**Pueblo City County Library District**

**Health and Safety Meeting Minutes**

**January 9th 2024, at 2:30PM at the Rawlings Library in Bret Kelly A**

**Present at Meeting**

* Sherri Baca
* Terri Daly
* Alyssa Mestas
* Thea Martinez
* Aaron Ramirez
* Desiree Anderson- Notetaker
* Anthony Rendon
* Crystal Gonzales
* Cory Reimers
* AJ Anderson
* Marcus Bower
* Danielle Cowles

The Meeting was called to order at 2:30PM

* Sherri handed out copies of the agenda for the meeting and everyone went around to introduce themselves.

**Old & New Business:**

* Sherri announced that an emergency preparedness plan is in the works.
* During the February All Staff Day there will be a walk thru of the Rawlings branch that employees can sign up for if they are unfamiliar with the Rawlings layout.
* Thea Martinez was thanked for sending out an email with pest control tips as there may be a few mice at Rawlings. Desi updated everyone on the mouse situation at Lamb and explained what we are doing to prevent pests at Lamb. Danielle suggest stuffing Steel Wool into any rodent holes or nests we find and it was agreed that all food should be sealed and not left out.
* Facilities will be providing cleaning supplies to youth services per Thea request at the last meeting. Youth Services must just ***submit a ticket*** to facilities via the helpdesk.
* Sherri mentioned that it is being looked at what the district can do to work on becoming a green library.
* Sherri mentioned as well that workplace injuries are something that we need to be conscious of as a district. We need to be safety conscious and try to avoid any accidents either small or large. Please do not be lifting heavy objects by yourself, please call Facilities for assistance, especially for the furniture on the 4th floor of Rawlings.
* The Safety Committee leadership will be transitioning again now that Terri has returned. Crystal Gonzales and Terri Daly will be co-chairs overseeing the committee as a whole. For this we need to communicate any safety issues as well as bring anything relevant to the committee's attention. Terri will also be sending out a safety checklist that the members can go through at their branch/ department as well as any emergency or evacuation plans should be talked about with PCCLD staff. If any safety issues from the checklist are noted at your branch/department, please notate them on the checklist and return to Terri. Access to this checklist will be made available on the portal.
* Cameras have been installed at Rawlings in the parking lot.
* If any branch is in need of first aid supplies please contact Terri Daly, Desi let her know that Lamb was in need of some supplies.
* Desi also brought up the need to have Sharps Containers at Lamb which was brought up at a previous meeting. Sherri said that this is something that should be done, so there are no patrons just leaving them around. Desi will have Crystal Talley put in a help desk ticket to Alan at facilities, who will also oversee the emptying of those receptacles.
* It was also brought up that staff at Rawlings needs to be made aware of where the fire extinguishers are within the building as no one knows at this time.
* At this point, it was brought up what staff is obligated to do in an emergency situation with a patron. It was reiterated that we do not have defibrillators, nor are we required to be CPR trained, and it is library policy to not render aid. We are not responsible for these services and should call 911 or the non-emergency line for the Pueblo Police if the occasion arises this way the library is not liable for anything. At Rawling, it usually doesn’t take first responders very long to arrive, usually within ten minutes. As well as the Pueblo Police have been very good about keeping an eye on Rawlings as well. Anthony mentioned he has seen police in the parking lot keeping an eye out before closing. Crystal Gonzales also mentioned that the Crime Prevention officer has offered training.
* Marcus asked if some role-play type training would be available for the staff for dealing with difficult patrons. Crystal Gonzales let us now that in February there will be a training opportunity such as this.
* Sherri let the committee know that when the Rawlings renovation was done, the city required that the Abriendo entrance have what she called a pork chop type barrier, but it is making it so the patrons driving in have to turn to the right rather than driving through. Because of this the sign keeps getting hit, so the library is going to apply to remove this barrier as it is a hazard in the snow and people were hitting it as well.
* Parking lot safety is also important at this time. Please remember to **walk like a penguin** and make sure your branches have ice melt. The library does have a vendor who should be shoveling the walks during icy/cold weather. Cory mentioned that Pueblo West has an ice issue. They need something to break up the ice in their spout area as Cory should not be breaking this up himself. Anthony also mentioned that the stairs by turtle park keep getting iced over.
* Desi asked if it would be possible to get some signs similar to the ones at Rawlings that discourage patrons from bringing carts onto or into library property as it has been brought to her attention by Brittany, the Lamb security that there has been pushback when trying to enforce these policies. Not to mention, some homeless patrons have been trying to set up camp/ tents close to the building. Sherri said that she would see about getting us these signs and Danielle did mention that in some cases that code enforcement could be called. It is not acceptable to have tents set up on library grounds and it was also addressed that patrons are not allowed to sleep in their car either.
* It was reported that the light that the Steering committee got for the loading dock is working perfectly and that as a result there has been a significant decrease in homeless sightings in that area. However, people have still been seen dumpster diving in the dumpsters by the loading dock and facilities areas. If you see this happening, please call security immediately for assistance. Marcus suggested that perhaps we could get speakers that repeat a message about loitering on a loop.
* Cameras are being installed outside in the parking lot at Barkman while it is being renovated. Also there are chemical sensors being installed in the bathrooms at Rawlings, similar to the ones at Barkman, in an effort to deter drug use. While the issues in the bathrooms have lessened there is still a need for them. It was noted that Rawlings staff has been particularly good at handling these situations. At this time, the 4th floor bathrooms will not have these sensors installed as there is not deemed a reason to have them, but if this changes the committee will be notified.

**The Meeting ended at 3:35PM**