

## **Pueblo City County Library District**

### **Health and Safety Committee Meeting Minutes**

**November 14th 2023, at 2PM at the Rawlings Library in the Thurston Meeting Room**

#### **Present at Meeting**

- Sherri Baca
- Desiree Anderson - Minute Taker
- Cory Reimers
- Marcus Bower
- AJ Anderson
- Theia Bravo
- Thea Martinez
- Anthony Rendon
- Aaron Ramirez

The Meeting was called to order by Sherri Baca at 2PM. Sherri had the committee members go around the room to introduce themselves stating where they worked in the district as well as how long they have been with the library.

#### **Old & New Business**

- As a group, we went over the September minutes. Sherri talked about a possible future emergency preparedness plan that would go out branch wide.

- AJ mentioned possibly having CPR certification be apart of this and even possible Narcan use was brought up, but it was mentioned that this may only give the patrons the okay to do what they wanted in the library.
- Active shooter drills are still being looked into as it is important that we as a staff are prepared for these types of incidents. However, we also want to be prepared for the drills as they can be hurtful to those with PTSD or other types of trauma. Remember, in any type of active shooter scenario RUN, HIDE, FIGHT is the best idea to take.
- We are also looking into doing fire drills at all the branches. Cory Reimers let us know that Pueblo West has already done one in response to their fire alarm repeatedly going off.
- Rawlings has life safety systems in place if such a situation arises at Rawlings. The doors near the entrance push out and in the case of a real fire a chain will drop and the front entrance doors will open. Once the fire marshall clears the building then security will notify the PIC who will handle the transition back into the building. Sherri stated that there may be a need for a delay during this process as the Facilities team has let her know that the building may need time to recover afterwards, so a delayed reopening may be needed. There will be more on this later.
- In case of a bomb threat, call the police immediately then allow them to handle the situation. The manager will be the go-between for the staff and police, the police are in charge when they are in our buildings, so it will be up to them to decide if the branch evacuates or closes down. If this decision is made then the police will tell the manager then that person will when possible notify Amy Nelson then she will notify Sherri Baca.
- The stairwells at Rawlings are now armed, but they are no longer locked from the inside.

- Marcus Bower asked if it would be possible to have the staff do a walk through of Rawlings at the next staff day, so they could better know where things are.
- Security is now wearing fluorescent vests when in the parking lot at Rawlings due to the amount of speeding going on there. Anthony would still like to see about getting speed bumps to keep patrons from speeding in their vehicles. Also it was suggested that a stop sign could aid in this as well. Sherri said that the parking lot could be looked at as it functions currently to see what improvements could be made to stop this. A yield sign could help too.
- Security suggested designated parking for the library vans at Rawlings. Anthony stated that as it is now the back of the vans hang out which could result in them being hit. Anthony suggested the three spaces set off by bushes in the parking lot could work well.
- Thea suggested that something be sent out to all library locations/ branches that lets the branches know the best practices for food storage. It was also mentioned that branches need to have patrons sign a waiver for any food related programs that aren't catered or prepackaged which means that if the library is making it by hand then patrons must sign a waiver before being allowed to consume it. During this time, Desi also gave a brief update on Lamb's mouse issue which is no longer an issue and assured the committee that they are using the proper safety procedures when handling and storing food. Aaron suggested having a food safety or protocol training on niche academy. Any documents such as waivers pertaining to food safety can be found on the portal under documents or please contact Sherri.
- The library is going to continue to give out covid masks and tests to library employees. If any branch needs any, please put in a ticket for facilities. Please do the same if any

branch needs hand sanitizer or sanitizing wipes. Thea also asked if the cleaning supplies youth services uses to clean their children's area had to be bought by them or if facilities could do it. Sherri is going to look into it and see what is available.

- Thea suggested that the district look into becoming a green library. She mentioned that Rawlings has all the green trash cans, but they are not used properly for recycling. It was mentioned that this could be done through serving healthy ingredients at programs, becoming energy efficient or even recycling certain disposable items. Sherri said that this is something that could be looked into in the upcoming renovation of other branches as well as possibly doing a district wide program for Earth Day.
- The safety Committee will be looking into doing a debrief on workplace injuries for Workman's comp which will save us money on premiums. More on this at a later time.
- The next meeting will be in person at Rawlings on January 9th 2024 at 2PM. The place of the meeting has not been designated, but will be given at a later date.

**Meeting was adjourned at 3:10PM at Rawlings Library in the Thurston Room by Sherri**

**Baca**