PUEBLO CITY-COUNTY
Library District

Ideas
Imagination
Information

www.pueblolibrary.org
(719) 562-5600

Steering Committee Meeting Notes

September 20th 2023

2:00 pm

Brett Kelly A – Rawlings Library

Steering Committee Members Present:

Ray Packard, Sandy Hudock, Anthony Rendon, Mary Kratz, Lee Vigil, David Hayden, Luke Lyons, Alisha Cunzio, Jennifer Scroggins, Al Perea, Sherri Baca

2:00 pm – Meeting called to order.

- **The subject of confidentiality between managers and staff on what is discussed during performance evaluations.** The subject of confidentiality between supervisors and subordinates was brought to the attention of the Steering Committee members. The question was asked *"Is there a library policy regarding confidentiality between subordinates and managers".* The Executive Director indicated that meetings between managers and subordinates should be confidential and not shared with outside parties. The subject of proper leadership was mentioned along with conducting best practices. These type of concerns are a Human Resource issue. It was mentioned that training will be provided to the managers in the near future on conducting good performance evaluations in which the Executive Director indicated she would mention this during the upcoming training session.

- **PW – Staff asking for training and resource packets for at risk patrons –** It was brought up to the committee if resource packets can be available to staff and patrons providing information on social programs and services being offered. Efforts have been made reaching out to current organizations such as Health Solutions in the attempt to provide support in the social services arena.

- **Can we create groups on Paylocity so that committees can share ideas etc. in an easy and accessible way** – Library staff brought up the use of an efficient way of sharing information with co-workers through the use of a "chat" program. Similar to the "slack" platform that is ideally popular. The staff would like to be able to share information such as JPEG's, PDF's and library programs they have created so they can share this information with co-workers and committee members. This can create a communication platform that is user friendly and informative. You can put your typing skills to good use by sharing information efficiently and in an organized fashion which will help you and your team work better together. This can help staff easily reach out to other team members where you can choose the right words and send your message immediately. This platform is being offered thru Paylocity and can possibly be a pilot for this trail run it can bring the Library staff together with a virtual office where everyone can communicate. Group team chats can keep colleagues in sync and included in team or project discussions. The idea of being able to communicate better is the main objective. Paylocity may or may not work but we can utilize the software within Paylocity on a 90-day trial and then re-evaluate the program.

- **Anonymous manager evaluations (by staff, toward/of managers)** It was mentioned if there can be a process where staff can evaluate their managers or implement a 360-degree feedback process. It was mentioned that staff can bring forward concerns and questions to the Human Resources Department to find out at times nothing has changed in the voicing of his/her concerns. The evaluation process

can possibly be anonymous for fear of retaliation from their manager. Peer appraisal when conducted effectively can boolster the overall impact of a 360-degree feedback from managers and subordinates. However, can this process take place without negative side effects? It was stated that a good 360-degree process in order to be successful would have to be a well-planned process. It was mentioned that this process could go wrong and that not all feedback is positive. However, this could possibly be done with the right format and included in next year's annual plan

- **Permission to ask drivers with vehicles that have no license plates on their vehicles entering the library parking lot to relocate their vehicles to a side road and not park in the libraries parking lot?** It was mentioned that security is not looking for expired vehicle tags but have noticed vehicles without any identifying tags entering the library parking lots. It was mentioned security wanted to associate the vehicle to an owner. Vehicle license plates are often stolen and security wants to be able to identify the vehicle to the person producing the plates or tags.

Security staff monitors vehicles as they enter the library parking lots allowing patrons of their presence with a simple hand wave or gesture. It was mentioned that the Security Supervisor be apprised of this situation to identify what would be best practices. Also, the Pueblo Police Department has been contacted asking patrol officers to patrol library parking lots more frequently to help mitigate this problem. Also, two additional solar powered cameras will be purchased and installed covering a wider range of the parking lot at the Rawlings Library. The cameras will operate independently and will not be a part of the current Verkada system. An email was sent to library staff by the Executive Director indicating if your vehicle has been damaged by vandal's financial assistance if available from PCCLD covering the costs of those damages.

 Furthermore, the Human Resources department has reached out to other government entities and businesses around the Pueblo County area such as the Board of Water Works, Pueblo County Government,

PW Metro District and C&O Windows and each entity or business is experiencing the same issues with vehicles in their respective parking lots this is not only a PCCLD problem. Being creative and imaginative in your efforts to curb this is the best defense.

- **2024 Annual Planning Retreat Recap** – The 2024 annual plan was highlighted where as a top ten list of projects were created by the Board of Trustees, Library Administration, Steering Committee Members and Volunteers. A top ten list will be provided on the libraries web-page. To mention a few, include: Increase community access to library resources to marginalize communities. Foster and enhance staff wellness and development (i.e. define workplace culture and values) Develop focus for customer service (i.e. district wide training) and creating friendly atmosphere to name a few. The Executive Director indicated she will be attending department and staff meetings to recap the Annual Planning process.

- **Pay for performance Annual Review Process:** A timeline of events was created in the upcoming Annual Performance and Review process. A timeline beginning the first part of October 2023 and concluding in January of 2024 has been determined. The timeline includes items such as: employees completing self-reviews, managers completing the scoring and written parts of their review, the ED, HR Director and CFO perform data analysis of all performances and compensation budget, employees are communicated via email on pay adjustments, final pay changes effective January 1st 2024

- **2024 Employee Benefits Renewal Process:** Full benefits are offered to staff who are full time there is another benefit package for staff who are 30 hrs. per week and all staff will have some access to things such as telehealth and discounted dental. The health benefits are valid from January thru December and the revisiting the insurance carries for the upcoming year is negotiated thru insurance brokers and finally approved by the Board of Trustees. PCCLD is

staying with the same slatted plan and there will be a overall increase of 3.4% with open enrollment starting in November 2023

- **2024 Budget Process:** A 2024 Budget Calendar is created with a timeline for all managers in their respective departments to meet certain deadlines for completing the budgetary process. To name a few of these guidelines there is budget training, budget worksheet submitted to the Finance Office, a preliminary draft to the Executive Director, notice of budget and public hearing and published in the Pueblo Chieftain, assessments from the County Assessor, Board of Trustee approvals. There are certain items such as the assessor furnishes preliminary assessed valuation which is an state mandate under Colorado Revised Statue CRS-5-121 and is required under the public budgetary process and local approval for receiving library funds to operate.