

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, June 26, 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 5:33 pm and Rose Jubert conducted roll call. Mr. Quintana noted that there was a quorum presented. He shared that his vote would constitute part of that quorum, so he would be voting.

Board Members Present

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

Board Members Not Present

- Doreen Martinez
- Trisha Macias, Vice President
- Stephanie Garcia

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
- Kristi Roque, Manager Rawlings Library and Customer Experience
- Javier Razo, Lead IT Help Desk
- Violet DeHerrera
- 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. Clark to approve the consent agenda. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Sherri Baca shared that the Executive Director Report is located in the trustee board packet. She noted that it is a very busy time of the year due to the summer reading program. She invited the trustees to attend the staff appreciation employee picnic on Friday, July 18, 2025.

B. Attorney Report

Mr. Miller reported that he would be speaking to the trustees later in the meeting and that he did not have a separate report.

C. Employment Changes

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

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

Mr. Quintana made Motion, seconded by Ms. Ones to ratify the May 2025 Employment Changes as contained in the Board materials. The Motion was approved.

It was reported that Katherine MacLeod was named as the new branch manager for the Greenhorn Valley Library. Her previous position as the assistant branch manager for Greenhorn Valley Library is open and recruitment has started for her replacement. There are two facility specialist positions that are also open.

D. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer, reviewed a report on the May 2025 bills and fund statements.

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

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

It was reported that total assets for the general fund was \$7,083,587 and \$5,365,301 for the capital projects fund. Total liabilities for the general fund are \$268,023.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 42% spent or collected. Total revenues were at 49% collected and total expenditures were at 28% spent.

Total revenues for the capital fund were at 42% collected and total expenditures were at 20% spent for May 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 \$867,425.45 and P-Card transactions totaled \$15,644.15.

Expenditures for May 2025

Total Payables	\$ 867,425.45
Total Payroll (2 pay periods)	\$ 535,282.26
Total outlay for May	\$ 1,402,707.71

V. BOARD COMMENT

Ms. Clark suggested that the library begin to start thinking of itself as an intellectual fitness center. She felt that this phrase best describes PCCLD's contribution to the community.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business to discuss.

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, July 15, 2025 at the Greenhorn Valley Library – 4801 Cibola Drive, Colorado City. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 24, 2025 at the Rawlings Library 100 E. Abriendo Avenue

The Legislative and Government Committee is scheduled to meet virtually, Wednesday, July 2, 2025 from 3:30pm – 5:00pm. Those on the committee include: Stephanie Garcia, Trisha Macias, and Doreen Martinez. This meeting was rescheduled from June 4, 2025.

B. Discussion/Action Items

1. **2024 Audit & Annual Comprehensive Financial Report (ACFR)**

OVERVIEW: The Trustees reviewed the PCCLD 2024 financial audit as presented by DMC Auditing at the work session on June 17, 2025.

RECOMMENDED ACTION: That the Trustees accept the audit report and ACFR for filing as presented.

Congratulations was giving to Bri Reyes, CFO and the finance team for the wonderful job they did on the audit.

It was reported that the only change to the audit was the addition of the statistical report.

Mr. Quintana made a Motion, seconded by Ms. Clark to accept the audit report and ACFR for filing as presented. The Motion was approved.

2. Intergovernmental Agreement (IGA) for operation of PCCLD

OVERVIEW: The IGA was presented at the Trustee's June work session.

RECOMMEDED ACTION: That the Trustees accept the IGA as presented.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to accept the IGA as presented. The Motion was approved.

IX. ADJOURNMENT

The meeting adjourned at 5:55pm.

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, June 26, 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 May 13, 2025 and the Library Board of Trustee meeting held on May 22, 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 May 13, 2025, and May 22, 2025, respectively.