**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**May 7th 2024, at 2:30PM at the Rawlings Library in Bret Kelly B**

**Present at Meeting:**

* Terri Daly
* Crystal Gonzales
* Cory Reimers
* Desi Anderson - Minute Taker
* Aaron Ramirez
* Marcus Bower
* Danielle Cowles
* Anthony Rendon

The Meeting was called to order by Terri Daly at 2:30PM

* Terri handed out copies of the agenda for this meeting.

Old & New Business:

* As a group, we went over the topics that were brought up in the last meeting. It was determined that Youth Services received their cleaning supplies that were requested.
* A survey was sent out to all PCCLD Staff concerning the green library initiative and sustainability.
* A Safety Checklist was sent out and it was discussed that each member went over it with their department.
* Signs that say “NO BULKY ITEMS ALLOWED” will not be distributed to branches. If there are safety hazards caused by shopping carts or other patron owned property, please, speak with the patrons individually as necessary to avoid conflict. Employees can refer to the **Library Rules of Conduct poster** that should be posted on each branch’s bulletin board and each floor of the Rawlings library for public view. This document can be found on the portal under “Documents” and it might be important to have printed copies at each service desk that are available to staff to use if needed to address patron behavior. In addition, there is also a poster titled “**The Library Thrives when We**…” which serves as a visual depiction of library rules. Each branch and floor of Rawlings library should have this poster displayed as well. These rules serve as a foundation for the expectation of behavior in the library, as well as the security protocol around incidents and suspensions. Each of these documents contain the new PCCLD logo. **Both of these documents are attached to this post and these minutes.**

Shopping Carts brought to the library: As far as shopping carts are concerned, as long as the carts are not blocking patron entrance and exit of the library then they are fine. Make sure the patrons are aware that the library district is not responsible for watching their belongings while they are in the library.

* Scooters are still not allowed in any branch location. Scooters should be locked or tied up outside in the designated area.
* Personal Belongs Procedure: The library is looking to update the personal belongings procedure. The Library Rules of Conduct state that **no bulky items** are allowed inside the library.
* Light on Loading Dock at Rawlings: Danielle Cowles addressed the light on the loading dock which is working, but inconsistent. Tech Services would like to know if the timer on it could be extended by facilities as sometimes it is not always on, usually when tech services staff enters the building at 7am and leaves around 6pm to 7pm. Additionally, staff members are coming upon homeless individuals sleeping on the loading dock which increases the need for the light to be consistently working.

**Note:** there are two lights in place outside the ramp/loading dock at Rawlings. One of the lights is a light that is connected to the other lights around our building. This light is part of a Rawlings library lighting package that is on a timer. The timer has a seasonal setting that allows the light to come on at certain times depending on the season (summer morning early and evenings later, winter mornings later and evenings earlier, for example). There is also another light that Facilities installed on the loading dock in 2022/2023. This light is solar operated so that it comes on as the natural light outside is dark. In addition, Titan Security, a security firm that PCCLD has contracted with, has been patrolling the Rawlings parking lot each night for about 2 months. Within the last couple of weeks, the patrol officer has indicated that people traffic at night in the Rawlings parking lot has diminished significantly and he is not seeing any people camped out there any longer. This contracted security service is set to end soon, so it may be that people do return on occasion. If employees are uncomfortable entering through the loading dock entrance, we encourage employees to enter through the staff entrance located on the side of the Rawlings parking lot.

* Staff Entrance at Turtle Park/Rawlings: The **Staff Entrance door** near turtle park often does not completely close unless a person pulls it closed. This is similar to the loading dock inside door as well. The type of mechanism on the door reacts to temperature changes. So, it’s important for a person going in or out of this door to ensure that the door closes behind them. A sign has been placed on the door asking staff to make sure it is secured behind them when entering or leaving through this staff door.

Facilities installed a handle **on the loading dock door** to enable a person to ensure that this door is easier to close. Additionally, do not leave any staff door propped open without someone there to guarantee no unlawful entry.

