PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, October 23, 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
- Jeffrey DeHerrera
- Iris Clark
- Doreen Martinez
- Jessi Ones

Board Members Not Present

- Stephanie Garcia

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Kristi Roque, Manager of Rawlings Library & Customer Experience
- Javier Razo, Lead IT Help Desk
- 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.

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

IV. REPORTS

A. Executive Director Report

Ms. Baca shares that there is a written report available on the PCCLD website for review.

She mentioned that the Rawlings Library elevator modernization project is set to start on Monday, October 27, 2025 with the staff elevator renovation taking place first, followed by the main elevators in December.

She noted the arrival of highlighted author Brendan Slocum in Pueblo and upcoming events related to All Pueblo Reads.

B. Attorney Report

There were no new updates to report.

C. Employment Changes

OVERVIEW: The Board of Trustees is asked to ratify the September 2025 Employment Changes as presented by the Executive Director.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the September 2025 Employment Changes as contained in the Board materials.

The report details one new hire, Nicholas Naranjo, Customer Service Representative at Barkman Library.

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

D. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer, reviewed a report on the September 2025 bills and fund statements.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the September 2025 bills and accept the September 2025 fund statements as contained in the Board materials.

Ms. Reyes provided financial reports for the general fund, capital projects fund, and combined balance sheet.

The combined balance sheet was reviewed. She reported that the general fund assets were in good shaped totaling $8,227,552. There was a bit larger than normal balance in the accounts payable line item and the capital project expenses payable due to timing. Those will clear out next month.

The statement of revenues and expenditures was presenting with lines items at this point of the year the library district should be at 75% spent or collected.

In the General Fund, total revenues collected were at 76%. Property tax revenue was at 97% collected.

Total expenditures were at 49% spent. Personnel expenditures were at 71% spent and operating expenditures were at 73% spent.

The Capital Fund's financial activities were reviewed.

Total revenues were at 56% collected and total expenditures were at 62% 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 $1,045,773.86 and P-Card transactions totaled $19,713.90.

Expenditures for September 2025

Total Payables	$1,045,773.86
Total Payroll (2 pay periods)	$ 516,520.87
Total outlay for September	$1,562,294.73

V. BOARD COMMENT

There was no board comment.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

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., Wednesday, November 12, 2025 at the Rawlings Library, 100 E. Abriendo Avenue. Please note the change in meeting date due to the closure of the library branches on Tuesday, November 11, 2025 in honor of Veteran's Day.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, November 20, 2025 at the Rawlings Library 100 E. Abriendo Avenue.

B. Discussion/Action Items

1. 2026 Employee Benefits Renewal
OVERVIEW: A proposed benefit package commencing January 1, 2026 and ending December 31, 2026, was reviewed at the work session on October 14, 2025. This requires Board action as the contract exceeds $25,000
RECOMMENDED ACTION: That the Board of Trustees take action on the 2026 recommended employee health benefit package at a cost not to exceed $1,043,338.

Mr. DeHerrera made Motion, seconded by Ms. Clark to accept the recommended 2026 employee health benefit package commencing January 1, 2026 and ending December 31, 2026 at a cost not to exceed $1,043,338. The Motion was approved.

2. **Strategic Plan Update**
   OVERVIEW: The 2026-2030 Strategic Plan was presented to the trustees at their October 14, 2025 work session.
   RECOMMEDED ACTION: That the Trustees accept the Future Ready Together PCCLD Strategic Plan 2026-2030 as presented.

A Motion was made and seconded to accept the strategic plan as presented. A comment was made suggesting clarification of some of the language in the document, which was agreed upon by the board. It was suggested that the final document with clarified wording be brought back to the board at their next meeting for approval.

3. **Pueblo Library Foundation Board of Directors board appointment**
   OVERVIEW: The board heard a recommendation at their October work session to appoint Kristyn White Davis to the Pueblo Library Foundation Board of Directors.
   RECOMMENDED ACTION: That the Trustees appoint Kristyn White Davis to the Library Foundation Board for a three-year term.

Ms. Macias made a Motion, seconded by Ms. Clark to appoint Kristyn White Davie to the Library Foundation Board for a three-year term. The Motion was approved.

IX. ADJOURNMENT

Mr. DeHerrera Motioned to adjourn the meeting at 5:53pm. The Motion was approved

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING CONSENT AGENDA
5:30pm, Thursday, October 23, 2025
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1. **Approval of Minutes**
   OVERVIEW: Minutes of the Library Board of Trustee work session and special meeting held on September 16, 2025, and the Library Board of Trustee meeting held on September 25, 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 September 16, 2025, and September 25, 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. 02.02.13 Library Committees
   B. 02.05.01 Work Schedules
   C. 03.01.02 Internet Access and Wireless Use
   D. 05.02.01 Asset Management