**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**July 11, 2023, at 2PM at Rawlings Library in Bret Kelly A Meeting Room**

**Present at Meeting:**

* Terri Daly
* Desiree Anderson- Minute Taker
* Cory Reimers

The meeting was called to order by Terri Daly at 2PM.

* Terri handed out copies of her email from June 7th, 2023, that talks about emergency preparedness and our niche academy resources and READYColorado resources.
* Terri asked if we were all in agreement on changing the time of the meeting to 2:30PM to better accommodate everyone to be able to attend. We were all in agreement and it was decided that this would be done.

Old Business:

* Terri asked if any of our branches needed any emergency supplies such as band-aids, etc. Lamb was not in need of anything, but Pueblo West was. Cory asked for Band-aids, Ice Packs (preferably the larger ones), and the small individual packets of antiseptic ointment.
* Terri then asked about the Lamb Book Drop. We had previously asked for more lighting near the book drop for when it is being checked at night. Terri said she had spoken with Jennifer yesterday and she said that we might not need to install more lighting due to the voting institution we partner with having to possibly put lighting there anyway. If this changes, please notify Terri or Lamb’s safety committee representative.
* Desi informed Terri of the issues with the man living in his car in the parking lot. Terri was also informed of the issues with this man defecating on the premises and this may be another reason for additional lighting in this area. Terri also asked about the tree in that area which was recently trimmed down to help with the lighting issue. It was discussed if we should trim it down some more. Terri recommended that this patron-related issues be reported immediately to Crystal Gonzales, Security manager.
* Committee members discussed emergency preparedness within the library district, and **each committee member should choose a topic to discuss with their coworkers at their monthly meeting. Look to Niche and READYColorado to find resources.**
* Terri is working on having a fire drill at every location. This is in an effort to answer such questions such as: Who gets the patrons out of the building at any given location? Who does what and where will you be in this situation? **Note: These questions can be answered when accessing the Rawlings Evacuation and Communications Plan on the Portal under Documents. It can be tailored for each branch by the branch manager.**
* At this time, Cory mentioned that Pueblo West has had two fire drills, and they were both very successful. Great job Pueblo West!
* Desi let Terri know about the Fire Alarm at Lamb which is going off for no reason at some point every day. This is a potential fire hazard because if there ever really is a real fire emergency then we might not realize it due to this being an ongoing issue. Terri is going to speak to Alan about fixing this.

New Business:

* READYColorado has great emergency preparedness resources. It has active shooter training that could be good for everyone to view to be prepared for such a situation in real life. However, it was put forward that should this happen in real life, it wouldn’t be unusual for an individual to freeze up, but it still would be good for every employee to view this training so that we can be as prepared as possible.
* Cory mentioned some of the issues that Pueblo West would have if put into an actual active shooter situation. If someone is behind the desk, they would need to make it to the back patio and scale the fence to escape to safety (this may be harder for some then others). This is why making a shelter in place plan as well as an evacuation plan is important.
* It was also mentioned that the study rooms at Pueblo West don’t lock from the inside and the doors pull open, so there is really no way to barricade them. But, we may not want to barricade in study rooms, because there is glass. **Terri will discuss with Alan Rocco whether there are some ways we can lock and secure doors from the inside**.
* The evacuation plan for Rawlings is updated and on the portal. There is a presentation given by Aaron Ramirez on the portal that we can show to our team at our monthly meeting.
* Desi notified Terri about the African American gentleman who has been hanging around and asking women for rides. Desi also let Terri know about the instances when this gentleman didn’t want to leave the building. Desi made everyone aware of the various incidents with this man. That he was making the females at Lamb very uncomfortable, and that this gentleman does kind of center in on Jennifer Tozer in particular. Terri and Cory agreed that this gentleman was getting into harassment territory and Terri recommended that Crystal Gonzales be contacted immediately by the branch manager and apprised of the situation and that an incident report should be submitted as soon as possible.

If Roberto Aguirre, Security Officer at Lamb, is present , he should be made aware of the patron. If the patron comes in on Saturday and staff feel uncomfortable, then they can always call Rawlings security to come over to Lamb. Desi is going to suggest this action moving forward.