



## Steering Committee Meeting Minutes

2:00 pm August 21st, 2024

Bret Kelly A—Rawlings Library

Meeting Lead: Alyssa Vargas Lopez

Meeting Recorder: Jennifer Scroggins

### *Minutes*

**Attendance:** Sherri Baca (Executive Director), Terri Daly (Director of HR), Maria Kropf (Finance), Mary Kratz (Lamb/YMCA), Ray Packard (Pueblo West), Michele Dagnillo (Tech Services), Josh Vicknair (IT), Shelby McCormack (Community Relations/Finance/HR), Jennifer Scroggins (Rawlings User Services), Sandy Hudock (Gidone/Lucero/Greenhorn), Frank Nash Jr. (Facilities),.

**Absent:** Alisha Cunzio (Rawlings Local History & Genealogy), Barkman representative still vacant.

### Preliminary Steering Discussion

- Possible appeal process for Reconsideration Policy
  - Sandy Hudock put this on the agenda for GHV.
  - GHV had a visit from Amy Nelson, and it was brought up that in conjunction with the new Reconsideration policy, there may be an Appeal Process added to the policy in the future.
  - GHV felt that an appeal process would be unnecessary and felt that, “it would undermine the whole books safe from reconsideration for the 2 years component of the policy...and we fail to see how an appeal holds value as it would be an opportunity for the patron to continue badgering the district”. (taken from an email Sandy received from GHV to bring to Steering).
  - No one else had heard about a possible appeal process and we would get more clarification once Sherri joined us in the meeting.
  
- Ergonomic Study
  - Brought to Steering by Jen Scroggins, from USD. Staff was wondering if in addition to the Culture Study being done, could we also have an Ergonomic Study done as well?
  - The last ergonomic study was done in 2019 (contracted out)
  - There is also some confusion on what the process is to request ergonomic equipment at the Staff level. Terri said that she would send out information on how to request things through HR.
  
- Pueblo West Phones
  - PW main phone number does not ring to staff in the back office.
  - Terri has been working with Eric Tiffany on this for 3-4 months, and there is an ongoing push to make sure that the phone directory is accurate, and will ring where it needs to

- ring.
- PW was wondering about hand-held phones being an option. Josh (IT) said that hand-held phones are not a possibility.
- Decided to mention it to Sherri, but since Terri is working on this, we didn't need to discuss anymore when Sherri joined us.
  
- Moss Adams update
  - Brought to Steering by Shelby (CR).
  - Curious about the next steps to implement suggestions from Moss Adams, and was there any significant feedback when Terri sent out the Moss Adams report.
  - As this subject had a lot to do with the Annual Planning Retreat, which was an agenda item that Sherri added, it was decided to wait to talk about this more until Sherri joined the meeting.
  
- WAB Questions
  - Brought to Steering by Frank (Facilities). The question was if there was any other space in Paylocity to record work done by the staff other than the comments section and if Sherri directly reviewed our WAB's. (I.E. is there another place to attach other documentation like Helpdesk tickets).
  - It was brought up that a place to document things in Paylocity is to use the "Journal" feature. This feature can be private or shared with the Manager.
  - Terri mentioned that maybe the process for WAB's should be looked at again, as it has been a while since it was reviewed.

### **Follow-Up with Executive Director (joined at 2:30)**

- Possible appeal process for Reconsideration policy
  - Sherri said that there has been some discussion about an appeal process being added to the Reconsideration policy, and whether it would be a benefit or not to the new policy. The question that comes to mind is, "What would happen if we didn't have an appeal process in our policy?"
  - Sherri has reached out to other library districts that have an appeal process built into their policy and the results of having an appeal process varies. Anythink Library has an appeal process, but the Board ultimately does not look at the content of the materials that are being reconsidered, and instead focus on whether or not staff has followed policy.
  - Sherri explained how during a Board Meeting, the public can speak to the board, but it is one-sided (the Board just listens), and there isn't an actual discussion.
  - Sherri does not see the board getting involved with discussing material content but possibly reviewing if the policy and procedures were followed..
  - The idea to start putting "content warnings" on materials came up. It was pointed out that if we did this, then the library would be making a judgment about the content of the materials, which is a barrier to access of materials. I.E. someone's definition of "spicy", is another person's definition of "mild" in terms or content.
  - Sherri is going to bring this to the Board, and will report back with more information.

- Ergonomic Study
  - Sherri mentioned that because an ergonomic study had not been done in a few years, that it was a good idea to look at it in the future.
  - Terri will look into what our insurance offers in terms of ergonomics and will report back.
  - There were a few suggestions about how to go about conducting a study, and one of them was to reach out to CSUP and their Engineering Department, as they are always looking for projects.
  - It would be interesting to hear tips and tricks, and best practices for ergonomics from different staff/departments (MHT perspective, workmans comp. Perspective, making things customizable at the service desks as there are many different people that use them.).
  
- PW Phones
  - Mentioned to Sherri; Terri and Eric are working towards a solution.
  
- WAB Questions
  - Sherri does not necessarily review WAB's, and only would if Terri felt that she needed to.
  - Sherri also mentioned that maybe the WAB process should be looked at again, and would work with Terri on this.
  
- Moss Adams update and 2025 Annual Planning Retreat
  - Sherri explained that a lot of what the Annual Planning Retreat is, is coming up with a plan to implement some of the findings from the Moss Adams study.
  - Sherri outlined what the Annual Planning Retreat was going to look like:
    - Terri and Kristi will speak about culture implementation
    - Amy and Nick will speak about the new strategic planning process.
    - There will be small breakout groups that will come up with goals for the strategic plan.
    - We will all come back together as a big group to discuss small group goals, and decide what to put into the 2025 Strategic Plan.
  - Sherri wants to make sure that the new annual plan is culture driven, and that at least half of the goals in 2025 prioritize culture. (Vs. goals that are very specific and only speak to one subject). This is going to affect Managers the most, and so we should think about how we (support staff, librarians, etc.) can better support managers in order to achieve team goals and to model the new culture going forward.
  - Sherri suggested that we all take a look at our current annual plan, and to also look at the Moss Adams report Terri sent to everyone so that we have ideas to bring to the small groups.
  
- Renovation updates– Barkman and Lucero

- Sherri reported that the Barkman renovation was under budget and on time. (YAY!).
- Barkman's grand opening will be on Sept. 3rd, 2024 and includes a cornerstone laying by the Grand Masonic Lodge and a time capsule ceremony.
  - From September 10-13th, there will be other festivities including: a ribbon cutting ceremony (9/10), photo opportunities with Bluey and Bingo (9/11), Deigo Martin- el Vaquero Chautauqua with Colorado Humanities (9/12), and a backpack giveaway with free school supplies and free haircuts for children (9/13).
- Lucero renovation update
  - Officially closed to the public
  - City Council approved site plan, but still needs to vote on easement vacations and approve the construction documents (blueprints).
  - Alyssa Vargas Lopez has been re-appointed to El Centro Board.
  - El Centro is to be an alternative Lucero location (City Council still needs to decide a few things and will be meeting on Monday August 26th).

**Meeting Adjourned at 3:30pm**