

March 20, 2024

2:00 PM - 4:00 PM

Steering Committee Meeting Minutes

- I. Attendance:
 - A. Jennifer Scroggins, Alisha Cunzio, Mary Kratz, Frank Nash, Maria Kropf, Josh Vicknair, Robin Rice, Ray Packard, Alyssa Vargas-Lopez, Michele Dagnillo, Sandy Hudock
- II. Elect New Leaders for 2nd Quarter
 - A. Current Committee Leaders:
 1. Lead - Josh Vicknair
 2. Recorder - Alyssa Vargas-Lopez
 - B. New Committee Leaders (by volunteer)
 1. Lead - Frank Nash
 2. Recorder - Alisha Cunzio
- III. Quarter 1 Wiz Awards
 - A. Steering committee members were asked to review Wiz Award nominations prior to the meeting. Each member was asked to select 1-5 nominees that they felt should receive the award.
 - B. Awardees
 1. Javier Razo
 2. Linda Lewis
 3. Maria Smyer
 4. Crystal Talley
 - C. Other Conversations/Questions Related to the Topic:
 1. The committee recalled that Sherri had previously mentioned that the Wiz Award will change in the near future in conjunction with the culture assessment.
 2. Could the Wiz Awards be more accessible to patrons?
 - a) The box for entries is hidden for some departments, as a result, many patrons are not aware of the Wiz Award.
- IV. RECAP - Old Agenda Items
 - A. Local Government Watch and Parties
 - B. Books Again Memberships
- V. Local Government Watch and Parties
 - A. Issue: This item was not addressed last meeting. Members present were unclear of the announcement.
 - B. Resolutions: Ask for clarity from Sherri.
- VI. Books Again Memberships
 - A. Issue: Members of the committee were asked to obtain feedback from their teams to gauge the interest in purchasing Books Again Memberships for staff. Membership would include 10% off Books Again purchases and a mailed newsletter of upcoming events.
 - B. Feedback:

1. Some departments were not really interested in this perk and would rather the money be spent elsewhere. Suggestions include using the funds to improve the staff appreciation dinner.
 2. Branches were more interested in the perk especially since many branch members do not have relationships with Books Again.
- C. Other Conversations/Questions Related to the Topic:
1. What was the intention to provide this perk? Was it to support Books Again and develop our preexisting relationship?
 2. Could the membership be optional? Staff who are interested can choose to opt in to this perk.
- D. Item was agreed upon to clarify with Sherri.
- VII. NEW - Study Rooms at Rawlings - Accessibility
- A. Issue:
1. Recently, a gentleman with tourettes was in the library and could be heard from every floor. The man's ticks were very loud and staff received complaints about the gentleman. As a result, staff questioned whether in these situations if a meeting room could be utilized. After consideration, they realized that based on the man's mobility issues, he most likely would not be able to exit the meeting rooms if he were to use one.
 2. Other potential ADA issues include:
 - a) The doors, from the inside, must be opened by the person using them and automatically lock themselves.
 - b) The smaller meeting rooms do not have much room to move about.
 3. All renovations were previously approved to be ADA compliant. All doors are ADA compliant and provide enough space.
 4. If people need to exit the meeting rooms, but cannot open the door on their own, could we have a button installed to notify the desk?
- B. Resolutions:
1. Patrons already have to check in with the 2nd floor desk to be let in every time. Patrons should also tell the desk when they are completely done with using the meeting rooms since they are high in demand.
 2. 2nd Floor staff frequently walk the floor and check on rooms, even in case of fire or evacuation.
 - a) If we have to leave someone in the building for a fire alarm, take note of where they are and tell the PIC/emergency services.
 3. Family rooms are larger and have less furniture, people needing additional space can be moved to these rooms.
 4. These cases should be addressed on a case by case basis.
- C. Other Conversations/Questions Related to the Topic:
1. Bathrooms would also benefit from having buttons to open doors for those who are unable to open them themselves. The Pueblo West branch just had buttons installed.

2. Rachel Salazar went over with the USD staff how to do bathroom checks for hearing impaired patrons. The suggestion was to flicker the lights.
 - D. The committee chose to sit on this issue and collect data or testimonies from patrons to establish what the need is.
- VIII. Enter Sherri
- IX. RECAP - Elect New Leaders for 2nd Quarter
- A. Please refer back to section II for issue details and conversation points.
- X. RECAP - Quarter 1 Wiz Awards
- A. Please refer back to section III for issue details and conversation points.
- XI. RECAP - Local Government Watch and Parties
- A. Please refer back to section V for issue details and conversation points.
 - B. Further Discussion Points:
 1. Sherri recalled that this agenda item was an item of Terri's. This item referred back to an article that featured a Northern Colorado government organization that was under fire for using hundreds of dollars to purchase staff gifts.
 2. In the past, there was an attempt to buy Rockies tickets as a program and a prize of going to the Broadmoor for lunch for staff. Despite the good intention, situations like this are frowned upon due to optics.
 3. Mentioning this serves as a reminder to staff that as a government funded organization eyes are always on us and our spending. Everything we do is open record and subject to review.
- XII. RECAP - Books Again Memberships
- A. Please refer back to section VI for issue details and conversation points.
 - B. Further Discussion Points:
 1. Terri would be able to answer whether or not the intention was to develop relationships with Books Again. She is often looking for alternatives to gifts for staff.
 2. People may be more inclined to attend an activity in the community or something after hours like a zoo day.
- XIII. Reworking WIZ Awards
- A. Discussion Points:
 1. When Sherri became a part of the district, the district had a star system where people could collect stars and trade them in for prizes. This program was costly, but was a great recognition program. WIZ Awards were inspired by another group who adopted this system. The last time our award system was changed was 2017-18. Members of the committee expressed interest in a collectable system. In the future, the Steering Committee will host a work session to brainstorm ideas, create a menu of prizes, and discuss budget.
 2. In the current nomination system, some departments do not see volumes of patron participation due to patrons' lack of knowledge of the WIZ awards. How do we make it more accessible and engaging?

