

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, May 22, 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 Rose Jubert conducted roll call.

Board Members Present

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Stephanie Garcia
- Iris Clark
- Doreen Martinez

Board Members Not Present

- Jessi Ones

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff & Guests Present:

- 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
- 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. Macias and Ms. Garcia to approve the consent agenda. The Motion was approved.

IV. REPORTS

A. Executive Director Report

The report can be found digitally online in the Board packet.

B. Attorney Report

There was no attorney report.

C. Employment Changes

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

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

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to ratify the April 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 April 2025 bills and fund statements.

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

It was reported that total assets for the general fund was \$6,180,493 and \$3,299,709 for the capital projects fund. Total liabilities for the general fund are \$630,000, slightly higher due to payables. There was a question regarding the retainage payable and it was explained that it is money that is owed to either the contractor or a subcontractor for completed work once a project is finished.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 33% spent or collected. Total revenues were at 27% collected and total expenditures were at 23% spent.

Total revenues for the capital fund were \$93,707 and total expenditures were \$335,308 for April 2025.

The payment history report and the P-Card transaction reports were presented. The trustees were invited to review the reports and if they had questions, they could contact Ms. Reyes. Checks and electronic payments totaled \$469,210 and P-Card transactions totaled \$24,088

Expenditures for April 2025

Total Payables	\$ 469,209.37
Total Payroll (2 pay periods)	\$ 552,773.53
Total outlay for April	\$ 1,021,983.10

Mr. DeHerrera made a Motion, seconded by Ms. Macias to ratify the April 2025 bills and accept the April 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, June 17, 2025 at the Rawlings Library – 100 E. Abriendo Avenue. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 26, 2025 at the Rawlings Library 100 E. Abriendo Avenue

The Audit Committee is scheduled to meet prior to the June work session at 12:30 pm - Tuesday, June 17, 2025 – Rawlings Library – Ryals Grand Event Space. Those on the committee include: Trisha Macias, Doreen Martinez, and Jessi Ones.

The Legislative and Government Committee is scheduled to meet virtually, Wednesday, June 4, 2025 from 3:30 pm – 5:00 pm. Those on the committee include: Stephanie Garcia, Trisha Macias, and Doreen Martinez.

B. Discussion/Action Items

1. **Dillon Urban Renewal Area TIF Agreement**

OVERVIEW: A presentation was made to the Trustees at their May work session regarding the updates made to the TIF agreement.

RECOMMENDED ACTION: That the Trustees approve the agreement.

Mr. Quintana made a Motion, seconded by Ms. Clark to approve the Dillon Urban Renewal Area TIF agreement. The Motion was approved.

2. **Contract Award Changes for the Rawlings Self Check**

OVERVIEW: The Trustees approved the purchase of Self Checks for the Rawlings Library at a cost of \$37,600 at a previous board meeting. The cost did not include the cost for credit card readers.

RECOMMENDED ACTION: That the Board of Trustees authorize an additional purchase cost of \$4,639 for the purchase of two credit card readers.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to authorize an additional purchase cost of \$4,639 for the purchase of two credit card readers for the Rawlings Library. The Motion was approved.

VIII. ADJOURNMENT

Mr. Quintana was part of the voting for this meeting. The meeting was adjourned at 5:48pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, May 22, 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 April 15, 2025 and the Library Board of Trustee meeting held on April 24, 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 April 15, 2025, and April 24, 2025, respectively.