

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
3:30 pm, Thursday, February 19, 2026
*This meeting was conducted at the
Rawlings Library – 100 E. Abriendo Ave. – Pueblo, CO***

I. CALL TO ORDER AND ROLL CALL

Ms. Macias called the meeting to order at 2:00pm and Ms. Jubert conducted roll call.

Board Members Present:

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

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
- Mark Castillo, Director of Human Resources
- Alan Rocco, Facilities Superintendent
- Thomas Defrates, Director of Information Technologies
- Jose Beltran, IT Help Desk
- Rose Jubert, Secretary to the Board of Trustees
- Dianne Danti, Pueblo City Councilor

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. Property Tax Revenue

OVERVIEW: An update was provided regarding property tax revenue.

A continuation of the property tax revenue topic from the last meeting was provided. Work continued on engaging other taxing entities with a broader focus to include not only Pueblo County but with

other entities who have considered the impact of the new cap on property tax revenue. An education campaign that continues through November was highlighted. This continues a planned citizen education effort about the library district. The next step would involve gathering data and polling voters to collect insights from Pueblo County residents to understand priorities and support levels.

PCCLD reached out to the Buena Vista library and spoke with them about what they did last year regarding their ballot initiative. They asked voters to waive the newly imposed cap on their revenue growth. Their ballot initiative returned the library to where they were with previously approved funding measures; it passed in November 2025.

The importance of polling to gauge voter perspectives and the potential impact of population growth was explained. As next steps, the board was asked to consider general strategies so PCCLD can collect more information about voter views.

Two polling options were provided to the trustees for review. The lower cost bidder is used widely by libraries in Colorado and it was recommended that they be selected. Trustee approval is not needed since the cost does not exceed \$25,000. If the trustees prefer not to go any further with the process, everything stops. The purpose of the poll would provide data that would be helpful to the trustees in making an informed decision later this year.

Consensus was reached to move forward with a voter poll.

2. Internet Filtering - Update

OVERVIEW: Amy Nelson, Associate Director of Public Service, provided an update.

An update was provided on the internet filtering project, explaining the Children's Internet Protection Act (CIPA) and the categories of content blocked for minors. The different systems and settings for internet filtering were detailed, including youth hot spots, public PCs, and wireless networks. Also discussed was the training provided to staff and the best practices document created by the youth services team. The CIPA filtering project is completed with work ongoing to address patron needs.

B. Friends of the Library Report

The transition of leadership and the ongoing activities of the organization was reported. Marissa Stoller, President of the board is relocating to Arizona so vice president, Erik Segall will be taking on her duties until June 2026. Highlighted was the success of the half-price sale at the bookstore and the upcoming scholarships and program grants.

C. Quarterly Foundation Report

An update on the Foundation's investment portfolio, including the annual income and the proposed slate of officers was provided.

IV. DISCUSSION ITEMS

1. Janitorial Contract

OVERVIEW: The janitorial contract procurement was discussed.

An update on the contract, explaining the request for bids (RFB) process and the qualification for bidders,

was provided. The intent of the RFP was to obtain bids from experienced vendors for daily cleaning and routine janitorial service for the library district buildings. The RFB was issued on January 14, 2026 and bids were due by February 10, 2026.

The scoring and evaluation process was explained. Before scoring vendors were verified for mandatory requirements as stated in the RFB. At this point there are two qualified vendors who will both go through another round of questions before a decision is made and brought to the trustees for their approval.

2. CSU-Pueblo TIF Agreement

OVERVIEW: The CSU-P TIF agreement was reviewed.

Trustee Trisha Macias recused herself from the meeting at 4:41p.m. due to a conflict of interest.

There was a request for an executive session to discuss recent court rulings and receive legal advice. The board members agreed to schedule an executive session to seek legal advice before making a final decision on the agreement.

Ms. Macias re-entered the meeting at 4:50pm.

3. Pueblo West Metro District Easement

OVERVIEW: An update was provided regarding the easement with the Pueblo West Metro District.

Attorney Miller provided an update on the easement agreement with Pueblo West Metro District for the electric vehicle charging station located at the Pueblo West library. He explained the need for the easement to ratify the existing setup and ensure legal compliance. Also mentioned was a separate contract that is being negotiated with EV trails for the charger station.

4. 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. 05.03.01 Software Licensing and Management (new)
- b. 05.03.01.P1 Software Licensing and Management Procedures (new)
- c. 05.03.01.F1 Software Vetting Checklist & Intake Form (new)

A new software and licensing management policy to establish formal governance for software acquisition and management was presented. Benefits of the policy were explained, including reduced cybersecurity risk, legal compliance, and financial efficiency. The policy aims to prevent unauthorized software installation, with disciplinary action possible under existing employee guidelines.

It was requested that the board adopt the policy, along with its associated procedures and intake form at their next meeting.

B. Employee Guidelines

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

- 1. Work Environment**
 - a. 02.09.10 Closings and Delays Policy (update)

The closing and delay's policy was updated to clarify the difference between holiday pay and closure pay, ensuring that only one pay rate is applied in a single work event. The need for a clear statement on the closure policy and the holiday policy in order to avoid overlap and confusion was discussed.

It was asked that this item be moved to the consent agenda.

C. Governance Policies and Procedures

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

- 1. Affirmation of Ethics Statement and ALA Bill of Rights**
 - a. 01.02.02 Affirmation of Ethics Statement and American Library Association Bill of Rights for Public Library Trustees policy – (update)
 - a. 01.02.02.F1 Affirmation of Ethics Statement and American Library Association Bill of Rights for Public Library Trustees form. (update)

The American Library Association Bill of Rights for Public Library Trustees was added to the Affirmation of Ethics Statement. The policy is boilerplate from the Intergovernmental Agreement (IGA) with the city and the county of Pueblo.

It was asked that his item be moved to the consent agenda.

V. ADJOURNMENT

The meeting was adjourned at 5:06pm

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, February 26, 2026 at the Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.