

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, Tuesday, July 15, 2025
*This meeting will be conducted at the
Greenhorn Valley Library – 4801 Cibola Dr. - Colorado City, CO***

I. CALL TO ORDER AND ROLL CALL

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

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.

III. REPORTS

A. Executive Director Report (total estimated total time: 30 minutes)

1. Greenhorn Valley Library – Update (estimated time: 15 minutes)

OVERVIEW: Katherine MacLeod, Greenhorn Valley Library Branch Manager, will provide an update.

2. 2025 Annual Plan (estimated time: 15 minutes)

OVERVIEW: A 2nd quarter update will be provided.

B. Friends of the Library Report (estimated time: 5 minutes)

C. Quarterly Foundation Report (The next report will be in August 2025.)

IV. DISCUSSION ITEMS

1. Library Policy Updates (estimated time: 15 minutes)

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

A. Customer Service Policies & Procedures – Reference and Information Services

OVERVIEW: The listed documents reference updates to the language and provisions to the policy, guidelines and procedures for policy 03.04.01 Customer Information Services.

1. Customer Information Services

- a. 03.04.01 Customer Information Services – Policy (updated)
- b. 03.04.01.G1 Reference and Service Guidelines (new)
- c. 03.04.01.G2 Guidelines for Requests from Incarcerated Individuals (new)

- d. 03.04.01.P1 Colorado Talking Book Library Procedures (updated)
- e. 03.04.01.P2 Procedures for Citizen Access to PCCLD Records (CORA) (updated)

B. Customer Service Policies & Procedures – Library Programs and Public Relations

OVERVIEW: The listed documents reference updates to the language and provisions to the guidelines for policy 03.07.01 Library Programs and Events.

1. Library Programs and Events

- a. 03.07.01.G1 Program Guidelines for Staff (new)
 - b. 03.07.01.G2 Program Selection Guidelines (new)
 - c. 03.07.01.G3 Hired Program Presenter and Community Partner Guidelines (new)
 - d. 03.07.01.G4 Program Accessibility Guidelines (new)
 - e. 03.07.01.G5 Program Outcomes and Evaluation Guidelines (new)
 - f. 03.07.01.G6 Program Rules of Conduct (new)
 - g. 03.07.01.G7 Use of Video, Photography and Streaming Service Guidelines (new)
 - h. 03.07.01.G8 Visits and Tours Guidelines (new)
- Vacating procedure 03.07.01.P1.

C. Employee Guidelines – Time Off Benefits

OVERVIEW: The listed documents reference updates to the language and provisions to the policy and guidelines for policy 02.06.06 Colorado Paid Family and Medical Leave.

1. Colorado Paid Family and Medical Leave

- a. 02.06.06 Colorado Paid Family and Medical Leave – Policy (new)
- b. 02.06.06.G1 Colorado Paid Family Leave Guidelines (new)

2. Holidays

- a. 02.06.01 Holidays – Policy (updated)

2. RFP Procurement Update – Barkman Library and Lucero Library (estimated time: 10 minutes)

OVERVIEW: An update will be given.

3. IT Erate Procurement (estimated time: 20 minutes)

OVERVIEW: An update will be given.

V. ADJOURNMENT - Estimated total meeting time 1 hour and 20 minutes.

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, July 24, 2025 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.