

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION AGENDA  
2:00pm, Tuesday, August 19, 2025  
*This meeting will be conducted at the  
Pueblo West Library – 298 S. Joe Martinez – Pueblo West, 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: 15 minutes)

**1. Pueblo West Library – Update** (estimated time: 15 minutes)

OVERVIEW: Heather Wilder, Pueblo West Library Manager, will provide an update.

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

**C. Quarterly Foundation Report** (estimated time: 10 minutes)

OVERVIEW: Nick Potter, Executive Director for the Library Foundation and Strategic Initiatives will provide the quarterly report for the Library Foundation.

**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. Financial Management Policies and Procedures**

OVERVIEW: The listed documents reference updates to the language and provisions to library finance policies

**1. Financial Management**

- a. 04.01.04 Expense Reimbursement and Travel – Policy (updated)

**B. Customer Service Policies & Procedures**

OVERVIEW: The listed documents reference updates to the language and provisions to library customer service policies.

1. **Customer Conduct**
  - a. 03.06.05 Law Enforcement Requests for Patron and Staff Information – Policy (updated)
2. **Use of Materials**
  - a. 03.02.02 Confidentiality of Customer Records – Policy (updated)
  - b. 03.02.03 Personal Identifying Information – Policy (updated)

**C. Employee Guidelines**

OVERVIEW: The listed documents reference updates to the language and provisions to the employee guidelines policies.

1. **Employment Practices**
  - a. 02.02.01 – EEO - Policy (updated)
  - b. 02.02.02 – Anti Harassment – Policy (updated)
2. **Scheduling/Pay Practices**
  - a. 02.05.06 – Timekeeping – Policy (updated)
3. **Work Environment**
  - a. 02.09.01 – Safety & Security/Work Related Injuries & Illnesses – Policy (updated)
  - b. 02.09.11 – Visitors in the Workplace – Policy (updated)

**2. Asset Disposal** (estimated time: 10 minutes)

OVERVIEW: A report and recommendation regarding disposition of surplus assets will be presented.

**3. Erate RFP Procurement Update** (estimated time: 15 minutes)

OVERVIEW: Thomas Defrates, Director of IT, will review this procurement process.

**4. Colorado Special Districts Property & Liability Pool Board Appointment** (estimated time: 5 minutes)

OVERVIEW: Reappointment of Sherri Baca as a board member for a new 2-year term will be discussed.

**5. Intergovernmental Agreement – 2025 November Coordinated Election** (estimated time: 10 minutes)

OVERVIEW: This agreement will be reviewed.

**V. ADJOURNMENT** - Estimated total meeting time: 1 hour and 15 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, August 28, 2025 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.