PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, August 27, 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 5:45 pm and Ms. Jubert conducted roll call.

Board Members Present

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Iris Clark
- Stephanie Garcia
- Doreen Martinez

Board Members Not Present

- Jeffrey DeHerrera
- Jessi Ones

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

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, HR Director
- Jose Beltran, IT Help Desk Specialist
- Rose Jubert, Secretary to the Board
- David Vinjamuri, President, ThirdWay Space

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.

It was requested that another item be added to the agenda under new business. Item 3. Security Camera Procurement.

III. CONSENT AGENDA

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

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

IV. REPORTS

A. Executive Director Report

1.ThirdWay Space – Pueblo West Library Space Planning
OVERVIEW: David Vinjamuri, President, presented on space planning for the Pueblo West Library.

Mr. Vinjamuri presented the findings of the building space audit, outlining key interior layout strategies to improve functionality without altering the library's existing architectural footprint.

Space Audit Presentation & Key Observations

- **Interior Rebalancing:** The consultant emphasized a strategic shift from prioritizing collection storage to expanding space for patron usage, identifying immediate opportunities to compress the collection footprint and create distinct, acoustically separated zones.
- **Arrival Experience:** The entry lobby was identified as underutilized. The consultant recommended immediately staffing the existing temporary desk with volunteers or staff during peak hours to improve patron orientation.
- **Meeting Room Integration:** It was noted that while the isolated meeting wing allows for valuable after-hours community use, it disconnects program attendees from the main library. Introducing components of the collection into these spaces was suggested to encourage broader library engagement.
- **Staff Visibility and Service Points:** The consultant advised expanding from a single, centralized desk to incorporating smaller service touchpoints (e.g., in the children's area and toward the front entrance) to improve sightlines and patron interaction.
- **Targeted Areas:** The current teen space was flagged as lacking adequate seating and containment. Additionally, the consultant recommended relocating the underutilized makerspace from the back of the building closer to the front entrance to increase visibility.

Renovation and Reorganization Recommendations
The consultant presented three distinct, tiered scenarios for the board's future consideration:

1. **Near-Term Reorganization:** A low-cost phase relying primarily on furniture reconfiguration and a single minor construction project to optimize current space.
2. **Mid-Level Renovation:** A moderate, cost-effective renovation plan designated as the "smart spending" scenario.
3. **Full Renovation:** A comprehensive overhaul addressing all audit issues while remaining strictly within the building's current footprint.

Collection Management & The "Marketplace" Model

- **Collection Reduction:** To free up physical space, the consultant recommended consolidating existing shelving to an 80% capacity fill rate, eliminating CDs and audiobooks, and downsizing the DVD collection to transition toward a display-oriented model.
- **The Marketplace Concept:** The consultant proposed establishing a bookstore-style "marketplace" with face-out book displays. This recommendation was supported by data from a recent multi-state study utilizing GoPro headsets, which revealed that roughly 99% of tested patrons experienced significant difficulty navigating traditional Dewey Decimal warehouse-style shelving.

B. Attorney Report

Mr. Miller had nothing of note to report.

C. Employment Changes

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

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

The report noted a few staff departures and no new hires finalized during the month of July. A finalist for the IT Director has officially accepted the employment offer, with a formal announcement expected shortly. A new IT Help Desk employee started with the district on Monday.

The Adult Services Librarian candidate has been selected. They will be relocating from Oregon, and are scheduled to begin in approximately 60 days.

Director of Collections and Resource Access: The job description and title for the former Technical Services Director position have been modernized; active recruitment for this role remains ongoing.

The roles of Program and Outreach Specialist (Lamb), Branch Manager (Lucero), and Experiential Learning have all been successfully filled, with formal announcements forthcoming.

The board expressed its formal gratitude to the Human Resources department for their heavy workload and successful recruitment efforts.

