



**Steering Committee Meeting**  
**2:00 pm, January 17, 2024**  
**Bret Kelly A—Rawlings Library**

***Agenda***

2:00 pm – Call meeting to order — Whole Committee Gathers at 2:00 pm

- Introductions & Welcome to new Committee members—Executive Director & Director of HR
- Steering Committee Framework
- Update on any previous items of discussion as applicable
- Discussion Items
  - Budget Stuff-Can we extend the cut off period until AFTER Cyber Monday? We want to take advantage of all of the sales especially for programming in December.
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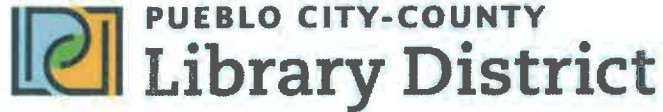
Adjourn by 4:00 p.m.

Next meeting – February 21, 2024

**Steering Committee Roster**

**17-Jan-24**

Name	Department	Term				
		Remaining	Years	2024	2025	2026
Mary Kratz	Lamb/L@Y	1	2023-24			
Ben Darezzo	Security	1	2023-24			
Alisha Cunzio	Rawlings - LH&G	1	2023-24			
Alyssa Vargas-Lopez	Rawlings - ELD	1	2023-24			
Frank Nash	Facilities	2	2023-25			
Sandy Hudock	GHV, GIO, LUC	2	2023-25			
Rachel Packard	Pueblo West	2	2023-25			
Jennifer Scroggins	Rawlings - User Services	2	2023-25			
Robin Rice	Barkman	3	2024-26			
TBD	Com Rel, Fin, HR	3	2024-26			
Josh Vicknair	IT	3	2024-26			
Michele Dagnillo	Technical Services	3	2024-26			
	Turnover annually			4	4	4



## STEERING COMMITTEE FRAMEWORK

### PURPOSE

The purpose of the Pueblo City-County Library District Employee Steering Committee is the following:

- to serve as a conduit for communication from all staff throughout the library district
- to inform and advise the Executive Director and library administration on various topics
- to serve as a focus group regarding library district initiatives and critical items (such as annual planning retreat, annual budget, employee benefits, new initiatives, etc.)
- to facilitate an effective feedback process

### MEETINGS

- **Dates & Times**—Monthly on the third Wednesday from 2:00-4:00 pm; the Director of Human Resources joins at the top of the meeting and provides support to the Committee as it carries out its business. The Executive Director joins the meeting at or around 2:30 pm for further discussion.
- **Assigned roles**—Roles are important to keep the meetings operating smoothly and to report out the minutes of the meeting.

These roles are the following:

1. Meeting Lead: Facilitates the discussion for the meeting, organizes the agenda and offers leadership and support to the Steering Committee
2. Recorder: Records the minutes and shares them on the PCCLD portal—assigned quarterly by the Steering Committee

## **ROSTER AND TERMS**

The term of service by an employee on the Steering Committee shall be 3 years or shorter to accommodate staggered terms. Consecutive terms are not provided unless approved by the employee's manager and the Executive Director. An employee can serve more than one non-consecutive term. Service on the Committee shall be approved by the Executive Director and will be at the discretion of the branch or department manager. The Director's Office will serve as the facilitator of filling Committee seats, monitoring terms served, and will be the point of contact regarding the Steering Committee.

## **EXPECTATIONS & PROCEDURES**

The Executive Director or designee has sole authority for appointing PCCLD standing and/or ad hoc committees who work together to achieve goals or carry out special assignments in the interest of PCCLD as determined by the Executive Director or his/her designee. (*Source: PCCLD Employee Guideline 02-02-13*).

Regarding Steering Committee work, it is expected that Committee members will undertake their Committee duties in such a way that does not interrupt their assigned department in the library, keeps their manager informed of the time required to undertake Committee duties, and seeks approval from their manager or the Executive Director or his/her designee for special research and activities outside of Steering Committee meetings. The intent of service on the Steering Committee is to accept feedback and information from library employees throughout the district and relay that information to the Steering Committee in regularly scheduled Steering Committee meetings. The majority of the time spent on Steering Committee activities comprises time attending and participating in Steering Committee meetings. Any work outside of Steering Committee meetings must be approved by one's manager to provide oversight of the activity and to arrange for adequate time as needed.

