PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, June 25, 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:

The meeting was called to order at 5:30pm and roll call was conducted.

Board Members Present

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

Staff and Guests Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Victor Rosario, IT Help Desk Specialist
- Gloria Madrill, Community Relations and Development Specialist
- Cherish Deeg, Director of Pueblo Urban Renewal Authority
- Cynthia Mitchell, Attorney for Pueblo Urban Renewal Authority
- Andrew Arnold, Pioneer Development Company

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.

It was noted that there was an error on the May 28, 2026 board meeting minutes regarding the attendance of one of the trustees.

Mr. Quintana made a motion to accept the minutes as amended and Mr. DeHerrera seconded the motion. The motion was approved.

Note: As of July 15, 2026, this error was corrected and amended minutes were put into the on-line board packet.

III. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

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

IV. REPORTS

A. Executive Director Report

Ms. Baca report that 3,000 summer reading game boards have been in turned in so far, surpassing previous records.

She shared that the executive director's report is available on the Board of Trustees website, highlighting both qualitative and quantitative data. The report includes updates on various library activities and achievements.

B. Attorney Report

Mr. Miller had no special report to share.

C. Employment Changes

<u>OVERVIEW</u>: The Board of Trustees is asked to ratify the May 2026 Employment Changes as presented by the Executive Director.
<u>RECOMMENDED ACTION:</u> That the Library Board of Trustees ratify the May 2026 Employment Changes as contained in the Board materials.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to ratify the May 2026 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

<u>OVERVIEW</u>: Bri Reyes, Chief Financial Officer, reviewed a report on the May 2026 bills and fund statements.
<u>RECOMMENDED ACTION</u>: That the Library Board of Trustees ratify the May 2025 bills and accept the May 2026 fund statements as contained in the Board materials.

The combined balance sheet was presented, detailing general fund assets, total liabilities, and total fund equity.

These items were also reported for the capital fund. Liabilities for the month totaled $30,693.00 for retainable payable due to the elevator project.

The statement of revenues and expenditures for the general fund was reviewed. At this point of the year we should be at 42% spent or collected. Total revenues were at 53% collected and total expenditures were at 36% spent. Revenues exceeded expenditures in May by $2,216,680.00.

The statement of revenues and expenditures for the capital fund was reviewed. Revenues were at 56% collected and expenditures were at 6% spent. Revenues exceeded expenditures in May by $5,565.00.

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 $510,094.93 and P-Card transactions totaled $20,764.62.

Ms. Reyes pointed out in the payment history an expense of $21,257.76 to CAMNET, Inc. This was for

PCCLD's cyber security tool funded by E-rate. The library district will receive revenue back from E-rate for that expenditure and also for CDW Government, Inc. for $35,229.27.

Expenditures for May 2026

Total Payables	$ 510,094.93
Total Payroll (2 pay periods)	$ 552,566.84
Total outlay for May	$ 1,062,661.77

Ms. Clark made a Motion, seconded by Mr. DeHerrera to ratify the May 2025 bills and accept the May 2026 fund statements as contained in the Board materials. The Motion was approved.

V. BOARD COMMENT

Ms. Garcia mentioned Margarita Lopez's new book, "The Girls from Cien Fuegos," and suggested adding it to the library collection.

VI. PUBLIC COMMENT

A library patron of Rye, Colorado expressed concerns about the building temperature at the Greenhorn Valley Library and suggested improvements to the HVAC system.

VII. OLD BUSINESS

There was no old business

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 3:30 p.m., Tuesday, July 14, 2026 at the Greenhorn Valley Library – 4801 Cibola Drive, Colorado City. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 23, 2026 at the Rawlings Library 100 E. Abriendo Avenue

B. Discussion/Action Items

1. **Pueblo Urban Renewal Presentation**
   OVERVIEW: Pueblo Urban Renewal will present on the Southwest Pueblo URA.

A presentation about Southwest Pueblo Urban Renewal Area was provided, detailed were the project's residential and tourism opportunities.

The plan area encompasses about 1,500 acres, largely vacant land, with significant development challenges due to lack of public infrastructure. The project includes a large recreational outdoor resort and potential residential development, with estimated tax revenue and demographic impacts over 25 years.

The trustees expressed concerns about the impact of the urban renewal plan on the library district's budget and services. Discussions focused on the need for a fair revenue-sharing agreement to offset the service impacts on the library district.

The importance of addressing the library district's financial needs and the potential for mutual benefits from the development was emphasized.

2. **2025 Audit & Annual Comprehensive Financial Report (ACFR)**
   OVERVIEW: The Trustees reviewed the PCCLD 2024 financial audit as presented by DMC Auditing at the work session on June 16, 2026
   RECOMMENDED ACTION: That the Trustees accept the audit report and ACFR for filing as presented.

It was noted that the financial statements will be officially issued on June 26, 2026 with a slight adjustment for the City of Pueblo's debt. The financials will remain unchanged, and the city's debt is estimated due to the unavailability of audited information.

Mr. DeHerrera made a Motion, seconded by Ms. Ones to accept the audit report and ACFR for filing as presented. The Motion was approved.

3. **Change Order for Elevator Modernization Project**
   OVERVIEW: A report was provided to the trustees at their June work session regarding a change order for the Rawlings Library elevator modernization project. An update will be provided.
   RECOMMENDED ACTION: The trustees take any action deemed appropriate and/or necessary with regard to this matter.

The change order was reviewed. It was reported that the current elevator car air conditioning units do not meet code. It was requested that they be replaced at a cost of $63,806.70. This additional cost is within the project budget.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to replace the air conditioning units in the elevator cars at cost not to exceed $63,806.70. The Motion was approved.

IX. ADJOURNMENT

The meeting adjourned at 7:03pm

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING CONSENT AGENDA
5:30pm, Thursday, June 25, 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 May 19, 2026 and the Library Board of Trustee meeting held on May 28, 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 May 19, 2026, and May 28, 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.

   A. 00.01.01 Artificial Intelligence & Machine Learning Usage Policy
   B. 02.03.02 Business Ethics and Conduct
   C. 02.09.06.04 AI Tools
   D. 05.01.01 Acceptable Use of Information Technology
   E. 05.03.01 Software Licensing and Management
   F. 03.01.02 Internet Access and Acceptable Use
   G. 03.06.01 Acceptable Library Use and Safety
   H. 03.06.03 Library Rules of Conduct