PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
3:30 pm, Tuesday, July 14, 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
- Jessi Ones

Board Members Not Present:
- Stephanie Garcia
- Doreen Martinez

Attorney Present:
- Bart Miller – Collins, Cole, Winn, & Ulmer

Staff & Guests Present:
- Sherri Baca, Executive 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
- 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.

There were no corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

1. Educational Assistance Program
OVERVIEW: An update was provided.

Mr. Castillo presented data on the educational reimbursement program, highlighting changes made in 2023 to increase the reimbursement amount from $1,500 to $7,500 for master's degrees and $5,000 for bachelor's degrees. He provided a detailed recap of tuition reimbursement awards from 2019 to 2026, noting the total amount awarded and the number of employees who received reimbursements.

Also discussed was the return on investment, noting that a total of 14 employees enrolled in the program since 2019 and all but 1 are still employed by PCCLD, and many have been promoted. It was explained that the cost of degrees varied based on the institution chosen by employees. $30,000 has been budgeted for 2026 for this program.

The discussion concluded with a focus on the importance of maintaining the program and ensuring that employees can continue their education without financial barriers.

B. Friends of the Library Report (The next report will be in August)

C. Quarterly Foundation Report (The next report will be in August)

IV. DISCUSSION ITEMS

1. Ryals Event Space Audio Visual Equipment RFP
OVERVIEW: A report on the Ryals Event Space AV RFP was provided.

An update on the RFP process for the Ryals Event Space audiovisual equipment was provided, mentioning the completion of the RFP process and the receipt of nine bids.

Mr. Potter explained the key objectives of the RFP, including adding a secondary screen and projector and understanding the existing space and system. Also detailed was the scoring and evaluation process, using a weighted scoring matrix with mandatory compliance items and qualitative scoring.

The top three bidders were identified: King Systems, Smart Systems, and AVI-SPL with Smart Systems being recommended for the contract due to their understanding of the existing system and higher quality equipment. The final selection was made, and it was recommended that the contract be awarded to Smart Systems at a cost not to exceed $40,695, coming in under budget.

This item was moved to the regular agenda for approval.

2. Referred Measure
OVERVIEW: A report was provided on a proposed referred measure for the November election.

Mr. Miller presented a draft ballot question for the November election, asking voters to waive the 5.25% property tax limit for all future property tax years. He explained the legislative requirements for the ballot question and the need for the Pueblo County Commissioners to vote to place it on the ballot. The discussion included the importance of the wording of the ballot question and the need for a resolution from the board to refer the measure to the Pueblo County Commissioners. Mentioned was the need for a summary and fiscal analysis to accompany the ballot question, which will be prepare in the coming weeks.

The board agreed to take this item to the next meeting for further discussion and approval.

3. Replacement Materials Fee
OVERVIEW: The waiving of these fees for those impacted by the Aspen Acres fire was discussed.

The proposal to waive fees for lost materials due to the Aspen Acres fire was discussed. The proposal included setting up a waiver request process, with basic information from patrons, and oversight by the library management. The board discussed the importance of this gesture and the potential impact on the community.

The board agreed to consider the proposal further and potentially pass a resolution at the next meeting to implement the waivers.

V. ADJOURNMENT

The meeting was adjourned at 4:28pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, July 23, 2026 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.