**Pueblo City County Library District**

**Health and Safety Committee Meeting Minutes**

**September 10th 2024, at 2PM at Rawlings Library in Bret Kelly A**

**Present at Meeting**

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

The meeting was called to order by Terri Daly at 2:05PM

* Terri handed out copies of the agenda and Crystal Gonzales circulated handouts regarding Fentanyl information that would be discussed later on in the meeting.

Old and New Business:

* Alyssa Mestas updated us on the Lucero move from the original location which is closed for renovations to the El Centro location. She said things have been slow, but that they are working to figure out where items are going to be located and how certain things are going to work. She also mentioned a few slight security issues stating that patrons are not wanting to stay solely in their designated area, but have been wondering into areas designated solely for staff.
* We reviewed last month’s minutes.
* Terri updated us on the Rally app which is through the myUHC app. She will send out more information on this as she has it.
* The quiet room at Rawlings. Terri sent out an email letting staff know the specifics regarding these rooms. The quiet space located in youth services is for patron use only while the garden level quiet room in Rawlings is open to staff. You can use it, but this time should be scheduled in communico. The room’s primary purpose is to give breastfeeding mothers a place to pump, so please do not put anything in the fridge located in this room.
* It was also noted that there are additional sensory toys in youth services for patron use, but these are not to be checked out. They are for library use only.
* The library is considering the implementation of procedures whereby the building’s wifi will be turned off from 11:00 pm – 6:00 am. Amy sent out an email to branch managers asking if they would like their branches to partake in this. Rawlings has already implemented the building wifi shut off. This is to keep people from loitering on the property after the library is closed.
* Titan patrols are being done at Barkman and Lucero. Crystal Gonzales let us know she does a check of Rawlings every morning. There was graffiti on the hours of operation sign recently, but a helpdesk ticket was placed and Facilities promptly removed the graffiti. It should be noted that any graffiti at any location should be reported to facilities immediately.

* Crystal Gonzales went over what to do when dealing with unruly or agitated patrons. It is best to stay calm and let the person have their moment. The point is to de-escalate the situation and not make it worse. If we get louder or more elevated, then the patron will as well. This is why it is best to keep your voice at a low, calm tone.
* Danielle Cowles let us know that the restrooms at the garden level at Rawlings are getting better. They appear to be cleaned and restocked.
* Terri and Crystal went over the handouts regarding potential fentanyl and/or methamphetamine second-hand exposure. The procedure is to close the bathroom and call facilities. There is a decontamination process which Alan can speak with anyone about if they have questions. However, the bathroom should be sealed off for a minimum of 30 minutes. Typically, Facilities will close the bathroom for 2 hours after cleaning. Don’t touch anything. If any suspicious looking substances are found please don’t touch them, and immediately call facilities for cleanup. In this case, close off the contaminated area until cleanup has been completed.

Also if a significant amount of a substance is found (like a bag-full for example) please contact Pueblo police non-emergency line and security at Rawlings. Additionally, please contact your branch manager if they are not present in the building. At this time, close the bathroom or contaminated area until police arrive.

If you think that the substance you have found is drug related please wash your hands immediately being careful not to touch your face, eyes, nose or mouth at all. Don’t touch any suspicious substances/ Rawlings and Barkman have sensors installed to detect chemical substances. Lucero may also have these installed upon renovation.

If you have to shut down one of your restrooms because of this please turn the remaining restroom into a unisex restroom for patron use. Also keep track of people in the restroom to avoid uncomfortable situations.

* Crystal Gonzales is also working on an alert system for the library that would alert every security phone if there was an emergency. This alert would send notifications to all security staff, Alan Rocco, Frank Nash. There will be more information on this later.
* Additionally, if someone is overdosing in the library, please call 911, notify the PIC and Security. Under the current protocol, it is recommended that library staff do not provide aid, but rather call 911.
* EAP paper information should be posted at every branch. Terri also let us know that there is a way to schedule a non-virtual appointment. Just contact the EAP and tell them that you prefer an in-person appointment.
* Safety checklist, everyone at their branch should be going over the Office Safety Checklist to ensure branch and department safety. Danielle let us know that Tech Services doesn’t have enough outlets since their renovation. Jill is going to speak with Alan and someone in IT to remedy this and perhaps get more outlets installed.
* Crystal encourages everyone to see about further training to better handle hostile situations. An example of this would be the de-escalation training that Kayci Barnett will regularly share as training comes up. Terri said that we should all try to attend since we are part of the safety committee unless our manager or assistant manager is already attending then we can speak with them about it. It should be noted that the last remaining spots were already filled at this time, so no one else could attend the particular training that was mentioned.
* Aaron Ramirez let us know that a patron fell out of a chair on the 3rd floor at Rawlings and landing on the concrete floor. The patron said they were ok and the chair did not break.
* Terri will be sending a first aid kit to the YMCA branch. The YMCA branch will also be getting a security phone to use in case of an emergency. This way security can send alerts if there is a branch wide emergency.
* Mouse issue at Lamb: Desi let everyone know that mice are no longer an issue and that all proper storage protocols are being followed, particularly with food items.
* Crystal asked if all the outside lights located in Barkman’s parking lot were working. Marcus assured us that the lights are working.
* Alyssa let us know that as Lucero is still getting things set up at El Centro, but they do not have any internet. It doesn’t appear to be working, but IT has been contacted and are working on this.

The Next Meeting will be Tuesday November 19th at 2:00 pm

**The Meeting ended at 3:07PM**