* An Emergency Preparedness Committee has been established by Executive Director, Sherri Baca. This committee will work to develop policies and procedures that may be missing from our current documents. These policies and procedures include having a plan for business continuity (including IT and Finance), valuable documents and artifacts management,as well as a resource book for employees that houses emergency procedures in one place. Additionally, Terri is in the process of arranging fire drills for the branches with Alan. Also, if something happens that appears to be an emergency, but is just a false alarm, please put this incident in the communication log. https://docs.google.com/forms/d/e/1FAIpQLSebNiNGJ7uCRV94\_6EUpxnWipCkDEGif-veh7MZRrr-hwoVgA/viewform.

The person with the most information on the incident should be the one to do this or if there is security on site, please coordinate with them. If the fire department arrives, Alan Rocco or the Facilities PIC is the point of contact for Rawlings.

**Security Updates:**

* The library policy on Service Animals is as follows:

 Service animals are classified as dogs and miniature horses only. Emotional support animals are not allowed in the library. The service animal must be leashed or on a harness. A staff member can ask the patron “may I ask what service the animal performs?” Generally, dogs that behave well are allowed in the library. Dogs that misbehave by the owner allowing the dog to be off-leash, the dog bothering/sniffing around other patrons, the dog growling, barking, whining, or jumping up, etc will be asked to leave the property. The owner must be in control of their animal at all times.

* What is the procedure for calls to 911/emergency services? Crystal Gonzales suggested that if you have to engage with 911 to stay calm, give accurate info as you receive it, answer any questions they ask. It was suggested that perhaps a script or something that would give staff an idea of what to do in this situation could be put in the emergency preparedness resource document. Crystal Gonzales will reach out to contacts at the Police Department for this information.
* Employee Rendering Medical Aid to Patrons: It was also addressed whether staff should render aid to a patron in an emergency medical situation. This question comes up regularly. It has been determined that it is not the job of library staff to render medical aid to a patron. The protocol in a medical situation is for employees to call 911 so that the trained professionals can assist. If questioned by the police as to why staff did not render aid, please let them know that is not our policy. If first responders have additional questions around library policy, they can be referred to Amy Nelson, Director of Public Services, or Sherri Baca, Executive Director.

The library district encourages employees to call the appropriate authorities when there is an accident or injury. In the meeting, we discussed acting in a way that does not cause further harm or injury to someone experiencing a medical emergency. This is a very gray area. People will provide aid when their personal and moral ethics dictate how they should act in an emergency. From an organizational perspective, we do not want employees providing medical aid outside their capabilities or capacity, so employees are not required to do so. The library district’s stance is that providing medical treatment and aid should be left to the medical professionals. Fire and EMS generally have quick response times in Pueblo.

* Quiet Rooms at Rawlings: For the quiet rooms located in both Youth Services and the Basement at Rawlings, staff and patrons should not just be barging into those areas.

**Note:** There are two rooms in the Rawlings Library that are designated as “quiet rooms.” One is for patron use and one is for staff use.

The room that is for patron use is located in Youth Services and is

intended as a sensory room for patrons (not staff.) There is a code-pad to access this room and it is only opened upon patron request.

The other “quiet room” is meant to primarily be used for lactating moms. This room is located in the basement area of Rawlings next to the staff restrooms. It has a sign that says “Quiet Room.” This room is to primarily be used by lactating mothers where they can go to pump and store milk, as it is outfitted with a small refrigerator. When not being used by an employee for this purpose, the room can be used as a “quiet room” where employees can go chill for a few minutes. There is a lock on the door similar to the lock for the Staff Restroom on the first floor. If you turn the handle, the message on the outside says “Occupied.” When the handle is not turned, it says “Vacant.” Terri Daly is requesting that this Quiet Room be re-added to Communico for scheduling purposes. Once this is complete, Terri Daly will send out an email to employees outlining the purpose of this room and how to schedule.

* The Tech Services staff is becoming frustrated with the cleanliness in the women’s bathroom located in the basement. This bathroom is supposed to be cleaned, but Jill keeps putting in tickets to Alan, Danielle was not aware of any response to these tickets. Jill has also been putting in tickets to have toilet paper, paper towels, and other necessities put in that bathroom, but again, we are not aware of any response. Danielle said that this still doesn’t appear to be being done as there is also spit on the wall that has been there for awhile, but as many tickets as Jill puts in there is no change. It has been suggested that Kristi Roque be cc’d on any further tickets or emails concerning this, so that she is made aware. Terri Daly will work with Facilities to address this issue.

**Meeting Ended at 4pm**