PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, August 19, 2025
This meeting was conducted at the
Pueblo West Library – 298 S. Joe Martinez – Pueblo West, CO

I. CALL TO ORDER AND ROLL CALL

Board Members Present:
- Fredrick Quintana, President
- Iris Clark
- Jessi Ones
- Stephanie Garcia

Board Members Not Present:
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Doreen Martinez

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
- Thomas Defrates, Director of IT
- Heather Wilder, Pueblo West Library Manager
- 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.

There were no corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

1. Pueblo West Library – Update

<u>OVERVIEW:</u> Heather Wilder, Pueblo West Library Manager, provided an update.

Ms. Wilder highlighted the creation of ten new programs at Pueblo West, including outreach to the Boys and Girls Club, sensory storytime, Tween hangout, Nerf tag & Roblox Lock-in, and Yarn Hoarders

Anonymous Crochet Club.

The adult librarian collaborated with K2 Gallery Arts owner Kim Townsend to teach a series of art classes, which were well-received and may be repeated next year.

The new group, Yarn Hoarders Anonymous, which saw steady attendance grow. Their creations were displayed at a local exhibit.

Building and grounds updates were provided. During the library roof repair, the library was closed for three weeks due to roofing glue fumes. A temporary, limited services location at the Minnequa Credit Union was opened to serve patrons during the closure.

Ms. Wilder discussed the creation and success of native pollinator garden boxes. Also discussed was how the children's area was refreshed.

The library hosted two community events that were a great success. Those were the visit from Santa during Christmas time and the Halloween trunk or treat event. Both events had increased attendance.

Thanks, were given to Ms. Wilder and the entire Pueblo West Library staff. Community member Nathan Cape and the Minnequa Works Credit Union team were thanked for being so welcoming when PCCLD was looking for a temporary location.

Ms. Baca provided an update on other projects, including the Lucero Library renovation project, which is on schedule and under budget. The elevator project at Rawlings Library is progressing slowly. The summer reading program has come to an end and staff did a stellar job.

B. Friends of the Library Report

The Friends of the Library group met today after a summer break. $9,375 was approved for program grants. In the May meeting $27,000 was transferred from Books Again bookstore over to the Friends of the Library. A check was then written over to PCCLD a $45,000 check. $35,000 of that was for the Friends Bridge that was constructed at the Barkman library during the renovation project. $10,000 of that was for the All Pueblo Reads program. Another $20,000 was transferred from the bookstore over to the Friends and they have a very healthy fund balance of about $46,000. The bookstore is doing great and providing great funding for the Friends of the Library as well as the library district.

A volunteer appreciation lunch was held with 60 attendees and highlighted the bookstore's reliance on volunteer time.

C. Quarterly Foundation Report

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

Mr. Potter reported on the Foundation's quarter two meeting, including a 2025 audit report presentation with an unmodified opinion, the approval of a credit card processing policy, and the appointment of Laura Solano to the Finance and Investment Committee.

IV. DISCUSSION ITEMS

1. Library Policy Updates

OVERVIEW: A report from the Legislative & Governance Committee was 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)

An update was provided on the expense reimbursement and travel policy, emphasizing budgetary considerations, travel authorization, and clear definitions for travel expenses.

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)

Updates to customer conduct policies, including law enforcement requests for patron and staff information, confidentiality of customer records, and personal identifying information.

C. Employee Guidelines

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

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)

Updates on employee guidelines, including equal employment opportunity, anti-harassment, timekeeping, work environment, and visitors in the workplace.

2. Asset Disposal

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

The asset disposal report was presented, detailing the request to dispose of IT equipment through an E-waste vendor. The equipment being disposed of includes outdated computers, printers, and other devices, which will be recycled and this will clear the fixed asset listing for the library district.

It was asked that this item be moved to the next agenda for approval.

3. **Erate RFP Procurement Update**
   OVERVIEW: Thomas Defrates, Director of IT, reviewed the procurement process.

Mr. Defrates provided an update on the E-Rate RFP procurement process, including the selection of vendors for antivirus, a district-wide email security platform, and intrusion detection systems.

The board acknowledged the selection for the email security, which came in under budget at $22,873.35. This does not need board approval per policy.

Thomas explained the importance of these cybersecurity measures for protecting the library's network and data. The board discussed the need for proactive measures to prevent cybersecurity threats and the importance of maintaining up-to-date security systems.

The next procurement reviewed was for Intrusion Detection System for $128, 645 over three years provided by Sanity Solutions.

It was asked that this item be moved to the next agenda for approval.

4. **Colorado Special Districts Property & Liability Pool Board Appointment**
   OVERVIEW: Reappointment of Sherri Baca as a board member for a new two-year term was discussed.

The board discussed the reappointment of Sherri Baca as a board member for a new two-year term. Ms. Baca expressed her willingness to continue serving on the board.

It was recommended that this item be moved to the next agenda for board approval.

5. **Intergovernmental Agreement – 2025 November Coordinated Election**
   OVERVIEW: This agreement was reviewed.

The intergovernmental agreement (IGA) between PCCLD and the Pueblo County Clerk and Recorder's office for the November 2025 coordinated election was discussed.

The agreement establishes the parameters for using the Rawlings Library as a polling location and provides access to the library's network for election purposes. Discussed was the importance of securing the polling location and ensuring that the library's network is not compromised. The conversation also included the costs associated with providing additional security hours and the need for a multi-year IGA to streamline future election coordination.

It was recommended that this item be moved to the next agenda for board approval.

V. ADJOURNMENT

The meeting was adjourned at 3.27p.m.