With regard to successfully carrying out duties of the Steering Committee, conduct is critical. "We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and

**January 17, 2024**

**2:00 PM - 4:00 PM**

**Steering Committee Meeting Minutes**

**Highlights**

**IV.F.4. Expectations and Procedures**

Feedback from staff cannot be anonymous. Any anonymous feedback may go through the Director of HR, staff's direct supervisor, or the Executive Director. Sherri Baca is not a fan of anonymity and would like staff to be transparent and open.

**IV.F.4.c.1. Expectations and Procedures**

If community partners have issues, where do we direct them to?

Answer: The Community Comment Form, Ask Us link on the library's website, contact library leaders as noted on Administrative Office webpage, call the library, or stop in to speak to library staff

**IV.F.4.c.2. Expectations and Procedures**

What is the primary form for internal feedback?

Answer: Open door policy, Steering committee, Ask Us Form

- Staff can use the Ask Us Form online but it isn't used often. These comments go to Jennifer Scroggins who then relays the information to the relevant staff.
- "Hey why don't we?" Button on the Portal. This button leads staff to a form. The responses go directly to Terri Daly.

**V.A. Promotion and Communication with Community Relations**

Changes have been identified and will be implemented by the Community Relations team in the near future.

**V.B.4.a.3 Recycling in the District**

When printer cartridges are empty, put in a ticket to IT to request that they be picked up and properly disposed of.

**V.B.6.a-c. Recycling in the District**

Remaining plastic bags should not be given to the public and should be used behind the scenes to maintain positive optics. Several boxes of remaining red cloth bags with the old logo are currently in the basement. These will be given out to patrons for free.

**VI.A.2.b. Extending the Spending Cut Off Date**

Budgets that are not spent within the year carry over to the following year unlike in government budgeting. This is so staff do not have the pressure of "use it or lose it."

**VI.C.1-8 Library Computer Filters**

While there is no exact date for implementation of Go Guardian and other filters we can expect it to go live at the end of Quarter 1 (approximately April). Staff and patron training/education will be distributed before the implementation. The goal is to have staff fully prepared for the change. Staff will have the power to correct these issues within their own hands. Staff will be trusted to make decisions. There will be one version of the filter, it will either be on or off. For youth, anyone under the age of 18 cannot have access to blocked sites without the presence of their adult. We will not card people who look to be underage. We will rely on their verbal response and best judgment. Everyone using a pass will be subject to the filter. In these cases, adults can be granted access automatically. These processes are happening to ensure the district remains compliant under the [Children's Internet Protection Act \(CIPA\)](#) through federal law.

#### **VI.D.1. Culture Committee**

The contract with [Moss Adams](#) has been signed. As we move into February, anticipate a survey to be distributed among staff. The contract states that the library will work with Moss Adams for a 6 month engagement and will result in a 3-5 year project that will enhance workplace culture.

#### **Action Items**

**II. B.** If there are any issues with the terms, please let Sherri Baca know.

**IV.E.3.** If you (Steering Committee members) are not receiving Steering emails, please contact Sherri Baca.

**IV.F.3.b.1.** Sherri Baca was unsure if this statement was properly cited. She will double check and update the framework as needed.

**V.B.3.** Frank Nash from Facilities will research and review options for recycling.

**V.B.6.c.1.** Sherri Baca will send an email out to managers to notify them of the distribution of red cloth bags.

**VI.A.3** Sherri Baca will discuss with Finance about the possibility of creating a discretionary budget.

#### **Detailed Meeting Minutes**

##### **I. Introductions**

A. **Present:** Sandy Hudock, Alisha Cunzio, Frank Nash, Michelle Dagnillo, Sherri Baca, Terri Daly, Josh Vicknair, Mary Kratz, Alyssa Vargas-Lopez, Robin Rice, Jennifer Scroggins

##### **II. Steering Roster**

A. **Document:** Handout of the current/updated roster. Terms are given per department with the intention of maintaining a consistent team while also allowing other staff members to take a turn being the representative.

B. **Action:** If there are any issues with the terms, please let Sherri Baca know.

##### **III. Recorder**

- A. **Roles:** The recorder role changes quarterly (every 3 months). For the months of January, February, and March, Alyssa Vargas-Lopez will take the role of Recorder.

#### IV. **Framework**

- A. **Document:** Framework for the Steering Committee sets expectations for the staff as well as the committee. Additionally, this document outlines the purpose, meeting and agenda details, and defines roster and terms.

