

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
3:30 pm, Tuesday, August 18, 2026
*This meeting was conducted at the
Pueblo West Library – 298 Joe Martinez Blvd. – Pueblo, CO***

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:30 pm and Ms. Jubert conducted roll call.

Board Members Present:

- Trisha Macias, Vice President
- Iris Clark
- Jeffrey DeHerrera
- Stephanie Garcia
- Jessi Ones

Board Members Not Present:

- Fredrick Quintana, President
- 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
- Amy Nelson, Deputy Library Director
- Bri Reyes, Chief Financial Officer
- Mark Castillo, Director of Human Resources
- Heather Wilder, Branch Manager of Pueblo West Library
- Jose Beltran, 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. Pueblo West Library Update

OVERVIEW: An update was provided.

Heather Wilder, Branch Manager for the Pueblo West Library provided an update on innovative programs and initiatives, including Lego Club, Comic Book Club, Hero Kids role-playing games, and

Dodgeball lock-in. She discussed the new program at Liberty Point Middle School Boys and Girls Club and pop-up library outreach programs at Pueblo West Gardens and Cappella Assisted Living Centers. Also mentioned was the collaboration with the Pueblo West Parks Department to design and install a StoryWalk, an interactive community project where the pages of a children's story book are laminated and posted sequentially along a walking path promoting literacy with physical activity. In its second year, the native pollinator garden has been a beautiful success.

Pueblo West Metro District and the Pueblo Food Project will be installing a community garden in Civic Center Park next spring. The library will collaborate on this project by adding an educational garden box and will work with the Pueblo Food Project to create gardening and food programming.

Highlighted was the success of Librarian Beth's lifelong learning programs, including presentations on UFO's and wolves. Also highlighted was the record-breaking attendance for the trunk and treat event and the Christmas programs featuring the Liberty Point Elementary Choir and a visit from Santa.

2. Story walk Collaboration with Pueblo West Metro District Parks & Recreation

OVERVIEW: A report was provided.

Ms. Wilder reported on the collaboration with the Pueblo West Parks Department to design and install a StoryWalk, an interactive community project where the pages of a children's story book are laminated and posted sequentially along a walking path promoting literacy with physical activity.

The launch date is for this fall once the Friends of the Library grant is secured.

B. Friends of the Library Report

Mr. Potter provided a brief report sharing that Antoinette Ramos was elected as the new board of directors' president and Erik Segall will remain the vice president of the board. He reported that there was a \$15,000 bookstore transfer to fund staff projects and scholarships. He also highlighted the Nesbitt library staff association event that was held at the book store. Library staff members were provided a tote bag and were allowed to fill their bag with books compliments of the book store. The collaboration was a great success.

C. Quarterly Foundation Report

The recent Library Foundation meeting featured the 2025 audit report with zero findings and a clean audit opinion and a Q2- 2026 fundraising total of \$107,643, alongside a unanimous board endorsement for the upcoming ballot initiative.

IV. DISCUSSION ITEMS

1. Resolution Asking Voters For Approval Of November 3, 2026 Ballot Question Waving State 5.25% Property Tax Revenue Limit

OVERVIEW: A report was reported.

The resolution was presented by library attorney, Bart Miller.

Under the Colorado Fair Campaign Practices Act, the library district cannot spend public funds to advocate for the ballot question. However, the Board of Trustees is legally permitted to adopt a resolution officially stating their support and reasons for it.

The resolution can be posted on public websites, including the library's official site and an external campaign website. A notable feature of the resolution is an embedded hyperlink that directs readers straight to the campaign website for more information. Similar versions of this resolution have already been approved by the Pueblo Library Foundation's Board and the Friends of the Library's Board.

The press release that will accompany the resolution was presented.

2. Greenhorn Valley Library Stucco Project

OVERVIEW: A report was provided.

An update on the project was provided. The bid process, timeline, and expected completion date was presented.

The project background and scope were reviewed. The Greenhorn Valley Library has experienced repeated damage from high wind gusts, requiring frequent repairs by the facilities team. The project entails the complete removal of the existing exterior siding and replacement with durable stucco to ensure long-term wind resistance. The building's original color scheme will be maintained. The Request for Bids (RFB) comprehensively covers all labor, materials, equipment, supervision, permitting, and disposal fees. The project is fully budgeted within the Capital Fund for 2026. The RFB process is being conducted in strict compliance with the organization's purchasing policy.

The project timeline has been accelerated from its original schedule to ensure completion before the onset of severe weather. The complete timeline was reviewed with an anticipated start date in mid-September and an expected 90-day completion window.

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

3. Accessibility Upgrades for Pueblo West Library EV Charger Station

OVERVIEW: A report was provided.

The plan for accessibility upgrades to the electric vehicle charging station at Pueblo West Library as provided. The project includes the installation of new EV charging units, ADA-compliant curb cuts, and additional parking spaces. The cost breakdown, including the engineering and construction costs, and the budget allocation was explained. Also discussed was the importance of drainage and the potential revenue stream for the library from the EV charging units.

