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

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present:
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Iris Clark
- Jessi Ones
- Doreen Martinez
- Stephanie Garcia

Board Members Not Present:
- Fredrick Quintana, President

Attorney Present:
- Bart Miller – 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
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Katherine MacLeod – Greenhorn Valley Library Manager
- Thomas Defrates, Director of IT
- Josh Vicknair, Systems Engineer
- Javier Razo, Lead IT Help Desk
- Rose Jubert, Secretary to the Board of Trustees

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.

An additional item was added to the reports. Item 4. Pueblo Library Foundation board appointment.

III. REPORTS

A. Executive Director Report

1. Greenhorn Valley Library – Update
OVERVIEW: Katherine MacLeod, Greenhorn Valley Library Branch Manager, provided an update.

Katherine discussed recent staff changes at the branch, including the addition of two new customer service staff members, Matt Mitchell and Aspen Pounds. She was recently named the new manager of the branch.

Also discussed were changes to the library to include the replacement of old lighting, the installation of a new large screen TV on the history wall, and the branch has implemented an anonymous feedback system for staff.

The library has been active with the summer reading program, art programs, and various community collaborations, including a booth at the Greenhorn Valley Day event.

2. 2025 Annual Plan
OVERVIEW: A 2nd quarter update was provided.

The 2025 annual plan was highlighted. It was noted that all goals were in progress or completed.

The culture committee has been active, focusing on brand, culture change management, communications protocols, and emergency preparedness.

Customer service, technology, and library IQ software updates were discussed, with a focus on expanding tech programming and outreach.

B.   Friends of the Library Report

The Friends group does not meet in June or July. Upcoming bookstore sales and contest information was provided. These events will take place when the school year starts. A full report will be provided after the August meeting.

C.   Quarterly Foundation Report

The next quarterly report will take place in August.

IV.   DISCUSSION ITEMS

1. Library Policy Updates
OVERVIEW: A report from the Legislative & Governance Committee was 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)

Customer Information Services Policy updates were presented, including changes to reference services, document delivery, and fee-based services. The Reference Services Guidelines and procedures for reference requests from incarcerated individuals were also discussed. The Citizen's Access to PCCLD records are now updated to reflect current practices.

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.

The Library Programs and Events guidelines were discussed in detail and included guidelines for programming selection and evaluation.

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)

The new Colorado Paid Family and Medical Leave Policy was discussed, which provides additional time off benefits for employees. The policy outlines the history, eligibility requirements, premium contributions, and use of paid leave. It was noted that employees are not required to use their accrued paid leave, unlike with FMLA.

2. RFP Procurement Update – Barkman Library and Lucero Library
OVERVIEW: An update was provided.

A recommendation for a request for proposal (RFP) for new security gates an RFID pad reader for the Barkman and Lucero libraries was presented. The RFP committee evaluated proposals based on functionality, cost, user experience, service support, and vendor experience. Bibliotheca was selected as the vendor, with a total cost not to exceed $23,821 for hardware and RFIP pad readers. The new gates will improve security and accuracy for gate counts and loss prevention.

Per policy, board approval was not needed. The update was provide for informational purposes only.

3. **IT Erate Procurement**
    <u>OVERVIEW:</u> An update was provided on the Erate procurement for cybersecurity.

Discussed was the Erate procurement for a new antivirus solution, including endpoint devices and server-side protection.

The RFP was issued, and eleven vendors responded, with High Point being the top scorer. The total cost over three years is not to exceed $35,519, with E-Rate covering 80% of the cost.

This item was moved to the next board meeting agenda for approval.

4. **Library Foundation Board Appointment**
    <u>OVERVIEW</u>: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives presented on an appointment to the Pueblo Library Foundation Board of Directors.

Laura Solano was presented as a potential new member for the Pueblo Library Foundation Board. Ms. Solano has extensive experience in local government, education, and community advocacy, making her a valuable addition to the board.

The recommendation to approve Ms. Solano's appointment will be brought to the next board meeting agenda.

V.   ADJOURNMENT

The meeting was adjourned at 3:14pm.