additional costs and potential issues to repair the roof make the full replacement more feasible. The total cost for the full replacement would be \$374,328. It was asked that this item be put onto the next board agenda for approval. This project does not include the blue, metal roof panels.

### **2. Electrical Vehicle Charging Station at Pueblo West**

OVERVIEW: Sherri Baca, Executive Director, and Curtis Claar, EV Trail provided a report.

A proposal was presented to upgrade the existing electrical vehicle charging station located at the Pueblo West Library. The new charger would be accessible to handicapped individuals, with modifications to meeting accessibility best standards. The board discussed the potential benefits and costs of the proposal, with a focus on community impact and long-term sustainability. More information will be provided for the board as it becomes available.

### **3. Facility Use Agreement – Pueblo Housing Authority**

OVERVIEW: Amy Nelson, Associate Director of Pueblo Services, reviewed the agreement.

The purpose of the agreement is to enable the library district to provide library services at various Pueblo Housing Authority locations as the need arises. Building a new library is not possible at this time so the library district envisions collaborating with The Pueblo Housing Authority who will provide the space for pop-up library programming or other outreach library services.

It was asked that this item be placed on the next board agenda for approval

### **4. Dillon Urban Renewal Area TIF Agreement**

OVERVIEW: Sherri Baca, Executive Director, provided an update on this project.

Ms. Baca provided a brief update on the TIF Agreement. The library district's attorney updated the board on discussions that had taken place and of minor changes that were made to the TIF agreement to include language about the potential for PCCLD to work with PURA for the development of a future library location or building construction. This item will be placed on the next board agenda for approval.

### **5. Library Policy Updates**

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

#### **A. Customer Service Policies & Procedures – Use of Materials**

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

##### **1. Interlibrary Loans**

- a. 03.02.07 Interlibrary Loans
- b. 03.02.07.F1 Interlibrary Loans Form
- c. 03.02.07.G1 Interlibrary Loans Guidelines

There were no changes to the policy and only minor changes to the form and guidelines.

##### **2. Copyright & Licensing Agreement**

- a. 03.02.08 Copyright & Licensing Agreement
- b. 03.0.08.G1 Copyright & Licensing Agreement Guidelines

There were minor changes to the policy and the guidelines were updated to reflect current practices.

Both policies (not procedures or guidelines or forms) were asked to be put onto the consent agenda for approval.

### **6. Pueblo Library Foundation Board of Directors**

OVERVIEW: Nick Potter, Executive Director of the Pueblo Foundation & Strategic Initiatives reported on filling a vacancy on the Pueblo Library Foundation Board of Directors.

Mr. Potter provided the trustees with Michelle Chostner's application for the Foundation Board, for a three-year term. He shared that Ms. Chostner is a District Court Judge and has a strong connection to the library. She would bring valuable legal and community engagement expertise to the board. It was asked that this item be placed on the next board agenda for approval.

## **V. ADJOURNMENT**

The meeting adjourned at 3:40pm