

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**5:30pm, Thursday, March 26, 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
- Stephanie Garcia

Board Members Not Present

- Doreen Martinez
- Jessi Ones

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff and Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Deputy Library Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Mark Castillo, Director of HR
- Kristi Roque, Manager of Rawlings Library and Customer Experience
- Connor Carson, Data Analyst – Emerging Technology
- Javier Razo, Lead IT Help Desk
- Victor Rosario, 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. Clark to approve the consent agenda. The Motion was approved.*

## **IV. REPORTS**

### **A. Executive Director Report**

Ms. Baca shared that her report is available on the trustee web page.

#### **1. 2025 Key Results Data Review**

OVERVIEW: A report regarding last year's key results measures was provided.

Connor Carson was introduced as PCCLD's new emerging technology and data analyst. Highlighted were his contributions to data validation and integrity.

Mr. Carson and Mr. Potter reviewed the 2025 key data and discussed trends in e-content growth, database activity, website page views, library visits, program attendance, public computer sessions, and Wi-Fi usage. They explained the impact of branch closures and renovations on the data and emphasized the overall positive trends and strategic initiatives for the future.

Provided was a detailed analysis of the key data, explaining the changes in reporting definitions and the impact on metrics like website page views and program attendance. Also highlighted was the increase in physical circulation and the combined growth of physical and digital collections. Mr. Carson discussed the importance of e-resources and the strategic use of AI and related technologies in library operations. He concluded with a brief overview of the key data presentation report and asked for questions from the trustees. A requested for the breakdown of checkouts by format was requested. Mr. Potter agreed to provide additional data at a future meeting.

### **B. Attorney Report**

It was reported that the board's affairs are in good legal standing and that there was nothing further to report.

### **C. Employment Changes**

OVERVIEW: The Board of Trustees was asked to ratify the February 2026 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the February 2026 Employment Changes as contained in the Board materials.

The month of February had one new hire, Connor Carson, as the new emerging technology and data analyst. Demii Trujillo was promoted to the Community Relations assistant. There was one transfer and one separation for the month. HR continues to recruit for various positions.

*Ms. Macias made a Motion, seconded by Ms. Clark to ratify the February 2026 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 February 2026 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the February 2026 bills and accept the February 2026 fund statements as contained in the Board materials.

The February financial report was provided. Assets totaled \$2,554,645. Cash balances will increase over the year as more property tax is collected. Liabilities totaled \$134,583 and the fund equity in the general fund totaled \$2,420,063.

Assets in the capital projects fund totaled \$2,711,044. The retainage payable line item increased over last month, due to the retainage for HW Houston Construction for the Lucero library renovation project and the Rawlings elevator project. The retainage was paid in March so that amount will go down next month.

The statement of revenues and expenditures was presented. At this time of the year, expenditures and collections should be at 16% spent or collected. Total revenues collected was at 1% collected due to the due date of property taxes. Once taxes have been collected, typically in May or June, this percentage will increase. Month to date, expenditures exceeded revenues by \$752,739. Year to date, the expenditures exceeded revenues by \$2,146,294. This is typical at this time of year.

The capital fund statement of revenues and expenditures was reviewed. Revenue was at 9% collected and there were no expenditures to report.

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 \$493,112.53 and P-Card transactions totaled \$25,383.87.

#### Expenditures for February 2026

Total Payables	\$ 493,112.53
Total Payroll (2 pay periods)	\$ 555,816.13
Total outlay for February	\$ 1,048,928.66

*Mr. Quintana made a Motion, seconded by Ms. Macias to ratify the February 2026 bills and accept the February 2026 fund statements as contained in the Board materials. The Motion was approved.*

#### **V. BOARD COMMENT**

Congratulations were given to Sherri Baca, Executive Director and Amy Nelson, Deputy Library Director on their recent accomplishments. Ms. Baca receives the Distinguished Alumni Award for 2026 given by CSU-pueblo. Ms. Nelson has been promoted to Deputy Library Director.

#### **VI. PUBLIC COMMENT**

Community member, Eleonora Bartolo, expressed concerns about the new library internet filters affecting access to the City of Pueblo website.

#### **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 3:30pm, Tuesday, April 14, 2026 at the Library @ The YMCA, 3200 E. Spaulding Avenue.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, April 23, 2026 at the Rawlings Library 100 E. Abriendo Avenue.

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

### **1. Janitorial Contract**

OVERVIEW: A report and recommendation were provided to the Board at their March work session regarding this service contract procurement.

RECOMMENDED ACTION: That the Library Board of Trustees award the janitorial contract as presented at the work session to Colorado Building Maintenance at a cost not to exceed \$175,200 annually for a 3-year contract. Trustee approval is needed as the contract exceeds \$25,000.

*Ms. Clark made a Motion, seconded by Ms. Macias to award the janitorial contract as presented at the March trustee work session to Colorado Building Maintenance at a cost not to exceed \$175,200 annually for a 3-year contract. The Motion was approved.*

### **2. E-rate Contracts for Category 1 and 2 for 2026-2027 E-rate Year**

OVERVIEW: The Board received a report at their March work session regarding the procurement process and recommendation for internet services and a firewall license.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Internet Access to ALLO Fiber at a cost not to exceed \$20,340 annually for 3 years and to acknowledge the purchase of Category 2 Internal Network Connections from ConvergeOne (C1) at a cost of \$12,193.

*Mr. Quintana made a Motion, seconded by Ms. Macias and Ms. Garcia to authorize the procurement of programs in alignment with federal E-Rate grant requirements for Category 1 Internet Access to ALLO Fiber at a cost not to exceed \$20,340 annually for 3 years and to acknowledge the purchase of Category 2 Internal Network Connections from ConvergeOne (C1) at a cost of \$12,193. The Motion was approved.*

### **3. EV Trail LLC Contract**

OVERVIEW: The Board received an update on the electric vehicle charging station at their March work session.

RECOMMENDED ACTION: It was recommended that the Library Board of Trustees approve the contract with EV Trail LLC.

*Mr. Quintana made a Motion seconded by Ms. Clark to approve the contract with EV Trail LLC. The Motion was approved.*

### **4. Agreements—Intergovernmental Agreement Primary and General Coordinated Elections and Facility Use Agreement 24-Hour Outdoor Ballot Drop Boxes**

OVERVIEW: The Board received an update on the coordination with the Pueblo County Clerk & Recorder regarding the use of public library locations as polling places and ballot drop box locations.

**RECOMMENDED ACTION:** It is recommended that the Library Board of Trustees approve both agreements as presented.

Ms. Clark made a motion that was seconded by Ms. Macias to approve both agreements as presented. After further discussion regarding potential impact on library staff and the importance of maintaining security during elections the board agreed to revisit the election agreement at their next meeting.

Ms. Clark amended the motion to table the election agreement until the next meeting to allow for further review and discussion. Mr. Quintana agreed to the amendment and called for a vote, which was approved by the board.

## **IX. ADJOURNMENT**

*Ms. Clark made a Motion to adjourn the meeting at 6:39pm.*

## **BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, March 26, 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 Trustees work session held on February 19, 2026, the Library Board of Trustees special meeting held on February 19, 2026, and the Library Board of Trustees meeting held on February 26, 2026 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 February 19, 2026, February 19, 2026, and February 26, 2026, respectively.