

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, October 14, 2025
*This meeting was conducted at the
Lucero Library – 1315 E. 7th Street – Pueblo, CO***

I. CALL TO ORDER AND ROLL CALL

Board Members Present:

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

Board Members Not Present:

- 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
- Bri Reyes, Chief Financial Officer
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Thomas Defrates, Director of IT
- Alan Rocco, Superintendent of Facilities
- Jerry Vigil, Lucero Library Manager
- Victor Rosario, IT Help Desk
- Rose Jubert, Secretary to the Board of Trustees
- Alexandria Romero, Finance Compliance Consultant

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 not corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

1. Lucero Library – Update

OVERVIEW: Jerry Vigil, Lucero Library Manager, provided an update.

An updated on the Lucero Library, highlighting the community's positive response to the new service hours and added programming. The public's return to the library has been remarkable, with many children visiting after school and area families attending the ribbon cutting ceremony.

The library has seen increased community involvement with various events and partnerships. The library's new spaces and renovations have been well received.

2. Q3 2025 Annual Plan Update

OVERVIEW: Sherri Baca, Executive Director, provided an update.

Ms. Baca presented the third quarter annual plan update, highlighting the progress made on various goals, such as culture and diversity initiatives, customer service improvements, and emergency preparedness.

The change management work group has been established, and communications protocols are being reviewed with an improvement plan being created.

The library is working on creating an indigenous knowledge work center and providing neurodivergent training for staff. The communication tools inventory is being analyzed, and an improvement plan is being developed. Emergency preparedness plans are being updated, and new incident reporting software, Case IQ is being implemented.

B. Friends of the Library Report

Mr. Potter provided an update on the Books Again bookstore, mentioning their recent successful book sale and rebranding efforts, which have increased revenue and modernized the bookstore. \$20,000 was transferred from the Friends of the Library to the library to support various initiatives, including naming rights at both the Lucero Library and the Barkman Library.

The Friends of the Library continue to sponsor ongoing programs, such as the Book Lovers Ball. They also continue to provide scholarships for staff who are acquiring their master's degree in library science.

C. Quarterly Foundation Report

The next report will be provided at the December trustee work session.

IV. DISCUSSION ITEMS

1. 2026 Employee Benefits Renewal

OVERVIEW: The current Employee Health Benefit Package ends on December 31, 2025. Terri Daly, Director of Human Resources and Dave Vecchio with Benefits Brokers presented a proposed benefit package, commencing January 1, 2026 and ending December 31, 2026, for discussion.

Mr. Vecchio presented the 2026 employee benefits renewals, highlighting the increase in claims utilization and the impact of national healthcare trends on PCCLD's plan.

PCCLD's healthcare sector group has provided significant savings compared to the fully insured market, but this year's renewal is the highest in the last 13 years.

The library district is introducing two new plan options, including the two Kaiser plans, to provide variety

and affordability for employees. There will be employee cost increases for premiums ranging from 4.8% to 11.2% depending on the plan chosen, and the library district will pick up 13.2% of the cost increase.

The total budget impact on the library district is estimated to be an additional \$68,000, with the district absorbing a significant portion of the cost increase.

2. 2026 Preliminary Budget

OVERVIEW: Bri Reyes, Chief Financial Officer, discussed the preliminary 2026 PCCLD Budget, which is officially presented for public inspection. A public hearing on the proposed budget will take place at the November Trustees' meeting. The Trustees will be asked to adopt the 2026 budget, set the mill levy, and appropriate sums of money for the 2026 budget in December.

Ms. Reyes presented the preliminary 2026 PCCLD budget, highlighting key points such as the mill levy calculation, revenue and expenditure projections, and the impact of the new 10.5% revenue cap.

The budget includes a transfer of \$1.4 million to the capital fund, with \$1 million going to the master facility plan and \$400,000 going to the library replacement plan.

The 10.5% revenue cap is expected to reduce property tax revenue by \$1.3 million. The library district is considering going back to the voters to override the cap, as allowed by House Bill 24B-1001. There are plans for an educational campaign to inform the community about the impact of the library district and the return on the investment made in public libraries.

3. Strategic Plan Update

OVERVIEW: Amy Nelson, Associate Director of Public Services and Nick Potter, Executive Director of the Pueblo Foundation & Strategic Initiatives provided an update on the Strategic Plan.

Mr. Potter and Ms. Nelson provided a high-level overview of the 2026 Strategic Plan. The strategic planning process was outlined to include community surveys, focus groups, and annual planning retreats. The importance of building on previous strategic plans and aligning with district priorities was discussed.

An overview of the areas of strategic focus was provided, including digital learning, infrastructure, outreach, data-driven community engagement, and future readiness. Next steps include the creation of the 2026 annual plan within the budget document.

This item was moved to the regular board agenda for approval.

4. Pueblo Library Foundation Board of Directors

OVERVIEW: Nick Potter, Executive Director of the Pueblo Foundation & Strategic Initiatives reported on filling a vacancy on the Pueblo Library Foundation Board of Directors.

Mr. Potter reported that Ms. Gala White has resigned from the Foundation Board, leaving a vacant seat. He recommended that Kristyn White Davis fill the vacancy. Ms. Davis's qualifications and contributions to the library district were presented.

This item was moved to the regular agenda for approval.

5. Library Policy Updates

OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

A. Information Technologies Policies & Procedures

OVERVIEW: The listed documents reference updates to the language and provisions to library IT policies and procedures.

1. Information Technologies

- a. 05.02.01 Asset Management (new)
- b. 05.02.01.P1 Asset Management Procedures (new)

Asset management policy and procedures were discussed, emphasized was the importance of tracing and safeguarding IT assets. The classification of assets and the use of barcoding software for inventory management was explained.

B. Employee Guidelines

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

1. Employee Practices

- a. 02.02.13 Library Committees (updated)
- b. 02.02.13.G1 Library Committee Guidelines (updated)

2. Scheduling/Pay Practices

- a. 02.05.01 Work Schedules (updated)
- b. 02.05.01.G1 Work Schedule Guidelines (new)

Updated committee procedures and work schedule guidelines were reviewed. The remote work policy was discussed to include the approval process and the parameters for remote work.

C. Customer Service Policies & Procedures

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

1. Access to Library Services

- a. 03.01.02 Internet Access and Wireless Use (updated)

Introduced was the internet access and acceptable use policy which highlighted the changes due to new hot spots and filtering. Outlined was the acceptable use guidelines for youth and adult hot spots and the process for granting unfiltered internet access.

Each policy was moved to the regular meeting consent agenda for approval.

V. ADJOURNMENT

The meeting adjourned at 4:24pm

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, October 23, 2025 at the Rawlings Library – Friends of the Library Meeting Room (please note room change) – 100 E. Abriendo Avenue – Pueblo, CO.