1. This document was updated today, shown on page 4. Today the Steering Committee reviewed the document as Sherri Baca read each section. Following this meeting Sherri Baca would relay the framework to the START senior leader team and the Public Services Managers.

#### B. **Purpose**

1. The Steering Committee is a communication tool. At the roundtables, communication was identified as an area that needed improvement. Leadership relies on feedback from staff. Representatives are encouraged to provide input and feedback.
2. Information may be first brought to the Steering Committee for input as well. This information includes policy changes, budget, benefits, and staff day. These topics are not necessarily topics that require pre-discussion and will be items added by the library administration team as needed throughout the year.

#### C. **Meetings**

1. **Roles:**
  - a) **Facilitator/Director of HR:** Terri Daly will arrive at the top of the meeting as opposed to coming in for secondary discussion. This position is supportive. The Director of HR will act as the consensus lead when consensus is necessary, in addition to facilitating the meeting as needed.
  - b) **Meeting Lead:** The Lead will be selected at the end of each calendar quarter for the next quarter. This position will change quarterly similarly to the Recorder. This person will help guide the conversation and will lead as the agenda indicates when Sherri Baca joins the meeting. This role was previously the Reporter. The name was changed to make more sense.
  - c) **Recorder:** The recorder takes the meeting minutes. This role will change quarterly as stated under section III. This role is responsible for working with Sherri Baca or Michelle Vigil to post the meeting minutes under the Committees tab on the staff portal.
  - d) **Executive Director:** This role will maintain the committee roster and collect feedback and act accordingly.
    - (1) **Note about the roster:** The goal was to have all departments represented, to include branches. Historically, it was decided that 3 branches would share 1 representative seat.

2. Questions/Comments

a) Would the recorder need access to publish to the portal?

(1) Answer: No, the recorder can send the notes to Sherri Baca, Terri Daly, or Michelle Vigil to post the notes.

**D. Agenda**

1. Agendas can be accessed via the Google Doc shared out directly to Steering Committee members. Members will be able to add and edit the agenda up until the meeting begins.
2. Staff who are not on the Steering Committee will be sent an email from Sherri Baca notifying them of their nearest representative. Representatives will act as a conduit of information for their peers.
3. Admin will add information to include news and items that need feedback from staff.
4. The Steering Committee will talk and discuss the agenda before the Executive Director comes in. The Steering Committee will reach consensus before talking about it with the Executive Director.
  - a) The committee will report after a simple majority vote by the raise of hands is conducted. During this time they will determine one of 4 outcomes:
    - (1) This item is approved to move forward for discussion with the Executive Director
    - (2) This item will request to be revised and resubmitted
    - (3) This item can be answered by existing policy/procedure/venue
    - (4) This item will be deferred until further knowledge can be obtained
5. Questions/Comments
  - a) The Executive Director can arrive at a later time as long as it means staff has plenty of time to discuss.

**E. Roster and Terms**

1. Terms are put in place to ensure no one person will serve on the committee indefinitely. Terms are staggered so that only one-third of the members are transitioning per year. Committee members may serve on more than one NON-CONSECUTIVE term. The Executive Director will defer to the staff member's supervisor for permission for staff to attend. Rosters are maintained by the Executive Director's Office. The Executive Assistant will begin to assist with these processes of appointment.
2. Action: If you are not receiving Steering Committee emails, please contact Sherri Baca.

**F. Expectations and Procedures**

1. The Executive Director or designee will have the sole authority to appoint staff for this committee.
  - a) The designee will most likely be Amy Nelson, or if unavailable will be a member of the START team.



