**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**July 9th 2024, at 2PM at the Rawlings Library in Bret Kelly A**

**Present at Meeting**

* Terri Daly
* Crystal Gonzales
* Alyssa Mestas
* Desi Anderson - Minute taker
* Thea Martinez
* Aaron Ramirez
* Marcus Bower
* Danielle Cowles

The meeting was called to order by Terri Daly at 2PM

* Terri handed out copies of the agenda along with copies of the previous meeting minutes from May 7th.

Old & New Business:

* As a group, we went over the topics that were brought up at the last meeting.
* Crystal Gonzales spoke about the library code of conduct The Library Rules of Conduct Statement that is posted and the Library Code of Conduct in the Customer Service Policy document are being reviewed to make sure the language used in both matches. The policy on bulky items was also addressed. It is not being heavily enforced by security at this time. If it needs to be addressed with a patron as that patron has a lot of items and they are spread out everywhere, or if they have a grocery cart full of items or something of that nature, then it will be addressed. At this time, the library district is still looking to update the personal belongings procedure.
* It was mentioned that since Pueblo West has had a high degree of theft with scooters and bikes that Cory had been letting the teens store their scooters/ bikes in the teen area during teen night. However, it should be noted that while this is an option for Pueblo West for that specific program, not every branch may have the space to allow bikes or scooters to be stored in the library during a program or event. Also the policy of no bikes/scooters in the library should still be enforced, so there should be no riding scooters/ bikes in the library.
* Concerning the light by the loading dock, Terri provided some clarification. It turns out there are two lights. One is solar powered and the other set on a timer. The solar powered will come on once the outside lights dim and the light that is set on a timer comes on and goes off on a timer tied into the other lights outside the Rawlings library.
* It was also discussed that the loading dock is being used as a sleeping/ loitering location again. Titan is no longer doing rounds after hours. People have been found sleeping in this location as well as in Turtle Park. It was suggested that these areas could be locked down when the library is not in operation, perhaps a tall gate could be installed around these perimeters to lock up the area? It should be noted that this is not just a safety security issue, but a sanitary one as people are urinating and leaving trash such as cigarette butts in the area. If staff don’t feel comfortable to enter/ exit through the loading dock, they can always use the designated staff entrance by the Facilities office. Also since the last meeting, Staff has been making sure the door to Turtle Park is closed securely.
* Pueblo Police are enforcing the two-hour parking on Union. If you park in that area (which is located right next to Rawlings library) they have been issuing tickets to vehicles who stay beyond the designated two hours. It was suggested that perhaps an email could be sent out to staff to notify everyone about this.
* Crystal Gonzales let us know that Rawlings has seen a spike in people who appear homeless using library services. To go along with this there has been an increase in drug use in the bathrooms and in people who appear to be camping out outside the building. She is asking that we be mindful of our surroundings, particularly when working on Sundays, and if you see something please report it to security immediately. Additionally, a new Colorado law states that pedestrians could be fined for sleeping outside. Ryan Dowd is conducting a training called “Homelessness is a Housing Problem: A conversation with Gregg Colburn.” The live training took place on 7/11/24, but you can still watch it by registering for free here: <https://us02web.zoom.us/webinar/register/6116770284526/WN_iMIYl8-eQO-bHLLe0vmpYg#/registration>
* Aaron gave an update on the Emergency Preparedness Committee. They are still looking to further develop library policy with everyone having a designated area of focus. They are also still working on creating a red binder which will be a resource book that all staff can use in the event of an emergency.
* Crystal suggested that emergency training be required for all new hires and Crystal will begin providing this training to all new hires starting in January 2025.
* Crystal also updated us on the topic of emergency calls. She has reached out to her contacts at the police department regarding the questions that were presented at the last meeting. At this time, she has not received any response back from them. Crystal Gonzales will update us as the information comes to her.
* Terri sent out an email regarding the quiet rooms at Rawlings. Both “quiet” rooms – the youth services sensory room and the room for lactating mothers in the Rawlings garden level area are now in Communico. Also in regards to refrigerator located in the basement quiet room, please do not put or leave items in there as it is meant for lactating mothers to store breastmilk in only.
* In terms of the Rawlings garden-level restrooms, if they need cleaning or stocking, please continue to put in a ticket to Facilities.
* It was brought up that the nighttime cleaning crew doesn’t appear to be restocking any of the public/ staff restrooms. Additionally, it was brought up that the cleaning crew does appear to be leaving things unlocked, that staff has noticed items being moved around their offices or even missing. In some cases, items left on desks are being thrown away. Thea Martinez addressed the fact that she came in one morning to find that the cleaning crew had used canvas and paint supplies from Youth Services. Thea Martinez reported that she watched camera footage of a man on the cleaning crew using these supplies as well as taking summer reading prizes. This was reported to Facilities and they are dealing with this issue.
* It was noted that Jen Scroggins has posted a list of mental health services available to patrons and staff on the library website. It was suggested that staff could be made aware of internal resources by being sent EAP information. EAP information is on the portal under Documents>Benefits. It was suggested that EAP information should also be posted in the designated staff areas at each branch. Terri will follow up with this.
* Thea Martinez also let us know about the Rally app which comes along with the employee health insurance sponsored by the library. This app has components that help us deal with mental health issues and stress. HR will be looking more into this.
* Crystal Gonzales updated us on security which will be posting another positon, sometime in August.
* She also let us know that when dealing with patrons who may need to be asked to leave the building or loitering in that area, the parking lot and sidewalk areas are considered public property. Patrons are allowed to be in this area, though if you suspect they are doing anything suspicious, please notify Security. Also any type of soliciting is not allowed in this area as well.
* Additionally, patrons should not be allowed to ask for money in the library or be allowed to sell outside items on library property. This would include kids coming in during the school year fundraising.
* Crystal Gonzales also noted the influx of “service animals” in the library during the summer. She asked that as long as the animal appears to behave while in the building that we handle this on a case by case basis. Always assume that the patron has the best intentions. We can ask two questions: Is this a service animal? and what type of service does it provide?
* Aaron asked about the decontamination process after a patron uses drugs in the bathrooms. He wants to ensure we are providing a safe environment for all our patrons and staff. Terri and Marcus talked about the cleaning and remediation that was done at Barkman when they closed the library. It was also noted that environmental sensors are being placed in the bathrooms at Rawlings. No real danger level exists as you would have to be there at the time of use in order to be affected by the chemical substance in question. Environmental Sensors will be installed in all public restrooms at the Rawlings library soon. This should help deter any drug use in the restrooms. If staff has any further concern, masks and gloves are available to be used when checking the restrooms.
* **Follow Up:** Terri Daly looked into this after the meeting by reviewing the board of trustee minutes from March of 2023 where Chad Wolgram, Director of Environmental Health for the Pueblo Department of Public Health and Environment and Brandice Eslinger, President/Owner of All-Phase Environmental Consultants, Inc. addressed the participants.

