PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
3:30 pm, Tuesday, June 16, 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 3:30pm 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, Deputy Library Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Mark Castillo, Director of Human Resources
- Victor Rosario, IT Help Desk Specialist
- Dmitriy Chernyak, DMS Auditing
- Rose Jubert, Secretary to the Board of Trustees

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.

The meeting location on the agenda was incorrect. The location was corrected.

III. REPORTS

A. Executive Director Report

1. Pueblo Library Café
OVERVIEW: An update was provided.

An update was provided on the Pueblo Library Café, operated by Three Birds Cafe, serving over 25,000 people since 2023.

The café operates on a shared revenue model, with the district retaining a portion of the sales and

paying an operating fee based on payroll costs, insurance, and licensing.
The revenue and cost breakdown were detailed, including operating fee payments, gross sales, direct costs, and shared revenue.

The café was under budget for 2025, with a significant increase in sales throughout the year. The operational agreement with Three Birds was discussed, which allows them a three-year runway to be able to increase their sales.

The café's marketing efforts, including specialty drinks and lunch specials, were highlighted as key strategies to attract patrons.

2. Database Usage
OVERVIEW: An update was provided.

Data on database usage was presented. This report was a follow up on a question that came up at a past board meeting. It was noted hat there was a year-over-year reduction in page views. The declined is attributed to a system error where 16 databases stopped reporting their metrics. The top three databases not reporting accounted for a majority of the decline. Efforts to see why these systems stopped reporting are being investigated.

The 24 databases that were reported in both April 2025 and April 2026 were isolated to get a true comparison that showed that the usage didn't go down, it went up. Some significant database increases were pointed out which indicated that the active portion of the database portfolio is healthy and growing. Patrons are engaged, and in many cases, they are more engaged that they were a year ago.

The importance of continuous improvement and the role of the data analyst in addressing these issues was emphasized.

B. Friends of the Library Report
The next report will be presented in August 2026.

C. Quarterly Foundation Report
The next report will be presented in August 2026.

IV. DISCUSSION ITEMS

1. 2025 Audit and Financial Report
OVERVIEW: Dmitriy Chernyak with DMS Auditing reported on the 2025 audit.

Mr. Chernyak presented the 2025 audited statements and the auditor's report, noting the financial statements were presented fairly and the audit followed the accepted accounting principles. The library district received an unmodified opinion, indicating a clean audit.

The board expressed gratitude for the clean audit report and the extensive work of the financial team.

This item was moved to the next board meeting for approval.

2. Change Order for Elevator Modernization Project
OVERVIEW: A report was be provided.

A change order for the Rawlings Library elevator modernization project was presented. The change order involved the addition of new air conditioners to the two public elevators. The need for forced ventilation to maintain a healthy temperature in the elevators was explained. The board discussed the cost and feasibility of rewiring the existing units versus replacing them.

This item was moved to the next board meeting for further discussion and approval.

3. **Library Policy Updates**
   OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

A. Organizational Scope and Purpose

OVERVIEW: The listed documents reference updates to the language and provisions to library the library's scope and purpose documents and statements.

1. Guiding Organizational Documents

a. Mission, Vision, Motto Statements (existing)
b. Library Bill of Rights (existing)
c. Library Ethics Statement (existing)

2. Organizational Positioning and Stance

a. 00.01.01 Artificial Intelligence & Machine Learning Usage Policy (new)

Mr. Potter presented the new organizational scope and purpose guiding organizational documents and a new policy. The new AI policy outlines the principles of responsible AI use, strategic alignment, and the importance of human oversight. It also includes references to existing policies and procedures, ensuring compliance with state laws and ethical standards.

B. Employee Guidelines

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

1. Work Environment

a. 02.09.06.04 AI Tools (new)

2. The Employment Relationship

a. 02.03.02 Business Ethics and Conduct (updated)

A new AI Tools policy was introduced. It states that AI is used for business purposes only and that the district's AI platform of choice is to be used for all staff. The policy includes guidelines for data classification, AI-generated content, and the prohibition of deceptive synthetic media.

The business and ethics conduct policy emphasizes the importance of professional responsibility and human judgment in AI usage.

C. Information Technology Policies and Procedures

OVERVIEW: The listed documents reference updates to the language and provisions to the information technology policies and procedures

1. Information Technology

a. 05.01.01 Acceptable Use of Information Technology (updated)
b. 05.01.01.P1 Hybrid Software and AI Risk Matrix Submission Procedure (new)

c. 05.03.01 Software Licensing and Management (updated)
d. 05.03.01.P1 Software Licensing and Management Procedures (updated)

Mr. Potter presented updates to the IT policies, including the acceptable use of AI.

The policy outlines acceptable and unacceptable uses of AI, with a focus on data privacy, patron equity, and professional use.

The unacceptable use section includes prohibitions on discrimination, synthetic media, and bypassing safety protocols.

The policy includes a disclaimer and attribution requirement for AI-generated content, ensuring transparency and accountability.

The AI risk management matrix was introduced, highlighting its mixture of NIST and ISO standards. The matrix calculates the level of risk and provides recommendations to the executive director.

The updated software licensing and management policy 05.03.01 includes AI tools and references NIST and ISO standards.

D. Customer Service Policies and Procedures

OVERVIEW: The listed documents reference updates to the language and provisions to library Customer Service policies and procedures.

1. **Access to Library Services**
   a. 03.01.02 Internet Access and Acceptable Use (update)
   b. 03.01.02.G1 Guidelines for Public Use of Emerging Technologies and Artificial Intelligence (new)
2. **Customer Conduct**
   a. 03.06.01 Acceptable Library Use and Safety (updated)
   b. 03.06.03 Library Rules of Conduct (updated)

Ms. Nelson introduced the integration of AI tools into customer service policies. The updated guidelines cover staff responsibilities and the rights of patrons regarding AI.

The acceptable library use and safety policy now includes language on AI and emerging technologies. The library rules of conduct are updated to address misuse of AI tools and emerging technologies.

Training and Rollout Plans for AI

Nick Potter outlined the training plan for staff, including the use of BoodleBox for interactive training. The training will cover both general AI use and specific tools like BoodleBox. The team plans to conduct lunch and learn sessions to foster a creative environment for AI use. The rollout will involve a phased approach, starting with staff training and then expanding to patrons.

Mr. Potter discussed collaboration with the Chicago Public Library for a public launch of AI initiatives. The team plans to conduct public programming and involve city leaders and nonprofits. The goal is to create a shared knowledge and information platform using BoodleBox. The team will continue to work with BoodleBox developers to customize features and address patron needs.

V. ADJOURNMENT

The meeting was adjourned at 5:20pm.

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, June 25, 2026 at the Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.