2. The goal of this committee is to work together to achieve goals while not disturbing the operations of one's regular duties. It is the responsibility of the staff member to keep their supervisor informed if the staff member takes on more tasks apart from attending the meeting. If other work is being done, staff must also get approval from the supervisor.
3. Questions/Comments
  - a) The Annual Planning Retreat is one example of additional duties that will require approval.
    - (1) The Annual Planning Retreat takes place in late summer, approximately in August. During this retreat, Public Service Managers, START, the Foundation Board, the Friends of the Library Board, and the Steering Committee meet to establish the following year's goals. Sometimes this event takes place on site, other years the retreat has been moved to other locations.
  - b) Portions of the Expectations and Procedures come directly from the ALA code of ethics and are distinguished by quotation marks.
    - (1) Action: Sherri Baca was unsure if this statement was properly cited. She will double check and update the framework as needed.
4. Feedback
  - a) Feedback from staff cannot be anonymous. Any anonymous feedback may go through the Director of HR, staff's direct supervisor, or the Executive Director. Sherri Baca is not a fan of anonymity and would like staff to be transparent and open.
  - b) Next Steps
    - (1) Sherri Baca will take the framework documentation to the START team and Public Service Managers.
    - (2) The goal of this process is to define what the Steering Committee does and how the committee does it.
  - c) Questions/Comments
    - (1) If community partners have issues, where do we direct them to?
      - (a) Answer: The Community Comment Form
        - (i) This system is not anonymous since it collects IP addresses. The web administrator and IT will not conduct research on patrons unless there is a need for library operations to conduct an investigation (as requested by the Executive Director's office). This was put in place by previous staff due to patrons who would spam this feature online.

- (b) The Steering Committee is meant for internal concerns and discussion items only.
- (2) What is the primary form for internal feedback?
  - (a) Open door policy
  - (b) Steering committee
  - (c) Ask Us Form
    - (i) Staff can use the Ask Us Form online but it isn't used often. These comments go to the Reference Librarian who then relays the information to the relevant staff.
  - (d) "Hey why don't we?" Button on the Portal
    - (i) This button leads staff to a form. The responses go directly to Terri Daly.
- (3) Sherri Baca does not advocate for her business card to be handed out to patrons. Her role is to not fix things on the ground level. Sherri recommends that staff not jump from step 1 and immediately go to step 8, rather staff should follow the chain of command.

## **V. Updates on Previous Agenda Items**

### **A. Promotion and Communication with Community Relations**

1. After the November meeting when a document outlining issues with promotion was distributed, Sherri Baca did work behind the scenes to collect more information and address issues with the document itself. This work resulted in creating the Steering Committee Framework.
2. Sherri Baca and Amy Nelson went line by line and compared the information to data. During this time they ruled out items and identified items to be changed.
3. Sara Schwartz, Nick Potter, Sherri Baca, and Amy Nelson gathered to discuss and determine what issues would be addressed or changed in the future. Nick and Sara will let departments know of the changes in the near future.

### **B. Recycling in the District**

1. The Health and Safety Committee resonated with this need to recycle in our district.
2. Unfortunately, this was not included in this year's budget.
3. Action: Frank Nash from Facilities will research and review options.
  - a) In the past the Facilities Superintendent has stated that the options were not great. This may be a result of a community issue with recycling rather than a district issue.
4. Could this be a staff end initiative and not public facing? For example with our usage of paper and colored printing.
  - a) To IT, what are the means in which we obtain and dispose of ink cartridges?

- (1) The IT department disposes of cartridges through the district's printer partner, Gobins. They work with this company since the cartridges must be disposed properly.
  - (2) Should collecting the cartridges be a once a month task?
  - (3) Action: When printer cartridges are empty, put in a ticket to IT to request that they be picked up and properly disposed of.
  - (4) Through Jennifer Scroggins' experience with District 11, she recalled that they would purchase refurbished cartridges.
    - (a) Could this be an option for the public and not internal use?
5. To be a "Green Library," staff should be encouraged to do a lot of small things to make change, according to Sherri Baca.
  6. Actions the library has taken already include reducing plastic bag waste and transitioning to paper bags to be in accordance with Colorado law.
    - a) Remaining plastic bags should not be given to the public and should be used behind the scenes to maintain positive optics.
    - b) Pueblo city enacted a law that did not require businesses to charge for bags.
    - c) Several boxes of remaining red cloth bags with the old logo are currently in the basement. These will be given out to patrons for free.
      - (1) Action: Sherri Baca will send an email out to managers to notify them of the distribution.

**C. Parking and Speed Bumps**

1. There is not a solution for catering parking at this time.
2. Speed bumps will not be put in the parking lot.
  - a) Speed bumps will make it difficult for facilities to sweep snow.
  - b) Not aware of an unreasonable level of issues right now

**D. Facilities Tickets**

1. Supervisors will still be required to submit facilities tickets on behalf of staff. Exceptions include staff submitting a ticket for safety reasons, i.e. blood on the ground.
2. Reasoning behind this is to ensure staff are not going above the heads of their supervisors just in case the supervisor did not approve.