3. At other places like the post office, they give patrons surveys in the form of QR codes on their receipt. If they have the most comments, then they get free lunch.
4. Prizes could consist of coffee pots, DVD players, or gas cards.
5. Would teams be able to be acknowledged as a whole? There are various department types in the district. For example, staff facing and not staff facing. Would we have different categories?

B. Resolution:

1. Would an all staff survey be beneficial so all staff can provide feedback?
2. Terri and Sherri will keep staff posted on future developments.

XIV. RECAP - Study Rooms at Rawlings - Accessibility

A. Please refer back to section VII for issue details and conversation points.

B. Further Discussion Points:

1. Pueblo West recently had accessible doors installed to their restrooms. This was a \$10,000 installation for only two doors. Feedback from the Rawlings renovation has been that the doors are too heavy. If we were to install accessible doors in Rawlings it would cost approximately \$40,000. These upgrades will not be put into Barkman, but will be considered as renovations move forward at the Lucero branch.
2. The district is starting to do better with ADA compliance. The work station for visually impaired patrons has been improved and tables have the capabilities to raise and lower. Barkman did not have an accessible table previously, but will with the renovation.
3. The Office of Access with the State of Colorado changed requirements for digital access in February. The leadership team will be discussing these changes and how to be compliant with Colorado law. Everything must be accessible and there should be various accessibility options. Sherri is unsure of the extent of changes that are to come.
4. The Pueblo West branch will be renovated several years down the road, but it is anticipated that major layout changes will be necessary for access.

C. Resolution:

1. A temporary fix for meeting rooms could include installing a button to notify the desk for assistance.
2. Staff will be updated with digital changes as they happen.

XV. Renovations

A. Discussion Points

1. Staff are consulted in advance before renovations. Lucero staff were talked to approximately 5 years ago. When Barkman closed, patrons were upset and angry. While a comment box where people could discuss what they'd like to see would be preferable, it does not work with construction planning. Instead, after hours input sessions were held with the architect in advance. Pueblo West will need more work and input given there will be more dramatic changes.

2. All renovation plans can be found at the bottom of the website under reports and plans. Rawlings was the first to be renovated since the building was 20 years old. Barkman and Lucero were decided to be next because their precovid numbers for visits were the highest in the district. Additionally, Barkman had never had a renovation before and Lucero was already becoming worn. Lamb and Pueblo West are next, and Greenhorn and Giodone are the final two in the plan. This plan is money driven and the 2026 budget finalized in 2025 will determine if we have the money to continue renovations. The most recent renovations were possible because of the Mill Levy increase in 2019.
3. The Comanche power plant will be closing in 2031. Xcel Energy pays the most property taxes in the county which provides the library with funding. As a result, planning for 2031 is happening now.
4. Barkman staff will visit the location in the following weeks. The renovation is approximately halfway completed and is on track. In April, they will be completing the drywall, the bridge, and the parking lot. Staff, furniture, and books will move into the new building in August. The grand reopening will be in September. Trustees will soon finalize the furniture decisions. This includes 5 contracts equalling \$126,000.
5. After reviewing the budget, the Lucero renovation has been given the greenlight to proceed. There were some concerns about budget, but after discussion and analysis, it was determined that the library will be raising \$2 million to fund the renovation. Construction will begin in August right after the Barkman renovation is completed. Currently, alternate service sites are being explored to rent. Leadership will be meeting with Risley Middle School and El Centro del Quinto Sol. Once the alternate site is selected, then Lucero staff can begin planning. The Lucero renovation is expected to be a 10 month project. Changes to anticipate include a meeting room expansion, enclosing the existing porch area, and layout adjustments.

XVI. Digital Branch

A. Discussion Points

1. As a part of the 2031 planning, leadership is looking at alternate delivery methods. Sherri and Jill recently toured a library space in northern Colorado. This space provided library services with no staff, but was monitored. Pikes Peak Library District has incorporated library vending machines that are also not staffed. This process is similar to RedBox, but also can come in the form of small rooms or lockers.
2. This provides access after hours and on holidays where people can pick up holds or equipment.
3. The goal is to be flexible in our services delivery, and creative and cost conscious when expanding.

XVII. Green Library

A. Discussion Points

1. This meeting is the last call for Steering Committee members to join the Green Library subcommittee. This is open to everyone to join so ask your teammates as well. Meetings will commence in the next 3 weeks.