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

4. Library Policy Updates (estimated time: 30 minutes)

OVERVIEW: A report from the Legislative & Governance Committee will be provided regarding the following items:

A. Customer Service Policies and Procedures

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

1. Access to Library Services

- a. 03.01.02.F3 Video Game Consent Form for Minors (new)
- b. 03.01.02.P2 Video Game Access and Acceptable Use (new)
- c. 03.01.05 Americans with Disabilities Act (revised)
- d. 03.01.05.P1 Assistive Technology Equipment Procedures (revised)

e. 03.01.05.P2 Assistive Listening System Procedures – PCCD Meeting Rooms
(revised)

Ms. Nelson provided an overview of the updates, including changes to video game access policies, ADA policies, and meeting room use guidelines.

2. Use of Materials

a. 03.02.01.P1 Library Account Procedures (revised)

The library district has the ability for people to register online for a temporary account that gives them access to digital materials and databases, for 30 days. Beyond the 30 days, they have to come into the Library's to renew or update their information and provide documentation that they are a resident of Pueblo County. The language was clarified under online user registration to make it clearer that temporary accounts cannot be renewed. One account can be created, and then they have to come in to verify their account.

The student and educator program formerly known as Connect Ed has been officially rebranded as Library Connect. This affects public school districts (60 and 70) as well as participating private institutions. A new teacher account feature is launching this year, currently being rolled out in coordination with District 60 and District 70 IT teams. Teachers will use their school district ID (with a district prefix) as their library card. This allows them to use databases and check out materials for classroom use while keeping their personal library card history completely separate. These accounts carry the same privileges and restrictions as a standard adult resident library card.

3. Access and Use of Facilities

a. 03.05.01.G1 Meeting Room Use Guidelines (revised)

b. 03.05.06.G1 Satellite Partnership Guidelines (revised)

The ability for patrons to book meeting rooms after hours has been expanded across the entire library district, rather than being restricted to only the Rawlings and Pueblo West branches.

New After-Hours Requirements: The policy has been updated to include key safeguards for after-hours events and parties. Staffing: Library event support staff must be hired and present on-site for all after-hours programs. Financials: A meeting room deposit is now mandatory for after-hours bookings. Guidelines were tightened regarding room decorations to prevent property damage. The updated language specifies that only library-provided tape may be used, explicitly prohibiting pushpins, duct tape, and other destructive materials. The reference chart at the end of the policy was revised to correct meeting room names and room capacities across all district locations.

The Beulah and Avondale locations have officially closed as satellite libraries, and the term "satellite library" has been retired. Both locations will continue to serve their remote communities strictly as holds pickup locations. To align with modern service models, the district is adopting the term "Express Libraries" for the locations at PCC (Pueblo Community College) and CSU Pueblo. These locations are designated as quick "in and out" facilities that feature a small browsing collection, holds pickup services, and library card registration.

4. Customer Conduct

a. 03.06.02 Child Conduct and Safety (revised)

In alignment with established best practices for interacting with minors, the policy explicitly codifies the following safety protocols. Staff Training: Specialized training is mandated for all library staff members who work directly with children. Prohibition of One-on-One Contact: Library staff and volunteers are strictly prohibited from being alone one-on-one with a child. Contractor Oversight: Independent contractors and external program presenters must be accompanied by library staff at all

times during programs.

Library legal counsel confirmed that library employees do not fall under the legal category of mandatory reporters. However, the policy reinforces that staff will maintain active situational awareness and directly address any immediate child safety or security concerns.

5. Library Programs and Public Relations

a. 03.07.01.G1 Program Guidelines for Staff (revised)

b. 03.07.01.G3 Hired Program Presenters and Non-Library Sponsored Programs (revised)

The existing overview detailing the fundamental responsibilities of library staff who design and deliver programs has been maintained, ensuring continuous programmatic accountability. The guidelines formally incorporate strict safety protocols regarding youth interaction, explicitly reinforcing that staff and volunteers must never be left alone one-on-one with a child.

The administrative paperwork for independent contractors has been revised to include a new, proactive disclosure section.

B. Employee Guidelines

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

1. Standard of Performance and Conduct

a. 02.08.02 Confidential Information (revised)

Mr. Castillo presented the revised confidential information policy, detailing the guidelines for accessing and sharing confidential information. The update transitions the policy from a brief customer service directive into a comprehensive framework governing data privacy, handling, and security. The revised language explicitly prohibits employees from accessing or sharing sensitive data out of curiosity, convenience, or personal interest. Staff must demonstrate a legitimate "need to know" or clear business reason to interact with any protected data.

Security protocols have been added to protect internal staff data. Employees are strictly prohibited from sharing usernames, passwords, access credentials, and security keys, ensuring that personal login privileges are never bypassed or distributed.

2. Work Environment

a. 02.09.15 Change Management (new)

b. 02.09.15.F1 Change Management Process Form (new)

c. 02.09.15.P1 Change Management Procedure (new)

The new change management policy, procedure, and form, developed as part of the workplace culture enhancement project was introduced. The policy outlined a five-step process for managing organizational, process, and technical changes, ensuring employee engagement and proper planning. The importance of the change management process in improving communication and coordination within the library was explained.

The form and procedure provided a structured approach for documenting and implementing changes, with a focus on stakeholder input and sustainability. The potential for expanding the change management process to other government entities and the importance of cost consideration in the implementation plan was discussed.

V. ADJOURNMENT

The meeting was adjourned at 4:49 pm.

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, August 27, 2026 at the Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.