**E. Elevator**

1. This issue has previously been addressed. The "garble noises" heard once the call button is pressed are from the elevator company. The elevator company will call the library designated contact who will then address the stuck elevator.

**VI. New Issues**

**A. Extending the Spending Cut Off Date**

1. Staff have expressed a want to extend the spending cut off date to take advantage of sales that take place on Black Friday and Cyber Monday. They have asked if the deadline could be moved to the end of November.
2. Other staff have identified a need for spending throughout the month of December and are requesting discretionary funds be put aside for last minute needs for programming. This could be built into the budget and act as “emergency funds” that only managers have access to.
  - a) Exceptions for the cut off date still include perishable items. The cut off date is for items that are mail order items. This is put into place to slow down spending to lessen the spending activity for Finance as they prepare for the next year.
  - b) Important: Budgets that are not spent within the year carry over to the following year unlike in government budgeting. This is so staff do not have the pressure of “use it or lose it.”
3. Action: Sherri Baca will discuss with Finance about the possibility of creating a discretionary budget.

#### **B. Heating Updates**

1. Since our renovation of Rawlings, the library is still discovering the ongoing issues. With the extreme cold temperatures that Colorado endured this past weekend, facilities were able to diagnose issues.
2. Closure at Rawlings happened because the Skybridge had no heat. The decision was difficult as Sherri Baca weighed the cons of each, the homeless community needs us and staff cannot work within these conditions.
3. Heating the building is not like heating a house. Members of facilities came in on Sunday, Monday and Tuesday to address the issues. They had to play with the air and water while dumping heat to restabilize the system. From this they identified and fixed twelve issues to include broken valves in the ceilings. The chances of this happening again are very low.
4. Branch issues included:
  - a) Greenhorn had frozen pipes
  - b) Pueblo West had similar problems to Rawlings
  - c) Giodone’s system needed to be turned on

#### **C. Library Computer Filters**

1. While there is no exact date for implementation of Go Guardian and other filters we can expect it to go live at the end of Quarter 1 (approximately April).
2. The draft of the policy was on Sherri Baca’s desk as of 1/17/24 and is needing her review before being presented to the Board of Trustees in February. The Steering Committee will also have a chance to review in the future.
3. Staff and patron training/education will be distributed before the implementation. The goal is to have staff fully prepared for the change.

4. Question: will there be a dedicated feedback form for sites that have issues?
  - a) Answer: No, but staff will have the power to correct these issues within their own hands. Staff will be trusted to make decisions.
    - (1) Feedback should still be sent to IT after the interaction.
5. There will be one version of the filter, it will either be on or off.
6. For youth, anyone under the age of 18 cannot have access to blocked sites without the presence of their parent or guardian. We will not card people who look to be underage. We will rely on their verbal response and best judgment.
7. Question: how will passes work?
  - a) Everyone using a pass will be subject to the filter. In these cases, adults can be granted access to unfiltered internet access automatically.
8. These processes are happening to ensure the district remains compliant under the [Children's Internet Protection Act \(CIPA\)](#) through federal law.
  - a) The library receives approximately \$250,000 from federal agencies. As a result there are policies we must follow to ensure we are compliant with these funds.
9. Question: have we looked at what other libraries in Colorado are doing?
  - a) Answer: Yes, what we are using is a "more manicured" system that collects more detailed information.
  - b) We will be meeting the minimum requirements to be compliant with CIPA. You may see that schools have more complex filters than what we are implementing despite using the same platform, Go Guardian
10. Question: for staff day, could we have a Q&A session about this so people could ask their "what if" questions? It would also be beneficial for staff to be able to see the law and be provided with an explanation of why these changes are coming. The public should also have access to a flyer with the law and our reasoning as well.
  - a) Answer: The IT department is creating documents that will help us understand. Staff will not be going into this blindly. Training will begin in approximately 60 days, give or take. It is expected that the library will have a "season of pain," but remember no one is alone in this process.

#### **D. Culture Committee**

1. The contract with [Moss Adams](#) has been signed. As we move into February, anticipate a survey to be distributed among staff. The contract states that the library will work with Moss Adams for a 6 month engagement and will result in a 3-5 year project that will enhance workplace culture.
  - a) Outcomes from this will hopefully be a renewed WizAward and Starlight Award process.

VII. Meeting Lead for February and March will be Josh Vicknair.