

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, July 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:

Mr. Quintana called the meeting to order at 5:30 pm and Rose Jubert conducted roll call.

Board Members Present

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

Board Members Not Present

- Jessi Ones

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Kristi Roque, Manager Rawlings Library and Customer Experience
- Terri Daly, Director of HR
- Josh Vicknair, Systems Engineer
- 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.

It was requested that public comment be moved to item three of the agenda. The request was approved.

III. PUBLIC COMMENT

The following individuals commented at the meeting:

David Fletcher
Tommy Farrell
John Mark Hild

The individuals thanked the library district for their stand on an issue involving a Pueblo city councilman. Each shared their experiences with the library, emphasizing its role as a judgment-free space for LGBTQ+ individuals. Highlighted was the library district's importance in fostering a sense of belonging and promoting inclusivity. Also discussed was the library's role in making information accessible and the importance of diversity in library collections. The library staff was thanked for providing a safe space for its patrons.

IV. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

Mr. DeHerrera made a Motion, seconded by Ms. Macias to approve the consent agenda. The Motion was approved.

V. REPORTS

A. Executive Director Report

1. Pueblo Library Café Update

A detailed report on the library café's operations including financials and operational updates was provided. The contract with the café vendor and the café's business model were reviewed.

The café has had over 25,000 transactions and has been busier. A detailed financial breakdown, showing the café's revenue, direct costs, and revenue sharing was provided. The café's operating costs are being covered by the library district, with the goal of achieving a net-neutral financial impact to the library district by the end of the third year.

2. New Employee Recognition Program

An update on the new employee recognition program, which includes categories for leadership in action, quiet hero and above and beyond was presented. The new program also includes a manager appreciation box that they can tailor to their department's likes for just-in-time staff recognition.

The new program will offer an online platform for staff to select their awards which will offer gift cards and a variety of options. The effort is part of the district's overall workplace culture enhancement project.

B. Attorney Report

Mr. Miller shared that there was nothing to report, everything is on track.

C. Employment Changes

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

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

The June 2025 Employment Changes were reviewed. Katherine McCleod was selected as the new branch manager for the Greenhorn Valley Library. Yvonne Harris has been rehired and will be employed at the Lucero Library as a customer service representative. There were two new hires, Robert Allett in the Facilities Department and Danielle Smith at the Lucero Library. Two employees retired, Martin Newman, Customer Service Representative and Darlene Sherwood, Purchasing Specialist.

Ms. Macias made a Motion, seconded by Mr. DeHerrera to ratify the June 2025 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

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

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

The June 2025 combined balance sheet was reviewed. It was reported that total assets for the general fund was \$6,889,109 and \$4,653,562 for the capital projects fund. Total liabilities for the general fund totaled \$10,831 and the fund equity total was \$6,878,278.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 50% spent or collected. Total revenues were at 54% collected and total expenditures were at 33% spent.

Total revenues for the capital fund were at 73% collected and total expenditures were at 28% spent for June 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 \$1,415,239.09 there were questions regarding a few purchases and Ms. Reyes answered them. P-Card transactions totaled \$17,960.45.

Expenditures for June 2025

Total Payables	\$ 1,415,239.08
Total Payroll (2 pay periods)	\$ 531,874.59
Total outlay for June	\$ 1,947,113.67

VI. BOARD COMMENT

Board members expressed gratitude to the library staff and the community for their support.

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, August 19, 2025 at the Pueblo West Library – 298 S. Joe Martinez Blvd. – Pueblo West. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, August 28, 2025 at the Rawlings Library

100 E. Abriendo Avenue

2. The Legislative and Government Committee is scheduled to meet virtually, Wednesday, August 6, 2025 from 3:30pm – 5:00pm. Those on the committee include: Stephanie Garcia, Trisha Macias, and Doreen Martinez.

B. Discussion/Action Items

1. IT Erate Procurement

OVERVIEW: A presentation was made to the Trustees regarding the selection of a vendor, Highpoint, for the installation of an endpoint and server antivirus.

RECOMMENDED ACTION: That the Trustees approve the vendor selection and the installation at a cost not to exceed \$35,519.00 over a three-year period.

Ms. Martinez made a Motion, seconded by Ms. Clark to approve the vendor, Highpoint, and the installation at a cost not to exceed \$35,519.00 over a three-year period. The Motion was approved.

2. Pueblo Library Foundation Board of Directors – Board Appointment

OVERVIEW: The board heard a recommendation at their July work session to appoint Laura Solano to the Pueblo Library Foundation Board of Directors.

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

Ms. Martinez made a Motion, seconded by Ms. Clark to appoint Ms. Laura Solano to the Library Foundation Board for a three-year term.

IX. ADJOURNMENT

Mr. DeHerrera made a Motion to adjourn the meeting at 6:43pm. The Motion was approved.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, July 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 June 17, 2025 and the Library Board of Trustee meeting held on June 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 June 17, 2025, and June 24, 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. 02.06.01 Holidays

B. 02.06.06 Colorado Paid Family and Medical Leave

C. 03.04.01 Customer Information Services