**Health and Safety Committee Meeting**

**1/10/2023, 2:30pm**

**Attendees:**

Desi Anderson

Kim Baltazar

Jason Tomlinson

Pat Stuckey

Alicia Griebel

Terri Daly

Aaron Ramirez

Review of past minutes.

**Office Safety Checklist** : Discussion was had about how often to perform the office safety checklist. Informally, we can notice if there are hazards around the office environment that we are working in. If noticed, report these to a manager and/or the facilities team if applicable.

We should do a formal assessment of office safety at least once per year.

Discussion of **First Aid Supplies** - all items in departments and branches are currently stocked.

Aaron asked a question about using **AED devices** in the library. This question has come up before and it has been determined that library workers are not medically trained, so it is important for us to call 911 should a medical emergency arise.

Jay Tomlinson indicated that **Narcan** has been approved by some libraries for use.

Terri acknowledges this and said that the decision has been made at PCCLD that we could be putting staff at risk using Narcan so the organization has decided not to use this.

Aaron asked “What if someone had their own NARCAN and used it during business hours?”

The advice here is that the use of Narcan while on the clock is not advised by PCCLD.

Jason indicated that Barkman does not have a **Sharps container** in or near the restroom. They have one in the back area in the staff area, but not where the public can use it. Terri will check in with Facilities on this.

**Locking Restrooms:** Some branches lock them and some do not. The consensus was that depending on which location you work, the manager could decide if it’s necessary to lock the restrooms. However, it was understood that locking the restrooms was mandated at Barkman due to the increased incidents there. It is also mandated at Rawlings.

Jay mentioned that there was an issue at Rawlings with a patron who had an accident because the bathroom was locked.

Alicia indicated that at Barkman they do timed bathroom checks. When the restrooms are locked it is easier to keep track of who is in there and how long they’ve been in there. Alicia said that they wait 10 minutes, then check. Alicia indicated that some staff and patrons experience headache and nausea due to the effects of drug use in the bathrooms.

It was asked if locking the restrooms is a decision by the branch manager or is mandated. Terri will check into this.

**There is ongoing mitigation around drug use in the restrooms.**

First, Alan indicated that the HVAC system has proper ventilation and the odor and smoke should be ventilating properly through the HVAC system.

Second, the district has invested in increased cleaning of the bathrooms.

Third, Security presence has been increased at Barkman library. There is now a Security officer stationed there during the day as well as during the regular times of 5 - 9 pm.

Alan tested the surface of a counter in one of the bathrooms and the presence of drugs tested positive, then the cleaning crew came in to do a cleaning and it was tested afterward and no traces were detected. This indicates that perhaps intensified cleaning can help mitigate surface contamination.

Finally, PCCLD has engaged a company that specializes in this area and they have scheduled a time to test the HVAC and areas at Barkman to see if there is contamination. If so, there are steps that can be taken to decontaminate the area. The Executive Director is working on this issue. The Barkman staff has been taking some precautions and these precautions seemed to have helped a little bit.

Jay suggested that perhaps there should be signs that say something like “if you are suspected of drug use, you can be suspended from the library.”

Alicia said that she has requested these signs from the Community Relations department.

Both Alicia and Jay feel that this will help the enforcement of not smoking, vaping or using any type of drug in the restroom.

Neither Lamb nor Pueblo west reports these issues. We do know that this is an issue at the Rawlings location.

**Camera Coverage at Lucero:** Jay indicated that Lucero needs more camera coverage. Terri will communicate this to Crystal Gonzales, Security Manager.

It was discussed that if there **if there is report report of sexual abuse, law enforcement should be called immediately.**

**Pornography in the library was discussed**. It was discussed that patrons can access pornography but it is not acceptable if other patrons can view it.

Aaron indicates that there should be a consistent message regarding viewing pornography in the library and also how to handle drug use. Terri brought this to the attention of Amy Nelson, Associate Director of Public Services. Amy indicated the following:

When patrons log in to Library computers, they have to select a box that they agree to a *terms of use.* In the terms of use language, it is indicated that they agree not to use library computers to view inappropriate material. There are also filters in place that are designed to block inappropriate content. However, the filters don’t always block everything that is inappropriate. Library staff are not trained or expected to “police” this behavior. So, staff aren’t to go around looking at what all patrons are viewing. However, if another patron brings it to a library employee’s attention or if a staff member walks by and sees inappropriate content, then the staff member can say something like: *It has come to our attention that you are viewing inappropriate images and material. When you logged in to the library computer today, you agreed to a terms of use that said you would not do this. This is not allowed.* Then, if the patron pushes back, the library employee can say something like, *it looks like you’re sitting in a well-traveled area. You may want to move into a study room,* or something like this.

In addition, Amy mentioned that Crystal Gonzales will be visiting department staff meetings this year and Amy will as well. **Any questions that come up around patron interactions could be asked of either of these individuals and they can address these patron interaction questions.**

Service animals were discussed.

The committee was also asked if there were relevant staff day items or classes that they thought would be important.

It was brought up that with the first amendment, it would be important to know how viewing pornography in the public library and participating in hate speech should be handled.

Terri has contacted other libraries throughout the front range and none have indicated as of today’s date that they have a “hate speech policy.” They have shared that they handle these issues through the customer code of conduct.

It was brought forward that hate speech issues have been increasing and some patrons feel uncomfortable and unwelcomed. It was said that the customer code of conduct addresses this.

**Fire Drills:** Mary Kratz said that there has not been a fire drill at Lamb.

Terri has discussed this with Alan before and Alan said that the fire alarms are consistently tested. Terri will discuss with both Alan Rocco, Facilities Director, and Sherri Baca, Executive Director.

Also, Terri suggested that it is **also important to do a verbal walkthrough in your department meetings regarding the evacuation procedures.** The evacuation procedures for each branch are on the Portal. Each department should set aside some time at a few department meetings per year to review the evacuation procedure for your branch and where you would meet up in the event of an emergency like a fire. This creates a memory of what should be done.

**Fumes from the restrooms:** Alicia indicated that she is concerned about fumes from what she deems heroin use in the bathrooms. She said that her staff wonder about testing for substances in the bathrooms. This has been addressed (above) as to what PCCLD is currently doing.

**Drug Deals in the Parking Lot:** Alicia indicated that the Barkman employees have observed drug deals in the parking lot and would like an increased **police presence in the parking lot.**

As mentioned above, there is an increased security presence at the Barkman branch. Terri will also bring this forward to Crystal Gonzales, Security Manager.

**Visitor Passes for Computers:** Alicia also mentioned that a decrease in giving out visitor’s passes helps control issues. She said that they need to start reinforcing visitor passes for people not from Pueblo County.

Alicia indicated that when a user has a visitor pass, the staff does not know who they are and they are thus, in a sense, “invisible.” She said that this makes it unsafe and she would like to take invisibility out of the equation.

Pat Stuckey indicated that patron privacy creates the need for anonymity and the passes.

**The visitor pass issue is a better topic for the Public Service Manager meetings.**

Several on the committee indicate that it would be helpful to have **training on how to de escalate angry patrons**. This was communicated to Amy Nelson, Associate Director of Public Services. She said that she would be happy to answer any questions in a PIC training, like the one that was held on 1/25/23 as well as in individual department and staff meetings.

**Next meeting, Tuesday, March 14th at 2:00 pm.**