**Pueblo City County Library District**

**Health and Safety Meeting Minutes**

**March 12th 2024, at the Rawlings Library in Bret Kelly A**

**Present at Meeting**

* Marcus Bower
* Danielle Cowles
* Crystal Gonzales (Facilitator, Note taker)
* Alyssa Mestas
* Cory Reimers

The meeting was called to order at 2:35PM

* Crystal handed out copies of the agenda for the meeting. The Library Rules of Conduct and Personal Belongings Procedure was distributed to all members present.

**Old and New Business**

* Recommendations for making the library greener and more sustainable. Members offered ideas about putting this information up on the portal for employees to submit ideas. The Community group in Paylocity may also be a good place to have these conversations.
* A few members had the opportunity to complete the Rawlings Emergency Walk-through at Staff Day. The feedback was that it could have been more in depth and included areas of the building that are the most unfamiliar to staff. The locations of fire extinguishers and first aid kits could have been pointed out during the tour. One recommendation was that a thorough building tour could be built into the new hire orientation process. This could be led by someone from the Rawlings Security Team. Managers at branch locations could be responsible for this at their locations.
* Youth service was not in attendance. Could not verify if they received the cleaning supplies they requested.
* Health and Safety Committee team members were able to locate and access the Safety Checklist on the Portal. Team members will help others navigate to find it if necessary.
* Lamb was not in attendance to report out about recommended signage from last meeting. Crystal updated that signs explicitly discouraging shopping carts on the premises will not be posted. The use of good customer service and courtesy should be used to address this issue. Staff should inform the patron that shopping carts are not permitted on property for safety reasons but that the patron is welcome to use the library when the carts have been removed. There was no update about the sharps containers being installed at Lamb.
* Cory reported that he has completed a safety walk-through at Pueblo West. He ensured that all safety concerns including the use of daisy chains were addressed. The drainage issue and freezing sidewalks has been addressed. There has not been much moisture so it is hard to tell if the mitigation of these areas is successful.
* Danielle has asked for follow-up on the light on the dock. Is this light always on? Is it working to deter people from camping/sleeping in the area? Danielle mentioned that the staff entrance door in Turtle Park is often left unsecured. This could be a potential safety issues/concern. Danielle has requested that a handle be installed on the internal surface of the doors to the dock. This door is often left unsecured because of the air pressure changes in the building. Crystal will follow-up to help address these concerns.
* There was no update about the concrete barrier “pork chop” at the parking entrance of Rawlings off Abriendo.
* Security team updates: The security team is working shorthanded because an employee is out on scheduled medial leave. Ben Darezzo has left the organization. Jason Tomlison, former security substitute/Barkman/Lucero officer has been hired to replace Ben Darezzo.
* Crystal has asked the Health and Safety Committee members to share the following information with their teams:
	+ If you see something suspicious or unsafe, report it to someone who can help i.e. managers, PICs, other team members, security, or appropriate authorities.
	+ Be mindful about who is around when inputting employee codes into doors
	+ Address patron behavior big and small with consistency and equitability. Addressing level one behavior and holding patrons accountable will help prevent bigger issues in the libraries.
	+ Staff presence and walking through the library is the best deterrent for unwanted or undesired behavior.
	+ Ryan Dowd’s Pennies in a Cup concept was referenced. This concept helps build professional relationships with others. Greet patrons. This helps make people feel acknowledged and also lets them know that you know they are in your area.
	+ Discussed the importance and usefulness of checking the Suspension List and Communication Log entries regularly.

**The Meeting ended at 3:45PM**