

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES**

5:30pm, Thursday, December 11, 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 and conducted roll call.

Board Members Present

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Iris Clark
- Stephanie Garcia
- Doreen Martinez

Board Members Not Present

- Iris Clark

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff and Guests Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Terri Daly, Director of HR
- Jose Beltran, IT Help Desk
- Emily Miller, Nathan, Dumm & Mayer Attorneys at Law
- James Anderson, Nathan, Dumm & Mayer Attorneys at Law

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.

Action Item B.9. Koha Integrated Library System had a change to the requested bill amount from \$51,614 to \$50,614.

III. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

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

IV. REPORTS

A. Executive Director Report

The written Executive Director Report is posted on the trustee webpage.

The Board Holiday Mixer will be held on Thursday, December 18th at 5:30pm at the Abriendo Inn. The trustees are the hosts for the event.

B. Attorney Report

The U.S. Supreme Court declined to review a case from a lower Federal court that arose in Texas. There was a book banning effort going on and the court decided that whatever the state of Texas was doing in that situation was essentially okay. This showed that the U.S. Supreme Court is deferring to states on this particular issue. Colorado has very strong anti-book banning laws at this time so that decision does not affect the state.

C. Employment Changes

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

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

The new hires for the month included Daniel McGrath, Facilities Specialist and Ashley Yoxey, Human Resources Coordinator.

Promotions included Daniel Vigil to Program and Outreach Specialist 2 in the technology lab.

Sara Housman, Manager of Community Relations separated employment on her own terms.

Human Resources has continued to recruit for various positions. The Mellon Grant has offered the opportunity for the library to create a new temporary intern position, Shared Memories Intern. Other new positions within the Community Relations Department include Emerging Technology and Data Analyst, Integrated Communications Manager and a Community Relations Assistant. Recruitment for these positions is ongoing. Recruitment is also ongoing for a new Director of Human Resources.

Ms. Ones made a Motion, seconded by Ms. Martinez to ratify the November 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 November 2025 bills and fund statements.

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

The November financial report, detailing the combined balance sheet and the statement of revenues and expenditures was presented.

The combined balance sheet for November was presented. General fund assets for the month were at \$5,681,203. There were small liability amounts that should resolve in the next month, this totaled

\$197,830.

Total Capital Projects Fund assets totaled \$2,518,614,

The statement of revenues and expenditures was reviewed. The district should be at 92% spent and collected for the month. Monthly revenue was at \$183,888 and 78% collected. The reason it was lower than that monthly percentage was because the budgeted NTIA grant wasn't awarded this year.

Expenditures are in good shape. The Materials line item is where the money for the NTIA granted was budgeted that is why it is only showing 26% spent.

Expenditures exceeded revenues by \$708,676. Year to date revenues exceeded expenditures by \$926,773.

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 \$1,041,469.94 and P-Card transactions totaled \$19,514.39.

Expenditures for November 2025

Total Payables	\$ 1,041,469.94
Total Payroll (2 pay periods)	\$ 532,321.00

Total outlay for November	\$ 1,573,790.94
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Mr. Quintana made a Motion, seconded by Mr. DeHerrera to ratify the November 2025 bills and accept the November 2025 fund statements as contained in the Board materials. The Motion was approved.

V. BOARD COMMENT

Congratulations were given to Ms. Martinez for being re-appointed to the Board of Trustees for another 5-year term.

The board was reminded that in January they will be setting the dates and times for their 2026 meetings. It will be recommended that the time of the work sessions shift from the afternoon to the evening. Full discussion will take place in January. A poll will be provided to the trustees to offer their opinion on a time.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business to discuss.

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., Tuesday, January 13, 2026 at the Rawlings Library, 100 E. Abriendo Avenue.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, January 22, 2026 at the Rawlings Library 100 E. Abriendo Avenue.

B. Discussion/Action Items

1. Executive Session

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a conference with attorneys for PCCLD to receive legal advice on specific legal questions relating to the Rawlings Library parking lot drainage matter pursuant to C.R.S. 24-6-402(4)(b).

RECOMMENDED ACTION: The Trustees returned to open session to take any action deemed appropriate and/or necessary with regard to this matter.

Ms. Martinez made a Motion, seconded by Mr. DeHerrera to enter into Executive Session at 5:52pm along with attorneys Bart Mill and Emily Miller and Executive Director Sherri Baca in attendance. The Motion was approved.

They exited Executive Session at 6:38pm.

2. Executive Session

OVERVIEW: The Trustees entered into Executive Session for the purpose of discussing a personnel matter with respect to the Executive Director pursuant to C.R.S. 24-6-402(4)(f)(l).

RECOMMENDED ACTION: The Trustees returned to open session to take any action deemed appropriate and/or necessary with regard to this matter.

Ms. Ones made a Motion, seconded by Mr. DeHerrera to enter into Executive Session at 6:40 pm along with attorneys Bart Mill and Emily Miller an Executive Director Sherri Baca in attendance. A

A Motion was made, and seconded to increase the Executive Director's salary by 4.5% and to provide a one-time bonus of \$2250. The Motion was approved.

A Motion was made and approved to exit Executive Session at 7:18 pm.

3. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick with High Street Insurance presented on the 2026 corporate insurance renewal at the Board's work session.

RECOMMENDATION: That the Board of Trustees approve the 2026 corporate insurance renewal.

Ms. Ones made a Motion, seconded by Mr. DeHerrera to approve the 2026 corporate insurance renewal. The Motion was approved.

4. Resolutions to Adopt the 2026 Budget, Approve the 2026 Annual Plan, Set the Mill

Levy, and Appropriate Sums of Money for the 2026 PCCLD Budget

OVERVIEW: The Preliminary 2026 PCCLD Budget was presented on October 14, 2025, and a public hearing on the Proposed 2026 Budget was held on November 20, 2025. An updated report was presented at the December 9, 2025 work session, along with proposed authorized resolutions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the following resolutions, as presented in the Board materials:

1. Adopt the 2026 PCCLD Annual Budget

Mr. DeHerrera made a Motion, seconded by Ms. Macias to adopt the 2026 PCCLD Annual Budget. The Motion was approved.

2. Set the Annual Mill Levy

Mr. DeHerrera made a Motion, seconded by Ms. Ones to set the Annual Mill Levy. The Motion was approved.

3. Appropriate Funds for the 2026 Annual Budget.

Ms. Macias made a Motion, seconded by Mr. DeHerrera to appropriate funds for the 2026 Annual Budget. The Motion was approved.

4. Adopt the 2026 Annual Plan

Mr. DeHerrera made a Motion, seconded by Ms. Ones to adopt the 2026 Annual Plan. The Motion was approved.

5. Funds Transfer to Pueblo Library Foundation

OVERVIEW: The Trustees reviewed a recommendation at their work session on December 9, 2025 to authorize the transfer of \$10,800 in proceeds from the Chamberlain/Southern Colorado Community Foundation to the Pueblo Library Foundation.

RECOMMENDED ACTION: That the PCCLD Trustees authorize the library administration to transfer \$10,800 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation.

Mr. DeHerrera made a Motion, seconded by Ms. Macias to authorize the library administration to transfer \$10,800 from the Chamberlain/SCCF proceeds to the Pueblo Library Foundation. The Motion was approved.

6. 2026 Holiday Dates

OVERVIEW: The Trustees reviewed the proposed 2026 PCCLD holiday closures at the Trustee work session.

RECOMMENDED ACTION: That the Trustees approve the 2026 scheduled holiday closures, as included in the Board materials.

Ms. Ones made a Motion, seconded by Mr. DeHerrera to approve the 2026 scheduled holiday closures, as included in the Board materials. The Motion was approved.

7. RFID Library Solutions

OVERVIEW: The Trustees reviewed recommendations for PCCLD to pay \$53,400 for 2026 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Lamb, and Pueblo West Libraries.

RECOMMENDED ACTION: That the Trustees approve PCCLD to pay \$53,400 for

2026 for support and maintenance to RFID Library Solutions, as presented.

Ms. Martinez made a Motion, seconded by Ms. Ones to approve PCCLD to pay \$53,400 for 2026 for support and maintenance to RFID Library Solutions, as presented. The Motion was approved.

8. Biblioteca

OVERVIEW: The Trustees heard a recommendation at their December work session for PCCLD to agree to pay Biblioteca for equipment and support services for self-check, materials processing, and materials sorting equipment located at various library locations.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$67,131 to Biblioteca for maintenance and support services in 2026, as presented in the Board materials.

Mr. DeHerrera made Motion, seconded by Ms. Ones to authorize PCCLD to pay \$67,131 to Biblioteca for maintenance and support services in 2026. The Motion was approved.

9. Koha Integrated Library System

OVERVIEW: The Trustees reviewed and discussed recommendations at their December work session for PCCLD to pay ByWater Solutions \$50,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2026.

RECOMMENDED ACTION: That the Trustees take action to authorize paying ByWater Solutions \$50,614 for services in 2026, as presented in the Board packet.

Mr. DeHerrera made a Motion, seconded by Ms. Martinez to authorize paying ByWater Solutions \$50,614 for services in 2026. The Motion was approved

10. Freegal Music Subscription Renewal

OVERVIEW: The Trustees heard a recommendation at their December Work Session for PCCLD to extend their music streaming subscription with Freegal at a cost of \$52,000 for two years (2026-2027).

RECOMMENDATION: That the Trustees take action to authorize PCCLD to pay Freegal Music to extend their subscription for two years (2026-2027) at a cost not to exceed \$52,000.

Ms. Martinez made a Motion, seconded by Ms. Macias to authorize PCCLD to pay Freegal Music to extend their subscription for two years (2026-2027) at a cost not to exceed \$52,000. The Motion was approved.

IX. ADJOURNMENT

Ms. Martinez made Motion, seconded by Ms. Ones to adjourn the meeting at 7:33pm. The Motion was approved.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, December 11, 2025

This meeting was 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 and special meeting held on November 12, 2025, and the Library Board of Trustee meeting held on November 20, 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 November 12, 2025, and November 20, 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. 03.01.03 Public Computers and Other Equipment Use**
- B. 03.02.01 Library Accounts**
- C. 03.01.02 Internet Access & Acceptable Use**