

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, January 22, 2026**  
*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 5:30pm 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 and Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Jose Beltran, IT Help Desk
- Rose Jubert, Secretary to the Board

**II. Annual Meeting of PCCLD Board of Trustees**

OVERVIEW: The Board Trustees held its annual meeting with the following items slated for action:

**A. Election of Officers**

The Bylaws provide “The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting.” The officers to be elected are President and Vice President. The Trustees reviewed this matter at their work session held on January 13, 2026

*Ms. Clark made a Motion, seconded by Mr. DeHerrera to elect Mr. Quintana as President and Ms. Macias as Vice President of the PCCLD Board of Trustees. The Motion was approved.*

**B. Selection of the 2026 Board Meeting Dates, Times, and Locations**

The Bylaws provide that “The date, hour, and location of the meetings shall be set by

the Board at its annual meeting." A recommended calendar of meetings is included in the Board packet.

It was requested that the start time for the Board of Trustee work session be changed to 3:30pm.

*Mr. Quintana made a Motion, seconded by Mr. DeHerrera to approve the dates, times and locations for the 2026 regular meeting and the work sessions as presented with the work session start time to be 3:30pm. The Motion was approved.*

C. Posting 2026 Board Meetings Notices

The Board of Trustees acted at its annual meeting to designate the location of the official posting of notice of the PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at [www.pueblolibrary.org](http://www.pueblolibrary.org) as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

*Mr. DeHerrera made a Motion, seconded by Ms. Ones and Ms. Macias to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at [www.pueblolibrary.org](http://www.pueblolibrary.org) as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings. The Motion was approved.*

D. Affirmation of Ethics Statement and American Library Association Library Bill of Rights

By policy, individual members of the Board of Trustees shall annually sign the Ethics Statement and American Library Association Library Bill of Rights adopted by the Board of Trustees. A copy of the statement and bill of rights will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

The board secretary sent a copy of the statement and bill of rights to the trustees via email. It was asked that the trustees read, sign and return the form to the board secretary at their earliest convenience.

E. Board Committees

The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

Mr. Quintana appointed trustees to the three listed committees for 2026.

Board Development Committee

Ms. Martinez  
Mr. DeHerrera  
Mr. Quintana

Legislative and Government Committee

Ms. Macias  
Ms. Clark

Ms. Garcia

Audit Committee

Ms. Martinez

Ms. Macias

Ms. Ones

**III. 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.

The board agrees to make changes to agenda item A. Announcements and changed the work session start time to 3:30pm.

**IV. 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.*

**V. REPORTS**

**A. Executive Director Report**

The were no additional items to report beyond what is posted on the website.

**B. Attorney Report**

There was nothing to report at this time.

**C. Employment Changes**

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

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

Elena Garduno joined the Finance team as the sole new hire for January. Carlos Gonzales was promoted to Customer Service Representative 2 and will be working at the Giodone library. The Human Resources department is continuing to recruit for open positions.

*Ms. Clark made a Motion, seconded by Ms. Ones to ratify the December 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 December 2025 bills and fund statements.

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

The December financial report, detailing the combined balance sheet and the statement of revenues and

expenditures was presented. Ms. Reyes reminded the board that this was a preliminary report and that the final financial statements will not be issued until the audit is completed and those final financial statements will be presented at the June board meeting.

The combined balance sheet was presented: general fund total assets were \$4,821,608 and total liabilities were \$318,123. Capital fund total assets were \$2,806,602 that includes a small amount of construction retainage. The amount will go up once the retainage for the Lucero library and the elevator project are booked. That increase will show up on the final financial statements.

The statement of revenues and expenditures for the general fund was reviewed.

Revenues were 79% collected. This amount was lower than expected because the NTIA grant was booked into revenues and the grant did not get awarded to the library district. Materials were 30% spent also due in large part to not being awarded the grant. \$4 million was budgeted for this line item and the funds were not spent. Personnel was 95% spent for 2025, not the full 100%. This is typical due to vacancies that occur throughout the year. Overall expenditures were 72% spent. Total expenditures over revenue were \$980,044.

The statement of revenues and expenditures for the capital fund as reviewed.

Total revenue collected for December was \$279,995. Year to date collected was at 122% collected. The extra percentage collect was due in part to a reimbursement received from PURA for the elevator project. Total expenditures for the year totaled \$4,409,081. For December, revenues exceeded expenditures by \$13,816 and year to date expenditures exceeded revenues by \$888,749.

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 \$1,104,384.94 and P-Card transactions totaled \$15,823.00

#### **Expenditures for December 2025**

Total Payables	\$ 1,104,384.94
Total Payroll (3 pay periods)	\$ 802,396.87
Total outlay for December	\$ 1,906,781.81

*Mr. Quintana made a Motion, seconded by Mr. DeHerrera to Trustees ratify the December 2025 bills and accept the December 2025 fund statements as contained in the Board materials. The Motion was approved*

#### **VI. BOARD COMMENT**

Ms. Clark shared that she had attended the new City Council Member meet and greet and met with new Councilwoman Dianne Danti. Ms. Danti and Ms. Ruiz-Gomez are the City Councilors who will review the library board applications when we have board appointments.

#### **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 3:30 p.m., Thursday, February 19, 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, February 26, 2026 at the Rawlings Library 100 E. Abriendo Avenue.

2. All libraries will be closed all day on Monday, February 16, 2026, for the President's Day holiday. Library employees will participate in staff development on this date.

### **B. Discussion/Action Items**

#### **1. 2026 Property Disposal Request**

OVERVIEW: The Trustees reviewed recommendations for disposal of surplus property at their January work session.

RECOMMENDED ACTION: That the Board of Trustees act on the disposal of surplus property request as presented.

*Mr. DeHerrera made a Motion, seconded by Ms. Macias approve the disposal of surplus property as presented. The Motion was approved.*

#### **2. Pueblo Library Foundation Board of Directors**

OVERVIEW: The board heard a recommendation at their January work session to reappoint Alexandra Romero, Elizabeth Gallegos, and Joe Arrigo to the Pueblo Library Foundation Board of Directors.

RECOMMENDED ACTION: That the Trustees reappoint these individuals to the Library Foundation Board for another three-year term.

*Ms. Ones made a Motion, seconded by Ms. Clark to reappoint Alexandra Romero, Elizabeth Gallegos, and Joe Arrigo to a three-year term on the Pueblo Library Foundation Board. The Motion was approved.*

#### **3. Executive Session**

OVERVIEW: The Trustees conducted an executive session pursuant to section 24-6-402(4)(e) and (4)(f), Colorado Revised Statutes, for purposes of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators and personnel matters regarding amendments to the executive director's employment agreement.

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 Ms. Clark to enter into executive session at 6:01pm. The Motion

was approved. Mr. Miller and Ms. Baca were asked to join.  
The Board exited executive session at 6:19pm.

There as no action to take in regard to this executive session. If a need arises with regard to the issue a new executive session will be scheduled.

**X. ADJOURNMENT**

*Ms. Macias made Motion, seconded by Mr. DeHerrera to adjourn the meeting at 6:22pm. The Motion was approved.*

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, January 22, 2026**

***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 special meeting held on December 2, 2025, work session held on December 9, 2025 and the Library Board of Trustee meeting held on December 11, 2025 were published and provided to Board members prior to the meeting.

**RECOMMENDED ACTION:** That the Library Board of Trustees approve the minutes of the Board of Trustee meetings held on December 2<sup>nd</sup>, 9<sup>th</sup> and 11<sup>th</sup> 2025.