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

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

Combined Balance Sheet & Fund Balances

General Fund Assets: Total assets were reported at $10,660,214, which includes $629 in accounts receivable and $250 in the due to/due from account.

General Fund Liabilities & Equity: Total liabilities reached $166,240 (including a temporary timing issue of $21,117 in capital project expenses payable), leaving a total fund equity of $10,494,000.

Capital Projects Fund: Asset balances increased following the successful completion of the budgeted fund transfer from the General Fund.

Revenue and Expenditures Statement

At seven months through the fiscal year, target collection and expenditure benchmarks stand at 58%.

General Fund Revenue: July current revenues totaled $3,786,606, bringing the year-to-date (YTD) revenue total to $16,426,702.

Net Operating Surplus: July revenues exceeded expenditures by $2,348,932 prior to the fund transfer (leaving a net of $14,303 post-transfer). YTD revenue exceeded expenditures by $5,925,420.

Capital Fund Revenue: July revenues stood at $2,306,545, with a YTD total of $2,417,566.
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 $690,740.65 and P-Card transactions totaled $18,562.68.

Expenditures for July 2026

Total Payables	$ 690,740.65
Total Payroll (3 pay periods)	$ 830,888.97
Total outlay for July	$ 1,521,629.62

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

V. BOARD COMMENT

There was no board comment.

VI. PUBLIC COMMENT

The board acknowledged receipt of a formal letter from a patron expressing concern over a recent change that removed his ability to use a specific browser to access the internet on public computers.

Ms. Baca and the administrative team are actively communicating with the patron to provide clarifying answers regarding the transition and explore potential accommodations to meet his needs. She clarified that the IT team recently disabled the use of the Firefox browser across all facilities due to cybersecurity protocols. Public internet access is now strictly limited to Google Chrome and Microsoft Edge. She also confirmed that the organization remains in compliance with the Children's Internet Protection Act (CIPA). All network content filters remain intact and fully operational.

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, September 15, 2026 at the Barkman Library – 1300 Jerry Murphy Road – Pueblo.

   The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, September 24, 2026 at the Rawlings Library 100 E. Abriendo Avenue

B. **Discussion/Action Items**

1. **Resolution Asking Voters For Approval Of November 3, 2026 Ballot Question Waving State 5.25% Property Tax Revenue Limit** (estimated time: 5 minutes)
   OVERVIEW: A presentation was made to the Trustees regarding a resolution to ask voters for approval of the November 3rd ballot question.
   RECOMMENDED ACTION: That the Trustees approve the resolution.

Mr. Quintana made a Motion, seconded by Ms. Garcia to approve the resolution asking voters for approval of the November 3, 2026 ballot question waving state 5.25% property tax revenue limit. The Motion as approved.

Mr. Quintana, President participated in the voice vote to reflect unified support for putting the measure before the community.

2. **Greenhorn Valley Library Stucco Project**
   OVERVIEW: A report and recommendation was provided.
   RECOMMENDED ACTION: That the Trustees approve the contract at a cost not to exceed $48,273.00.

The project involves removing existing siding at the Greenhorn Valley Library and installing a durable stucco system designed to withstand high winds.

A committee consisting of Alan Rocco, Frank Nash, Elena Garduno, and Bri Reyes utilized a 100-point weighted scoring matrix to ensure an unbiased, independent evaluation.

Bidders were required to submit all requested documentation, provide three references, possess a minimum of three years in business, acknowledge all appendices (including pictures and floor plans), and meet the submission deadline.

The qualitative and technical weighting included: Qualifications and relevant experience (10%), project approach and schedule (20%), vendor ability to perform (10%), and technical requirements (20%).

Cost accounted for 40% of the total score. The lowest responsive bidder automatically received the maximum 40 points, with higher bids scored proportionally.

