

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD OF TRUSTEES
MEETING MINUTES
5:30pm, Thursday, April 23, 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

Board Members Not Present

- Stephanie Garcia
- Jessi Ones

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
- Javier Razo, Lead 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 not corrections or modifications to the agenda.

III. 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.

IV. REPORTS

A. Executive Director Report

1. Q1 Annual Plan – Update

OVERVIEW: A report on first quarter goal accomplishments was provided.

The quarter one update for the 2026 annual plan was presented.

The goals for the year are in progress, with a focus on organizational workplace culture, customer service, communication protocols, emergency preparedness, and security training.

Updates on specific projects were presented. The projects included; the Rawlings elevator modernization, the Pueblo West Library roof improvements, HVAC consulting, the janitorial contract, the Pueblo West electric vehicle charging station, and the PCCLD lighting upgrades.

Community engagement and outreach efforts were highlighted, including the outreach librarian program and future-ready facilities experience.

2. Pay for Performance

OVERVIEW: A recap of the Pay for Performance program activity was provided.

Mr. Castillo presented the pay for performance outcomes for 2025 and 2026 and explained the history and process of the system.

The system rewards employees for exceptional job performance and stays within budgetary guidelines.

The performance plan year runs from November 1 to October 31, with regular check-ins and annual self-reviews.

The pay increase for 2025 and 2026 was discussed, with a breakdown of scores and corresponding wage increases.

B. Attorney Report

There was no report for this month.

C. Employment Changes

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

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

The March 2026 employment changes, including new hires, promotions, and retirements.

There were three new hires for March 2026. Jennah Cruz was hired as a Customer Service Representative in the User Services department, Sarah Lahn was hired as the new Adult Literacy Administrator in the User Services department, and Victoria Miller was hired as the Archivist-Exhibitions & Education in the Local History and Genealogy department.

Promotions included Shyla Shanholtz who was a substitute and was promoted to customer service representative in the User Services department. Amy Nelson was promoted to Deputy Library Director for the library district.

Mary Kratz retired from the library district with 26 years of service. There was one transfer and three

separations.

Ms. Martinez made a Motion, seconded by Ms. Clark to ratify the March 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 March 2026 bills and fund statements.

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

The combined balance sheet was reviewed. The general fund total assets are looking good with a total of \$5,885,893. There are balances in accounts payable and expenses payable that will clear out in April. There is a deferred revenue balance of \$170,011. The balances that will clear out in April combined with the deferred revenue balance equal a debit total liabilities balance of \$62,326. Total fund equity is \$5,948,220.

Total assets for the Capital Projects Funds for March 2026 totaled \$2,845,347. There is \$193,554 in Retainage Payable that will clear out in April.

The General Fund Statement of Revenues and Expenditures was reviewed. At this time of the year, expenditures and collections should be at 25% spent or collected. Total revenues were at 27% collected and total expenditures was at 22% spent. Revenue exceeded expenditures by \$3,524,933.

The Capital Fund was reviewed. In March \$7,640 as collected in interest, \$40,000 in contracts and grants, and \$86,663 for the reimbursement for the elevator project. Revenue exceeded expenditures by \$134,303.

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 \$706,764.28 and P-Card transactions totaled \$19,482.52.

Expenditures for March 2026

Total Payables	\$ 706,467.28
Total Payroll (2 pay periods)	\$ 554,527.76
Total outlay for March	\$ 1,261,292.04

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

V. BOARD COMMENT

Trisha Macias commented on the active participation of employees in social media, praising their engagement.

VI. PUBLIC COMMENT

No public comments were made during the designated time.

VII. OLD BUSINESS

A. **Agreements—Intergovernmental Agreement Primary and General Coordinated Elections and Facility Use Agreement 24-Hour Outdoor Ballot Drop Boxes** estimated time: 5 minutes)

OVERVIEW: A presentation was made to the Trustees regarding an IGA for the primary and general coordinated elections and a facility use agreement for 24-hour outdoor ballot drop boxes at the board's April work session.

RECOMMENDED ACTION: That the Trustees approve the IGA and the facility use agreement.

This item was moved to old business to allow for clarification. There were no changes to the documents from the last meeting.

Ms. Martinez made a Motion, seconded by Mr. Deherrera to approve the Intergovernmental Agreement Primary and General Coordinated Elections and Facility Use Agreement for 24-Hour Outdoor Ballot Drop Boxes. The Motion as approved.

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, May 19, 2026 at the Giodone Library, 24655 US HWY 50 East.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, May 28, 2026 at the Rawlings Library 100 E. Abriendo Avenue.

B. **Discussion/Action Items**

1. **Chromebooks with Wi-Fi RFP**

OVERVIEW: A report and recommendation was provided to the trustees at their April work session regarding the purchase of 100 Chromebooks at a cost of \$73,763 (\$44,999 for the hardware/devices and \$28,764 over three years for connectivity services).

RECOMMENDED ACTION: That the Board of Trustees approve the purchase at a total cost not to exceed \$73,763.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the purchase of 100 Chromebooks at a cost not to exceed \$73,763 (\$44,999 for the hardware/devices and \$28,764 over three years for connectivity services). The motion as approved.

IX. ADJOURNMENT

Ms. Clark made a Motion, seconded by Mr. DeHerrera to adjourn the meeting at 6:36pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, April 23, 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 work session held on March 17, 2026, and the Library Board of Trustee meeting held on March 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 March 17, 2026, and March 26, 2026, respectively.

2. Library Policy Updates

OVERVIEW: A report and recommendation from the Legislative & Government Committee was provided regarding the following policy updates. The policy updates were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the trustees approve the updated policies as presented.

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| A. | 02.06.01 | Holidays |
| B. | 03.02.04 | Circulation of Materials |
| C. | 03.02.05 | Library Fees |
| D. | 03.02.06 | Collection Agency |