They both provided some guidance at that time regarding best practices, mostly around remediation in situations that are really challenging. The state of Colorado does not have a specific guidance document or protocol for commercial buildings or public use buildings. Ms. Eslinger only had available to her guidance relevant to cleaning and testing in residential locations. Residential regulations are much more stringent than commercial building guidelines would be. This is due, in part, to the fact that commercial buildings (and PCCLD’s buildings) have exhaust fans that blow the air out of the building, whereas fans in residential restrooms typically just circulate the air. Ms. Eslinger indicated that procuring monitoring/environmental sensors would be a good investment as the sensors can detect changes in air quality, humidity, total volatile organic compounds (VOCs), noise level, particulate matter, vape index, and temperature. The sensor can also detect smoke and aerosol discharge of any kind. Mr. Wolgram commented that any public restroom anywhere will most likely show some signs of drug use, so it’s important to use evidence-based results from data reports as to how many incidents occur in a particular restroom.

Terri Daly also followed up with Alan Rocco, Facilities Superintendent. Alan indicated that if there is an incident of someone using drugs in a restroom, they typically close the restroom and clean it thoroughly. They leave the restroom closed for two hours. They have been instructed that this protocol works well for occasional drug use and there is no danger or risk to staff or the public if they enter the restroom. Alan did mention that he wasn’t sure what was being referred to with regard to a testing meter. Facilities has test kits they use to detect high levels (none have been detected) but he isn’t sure what was being referred to with regard to a testing meter.

Terri will continue to explore to explore this issue further and bring back more information.

* Additionally, Crystal said she is not seeing any major contamination issues via the communication logs or incident reports. Also, it was suggested that maybe Alan Rocco could come to the next safety meeting or even the branch staff meeting to educate us on the decontamination process and other things concerning this issue. Crystal also stated that security is working on developing other procedures for handling decontamination at the library.
* Also if the bathrooms at any branch should have to be closed due to any drug related or other issue, we simply put out signage stating the restrooms are closed. We are not required to inform patrons as to why restrooms are closed necessarily. There is no danger to the public and there is no safety hazard.
* Patrons have been leaving their minor children at the library at the Y (this could be due to summer reading). This goes directly against the law that states an adult cannot be left alone with a minor child (SB21-088 Child Sexual Abuse Accountability Act) <https://leg.colorado.gov/bills/sb21-088> and it is concerning seeing as library staff are not daycare workers. It was also suggested that when a minor child is left unattended at the Library @ the Y, they be taken to the YMCA’s main desk by staff. Also Crystal mentioned that it does says in Library Policy not to leave minors alone, so staff can print out and give a copy to parents/caregivers. It was suggested that perhaps a sign could be put up that directly addresses this policy. It was suggested that an age range could be established such as what is in place at PPLD which says children 8 and up can be left unattended in the library, Additionally, Ryan Dowd does have training in Niche academy on this topic.

The next meeting will be Tuesday September 10th

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