The board noted an exceptionally wide variance in pricing among the submitted proposals:

Colorado Stucco and Rock	$48,273.00	evaluation score 84.25 (Highest)
DCPS	$219,590.47	evaluation score 68.29
RD Construction LLC	$167,040.55	evaluation score 66.06

Due to the significant price gap, the evaluation committee thoroughly audited Colorado Stucco and Rock's proposal to verify compliance. The review confirmed that the vendor fully understood the project scope, satisfied all technical specifications, and met the district's strict expectations

Based on providing the lowest overall cost and best value, the committee recommended awarding the contract to Colorado Stucco and Rock.

Mr. Quintana made a Motion, seconded by Ms. Garcia to award the contract to Colorado Stucco and

Rock at a cost not to exceed $48,273.00. The Motion was approved.

3. **Security Camera Procurement.**
   OVERVIEW: A report and recommendation was provided to utilize the Omnia Systems cooperative purchasing contract to procure the security cameras at a cost not to exceed $79,733.
   RECOMMENDED ACTION: That the Trustees approve the contract at a cost not to exceed $79,733.

The library district launched its transition to the state-of-the-art Verkada camera system in 2022 during the Rawlings Library renovation, subsequently expanding it via the RFP process to the Barkman Library (2023) and Lucero Library (2024).

Existing legacy Acti camera systems have reached their end-of-life cycle. The legacy server is entirely inoperable for recording or archiving historical footage, restricting security staff strictly to live-view capabilities with no ability to search, export, or save events.

Transitioning to the Verkada platform standardizes the district onto a cohesive software interface featuring automated 30-day historical hard-drive archiving and advanced grid-search filters (e.g., clothing color recognition).

The Verkada system incorporates Volatile Organic Compound (VOC) air quality sensors within public restrooms to automatically alert security teams of improper usage, such as smoking or vaping.

Current inventory: Rawlings Library (76 cameras, 6 sensors; $122,174 total cost), Barkman Library (13 cameras, 2 sensors; $51,009.00 total cost), and Lucero Library (16 cameras, 2 sensors; $43,002.00 total cost).

To complete the district-wide upgrade, a total of 38 legacy cameras will be replaced on a like-for-like basis across four branches: Lamb Library (7), PW OS (15), Giodone Library (8), and Greenhorn Valley Library (8). Environmental restroom sensors are excluded from this specific phase pending further security data evaluation.

To optimize administrative efficiency, the district utilized the Omnia Systems state cooperative purchasing contract. This mechanism satisfies all legal bidding and lowest-cost responsive evaluation requirements.

The procurement contract is recommended to be awarded to Flair Data Systems (the vendor previously responsible for the Barkman and Lucero Libraries installation) under the active Omnia contract provisions.

The total quote for the 38 cameras is $79,733. The IT department will manage all physical installation labor internally to minimize expenditures, and a Verkada representative will configure and integrate the hardware into the master software platform at no additional cost.

The contract amount exceeds the initial 2026 projected IT budget of $75,000 by $4,733. Administration confirmed that this overage will be fully absorbed by available appropriated balances within the capital budget.

Mr. Quintana made a Motion, seconded by Ms. Garcia to approve the procurement of 38 Verkada *security cameras through Flair Data Systems under the Omnia cooperative contract at a cost not to exceed $79,733. The Motion was approved.*

IX. ADJOURNMENT

Ms. Garcia made a Motion to adjourn the meeting at 6:57pm. The Motion was approved.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, August 27, 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 July 14, 2026 and the Library Board of Trustee meeting held on July 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 July 14, 2026, and July 23, 2026, respectively.

2. **Library Policy Updates**
   OVERVIEW: A report and recommendation from the Legislative & Government Committee was provided regarding the following policy updates. The policies were published and provided to Board members prior to the meeting.
   RECOMMENDED ACTION: That the trustees approve the policies as presented.

   A. 03.01.05 Americans with Disabilities Act (revised)
   B. 03.06.02 Child Conduct and Safety (revised)
   C. 02.08.02 Confidential Information (revised)
   D. 02.09.15 Change Management (new)