

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD OF TRUSTEES
MEETING MINUTES
5:30pm, Thursday, May 28, 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
- Jeffrey DeHerrera

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
- Victor Rosario, IT Help Desk Specialist
- Rose Jubert, Secretary to the Board
- Ryan Winger, Director of Data Analysis & Campaign Strategy for Magellan Strategies

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

IV. REPORTS

A. Executive Director Report

Ms. Baca shared that the written report is located on the Board website for review.

B. Attorney Report

Mr. Miller did not have anything to report.

C. Employment Changes

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

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

There were four new hires for the month of April 2026.

Rachel Trujillo was hired as a Security Office and has been stationed at the Barkman library. The Genealogy and Local History department hired Caitlin Lombardo as their new Genealogy Librarian and Laurel Schwaebe was hired as the Digital Librarian Archivist. The User Services Department hired Zulma Pena Gameros as a part-time customer service representative. Cara Vigil made a lateral move from materials handling technician to customer service representative. There were two separations and the Human Resources department was continuing to recruit for various other positions.

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

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

The general fund assets were in good shape and the balances from last month were cleared. Total assets for the general fund totaled \$6,353,672 and liabilities totaled \$173,314. The fund equity totaled \$6,180,359.

The capital projects fund was reviewed. Assets totaled \$2,600,827. The retainage payable totaled \$30,694 for the elevator project and the total fund equity totaled \$2,570,133. The long-term debt decreased by \$930,756 since the last report.

The general fund statement of revenues and expenditures was reviewed and should be at 33% either spent or collected. Revenues for April totaled \$1,403,669. The lease purchase of buildings showed a balance of \$151,868 which was the interest on the COPS. Overall expenditures for April was \$1,172,588 and 30% spent. Revenue exceed expenditures by \$231,082 for the month.

The statement of revenues and expenditures for the capital fund was reviewed. Revenues for the month totaled \$7,586 and were 49% collected. Total expenditures were \$89,247 and were 5% spent. Expenditures exceeded revenues by \$81,661.

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 \$486,866.67 and P-Card transactions totaled \$20,613.31.

Expenditures for April 2026

Total Payables	\$ 486,866.67
Total Payroll (2 pay periods)	\$ 562,700.62
Total Other UMB – COP Trustee	\$ 151,862.50
Total outlay for April	\$ 1,201,429.79

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

V. BOARD COMMENT

Jill Kleven, Tech Services Director, was thanked for her participation on the board panel.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Announcements

1. The time and date of the next PCCLD Board of Trustees Legislative and Government Committee Meeting is scheduled for Wednesday, June 3, 2026. This is a virtual meeting. Committee Members include Iris Clark, Stephanie Garcia, and Trisha Macias.
2. The time and date of the next PCCLD Board of Trustees Audit Committee is scheduled for Tuesday, June 16, 2026 at 2:00pm. The meeting will take place at the Rawlings Library, 100 E. Abriendo Ave. Committee Members include Trisha Macias, Doreen Martinez, and Jessi Ones.
3. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 3:30pm, Tuesday, June 16, 2026 and the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, June 25, 2026 both will be conducted at the Rawlings Library 100 E. Abriendo Avenue.

B. Discussion/Action Items

1. Voter Poll Results

OVERVIEW: A report was presented.

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

Ryan Winger with Magellan Strategies presented the results of the voter poll. The poll focused on the community's perception of the library and their support of library services. Also discussed was the potential impact of the ballot measure on the library's funding and the need for more information to address undecided voters.

Nearly three-quarters of voters (74%) approve of the job the library district is doing. Satisfaction with core services is especially strong, including the quality of library buildings (92% satisfied), staff (89%), and hours (85%). Voters consistently view the library as a valuable civic resource that supports literacy, education, families, and community connection.

Initial support of waiving the 5.2% property tax revenue cap was 38% yes and 24 % no, with 38% undecided. After respondents read explanatory information and funding rationale, support rose dramatically to 58% yes and 28% no. Undecided voters shrank to 14%.

The measure's success depends heavily on voter education and message clarity.

2. AI Launch Plan

OVERVIEW: A report was provided regarding the plan to rollout enterprise licenses for staff for an AI platform along with training and policy updates.

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

Mr. Potter discussed the AI launch plan, including the rollout of enterprise licenses for staff for an AI platform and the need for training and policy updates.

I was discussed why AI matters for the library district. It was explained that AI is now a core part of how people learn, work, and communicate. The goal is to equip staff and patrons with the skills, literacy, and confidence to use AI safely, ethically, and effectively. Also explained was how AI will support the library district's mission and values and 2026-2030 strategic plan.

It was explained how AI platforms were assessed. Boodle Box was the selected platform. They met all PCCLD requirements to include; a secure, library-friendly AI workspace, it does not use PCCLD data to train the LLMs (large, language models), support of HITL (human in the loop) verification, administrative controls, alignment with privacy, ethics, and intellectual freedom. They will support staff literacy and safe experimentation.

The completed timeline was presented. The list included the selection of Boodle Box, review of state and federal law compliance, the establishment of an emerging technology workgroup, the development of training materials and policy and procedure materials. The policies and procedures will be discussed in the June Legislative and Government Committee meeting and be presented to the trustees at their June regular meeting for approval.

PCCLD AI use will be guided by principles for responsible AI and existing district policy manuals will be updated accordingly.

Privacy and security were discussed. No confidential data may be entered into AI tools, only PCCLD approved AI tools may be used. All AI related records are subject to the Colorado Open Records Act (CORA). AI use must comply with Senate Bill 24-205 and intimate digital depiction laws. No AI use will be used in consequential decisions (employment, eligibility, etc.)

The Human-in-the-Loop requirements were presented. Staff must verify all AI-generated content, check citations, review for bias, fairness, and accessibility. They must ensure alignment with policy and maintain professional judgement. AI will support staff, it will not replace the need for them.

3. Local History & Genealogy Department scanner procurement (estimated time: 5 minutes)

OVERVIEW: A report and recommendation was provided to the trustees at their May work session regarding the purchase of a Blackmagic Cintel film scanner using Mellon Grant funding. The scanner will be used to preserve/convert film to digital files for the grant funded Shared Memories: Preserving History Trough Community-Driven Collecting project.

RECOMMENDED ACTION: That the trustees approve the purchase at a cost not to exceed \$30,856.

Ms. Martinez made a Motion, seconded by Ms. Clark to approve the purchase of a Blackmagic Cintel film scanner at a cost not to exceed \$30,856. The Motion was approved.

IX. ADJOURNMENT

Ms. Martinez made a Motion, seconded by Ms. Clark to adjourn the meeting at 7:41pm. The Motion was approved

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, May 28, 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 April 14, 2026, and the Library Board of Trustee meeting held on April 23, 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 April 14, 2026, and April 23, 2026, respectively.