

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, August 28, 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.

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

Board Members Not Present

- Doreen Martinez

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Thomas Defrates, Director of Information Technology
- Javier Razo, Lead IT Help Desk
- Emily Miller, NDM Law
- 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. EXECUTIVE SESSION

OVERVIEW: The Board of Trustees will conduct an executive session pursuant to section 24-6-402(4)(b), Colorado Revised Statutes, for a conference with PCCLD's attorneys to receive legal advice on specific legal questions relating to the status of the Rawlings Library parking lot drainage matter.

Ms. Macias made a Motion, seconded by Mr. Deherrera to move into executive session at 5:34 p.m.

The board exited executive session at 6:20 p.m. with no action required.

V. REPORTS

A. Executive Director Report

Sherri Baca shared that the Executive Director Report is available on the website.

B. Attorney Report

C. Employment Changes

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

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

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

The report contained both information from June and July due to a previous consolidated report. Two people were rehired as Books in the Park seasonal assistants. Greyson Wolfe was promoted to a part time Security Office for the Lucero Library. Katherine MacLeod was promoted to Branch Manager for the Greenhorn Valley Library.

There are five positions that HR is recruiting for.

D. Financial Report

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

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

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

It was reported that total assets for the general fund was \$9,241,523 and \$3,969,019 for the capital projects fund. Total liabilities for the general fund are \$203,907.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 58% spent or collected. Total revenues were at 72% collected and total expenditures were at 28% spent.

Total revenues for the capital fund were at 42% collected and total expenditures were at 40% spent for July 2025. This was great news!

The Capital Fund Statement of Revenues and Expenditures was reviewed and in great shape. Total revenues for the month were at 77% collect and total expenditures were at 39% spent.

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 \$1,035,845.84 and P-Card transactions totaled \$20,908.39.

Expenditures for July 2025

Total Payables	\$ 1,035,845.84
Total Payroll (3 pay periods)	\$ 815,339.37
Total outlay for July	\$1,851,185.21

VI. BOARD COMMENT

Mr. Quintana announced that he was nominated and elected to the Special Districts Association Board for Colorado.

VII. PUBLIC COMMENT

There was no public comment.

VIII. OLD BUSINESS

There was no old business to discuss.

IX. 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, September 16, 2025 at the Barkman Library – 1300 Jerry Murphy Road. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, September 25, 2025 at the Rawlings Library 100 E. Abriendo Avenue

B. Discussion/Action Items

1. Asset Disposal

OVERVIEW: A presentation was made to the Trustees regarding the disposal of IT equipment.

RECOMMENDED ACTION: That the Trustees approve the request.

Ms. Ones made a Motion, seconded by Ms. Ones to approved the asset disposal. The Motion was approved.

2. Erate RFP Procurement

OVERVIEW: The board heard a recommendation at their July work session to award Sanity Solutions the contract for the Intrusion Detection Systems (IDS) at a cost not to exceed \$128, 645.

RECOMMENDED ACTION: That the Trustees award the contract as discussed.

Mr. DeHerrera made a Motion, seconded by Mr. Quintana to award Sanity Solutions the contract for Intrusion Detection Systems (IDS) at a cost not to exceed. \$128,645. The Motion was approved.

3. Colorado Special Districts Property & Liability Pool Board Appointment

OVERVIEW: A presentation was made to the Trustees regarding the reappointment of Sherri Baca for another 2-year term.

RECOMMENDED ACTION: That the Trustees approve the reappointment.

Mr. Quintana made a Motion, seconded by Ms. Ones to approve the reappointment of Sherri Baca for another 2-year term to the Colorado Special Districts Property and Liability Pool Board. The Motion was approved.

4. Intergovernmental Agreement – 2025 November Coordinated Election

OVERVIEW: A presentation was made to the Trustees regarding the approval of an agreement with the Pueblo County Clerk and Recorder's office.

RECOMMENDED ACTION: That the Trustees approve the agreement.

It was requested to table this time until the amended agreement is received.

X. ADJOURNMENT

Ms. Macias made a Motion to adjourn the meeting at 6:42pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, August 28, 2025

This meeting will be 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 July 15, 2025 and the Library Board of Trustee meeting held on July 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 July 15, 2025, and July 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. 02.02.01 EEO**
- B. 02.02.01.01 ADA and Religious Accommodation**
- C. 02.02.01.03 EEO Harassment**
- D. 02.02.01.04 Sexual Harassment**
- E. 02.02.01.05 Reporting Harassment**
- F. 02.05.06 Timekeeping**
- G. 02.09.01 Safety & Security/Work Related Injuries & Illnesses**
- H. 02.09.11 Visitors in the Workplace**
- I. 03.05.05 Law Enforcement Requests for Patron and Staff Information**
- J. 03.02.02 Confidentiality of Customer Records**
- K. 03.02.03 Personal Identifying Information**
- L. 04.01.04 Expense Reimbursement and Travel**